

SEPTEMBER 11, 2018

**BOARD OF COMMISSIONERS'
MEETING**

AGENDA PACKET

IONIA COUNTY BOARD OF COMMISSIONERS

**September 11, 2018 - 3:00 p.m.
Conference room – Central Dispatch**

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Invocation**
- IV. Approval of Agenda**
 - A. Consideration of additional items
- V. Public Comment**
(3 minute time limit per speaker – please state name/organization)
- VI. Action on Consent Calendar**
 - A. Approve minutes of the previous meeting(s)
- VII. Unfinished Business**
 - A.
- VIII. New Business**
 - A. Central Dispatch Update and Expand Security Camera/Door Lock System
 - B. Health Department Agreement with Michigan Department of Health and Human Services
 - C. Health Department Fee Schedule Addition
 - D. Health Department Affiliation Agreement with Eastern Michigan University Board of Regents
 - E. Commission on Aging contract on FY 2019 Older Americans Act Contract
 - F. Sheriff Office LexisNexis E-Citation Software
 - G. Sheriff Office and Health Dept. Arbor Circle Service Agreement
 - H. Request to fill four positions in Public Defenders office
 - I. Approval of Rail Trail agreement for Rail Trail North Phase
 - J. Acknowledgement of applications for appointment
 - 1. ARES/RACES Emergency Coordinator and Assistant Coordinator – Three year appointments.
 - 2. Commission on Aging Board – Three three-year appointments.
- IX. Reports of Officers, Boards, and Standing Committees**

- A. Chairperson
- B. County Administrator

X. Reports of Special or Ad Hoc Committees

XI. Public Comment (3 minute time limit per speaker)

XII. Closed Session

XIII. Adjournment

Board and/or Commission Vacancies

- Board of Public Works – One three-year term expiring January 2021.
- Construction Board of Appeals – Two two-year terms, expiring October 2019. One of these positions serves as an alternate member.
- Economic Development Corporation/Brownfield Redevelopment Authority – One three year term expiring April 2020.
- Parks Advisory Board – One two-year term expiring January 2019, serving as a Member-at-Large from the Lyons Area.

Non-Commissioner Appointments for consideration in the month of October 2018: None

Non-Commissioner Appointments for consideration in the month of November 2018: None

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

UPDATE AND EXPAND SECURITY CAMERA/DOOR LOCK SYSTEM
SEPTEMBER 11, 2018 BOARD OF COUNTY COMMISSIONERS MEETING

CONTACT: James Valentine, Director

DESCRIPTION:

Central Dispatch is a secure locked facility. In 2006 our center installed a closed circuit camera and door access proximity card system. Originally the system was an ADT system which became Tyco and recently became Johnson Controls. The present system consists of five cameras (four interior one exterior) and five door card readers (front and rear entrances and three interior doors). All building and secure area access is recorded so we know who and when people are going into these locations. This is augmented by the camera system where on duty personnel can constantly monitor who is in the building approaching secure areas and who is at the front door and/or in the rear employee parking lot.

The present system is a leased system that includes maintenance support. Over the years the annual cost for this system has gone from \$1200 per year to \$3600 per year and will continue to increase each year.

We would like to upgrade and expand the present security system. We are proposing to add card readers at two additional building access points – one being a rear door just off the dispatch floor to become a new employee entrance. The second exterior door is at the interior hallway near the present emergency manager office. The interior hallway access point will become the primary public entrance for dispatch in anticipation of another entity renting or occupying the present administration side of our building.

Additional exterior security cameras are being proposed for the (new) employee entrance discussed above and the interior hallway building entrance also mentioned above. These additional cameras will afford on duty personnel to monitor the exterior areas of the building to know if anyone is around the rear entrance or glass hallway entrance of the building. One additional camera is desired for the interior hallway to further identify persons entering the building.

The proposed to upgrade the proximity door card readers will be a multi-card head that will handle a multitude of proximity cards regardless of brand or manufacturer. This will allow public safety personnel to come into our building without having to carry two proximity cards. In the future, if the county were to change brand or model of proximity card for the courthouse complex; the proposed upgraded multi-reader heads would work with the new cards.

In addition, the proposed upgrades to the card access and security camera system will add additional security to the Central Dispatch facility.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

Johnson Controls has provided an estimate to upgrade the present system; replacing the existing analog cameras with state of the art digital cameras; and adding the additional exterior and interior

cameras proposed. The upgrade would also replace the existing proximity card readers plus add the new card reader door access control.

The proposal provided costs for the systems where Central Dispatch would purchase the equipment outright rather than the present reoccurring system lease never ending payment (presently \$3600 per yr with a reoccurring CPI increase every year). Also included with the proposal is a monthly/annual support cost for each system.

It should be noted that the proximity card reader/door access system will be a hosted system so automatic software updates are handled at the company end rather than special trips to the center for such upgrades.

JOHNSON CONTROL COST PROPOSAL:

Camera system upgrade and addition – Purchase Price: **\$4,909.68** (rather than a monthly maintenance agreement we are electing to simply do time and material).

Door Reader upgrade and additions – Purchase Price: **\$6,341.00**. Because this system is more complex we will elect to contract for maintenance support for a reoccurring cost of \$ 40.00 per month (\$480.00 per year). This maintenance support will remain at this price for five years with no annual CPI increase as we have experienced with our present system. At the conclusion of the five year period, the service agreement will be renegotiated.

Total proposed purchase price to upgrade and expand both systems: **\$11,250.68.**

ADDITIONAL BID REQUESTED:

I contacted Scott De Ruischer to see what company was involved with the camera and security door upgrades in the new courthouse and other county buildings. On July 5th, Scott facilitated a meeting with a sales rep from PRESIDIO, the company who was awarded the bid for this equipment in the courthouse project. We conducted a walk through and outlined our request for a proposal to completely replace our current system with an entirely new system from Presidio.

To date we have not received a bid or quotation from Presidio. It should be noted, several years ago I sought a quotation to completely replace the existing system from Netch (now Presidio). At that time, since the existing system was not compatible with the Netch system, the proposed cost was near \$22,000.

LEGAL REVIEW:

N/A

DEADLINE:

With the possibility of another agency occupying a portion of our building; we would like to move forward with this upgrade early this fall.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

A MOTION TO GIVE CENTRAL DISPATCH PERMISSION TO PURCHASE FROM JOHNSON CONTROLS AN UPGRADE AND ADDITION TO THE EXISTING CAMERA AND DOOR SECURITY SYSTEM TO TRANSFER FUNDS FROM THE FUND BALANCE TO THE CAPITAL OUTLAY LINE (261-325.000-970.000)

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

**Agreement with Michigan Department of Health and Human Services
September 11, 2018**

CONTACT:

Ken Bowen, Health Officer

DESCRIPTION:

Agreement between Michigan Department of Health and Human Services and Ionia County Health Department for FY 10/1/18-9/30/19

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

See attached

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

1. Request approval of the Agreement between Michigan Department of Health and Human Services FY 18/19 and Ionia County Board of Commissioners on behalf of Ionia County Health Department and authorize the signature of Ken Bowen, Health Officer.

**Note: the State has electronic contracting software which sends the filled in version of the contract after it has been reviewed by Michigan Department of Health and Human Services (MDHHS) staff. This is a draft contract for your review.*

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

The following chart is a list of the FY 2019 Local Health Department (Comprehensive) Agreement allocations for your Local Health Department (LHD) for funding administered by the Michigan Department of Health and Human Services (MDHHS) through the Agreement. These allocations are based on anticipated FY 2019 Appropriations for MDHHS and are subject to the availability of funds, MDHHS's Appropriation Act for FY 2019, MDHHS approval, and State Administrative Board approval.

Please complete the applications, including the budgets, for these projects and submit your applications through MI E-Grants within **six weeks**. When each individual project application is completed, please have your Authorized Official submit it. This will facilitate timely processing of your agreement. If you are not able to submit your application within this time period, please contact your Grants Section team member, Carissa Reece, at reeceC@michigan.gov or (517) 373-1207. All allocations must be budgeted and expended consistent with the requirements contained in the Agreement. The effective date for the executed agreement is based on the Grantee's signature or October 1, 2018, whichever is later.

The following are the projects available for budgeting the MDHHS Essential Local Public Health Services (ELPHS) funds and the Maternal Child Health (MCH) allocations:

MDHHS ELPHS

1. Administration ELPHS
2. General Communicable Disease ELPHS
3. Hearing ELPHS
4. HIV ELPHS
5. Immunization ELPHS
6. Sexually Transmitted Disease (STD-ELPHS)
7. Vision ELPHS

Maternal Child Health (MCH)

1. Direct Services - Children MCH
2. Direct Services - Women MCH
3. Enabling Services Children - MCH
4. Enabling Services Women - MCH
5. Public Health Functions & Infrastructure - MCH

We have tried to anticipate the projects you will need for FY 2019 based on the FY 2018 budgets. If you need additional projects, or if you do not need a project which was released to your agency, please send your requests to mdhhs-migrants-agreement-doc@michigan.gov. The budgeting methods for the ELPHS Food, Onsite Sewage, and Drinking Water programs have not changed.

Allocation Table

PROJECT TITLE	ALLOCATION AMOUNT
Administration	0.00
Public Health Emergency Preparedness (PHEP) 10/1/17 - 6/30/18	86,913.00
Body Art Fixed Fee	0.00
Children's Special Hlth Care Services (CSHCS) Care Coordination	0.00
CSHCS Medicaid Outreach	0.00
Children's Special Hlth Care Services (CSHCS) Outreach & Advocacy	40,000.00
Enabling Services Women - MCH	0.00
Food ELPHS	0.00
General Communicable Disease ELPHS	0.00
Hepatitis A Response	5,000.00
Hearing ELPHS	0.00
HIV Prevention	20,000.00
Immunization Action Plan (IAP)	34,620.00

ELPHS Food	55,445.00
ELPHS Hearing	23,429.00
ELPHS MDHHS Other	32,391.00
ELPHS On-site Wastewater Treatment	54,779.00
ELPHS Vision	23,428.00
ELPHS Private and Type III Water Supply	18,259.00
Local MCH	49,740.00
Medicaid Outreach	0.00
Public Hlth Functions & Infratruct - MCH	0.00
MDEQ On-site Wastewater Treatment	0.00
Immunization Fixed Fees	0.00
Vision ELPHS	0.00
Immunization Vaccine Quality Assurance	9,231.00
WIC Breastfeeding	35,167.00
WIC Resident Services	283,199.00
MDEQ Private and Type III Water Supply	0.00
TOTAL	771,601.00

Next Steps

The next steps in the MI E-Grants system for completing your budgets and submitting your Local Health Department Agreement for MDHHS approval are as follows:

1. The Project Manager will assign the agency users to the Local Health Department - 2019 program.
2. For your convenience, you can access the "Grantee: Comprehensive Agreement Instructions" material on the home page by clicking "About EGrAMS" and downloading the PDF. Access the system using the URL <http://egramms-mi.com/dch>.
3. Login to the MI E-Grants system at the URL <http://egramms-mi.com/dch>.
4. Access the application using the drop-down menus "Grantee>Grant Application>Enter Grant Application" and click on "Go."
5. Select the CO-2019 / Local Health Department - FY 2019 program and click on the "Go" button.
6. Select the hyperlink titled "Local Health Department FY 2019."
7. Complete the face sheet, including the fiscal month, day, and contact information. Click the "Save" button before advancing to the next screen(s). Detailed instructions are available on page 49 of the training materials.
8. Select the hyperlinks to the various program elements and complete the application, including the face sheet, certifications, and budget. Detailed instructions are available on page 53 of the training materials.
9. When completing the "Budget" tab, it is highly recommended that you use the "Copy" button to initially populate the data and modify the information to fit the current-year spending plan. Detailed instructions are available on page 74 of the training materials. When copying the prior-year budget, please note funds

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Fee Schedule Addition
September 11, 2018

CONTACT:

Ken Bowen, Health Officer
Peg Shaull-Norman, Personal Health Director

DESCRIPTION:

Requesting approval to add a new fee to our fee schedule. The fee will be for high dose flu vaccine so we can start providing the vaccine to the public.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

The fee for high dose flu vaccine will be \$51.00

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request approval to add a fee for high dose influenza vaccine to the Health Department fee schedule, effective September 12, 2018.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Eastern Michigan University Board of Regents Affiliation Agreement
September 11, 2018

CONTACT:

Ken Bowen, Health Officer
Peggy Shaull-Norman, Personal Health Director

DESCRIPTION:

Health-Related Academic Program Affiliation Agreement between Eastern Michigan University Board of Regents and Ionia County Health Department for unpaid student learning opportunities within the Health Department, with focus on the Personal Health Division.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

N/A

FINANCIAL ANALYSIS:

The student(s) participating in the program will not be considered employees of ICHD for any purpose and will not be entitled to any compensation or benefits.

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

- 1. Request Board approval of the Health-Related Academic Program Affiliation Agreement between Eastern Michigan University Board of Regents and Ionia County Health Department and authorize the signature of Ken Bowen, Health Officer.*

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY COMMISSION ON AGING
REQUEST FOR DISCUSSION/ACTION**

Request for signatures on FY 2019 Older Americans Act Contract and related documents
with Area Agency on Aging of Western Michigan.
September 11, 2018

CONTACT:

Carol Hanulcik, COA Director

DESCRIPTION:

Request for signatures on FY 2019 Older Americans Act Contract and related documents with the Area Agency on Aging of Western Michigan:

- FY 2019 Older Americans Act Contract 61.54-FY19.1
- Attachment III, Authorization of Signature for Service and Financial Reports for AAAWM Funded Programs
- Updated HIPAA Business Associate Agreement

OTHER DEPARTMENTS/AGENCIES AFFECTED:

FINANCIAL ANALYSIS:

AAAWM provides a substantial portion of COA's revenues and their funding is critical to our operations.

LEGAL REVIEW:

none

DEADLINE:

Documents are due back to AAAWM by October 1, 2018, attention Staci Gerken.

Sharyn Overton to send a signed original of each document to AAAWM (attention Staci Gerken), retain one original of each for Ionia County, and forward copies of all to the Ionia County Commission on Aging, attention Carol Hanulcik.

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request for signatures on FY 2019 Older Americans Act Contract and related documents with the Area Agency on Aging of Western Michigan which includes: FY 2019 Older Americans Act Contract 61.54-FY19.1; Attachment III, Authorization of Signature for Service and Financial Reports for AAAWM Funded Programs and HIPAA Business Associate Agreement.

DEPARTMENT HEAD RECOMMENDATION:

I recommend the contract be executed.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

LexisNexis E-Citation Software
And Annual Support & Maintenance
09/11/18

CONTACT:

Sheriff Dale Miller

DESCRIPTION:

Our E-Citation program is in need of updating. LexisNexis provides a web-based program that is compatible with the court program and our records program. We also currently utilize LexisNexis for or traffic crash reporting.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Click here to enter text.

FINANCIAL ANALYSIS:

The cost of the software is \$795 each for 11 vehicles - \$8,745.00. Annual Support & Maintenance is \$143.10 each for 11 vehicles - \$1,574.10. Total cost: \$10,319.10. We request that the revenue generated through contracting with Lake Odessa (approximately \$23,000) be used to purchase the new software and the annual support and maintenance.

LEGAL REVIEW:

Click here to enter text.

DEADLINE:

09/11/18 Board meeting

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Ionia County Board of Commissioners authorize the purchase of new electronic citation software and annual support and maintenance from Lexis Nexis using revenue generated through contracting with Lake Odessa.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

Quote

LexisNexis® Risk Solutions

1000 Alderman Drive
 Alpharetta, GA 30005



Quote: 290021.1.Ionia County MI SO- HQ

Part Number	Description	Quantity	Unit Price	Amount
78611	<u>LexisNexis® eCitation</u> <ul style="list-style-type: none"> • Issue traffic, parking, and warning citations • Development for NCIC interface • Voice response and distribution of citation numbers 	11	\$795.00	\$8,745.00
64452	<u>LexisNexis® eCitation Annual Support and Maintenance</u> <ul style="list-style-type: none"> • Unlimited customer support (phone and e-mail) • Patches and upgrades as released 	11	\$143.10	\$1,574.10
Quote Subtotal				\$10,319.10
Sales Tax				As Applicable

LexisNexis® appreciates the opportunity to provide you with this quote. If you have any questions regarding this quote, feel free to reach out to your account managerContact

Stephen Person
 stephen.person@lexisnexisrisk.com

Signature to Acknowledge Receipt of Quote: _____ Date: _____
 Printed Name of Recipient _____

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Arbor Circle Service Agreement
September 11, 2018

CONTACT:

Dale Miller, Sheriff
Ken Bowen, Health Officer

DESCRIPTION:

Service Agreement between Ionia County Sheriff's Office (ICSO) and Arbor Circle will provide substance abuse treatment and support for inmates referred through the agreement. Arbor Circle will provide a 1.0 FTE Therapist/Case Manager who will provide services to inmates (see section A). ICSO will provide support and infrastructure (see section B).

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Ionia County Health Department/Ionia County Substance Abuse Initiative

FINANCIAL ANALYSIS:

Arbor Circle to receive \$6,559.73 per month for services performed. Monthly fee to be paid by Ionia Health Plan fund balance.

LEGAL REVIEW:

N/A

DEADLINE:

N/A

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

Request approval of the Service Agreement between Ionia County Sheriff's Office and Arbor Circle and authorize the signature of Sheriff Dale Miller.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Filling 4 Positions in Public Defenders Office

September 11, 2018

CONTACT:

Stephanie Fox

DESCRIPTION:

There are 4 openings in the new Public Defender's Office. Two full time Assistant Public Defender's, at Grade 14, Step 2 \$24.91. One full time Senior Secretary at Grade 8 step 1 \$16.20. One part-time Secretary Grade 7 Step 1 \$14.94 hours vary from 18.75-22.5 per week.

OTHER DEPARTMENTS/AGENCIES AFFECTED:

Circuit Court and District Court

FINANCIAL ANALYSIS:

Click here to enter text.

LEGAL REVIEW:

N/A

DEADLINE:

As soon as possible to allow enough time to collect applications and to be hired by October 1, 2018

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):

That the Ionia County Board of Commissioners approves the creation of, two full time Assistant Public Defenders, one full time Senior Secretary and one part time Secretary and to further authorize the Chief Public Defender to fill these positons as soon as qualified candidates are found.

ADMINISTRATOR'S RECOMMENDATION:

County Administrator recommends approval of this request.

**IONIA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR DISCUSSION/ACTION**

Rail Trail Agreement – North Phase

September 11, 2018

CONTACT: Stephanie Fox

DESCRIPTION: An agreement has been drafted between the City of Greenville, the Kent County Road Commission and The Friends of the Fred Meijer River Valley Rail Trails in order to start the development of the Fred Meijer River Valley Rail Trail North Phase.

OTHER DEPARTMENTS/AGENCIES AFFECTED:
None.

FINANCIAL ANALYSIS:
[Click here to enter text.](#)

LEGAL REVIEW:
Gordon Love is reviewing the agreement and will make the necessary changes for Ionia County.

DEADLINE:
9/11/2018

SPECIFIC ACTION REQUESTED (PROPOSED BOARD MOTION):
Request to approve the agreement.

ADMINISTRATOR'S RECOMMENDATION:
Yes.

**AMATEUR RADIO EMERGENCY SERVICES/
RADIO AMATEUR CIVIL EMERGENCY SERVICES
EMERGENCY COORDINATOR**

Length of Term: 3 Years

Appointment made in September

Coordinator

NAME: Michael Carigon
ADDRESS: 136 Washington St.
Saranac, MI 48881
PHONE: 616-272-1341
TERM EXPIRES: 2018

Assistant Coordinator

NAME: Roger Packard
ADDRESS: 6248 Palmer Road
Belding, MI 48809
PHONE: 616-540-2794
TERM EXPIRES: 2018

COMMISSION ON AGING BOARD

Length of Term: 3 Years

Appointments made in September

NAME: Larry Tiejema
ADDRESS: 1187 Hawley Hwy.
Saranac, MI 48881
PHONE: 616-642-0384
TERM EXPIRES: 2020

NAME: Laura Linebaugh
ADDRESS: 6751 Gibbs Road
Portland, MI 48875
PHONE: 517-526-1041
TERM EXPIRES: 2018

NAME: Gerald Patton
ADDRESS: 18 Belhaven
Belding, MI 48809
PHONE: 231-832-1081
TERM EXPIRES: 2020

NAME: Melvin Haga
ADDRESS: 1824 Nickleplate Rd.
Ionia, MI 48846
PHONE: 616-902-5097
TERM EXPIRES: 2019

NAME: Dennis Sitzer
ADDRESS: 151 Jackson St.
Saranac, MI 48881
PHONE: 616-642-9243
TERM EXPIRES: 2018

NAME: William Roeser
ADDRESS: P.O. Box 561
Portland, MI 48875
PHONE: 517-490-8999
TERM EXPIRES: 2018

NAME: Cheryl Irish
ADDRESS: 1660 Dick Rd.
Ionia, MI 48846
PHONE: 616-522-9428
TERM EXPIRES: 2019