

COUNTY SERVICES COMMITTEE
February 5, 2019
Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:53), Maiville, Naeyaert, Sebolt and Stivers.

Members Absent: None.

Others Present: Commissioner Bryan Crenshaw, Treasurer Eric Schertzing, Tim Dolehanty, Andy Bouck, Russel Church, Linda Vail, Sue Graham, Karen Conroy, Becky Bennett, Matt Nordfjord, Alan Fox, Ryan Buck, Tyler A Smith, and others.

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the January 15, 2019 Open and Closed Session Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE JANUARY 15, 2019 COUNTY SERVICES COMMITTEE OPEN AND CLOSED SESSION MEETINGS.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

Additions to the Agenda

1. Board of Commissioners Office
 - c. Resolution to Extend Administrative Leave Time and to Amend Suspension of Operations Policy

7. Health Department –
 - b. Resolution to Convert Primary Care Physician Position to Nurse Practitioner & Medical Assistant 1 Positions

Substitutes –

8. Road Department
 - a. Resolution Authorizing the Purchase of the Ingham County Sheriff Department/Homeland Security Division’s a Used Command Center Truck & Purchase of One New Sport Utility Vehicle for the Ingham County Road Department; and Related Modification to the Road Department’s 2019 Capital Improvement Plan.

Chairperson Celentino noted that “Serurity” should be “Security” in the substitute Resolution’s title.

Commissioner Grebner noted that the word “a” after “Division’s” should be stricken.

Limited Public Comment

None.

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

1. Board of Commissioners Office
 - b. Resolution to Enter into an Employment Agreement with William Fowler to Serve as Ingham County Equalization Director
 - c. Resolution to Extend Administrative Leave Time and to Amend Suspension of Operations Policy
3. Public Defenders Office – Resolution Creating Assistant Public Defender Positions for the Public Defenders Office
4. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of the Internet and Voice Services Provided by Everstream
 - b. Resolution to Approve the Renewal of the SeamlessDocs Licensing Subscription
5. Animal Control Department – Resolution to Authorize a Reorganization of the Ingham County Animal Control and Shelter
6. Parks Department and Potter Park Zoo – Resolution to Implement a Revenue Management System
7. Health Department –
 - a. Resolution to Authorize an Extension to Agreement with MSU for Psychiatric Services and to Increase Psychiatric Services to a .7 FTE Position
 - b. Resolution to Convert Primary Care Physician Position to Nurse Practitioner & Medical Assistant 1 Positions
8. Road Department
 - a. Resolution Authorizing the Purchase of the Ingham County Sheriff Department/Homeland Security Division’s Used Command Center Truck & Purchase of One New Sport Utility Vehicle for the Ingham County Road Department; and Related Modification to the Road Department’s 2019 Capital Improvement Plan
 - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

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

1. Board of Commissioners Office
 - a. Contract Compliance (*Discussion*)

Chairperson Celentino stated that he had put this matter on the agenda because there had been issues in the previous year with contracts not being filed with the Clerk. He further stated that he would like to address the problem at the beginning of the year rather than waiting.

Becky Bennett, Board of Commissioners Office Director, stated that the new contract policy required all signed contracts to be turned over to the Clerk's Office, except contracts that vendors had refused to sign first. She further stated that there was a problem with contracts not being returned from the departments to which they were sent.

Ms. Bennett stated that her office still received contracts that were not properly signed and processed, and that when this occurred, her office attached forms to help the parties execute the contracts correctly.

Ms. Bennett distributed a contract checklist, which is included in the minutes as Attachment A. She further stated that despite these efforts, the Board of Commissioners Office was still receiving unsigned contracts back from departments.

Tim Dolehanty, Controller, stated that there appeared to be a misunderstanding of terminology regarding the distinction between agreements and purchase orders. He further stated that purchase orders were not contracts.

Mr. Dolehanty stated that most resolutions that were handled through with purchase orders actually referred to a "contract" in their text. He further stated that each resolution was accounted for in one way or another.

Mr. Dolehanty stated that some contracts had been canceled, or were still being negotiated. He further stated that it appeared there was a need to have a discussion.

Ryan Buck, Chief Deputy County Clerk, stated that from the Clerk's perspective, a purchase order was still a contract. He further stated that contracts and purchase orders needed to be filed with Clerk to achieve what State statute required.

Mr. Buck stated that resolution drafting needed to be changed to clarify whether a contract was required. He further stated that the Clerk's Office audited resolutions by searching for terms such as "purchase order," or "contract."

Mr. Buck stated that it was very hard to prove a negative. He further stated that the Clerk's Office had done three audits, and that it was a huge waste of time for them to go through audits if the records were not properly filed.

Mr. Buck stated that the Clerk's Office did not write the statute, but would like to follow it. He further stated that he wanted to be part of a team effort with the rest of the County, and was asking others to step up to the plate.

Mr. Buck stated that he had provided trainings, and was willing to do so again. He further stated that if questions arose about a contract, or if there was an urgent need for a fast turnaround, department heads should feel free to call him and ask.

Mr. Buck stated that he would work to do it quickly, and that the Clerk's Office was flexible to some extent. He further stated that the Clerk's Office's flexibility had limits, and that it was still a small office with many other responsibilities.

Mr. Buck stated that he viewed purchase orders as a completion of a contract.

Mr. Dolehanty stated that the Clerk's Office might not want to receive every purchase order the County executed.

Mr. Buck stated that the Clerk's Office was doing what was required by State Law and the Board of Commissioners' resolutions.

Mr. Dolehanty stated that the resolution drafting was problematic.

Mr. Buck asked how the Clerk's Office was supposed to know an agreement was not a contract when the resolution stated that it was.

Commissioner Sebolt asked for an interpretation from counsel.

Matt Nordfjord, County Attorney, stated that he would be happy to review the law and respond at a later date.

Discussion.

Commissioner Naeyaert asked how follow-up was done when departments did not respond to receipt of an unsigned contract with one of the Board of Commissioners Office's forms attached.

Ms. Bennett stated that she called the departments. She further stated that some of the missing contracts had not been missing for very long, but some had.

Ms. Bennett asked how the Health Department proceeded without a signed contract.

Chairperson Celentino stated that he wanted to give representatives of the Health Department a chance to speak.

Linda Vail, Health Officer, stated that she had received the list of missing contracts, and that she had tracked them down.

Ms. Vail distributed a chart, which is included in the minutes as Attachment B.

Ms. Vail stated that the AmeriCorps state grant contract was signed by the State, and went missing. She further stated that during that time there had been a changeover in staff.

Ms. Vail stated that the pharmacy contract with Meijer under Resolution #18-082 was received back on April 12, 2018, but was not sent to Board of Commissioners Office or the Clerk's Office. She further stated that the pharmacy agreement with Walmart under Resolution #18-083 was received back on March 29, 2018, but also was not sent to the Board of Commissioners Office or the Clerk's Office.

Ms. Vail stated that the contract with Commercial Health Insurance Three Rivers under Resolution #10-022 had been sent back to the Health Department for a signature on September 26, 2018, and that there had been a lot of delay and problems getting the vendor to sign and return it. She further stated that the fact that the contract was not filed with the Clerk until January 14, 2019 could be improved upon, but that the portion of the delay attributable to Health Department actions was shorter than it would appear.

Ms. Vail stated that the contract with the Michigan Department of Environmental Quality under Resolution #18-471 had been delayed due to issues with the agency, and that the State usually wants to sign first. She further stated that the Health Department got the contract back from the state on January 18, 2019, and it was filed with the Clerk on January 23, 2019.

Ms. Vail read aloud the dates associated with Entry 6 on Attachment B.

Ms. Vail stated that the contract with MDHHS under Resolution #18-194 was still at the agency, and had not been returned.

Ms. Vail read aloud the dates associated with Entry 8 on Attachment B.

Ms. Vail stated that the contract with United Health Care under Resolution #10-022 was a renewal agreement for an annually-renewed contract. She further stated that it had been sent to the agency on January 24, 2019, and that the Health Department was waiting on the agency.

Ms. Vail stated that the Health Department had failed to properly handle three of the contracts. She further stated that the Health Department had processed 129 contracts, and made mistakes on three.

Ms. Bennett stated that she had not yet received any of the contracts listed as sent to the Board of Commissioners Office.

Ms. Vail stated that she would see about that.

Discussion.

Commissioner Grebner stated that the County should first aim to make the process efficient, not to assign blame. He further stated that it would be tricky, because there could be many different permutations.

Commissioner Grebner stated that contracts could be formed implicitly, orally, or through boilerplate language, and that a fully executed document was not always necessary to create a contract. He further stated that perhaps unexecuted copies of contracts should be filed with the Clerk, to later be replaced with fully- or partially-executed copies as the contracting process developed.

Commissioner Sebolt stated that State Law and a mutual understanding between the Board of Commissioners Office and the Clerk appeared to have settled things, and that there was not much left to do but make sure there was follow through.

Mr. Buck stated that the contract procedures were put in place in May of 2018, and that the Clerk was open to modifying them to make sure everyone understood what they needed to do. He further stated that it was hard for the Clerk to do effective audits if the language used in the resolutions was not consistent.

Chairperson Celentino asked whether there was anything the Clerk's Office thought could make things better.

Mr. Buck stated that the Clerk's Office got contacts from the public on a wide range of matters, and it was not possible to prove a negative. He further stated that sometimes contracts were still in formation, and there could be delays for that reason or other reasons.

Mr. Buck stated that the Clerk would like to know that contracts did not come to fruition so they could be set aside.

Ms. Bennett stated that she was concerned that her office was spending a lot of time sending contracts back because they were not signed. She further stated that she could not train everybody, and that she needed department heads to train employees to follow policy.

Commissioner Grebner stated that unless the Clerk's Office refused to accept them, it would probably be acceptable to file whatever kind of contract the parties had.

Mr. Buck stated that that sounded like a logistical nightmare.

Commissioner Grebner stated that perhaps the parties could send contracts to the Clerk with notes on them, as an interim filing, to be replaced eventually with a later version. He further stated that the State might just carry out the contract without ever signing it.

Ms. Bennett stated that instead of sending unsigned contracts to the Clerk, they should be sent to the Board of Commissioners Office until all signatures were received. She further stated that this should apply only to contracts where the vendor would not sign first.

Discussion.

Ms. Bennett stated that problems usually only arose with contracts were where the vendor would not sign first, because when the Board of Commissioners Chairperson signed first, the contracts went straight to the Clerk's Office.

Commissioner Grebner stated that the Board of Commissioners Office might end up holding onto contracts forever if every signature was required.

Mr. Buck stated that the contracts could be filed with the Clerk if they went into performance without a signature.

Commissioner Naeyaert stated that she did not know why this was a Board of Commissioners level discussion.

Chairperson Celentino stated that it was because crises had arisen in the past because of this kind of issue.

Ms. Bennett stated that bills were not supposed to be paid until the contract was signed.

Discussion.

Ms. Vail stated that some of the contracts Ms. Bennett had pointed out were properly handled.

Ms. Bennett stated that the issues were with the top three mainly, and that the pharmacy agreement had come through the Board of Commissioners Office several times.

Chairperson Celentino stated that the county attorney should provide an opinion as to whether contracts could be returned to the Clerk without signatures.

Commissioner Crenshaw asked whether the issue with the vendor who was not paid was because the contract was not in the Munis system. He further asked whether Munis was set up so that if the contract was not uploaded, it would not be carried out.

Mr. Dolehanty stated that the contract terms were put into Munis when the contracts were uploaded.

Commissioner Crenshaw requested an audit of Munis to see if contracts were being complied with.

Mr. Dolehanty stated that that could be done at any time. He further stated that if something was not put into Munis, it could not be found.

Mr. Dolehanty stated that Munis prevented vendors from charging more than they were permitted to under the contract.

Commissioner Crenshaw asked whether the vendors uploaded fully executed contracts, or partially executed ones.

Discussion.

Chairperson Celentino asked whether the Clerk needed executed copies of contracts.

Mr. Buck stated that the Clerk needed the fully executed contract, because the best practice was to have all parties sign.

2. Treasurer's Office – Reorganization Discussion

Eric Schertzing, County Treasurer, stated that the Treasurer's Office was on step eight of an eleven step reorganization process that the Human Resources Department had provided. He further stated that job descriptions and budget had been determined, and that it had been an interesting process.

Treasurer Schertzing stated that Alan Fox, Deputy Treasurer, had taken the lead on the reorganization plan, and that he had provided a new set of eyes on practices that had been maintained for a long period of time. He further stated that under the new plan, staffing for the Lansing office would be increased, which would allow the Treasurer's Office to provide services there when there were absences.

Treasurer Schertzing stated that he was most excited about the entry-level accounting position, which was unlike most other positions in County government. He further stated that he had tried to find a way to get productivity at less cost.

Treasurer Schertzing stated that the reorganization would allow for more income generation and cost reduction. He further stated that auditing accommodation, tax collection, electronic payments, and dog licensing changes could help achieve these goals.

Treasurer Schertzing stated that the complexity of the Treasurer's Office had expanded a lot with federal and State legislation. He further stated that the reorganization process had been worked on for about a year, but that it had been needed for perhaps five years or more.

Treasurer Schertzing stated that things had improved since the Great Recession, but that staff in his Office were still regularly working overtime to make sure there was coverage. He further stated that Karen Conroy, Property Tax Coordinator, covered foreclosure prevention for the Treasurer's Office.

Treasurer Schertzing stated that his Office received a high volume of calls on a wide variety of topics, and that after major mailings went out, two weeks of time might be used up covering

phone calls and walk-ins. He further stated that he had a person in his Office doing a clerk's job, but that he was overqualified.

Mr. Fox stated that the Treasurer's Office was looked to for anything in the County that had remotely to do with finances, including City of Lansing issues. He further stated that sometimes the Treasurer's Office had to send people back to the City of Lansing, even while recognizing that the City was even more understaffed than the County Treasurer's Office.

Commissioner Koenig arrived at 6:53 p.m.

Mr. Fox stated that there were many things to do, and that they tried to deal with them as best they could. He further stated that the Treasurer's Office foreclosed on fewer properties in 2018, and that some of that was due to the improving economy, and some of it was due to foreclosure prevention work.

Mr. Fox stated that the entire Treasurer's Office did foreclosure prevention work every day, and that everyone in the Office dropped what they were doing when foreclosure prevention calls came through.

Ms. Conroy stated that in addition to preventing foreclosures, one of the reasons she took a position working for the Treasurer was his compassionate vision. She further stated that following procedure correctly was also important.

Commissioner Naeyaert stated that she felt this reorganization plan was necessary to keep the Treasurer's Office running well, and that there was not one part she did not like or agree with.

Commissioner Grebner asked whether the two additional positions accounted for approximately two-thirds of the cost of the reorganization, with two full time positions paid from the General Fund, and one half-time position paid from delinquent taxes.

Mr. Fox stated that the delinquent funds portion represented changing a part-time position to full-time. He further stated that which revenue source the positions were funded from was fairly arbitrary, and that the Treasurer's Office could arguably use more delinquent tax revenue to pay employees.

Commissioner Grebner stated that it appeared that of the \$290,000 cost of the reorganization, \$170,000 was spent funding the position changes.

Mr. Fox stated that the reorganization plan represented how the positions were currently funded, and that they did not necessarily need to be funded that way.

Commissioner Grebner stated that it appeared the main part of the reorganization was the changes to the positions.

Discussion.

Commissioner Crenshaw stated that he saw supporting documentation from the UAW. He further asked whether there was anything to show why these reclassifications were being suggested from the Human Resources perspective, and that some of the positions showed \$10,000 increases.

Sue Graham, Human Resources Director, stated that the pay rate was based on the revised job descriptions.

Commissioner Crenshaw stated that it appeared there were no notations as to what was added or removed from the old job descriptions.

Ms. Graham stated that the old job descriptions were sorely outdated, based on best practices.

Commissioner Crenshaw requested that future reclassifications have changes in bold, and removals stricken out to see what justifies the classification.

Commissioner Grebner stated that an alternative might be a paragraph describing the rationale for the changes.

Treasurer Schertzing stated that he had been surprised at how the reorganization process worked, and that the Human Resources Department held it together. He further stated that the resolution to implement the reorganization would come before the Committee in March.

Commissioner Koenig stated that emails in the committee packet referred to the old and new job descriptions as attachments, so they should be easy to locate.

Public Comment

None.

9. Human Resources Department – Collective Bargaining Update (*Closed Session*)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, AT 7:03 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF A DISCUSSION REGARDING COLLECTIVE BARGAINING, AND TO DISCUSS A WRITTEN, ATTORNEY-CLIENT PRIVILEGED LEGAL OPINION.

THE MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. GREBNER, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:29 P.M.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Chairperson Celentino stated that there had been discussion about changing board rules, appointment processes, and interview processes. He further stated that there were many things members of the Board of Commissioners wanted to look at.

Chairperson Celentino stated that he was proposing a new subcommittee to revise the Board Rules. He further stated that interested Commissioners should email Ms. Bennett.

Chairperson Celentino stated that the subcommittee would be formally set up at the February 19, 2019 meeting of the County Services Committee, and that he felt it would work best to keep it within the County Services Committee as a subcommittee.

Discussion.

Adjournment

The meeting was adjourned at 7:32 p.m.

DRAFT

ATTACHMENT A – Submitted by Becky Bennett

CONTRACT CHECKLIST

Prior to submitting contracts to the Board of Commissioners' Office for execution by the Board Chair, please check the following:

- Do you have 2 hard copies each of the agreement and authorizing resolution or contract authorization form?
- Has the County Attorney approved the agreement as to form? If approval is not included on the signature page, please note.
- Has the vendor signed the agreement?
- If the vendor will not sign first, have you attached a note to the agreement stating the vendor will not sign first? (Some governmental entities and financial institutions will not sign first, this procedure only applies to those situations)
- Have you attached "sign here" tags to the signature page?

The Board of Commissioners' Office will submit two fully executed contracts to the County Clerk's Office. The County Clerk will assign a file number and sign the agreement to acknowledge receipt of the agreement(s). The County Clerk will file one original, and return the remaining original to the department.

The department will then provide a copy to Financial Services, the County Attorney, vendor and keep a copy for their files.

CONTRACT TIPS

1. The Board Chairperson is the only authorized signatory of the County, unless authorized by Board resolution.
2. The Board Chairperson will not sign agreements unless submitted to the Board Office.
3. Hard copies of contracts or contract authorization forms needing signatures must be submitted to the Board Office, emailed contracts or contract authorization forms will not be accepted.
4. In situations where the vendor would not sign first, once fully signed, the agreements must be returned to the Board of Commissioners' Office.
5. While the Clerk's Office will make sure any effective dates are filled in, it is the Department's responsibility to supply that information to the Clerk's Office.
6. Include a note where your Department would like the contract routed after the Clerk's Office has finished processing them and if you need additional copies.

Ingham County Board of Commissioners

CHAIRPERSON
VICTOR CREVENING
DISTRICT 1

VICE-CHAIRPERSON
RYAN SEROTY
DISTRICT 2

VICE-CHAIRPERSON PRO TEM
ROBIN NARVAART
DISTRICT 14



INGHAM COUNTY OFFICE
P.O. BOX 311
MASON, MICHIGAN 48854-0311

TELEPHONE: 517 876-7100
FAX: 517 876-7264
web site: www.ingham.org

BECKY STROTT
DIRECTOR

Department _____ Date _____

Contract _____

WHY WASN'T MY CONTRACT SIGNED?

Your contract has not been signed by the Board Chairperson for the following reason(s):

- 2 copies of the agreement were not provided _____
- 2 copies of the authorizing resolution
or contract authorization form were not provided _____
- Has not been approved by County Attorney _____
- Vendor has not signed the agreements * _____

*In the event the vendor will not sign the agreement prior to the Board Chair's signature the procedures are as follows:

1. add a note to the contract stating the vendor will not sign first.
2. contracts will be returned to you once signed by the Board Chairperson.
3. once signed by the vendor return 2 complete sets of the contract(s) to the Board of Commissioners' Office. If you only provide one copy, that copy will be filed with the County Clerk and will not be returned to you.

Ingham County Board of Commissioners

CHAIRPERSON
VICTOR CILENTINO
DISTRICT 1

VICE-CHAIRPERSON
RYAN SKOLET
DISTRICT 2

VICE-CHAIRPERSON PRO TEM
ROBIN HAYVARRT
DISTRICT 14



INGHAM COUNTY COURTHOUSE
P.O. BOX 319
MASON, MICHIGAN 48854-0319

TELEPHONE: 517-676-7220
FAX: 517-676-7164
web site: www.ingham.org

BUCKY BEATTY
CLERK

Department

Date

Contract

THE VENDOR WILL NOT SIGN MY CONTRACT FIRST

In the event the vendor will not sign the agreement prior to the Board Chair's signature the procedures are as follows:

1. Add a note to the contract stating the vendor will not sign first.
2. Contracts will be returned to you once signed by the Board Chairperson.
3. Once signed by the vendor return 2 complete sets of the contract(s) to the Board of Commissioners' Office. If you only provide one copy, that copy will be filed with the County Clerk and will not be returned to you.

CONTRACTS REQUIRING VENDOR SIGNATURE

Department	Resolution	Resolution Number/Adopted	Returned to Department	Returned to Board to Office
Health Dept Admth.	Resolution to Authorize a 2017-2018 AmeriCorps State Grant	17-359/Adopted September 26, 2017	Rec. 9/25/18 Picked up 9/26/18	
Health Dept/Community Health Center	Resolution to Authorize a Pharmacy Agreement with Meijer, Inc.	18-082/Adopted February 27, 2018	Rec. 10/5/18 Ret. 10/10/18	
Health Dept/Community Health Center	Resolution to Authorize a Pharmacy Agreement with Walmart	18-083/Adopted February 27, 2018	Rec. 10/5/18 Ret. 10/10/18	
Health Dept/Community Health Center	Resolution to Authorize Provider Agreements with Commercial Health Insurers (Three River Provider Network Inc.)	10-022/Adopted January 26, 2010 Correspondence from Attorney 6/1/18	Rec. 9/27/18 Ret. 10/10/18	1/14/19
CCAB	Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2018-2019 Fiscal Year	18-263/Adopted June 12, 2018	Rec. 10/16/18 Ret. 10/23/18	1/7/19
CCAB	Resolution to Authorize Submission of a Grant Application and a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for Fiscal Year 2018-2019	18-264/Adopted June 12, 2018	Rec. 10/16/18 Ret. 10/23/18	1/7/19
55 th District Court	Resolution Authorizing the Ingham County 55 th District Court to Accept a Grant Award from the SCAO-MMHCGP to Continue a Probation Officer Position and Enter into Subcontracts	18-452/Adopted October 23, 2018	Rec. 11/14/18 Ret. 11/16/18	
55 th District Court	Resolution Authorizing the Ingham County 55 th District Court to Accept a Grant Award from the SCAO-MDCGP and Enter into Subcontracts	18-453/Adopted October 23, 2018	Rec. 11/14/18 Ret. 11/16/18	
Circuit Court/Juvenile Division	Resolution to Continue the Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court	18-399/Adopted 9/25/18	Rec. 11/26/18 Ret. 11/28/18	1/10/19
Health Dept/Admin	Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality 2018-2019	18-471/Adopted November 13, 2018	Rec. 12/10/18 Ret. 12/11/18	1/23/19

Prosecuting Attorney	Resolution to Authorize the Continued Acceptance of Grant Funds for a Detective Currently Employed By Ingham County for the Sexual Assault Kit Initiative	18-542/Adopted December 11, 2018	Rec 12/10/18 Ret 12/12/18	1/10/19
Health Department/Community Health Center	Memorandum of Understanding with Michigan Department of Health and Human Services	Contract Authorization Form signed 12/11/18	Rec 12/28/18 Ret 1/2/19	1/24/19
Health Department/Community Health Center	Memorandum of Agreement with MPCA dba MQIN	Contract Authorization Form signed 12/11/18	Rec 12/28/18 Ret 1/2/19	
Health Department/Admin	Resolution to Enter Into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)	18-534/Adopted December 11, 2018	Rec 1/2/19 Ret 1/3/19	1/18/19
Road Department	Resolution Authorizing an Agreement with Michigan Department of Environmental Quality for Scrap Tire Market Development Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture on Various 2019 Road Resurfacing Projects to be Determined and to Subcontract with Michigan State University for Necessary Research and Development of the Mixture	18-335/Adopted August 28, 2018	Rec 1/10/19 Ret 1/15/19	
Health Dept/Community Health Center	Resolution to Authorize Provider Agreements with Commercial Health Insurers/United Health Care	10-022/Adopted January 26, 2010	Rec 1/16/19 Ret 1/23/19	

As of 1/24/19

ATTACHMENT B – Submitted by Linda Vail

CONTRACTS REQUIRING VENDOR SIGNATURE

Department	Resolution	Resolution Number/Adopted	Returned to Department	Returned to Board to Board Office
Health Dept Admin.	Resolution to Authorize a 2017-2018 Americorps State Grant	17-359/Adopted September 26, 2017.	Rec. 9/25/18 Picked up 9/26/18	
Health Dept/Community Health Center	Resolution to Authorize a Pharmacy Agreement with Meijer, Inc.	18-082/Adopted February 27, 2018	Ret. 10/5/18	
Health Dept/Community Health Center	Resolution to Authorize a Pharmacy Agreement with Wal-Mart	18-083/Adopted February 27, 2018	Ret. 10/10/18	
Health Dept/Community Health Center	Resolution to Authorize Provider Agreements with Commercial Health Insurers (Three River Provider Network Inc.)	10-022/Adopted January 26, 2010 Correspondence from Attorney 6/1/18	Ret. 9/27/18 Ret. 10/10/18	1/14/19
Health Dept/Admin	Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality 2018-2019	18-471/Adopted November 13, 2018	Ret. 12/10/18 Ret. 12/11/18	1/23/19
Health Department/Community Health Center	Memorandum of Understanding with Michigan Department of Health and Human Services	Contract Authorization Form signed 12/11/18	Ret. 12/28/18 Ret. 1/2/19	1/24/19
Health Department/Community Health Center	Memorandum of Agreement with MPCA dba MQIN	Contract Authorization Form signed 12/11/18	Ret. 12/28/18 Ret. 1/2/19	
Health Department/Admin	Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan	18-534/Adopted December 11, 2018	Ret. 1/2/19 Ret. 1/3/19	1/18/19
Health Dept/Community Health Center	Resolution to Authorize Provider Agreements with Commercial Health Insurers	10-022/Adopted January 25, 2010	Ret. 1/16/19 Ret. 1/23/19	

As of 1/24/19