

MUSKEGON COUNTY BOARD OF COMMISSIONERS  
MUSKEGON COUNTY, MICHIGAN

**AGENDA**

**FULL BOARD**

**Hall of Justice**

**990 Terrace, Muskegon, MI**

**December 11, 2012 - 3:30 PM**

**Kenneth Mahoney, Chair  
I. John Snider, II, Vice-Chair**

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1. Call to Order
  2. Invocation
  3. Pledge of Allegiance
  4. Roll Call
  5. Approval of Agenda
  6. Approval of the Minutes of November 27, 2012
  7. Public Comment (on an agenda item)
  8. Communication
    - VanBuren County Board of Commissioners Resolution in Opposition to House Bill 5804
  9. Committee Reports
    - A. Courts & Public Safety Committee (Page 4)
    - B. Human Resources Committee (Page 5)
    - C. Ways & Means Committee (Page 6)

**Public Comment**

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to two (2) minutes for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

Full Board  
Agenda  
December 11, 2012  
Page Two

10. Chairman's Report/Committee Liaison Reports
  - A. County Administrator's Annual Evaluation
  - B. Corporate Counsel Annual Evaluation
11. Administrator's Report
  - Authorize to Request for Bids Process to Supplement and/or Replace Community Mental Health Vehicles with Exceeded Mileage/Age and Waive Purchasing Bid Policy for One Mini-Van w/Conversion
12. Old Business
13. New Business
14. Public Comment (on a new topic)
15. Adjournment

**AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES**

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520



The Courts/Public Safety Committee met on December 4, 2012, it was recommended and I move:

- CPS12/12 - 59 To authorize the Circuit Court Administrator to sign the Access and Visitation Agreement between the State Court Administrator's Office and the Circuit Court.
- CPS12/12 - 60 To approve the Sheriff's Office to initiate the bid process for purchasing three (3) Ford Interceptors and to purchase the light bars, push bumpers and additional vehicle equipment through Emergency Services.
- CSP12/12 - 61 To approve the request by Probate Court to create a service contract to retain a professional, independent contractor to assist the court in analyzing annual accountings and to provide educational and training opportunities for lay conservators at a cost of \$16,800.00.

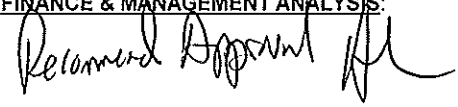
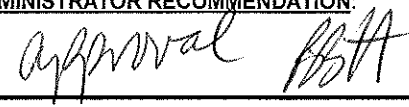
The Human Resources Committee met on December 4, 2012, it was recommended and I move:

- HR12/12 – 88 To authorize the addition of two Clinical Services Supervisor II (NX00280) positions at Community Mental Health effective December 15, 2012.
- HR12/12 – 89 To authorize the Community Mental Health Services of Muskegon County Executive Director to sign Hospital Reimbursement Adjustment (HRA) agreements with those Community Inpatient Hospitals in which either Ottawa or Muskegon Affiliates paid for inpatient care of their consumers during FY 2011, or MDCH has established our agency as one of the payees for the facility.
- HR12/12 – 90 To authorize the Community Mental Health Executive Director to sign a contract with Deerfield Behavioral Health, Inc., effective November 1, 2012, for the purchase of the LOCUS P.A.S./C.A. Service Manager Software and support at the cost of \$19,050.00 plus a monthly licensing and support fee of \$200.00 for up to forty (40) users.
- HR12/12 – 91 To authorize the Community Mental Health Executive Director to sign a contract with Heritage Homes Inc., for Community Living Support services at the rate of \$4.71 per 15 minutes for 1 to 1 care, \$2.42 per 15 minutes for 1 to 2 care, and \$1.92 per 15 minutes for 1 to 3+ care, effective October 1, 2012 through September 30, 2013, with an annual cap not to exceed \$75,000.00 for this service.
- HR12/12 – 92 To authorize the Community Mental Health Executive Director to sign contracts with those service vendors/providers who have submitted written agreements to continue service provision at the current Fiscal Year 2011/2012 rates for the time period effective October 1, 2012 through September 30, 2013.
- HR12/12 – 93 To authorize a waiver of the Personnel Rules to appoint the current incumbent to Step 6 of the salary grade of the Medical Nurse Manager classification effective October 1, 2012.
- HR12/12 – 94 To authorize Public Health – Muskegon County to reconfigure the Women’s, Infant and Children (WIC) Clinic to utilize the County’s VDI equipment using Lakeshore Office Furniture in the amount of \$13,216.00 and amend the program budget line items, with no effect on County General Funds.
- HR12/12 – 95 To authorize the Public Health Director to sign the agreement with the Michigan Department of Environmental Quality for the rendering of technical services in the amount of \$62,036.06, effective from October 1, 2012, to September 30, 2013, with no effect on County General Funds.
- HR12/12 – 96 To approve the Muskegon County Board of Commissioners’ Personnel Rules Personnel System Resolution to revise County Commissioner membership from five (5) to four (4).

The Ways & Means Committee met on December 6, 2012, it was recommended and I move:

- WM12/12 - 155 To approve the payment of the accounts payable of \$2,970,108.82 covering the period of November 17, 2012 through November 30, 2012 as presented by the County Clerk.
- WM12/12 - 156 To authorize staff to apply for funding in the amount of \$174,000.00 from the Great Lakes Area of Concern Acquisition Grant to acquire 26 acres of Willbrandt property on the west side of Witham Road in North Muskegon and authorize the County Administrator to sign the grant application.
- WM12/12 - 157 To authorize the use of the County's South Campus land for the Growing Goods and McLaughlin Grows Urban Farm program and to submit the application to the Community Foundation for Muskegon County for funding and authorize the Chairman of the County Board of Commissioners to sign any documents related to this project.
- WM12/12 - 158 To authorize staff to apply for funding in the amount of \$9,500.00 from the Community Foundation for Muskegon County through the HEALTHY Muskegon Initiative to educate Muskegon residents on healthy eating and to offer healthy snack demonstrations at the WIC office and other locations; authorize an in-kind match of \$1,385.00 from the Public Health Department and authorize the Chairman of the County Board of Commissioners to sign the application.

# REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Full Board		BUDGETED X		NON-BUDGETED		PARTIALLY BUDGETED	
REQUESTING DEPARTMENT Mental Health			DATE December 11, 2012		REQUESTOR SIGNATURE Julia Rupp, Executive Director		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)							
<p>Authorization is being requested to go out for bids on nine (9) 2013 vehicles for Community Mental Health. These vehicles include:</p> <ul style="list-style-type: none"> <li>• Five (5) Mini Vans</li> <li>• Three (3) Mid-Sized Passenger Cars</li> </ul> <p>Authorization is being requested to waive the Purchasing bid policy for the purchase of one (1) mini van with Conversion due to the state program to provide mini-vans that accommodate wheelchairs.</p> <p>These vehicles will supplement and/or replace older equipment whose odometer mileage exceeds 100,000 miles and whose average age exceeds ten (10) years.</p> <p>The funding for the purchase of these vehicles is to come from the County's equipment revolving account. However, the actual funds will come from the \$500,000 transfer that was made from the CMH Adult Benefit Waiver fund balance into the County's equipment revolving account for use to purchase items such as these for Community Mental Health.</p>							
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)							
<p>I move to authorize a Request for Bids process by the County Purchasing Department to supplement and/or replace Community Mental Health vehicles that have exceeded mileage and/or age limits, which includes five mini vans and three mid-sized passenger cars, and to waive the Purchasing bid policy for one mini-van with conversion.</p>							
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)							
<u>HUMAN RESOURCES ANALYSIS:</u>				<u>FINANCE &amp; MANAGEMENT ANALYSIS:</u>			
							
<u>CORPORATE COUNSEL ANALYSIS:</u>				<u>ADMINISTRATOR RECOMMENDATION:</u>			
							
AGENDA DATE: 12/11/12		AGENDA NO.:		BOARD DATE: 12/11/12		PAGE NO.	