

CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE  
DEB NOLAN, CHAIR  
RYAN SEBOLT  
MARK GREBNER  
VICTOR CELENTINO  
KARA HOPE  
RANDY MAIVILLE  
ROBIN NAEYAERT

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, OCTOBER 2, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [September 18, 2018](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Innovation & Technology Department – Resolution to Approve Extension of an Agreement for [Data and Voice Wiring Services](#)
2. Health Department – Resolution to Accept Funding from MDHHS for [HIV Care Coordination](#)
3. Road Department
  - a. Resolution to Approve Stop Sign Traffic Control Orders in [Sierra Ridge Estates](#) Subdivision Section 4, Meridian Township
  - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
4. Controller's Office
  - a. Resolution Authorizing [Adjustments](#) to the 2018 Ingham County Budget
  - b. Resolution to Authorize Participation in a Regional Health Insurance [MEWA](#)
5. Human Resources – CCLP Animal Control [Grievance](#) Hearing
6. Board of Commissioners – Resolution Honoring [Lori Vanderbush](#) as the Recipient of the Ingham County Women's Commission Lucile E. Belen Award

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE  
September 18, 2018  
Draft Minutes

Members Present: Nolan, Hope, Grebner, Celentino, Sebolt, and Maiville

Members Absent: Naeyaert

Others Present: Chris Holman, Debra Groh, Daniel Schiffer, Matt Nordfjord, Bill Conklin, Deb Fett, Sue Graham, Becky Bennett, Tim Dolehanty, Lindsey LaForte, and others

The meeting was called to order by Chairperson Nolan 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 August 21, 2018 and August 23, 2018 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE AUGUST 21, 2018 AND AUGUST 23, 2018 COUNTY SERVICES COMMITTEE MEETINGS.

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

Additions to the Agenda

Substitute –

8. Controller’s Office
  - a. Resolution to Amend the Reorganization Policy

Removed –

9. Human Resources
  - b. CCLP Animal Control Grievance Hearing

Limited Public Comment

None.

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

2. Equal Opportunity Committee
  - a. Resolution to Adopt a Revised Equal Opportunity Employment Plan
  - b. Resolution on Accessible Voting Machines

3. Circuit Court – General Trial Division – Resolution to Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position; Add a Full-Time ICEA Court Professional 5 Mental Health Court – Case Coordination Specialist, and Enter into Subcontracts for Fiscal Year 2018-2019
4. Financial Services – Authorization to Reinstate an ICEA Employee Above Step 4
5. Innovation & Technology Department
  - a. Resolution to Approve the Renewal of Darktrace
  - b. Resolution to Approve the Purchase of Additional Microsoft Software Licenses through CDWG
  - c. Resolution to Approve the Contract for Network Access Control Implementation
  - d. Resolution to Approve the Contracts for Network Redesign Project for Sentinel Technologies
  - e. Resolution to Approve the Purchase of a Wireless Site Survey from Sentinel Technologies, Inc.
6. Health Department
  - a. Resolution to Create Staff Positions for Sparrow-VOA
  - b. Resolution to Convert WIC Family/Child/Infant Advocate Position to Medical Assistant I Position
7. Road Department
  - a. Resolution to Authorize the Purchase of Truck Hoist Repair Parts
  - b. Resolution of Commitment for Transportation Alternatives Program Funds to Construct Non-Motorized Facilities on Lake Lansing Road from Hagadorn Road to Saginaw Highway
  - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
8. Controller’s Office
  - a. Resolution to Amend the Reorganization Policy
  - b. Resolution to Proceed with Plans for Constructing, Equipping and Financing a New Combined Justice Complex Facility
9. Human Resources
  - a. Resolution to Authorize a Contract for Job Recruitment Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

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

1. Capital Regional International Airport Authority – Interviews

Chris Holman interviewed for a position on the Capital Regional International Airport Authority.

Daniel Schiffer interviewed for a position on the Capital Regional International Airport Authority.

Debra Groh interviewed for a position on the Capital Regional International Airport Authority.

Bill Conklin, Road Department Director, stated he was before the Committee to speak about a labor dispute between the Michigan Infrastructure & Transportation Association (MITA) and Operating Engineers Local 324 (OE324). He further stated that he did not have specifics of the terms that were under dispute.

Mr. Conklin stated that MITA had decided to lock out the OE324 workers, which resulted in various road construction projects being halted around the state. He further stated that in Ingham County the work stoppage affected projects such as Jolly/Okemos road paving, Wood Street in Lansing, Haslett Road in Haslett, Mitchell Road in Williamstown Twp., Williamston Road in Williamstown Twp., and Hamilton Road in Okemos.

Mr. Conklin stated that the contractor for some of these projects, Michigan Paving, was not affected, but their subcontractor was affected. He further stated that the subcontractor milled the asphalt before the paving could happen.

Mr. Conklin stated that they were asking Michigan Paving to consider using another subcontractor but that had not happened yet. There were some mediation meetings yesterday between MITA and the Operating Engineers but nothing came from that meeting.

Commissioner Sebolt stated that he did not think that this should be referred to as a labor dispute or lock out. He further stated that there was no ongoing contract between MITA and OE324.

Commissioner Sebolt stated that MITA had issued an involuntary layoff of union workers who had been working without a contract all summer. He further stated that it was important to recognize this as a layoff.

Commissioner Sebolt stated that he did not want to see a replacement of union workers with non-union workers if the subcontractor was changed. He further stated that if that happened, he thought that several of the Board of Commissioner members would take issue with it.

Mr. Conklin stated that it was left up to the contractors to hire the subcontractors. He further stated that if this dispute was within the control of the contractors then they can be compelled to perform the contract.

Mr. Conklin stated that he would consult with the County Attorney. He further stated that they were sympathetic to the labor issue but their interest was to complete the projects.

Commissioner Sebolt stated that if they sought out the work of non-union workers, that would be a big red flag for many members of the Board of Commissioners.

Mr. Conklin asked for direction from the Committee.

Chairperson Nolan stated that they needed a resolution that stated that they did not want to replace union workers. She further stated that many members of this Committee have heavy union support, and she and Commissioner Celentino were long-time members of the Michigan Education Association.

Chairperson Nolan stated that they probably did need to provide written direction and this needed to be hammered out through the Committee process and it would take some time.

Mr. Conklin stated that if the primary contractor stated that they were ready to go and had a subcontractor ready to go he would need to give direction. He asked for clarification.

Commissioner Grebner asked if the sub-contractors were union members.

Mr. Conklin stated that he did not know.

Chairperson Nolan stated that by Tuesday they should be able to have a resolution for the Board of Commissioners meeting.

Commissioner Grebner stated that he thought it would need to go through the committee process and it would not be ready for Tuesday. He further stated that if the subcontractor was a union employer then it would be different.

Commissioner Grebner stated that the County Attorney might want to look carefully at this resolution because it felt a bit like the Prevailing Wage discussion happening in the Michigan Legislature.

Commissioner Grebner asked why MITA decided to lock out OE324.

Mr. Conklin stated he that did not know. He further stated that they may be pressuring OE324 to accept lower wages.

Commissioner Grebner stated that the unions may be tired of negotiating with MITA and wanted to negotiate with each contractor. He further stated that this may be a way for them to get around the umbrella organization for the contractors.

Commissioner Sebolt stated that he wanted to disclose that he was employed by the AFL-CIO and the OE324 was an affiliate but they also had other affiliates that were not affected by this.

Commissioner Grebner asked if any of the work could be done in-house.

Mr. Conklin stated that they did not have that ability.

Commissioner Grebner stated that this could be a good argument for more staff.

Mr. Conklin stated that they would also need more equipment. He asked what he should tell the contractor.

Commissioner Grebner stated that he should convey that they should not shift to a non-union sub-contractor, but a shift to another union sub-contractor may be ok.

Discussion.

9. Human Resources

- c. Consideration of a Written Legal Opinion within Attorney-Client Privilege  
(*Closed Session*)
  
- d. Strategy in Negotiation for Collective Bargaining (*Closed Session*)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT AT 6:57 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING ATTORNEY-CLIENT PRIVILEGE AND COLLECTIVE BARGAINING.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioner Naeyaert.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:46 P.M.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

MOVED BY COMM. HOPE SUPPORTED BY COMM. GREBNER, TO ACCEPT THE RECOMMENDATIONS OF THE COUNTY ATTORNEY.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Announcements

Commissioner Sebolt stated that he was excited about the new Equal Opportunity Committee (EOC) policy adopted on consent. He further stated that the changes included that Human Resources would stop asking former salary amounts on employment applications.

Commissioner Sebolt stated that this would allow Ingham County to be on the forefront of ending gender and race inequity in the hiring process. He stated that he wanted to thank the EOC for the hard work on this.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:49 p.m.

# OCTOBER 2, 2018 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Innovation and Technology Department** – *Resolution to Approve Extension of an Agreement for Data and Voice Wiring Services*

The Innovation and Technology (IT) Department seeks authorization to extend a contract with the FD-Hayes Electric Company for the purpose of on-going telecommunications data and voice wiring for an additional two years. The County has utilized FD-Hayes for all county wiring projects since January 2010 and has extensive knowledge of County facilities.

2. **Health Department** – *Resolution to Accept Funding from MDHHS for HIV Care Coordination*

This resolution accepts a grant totaling \$581,172 from the Michigan Department of Health and Human Services (MDHHS) for HIV Care Coordination for the period of October 1, 2018 through September 30, 2019. This funding will support the Ryan White program at Forest Community Health Center and allow ICHD to create new positions for HIV care. Through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care. This funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:  
A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed \$8,000.00.
- Designate \$108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners.

3a. **Road Department** – *Resolution to Approve Stop Sign Traffic Control Orders in Sierra Ridge Estates Subdivision Section 4, Meridian Township*

The Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on traffic volumes, sight distance, topography and other conditions present at public road intersections. In the spirit of this mission, the Department seeks approval of a resolution to approve Traffic Control Orders in the Sierra Ridge Estates Subdivision in Meridian

Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop northbound Sleepy Hollow Lane for eastbound and westbound traffic on Fresno Lane
- A stop sign to stop westbound traffic on Fresno Lane for northbound and southbound traffic on Newton Road
- A stop sign to stop southbound traffic on Sleepy Hollow Lane for eastbound and westbound traffic on Sacramento Way

**3b. Road Department** – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 22 projects (see attachment for permit list).

**4a. Controller's Office** – *Resolution Authorizing Adjustments to the 2018 Ingham County Budget*

This resolution would authorize adjustments to the Ingham County budget for the third quarter of 2018. The total increase to the General Fund is \$212,720. The quarterly budget amendment process is necessary to make adjustments to the adopted budget, usually as a result of updated revenue and expenditure projections, grant revenues, re-appropriations, accounting and contractual changes, and general housekeeping issues. Also included is an update of contingency fund spending so far this year. The current contingency amount is \$58,471.

**4b. Controller's Office** – *Resolution to Authorize Participation in a Regional Health Insurance MEWA*

A Multiple Employer Welfare Arrangement (MEWA) is defined as a single health insurance plan that covers the employees of two or more unrelated employers. The Michigan Association of Counties (MAC) has tentatively agreed to oversee a MEWA health plan pool, leveraging the purchasing power of combined public agency membership and cost containment strategies to provide members with a low cost, high value health insurance plan. A proposal offered by Physicians Health Plan (PHP, the current Ingham County carrier) was best-suited to the needs of the pool. Immediate benefits to Ingham County include:

- Capped rate increase of 4% or less for two years
- Self-funded prescription drug program
- Economy of scale from participation in a larger group

The Controller recommends approval of a resolution to authorize participation in a regional health insurance MEWA

**5. Human Resources Department – CCLP Animal Control Grievance Hearing**

The Collective Bargaining Agreement between Ingham County and the Capital City Labor Program (CCLP) Animal Control Unit provides a grievance procedure to resolve contract-related disagreements. If a grievance cannot be resolved internally, step 2 of the grievance procedure places the matter before the County Services Committee for potential resolution. The contract language states:

**Step 3:**

- A. If the response received in Step 2 is not satisfactory to the aggrieved employee or to the Director of the Department, either party may appeal the decision to the County Services Committee of the Ingham County Board of Commissioners, by submitting a notice of appeal within five (5) working days after receipt of said response.
- B. The County Services Committee shall meet to discuss the grievance at the next regularly scheduled committee meeting, provided that the notice of appeal is received by the Human Resources Director at least five (5) working days prior to the next meeting.
  - 1. The County Human Resources Director shall notify the Union or the aggrieved employee, in writing, at least four (4) working days prior to the meeting.
  - 2. At this meeting, the County Services Committee shall review the facts and each of the parties involved shall have the right to present whatever evidence and witnesses they deem necessary.
- C. Within five (5) working days following the meeting, the County Services Committee shall submit to the grieved employee and the Union, its decision in writing.

On August 13, 2018 Jaclyn Flynn filed a grievance which alleged a violation of the Capital City Labor Program (CCLP) Ingham County Animal Control Officers and Animal Shelter Operators collective bargaining agreement. In summary, the grievance chain is as follows:

Statement of Grievance: The County has failed to allow Ms. Flynn to have a full-time schedule that reasonably accommodates her. The County should be allowing Ms. Flynn to have a full-time schedule which accommodates her restrictions as set forth by her physician.

Contract provisions violated: Article 6, Seniority; Article 10, Sections 4 and 5; Article 14, Section 2, Section 3

Relief requested: Immediately provide a full-time schedule for Ms. Flynn which comports with her reasonable accommodation. Make her whole for any losses from the County failing to place her in a full-time schedule.

Employer Response: The grievance is denied. There is no violation of the Collective Bargaining Agreement. Further, the Grievance is denied as it is not a valid grievance as it fails to refer to specific provisions alleged to have been violated of the Collective Bargaining Agreement as required under Article 9, Section 1 (A)(1) of the Collective Bargaining Agreement.

Supplemental Response: The parties met on August 21, 2018 as requested in the Employer's request in its August 14, 2018 initial response to the Step 2 Grievance. Following discussion by the parties on August 14, 2018, the employer states in supplemental answer to the initials response provided August 14, 2018 as follows:

The Grievance is denied. No violation of the Collective Bargaining Agreement has occurred.

Further, please be advised that the Employer will not voluntarily agree to submit to the jurisdiction of an arbitrator in this matter as the incident/event giving rise to the grievance followed the expiration of the parties' Collective Bargaining Agreement on 12/31/17 and prior to a successor agreement being agreed upon. This, the matter is not abatable.

#### Collective Bargaining Agreement Excerpts

Following are excerpts from the Collective Bargaining Agreement as cited in the grievance chain. The entire agreement is provided as a separate document.

### **ARTICLE 6 – SENIORITY**

#### **Section 1. Definition.**

- A. Seniority is defined continuous service within the Animal Control Department within the Union bargaining unit.
- B. For the purposes of layoff and recall, vacation scheduling and shift preference, time spent in an Animal Control Officer and a License Enforcement Officer classification shall be combined for calculating seniority.
- C. For any County (including Courts) employee who transfers between bargaining units, such employee's length of continuous service with the County (and the Courts) with no break in service prior to the transfer, shall be utilized for the purpose of calculating fringe benefit accrual but not for the purpose of calculating seniority within the new bargaining unit.

**Section 2. Seniority Lists.** The Human Resources Department shall maintain a roster of employees, arranged according to seniority, showing name, position, class and seniority date, and shall furnish a copy to the Union at the first of each year, or as soon as practical each year.

### **ARTICLE 9 – CONTRACT GRIEVANCE PROCEDURE**

#### **Section 1. Definition.**

- A. A grievance is defined as and limited to a claim reasonably and sensibly founded on a violation of this Agreement and/or the Rules and Regulations of the Department, when applied to an employee.
  - 1. Any grievance filed shall refer to the specific provisions alleged to have been violated and it shall adequately set forth the facts pertaining to the alleged violation.

### **ARTICLE 10 – MANAGEMENT RIGHTS**

**Section 4.** Nothing in this Agreement shall be construed to limit the Employer's ability to comply with State or federal civil rights requirements, including compliance with any medically verified accommodations requirements under the Michigan Handicappers Act or the Americans with Disabilities Act; and/or any State or federal judicial or administrative orders directing compliance with an applicable State or federal civil rights law or regulation.

#### **Section 5. Medical Dispute.**

- A. In the event of a dispute involving an employee's physical or mental ability to perform his/her job, and the County or the Director are not satisfied with the determination of the treating physician, M.D. or D.O., the County or the Director may require a report from a medical doctor of their choosing and at their expense.

- B. If the dispute still exists, at the request of the Union the employee's doctor and the County doctor shall agree upon a third medical doctor to submit a report to the County or the Director and the employee, and the decision of such third doctor will be binding on both parties.
  - 1. The employee shall make himself/herself available to the County or Director's physician for examination at a time set by the physician.
  - 2. The expense of the report of the third party shall be borne equally by the County and the employee, to the extent not covered by insurance.

## **ARTICLE 14 – HOURS**

### **Section 2. Work Shifts by Seniority.**

- A. The Employer shall permit employees that have completed their probationary period to indicate a preference for shift assignments.
- B. Employees shall be scheduled for shift assignments on the basis of preference according to department seniority within a classification.
- C. Shift selections shall be conducted in as close to six (6) months intervals as will facilitate an orderly procedure by which the selections may be processed in advance.
- D. In the case of an emergency, the Employer shall have the right to change the shift of an employee with reasonable notice.

### **Section 3. Scheduling.**

- A. The shift schedules shall be posted twenty-eight (28) days in advance showing the normal workday and workweek for each employee covered hereby.
  - 1. Leave days shall be posted with the schedule.
  - 2. Any changes made in the schedule as posted shall be made and posted at least five (5) days prior to the effective date of the change.
    - a. However, if an employee who is scheduled to work calls in sick, or is not otherwise available to work, where the County 17 does not have advance notice, in such event, the County need not adhere to the above stated five (5) day posting change, but shall make notification of changes in the schedule as soon as possible.

## **6. Board of Commissioners Office – *Resolution Honoring Lori Vanderbush as the Recipient of the Ingham County Women's Commission Lucile E. Belen Award***

A resolution is offered to join the Ingham County Women's Commission in applauding Lori Vanderbush for her outstanding community service, commitment to volunteerism, and tireless efforts on behalf of Ingham County.

## Agenda Item 1

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

FROM: Deb Fett, CIO

DATE: 9/18/2018

SUBJECT: Resolution – FD Hayes Wiring Contract Extension

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### **BACKGROUND**

Ingham County has been utilizing FD-Hayes for all county wiring projects since January 2010. The contract approved under resolution # 09-415 was for three years with an option to extend for two (2) additional years. In 2013 resolution 13-260 was approved to extend the contract for two years. Resolution #15-259 resulted from RFP 55-15 done in May, 2015 for Voice/Data Wiring Services where FD Hayes was the only company to submit a bid proposal. That RFP and bid proposal had an option to extend for two (2) additional years.

The Innovation and Technology Department has been pleased with the workmanship completed by FD Hayes under the past contract. FD Hayes has extensive knowledge of Ingham County facilities and has completed many projects during the past eight years of this and the previous contract. The current contract expired on September 3<sup>rd</sup>, 2018.

### **ALTERNATIVES**

As always, the option to put out a new Request for Proposal is available. Due to the upcoming needs for various projects and our expired contract, and as Ingham County had the foresight to include the option for the extension in the RFP, ITD would like to exercise that option and put forth the RFP in a timely manner before the extension expires.

### **FINANCIAL IMPACT**

The funding for an annual amount for services is budgeted and will come from the County's Innovation and Technology Department's Network Contracted Services Fund #636-25810-818000.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the extension of our contract with FD Hayes for fixed hourly rate for labor and fixed rate for materials for two (2) additional years.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE EXTENSION OF AN AGREEMENT FOR DATA  
AND VOICE WIRING SERVICES**

WHEREAS, Ingham County has a need for on-going Telecommunications Data and Voice wiring; and

WHEREAS, FD Hayes was awarded a contract for such under Resolution #15-259; and

WHEREAS, the pricing is based on a fixed hourly rate for labor and fixed rate for materials; and

WHEREAS, the current contract expired on September 3<sup>rd</sup>, 2018; and

WHEREAS, the contract contains an option to extend for an additional two (2) years;

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize extending the contract with the FD Hayes Electric Company for the purpose of on-gong Telecommunications Data and Voice wiring for an additional two (2) years; and

BE IT FURTHER RESOLVED, that the Controller 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.

## Agenda Item 2

**TO:** Board of Commissioners Human Services, County Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** September 13, 2018  
**SUBJECT:** Authorization to Accept Grant from MDHHS for HIV Care Coordination

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### **BACKGROUND**

Ingham County Health Department (ICHD) wishes to accept a grant totaling \$581,172 from the Michigan Department of Health and Human Services (MDHHS) for HIV Care Coordination for the period of October 1, 2018 through September 30, 2019. This funding will support the Ryan White program at Forest Community Health Center and allow ICHD to create new positions for HIV care. Through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care. This funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:  
A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed \$8,000.00.
- Designate \$108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The acceptance of this grant will be increase funding by \$581,172 for the Ryan White HIV/AIDS program.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically Goal A – with an emphasis on providing easy access to quality, innovative, cost-effective services that promote well-being and quality of life for residents of Ingham County, Strategy 1 – to make facilities and services user friendly, Goal C – to maintain and enhance county health and to develop options for service levels depending on the county fiscal health, and finally Strategy 3 - to build capacity to meet growing demands to investigate, educate and control the incidence of STIs in our community.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to accept \$581,172 in grant funds from MDHHS for HIV Care Coordination effective October 1, 2018 through September 30, 2019.

## Agenda Item 2

TO: Anne Scott, Deputy Health Officer & Executive Director of CHC

FROM: Joan Clous, Human Resources Specialist

DATE: May 10, 2018

RE: Memo of Analysis for the creation of new positions for Ryan White Funding

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Regarding the creation of new positions, HR can confirm the following information:

1. The newly created position of Outreach and Linkage Specialist has been determined to fall within the scope of the ICEA Pro jobs and was classified at an ICEA Pro level 7 (\$52,116.49 to \$62,564.08)
2. The newly created position of Nurse Case Manager has been determined to fall within the scope of the ICEA PHN jobs and was classified at an ICEA PHN level 3 (\$56,859.25 to \$68,258.35)
3. The ICEA Pro union is in agreement with this placement (see attachment)
4. The ICEA PHN union is in agreement with this placement (see attachment)

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.*

*If I can be of further assistance, please email or call me (887-4374).*

**Agenda Item 2**

TO: Anne Scott, Deputy Health Officer & Executive Director of CHC

FROM: Joan Clous, Human Resources Specialist

DATE: September 13, 2018

RE: Memo of Analysis for the creation of new position for Ryan White Data & Eligibility Specialist

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Regarding the creation of a new position, Human Resources can confirm the following information:

1. The newly created position of Ryan White Data and Eligibility Specialist has been determined to fall within the scope of the UAW Tops jobs and was classified at an UAW Level F (\$36,476.27 to \$43,469.48)

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.*

*If I can be of further assistance, please email or call me (887-4374).*

# 1. INGHAM COUNTY

## JOB DESCRIPTION

### COMMUNICABLE DISEASE INVESTIGATOR

#### **General Summary:**

Under the supervision of the Disease Control Supervisor and the HIV/AIDS Coordinator, interviews, educates, and counsels clients who seek services at the Sexually Transmitted Infection (STI) clinic. Obtains names of sexual partners of those infected with Gonorrhea, Syphilis, Chlamydia, or HIV and searches for these partners in the community to encourage them to seek care. Prepares reports of investigations and completes and monitors reports from physicians to ensure that patients have been adequately treated for infections. Conducts classes on sexually transmitted diseases for individuals contemplating marriage and for other community based organizations and groups needing STI education.

#### 2. **Essential Functions:**

1. Assesses clients during face to face interviews for their risk of contracting HIV and other sexually transmitted infections and records relevant information in client charts and disease control forms.
2. Counsels clients how to prevent risks concerning sexually transmitted diseases and may refer them to social service agencies that can aid them in this process. Assists patients in the development of a plan to cope with the lifelong infections of HIV, hepatitis B, herpes, and genital warts.
3. Conducts field and office investigations to seek out sexual partners of infected individuals including phone calls, letter writing, records searches, and face-to-face notifications of persons in homes, hospitals, jails, and street corners.
4. Elicits required statistical and demographic data from patients for Center for Disease Control for monitoring of HIV infection and records required data on scanner forms and HIV positive report forms.
5. Persuades infected patients to give names of sexual partners and completes interview forms and field record forms on those partners.
6. Develops and maintains working relationships with medical providers advising them regarding current laws, diagnostic procedures, and proper medications for sexually transmitted infections and disease reporting procedures.
7. Completes reports on Gonorrhea, and Chlamydia for Michigan Department of Community Health.

8. Reviews medical charts for appropriate STI testing and treatment and documents on daily logs. Reviews current medical information and literature on sexually transmitted diseases.
9. Conduct educational classes on sexually transmitted infections.
10. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

3. Other Functions:

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)*

4. Employment Qualifications:

Education: Possession of a Bachelor's Degree in a Social Science or a health related field.

Experience: One year of experience which provided familiarity with Community and Public Health Programs. HIV and STI experience preferred.

**Other Requirements:** Possession of a valid Michigan driver's license.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria.)*

5. Physical Requirements:

- Ability to walk over uneven terrain and climb stairs.
- Ability to lift charts, slide projectors, and boxes of educational materials.
- Ability to access departmental files.
- Ability to enter and retrieve information in a computer.
- Ability to travel throughout the County to various locations.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

6. Working Conditions:

- Works in office conditions.
- Travels throughout the County to conduct investigations, attend meetings, and make educational presentations.

(a)ICEA County Pro-06

*Rev. 06/2011*

7. INGHAM COUNTY

JOB DESCRIPTION

**Consumer Support Specialist – Ryan White**

8. General Summary:

Under the supervision of the Community Health Center Supervisor, the Consumer Support Specialist – Ryan White will be responsible for supporting patients living with HIV and affected families to navigate and access community resources by providing medical and non-medical case management services. Assess the social needs of clients to identify risk areas and assist them in obtaining assistance to meet those needs. Assists eligible clients in applying for publicly sponsored health care insurance plans and other available programs. Conduct outreach in the community that promote, maintain, and improve individual and community health. Provide information on available resources, provide social support and informal counseling, and advocate for individuals and community health needs. May assist with community resource coordination, data collection, and report writing. Works with community resources and represents the department by servicing on community coalitions.

9. Essential Functions:

1. Provides case management (medical and non-medical) for clients with complex and multiple psychosocial and medical needs. Performs client assessment and reassessment to obtain information concerning their economic condition and community and family support systems. Performs crisis intervention and determines what resources are needed to promote health management and medical care adherence. Monitors implementation of service plans, providing follow-up and assessment of services in relation to goals and objectives of the service plan.
2. Performs client assessment and reassessment to obtain information concerning their economic condition and community and family support systems. Performs crisis intervention and determines what resources are needed to promote health management and medical care adherence. Monitors implementation of service plans, providing follow-up and assessment of services in relation to goals and objectives of the service plan.
3. Determines eligibility to programs and coordinates support services to address unmet needs (i.e. shelter, transportation, insurance, finances, food etc.) Initiates referral to programs within the Health Department or other agencies in the community as needed. Provides necessary follow-up, tracking and data collection to assure continuous enrollment.
4. Provides education for clients on subjects such as health management, risk reduction, health care system navigation, and program benefits.
5. Helps clients effectively communicate with health care providers: meanwhile assisting clients in understanding their health conditions, develop strategies to improve their health conditions and provide informal counseling, support and follow-up procedures.
6. Participates actively as a member of an interdisciplinary team composed of health professionals from various disciplines by reviewing cases, leading or participating in case conferences, providing client progress updates, and participating in the development of care plans.
7. May provide outreach services to access individuals lost to care.
8. May provide psychosocial support services and education to families of eligible clients as needed.
9. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

10. Maintains case records and completes reports as required by department standards and the requirements of third party funding sources.
11. May provide HIV counseling and testing, and follow the state and agency protocols for completing forms and giving test results.
12. Maintains records and statistics on program activities and prepares activity and financial reports as required by grant funding sources.
13. Manages and compiles data related to case management services in the clinic and participates in writing proposals to enhance clinic funding.
14. Markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns.
15. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops and events.

10. Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

11. Employment Qualifications:

**Education:** Associate's degree in social sciences

**Experience:** Two to three years working with underserved populations. Prior experience in crisis management, case management experience and experience with the Ryan White program preferred.

12. Other Requirements:

- Certified Application Counselor or will acquire within six months of hire

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria)*

13. Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases, blood, other body fluids, etc.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

14. Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling and pinching.
- This position's physical requirements require regular stamina in walking, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

15.        INGHAM  
COUNTY JOB DESCRIPTION

**HEALTH EDUCATOR II**

(a)General Summary:

Under the supervision of the Health Department Supervisor, develops and presents health education programs to modify current behavior and improve the health of County residents. Informs residents of health risk factors and wellness programs and evaluates, organizes, promotes, and implements health risk reduction and wellness programs such as smoking cessation and community wellness promotion. Activities include screening, advocacy, and education in community, work site, and school settings. Creates an awareness in the community about many of the health disparities that exist among people of color and brings together community organizations and individuals to begin to dialogue about strategies to reduce or eliminate these disparities.

(b)Essential Functions:

1. Develops and conducts health education/promotional presentations on health related topics and health department services in community, work site, and school settings.
2. Plans and implements special community events and other programs including arranging for speakers, facilities, resources, and staffing.
3. Conducts community cholesterol and blood pressure screening clinics through the Cardiovascular Disease Risk Reduction Program. Obtains blood sample, measures blood pressures, and, educates clients on their results. Provides information on ways to lower high levels through diet and exercise and refers high risk clients to their physician for follow-up.
4. Serves as the health department's smoking cessation counselor and receives referrals from department clinics, local hospitals, and community agencies. Provides individual counseling, phone counseling, and self help materials to insured, uninsured, Medicaid, and Ingham Health Plan (IHP) patients. Works with clinic physicians, nurse practitioners, and nursing staff to coordinate services and makes prescription recommendations. Serve as a liaison between patients, insurance companies and pharmacies for patient prescription coverage, including enrolling patients in the Glaxo Wellcome Patient Assistance Program.
5. Implements the Ingham County Tobacco Regulation by conducting tobacco compliance checks. Recruits and trains underage youth to attempt to purchase tobacco products. Writes citations to retailers in violation of the regulation and explains the penalties on site. Completes compliance check report forms

after each retail visit. Prepares correspondence to retailers and clerks who are in violation of the regulation. Coordinates and testifies at appeal hearings.

6. Assists the Lansing Chapter of the African American Health Institute (AAHI) in creating awareness of the health disparities that exist for people of color in Ingham County by educating the community, and stimulating dialogue. Works closely with the Director of AAHI and its members to plan and publicize AAHI activities. Assists in connecting AAHI to community entities, organizations, and individuals through presentations, meetings, and media interviews to build support and community recognition of the AAHI.
7. Engages community organizations such as churches and neighborhood associations to stimulate dialogue about the health disparities that exist for people of color in Ingham County and attempt to develop solutions within the community.
8. Compiles and organizes information and recruits community individuals for planning of reports regarding African American health issues. Conducts focus groups, assembles information, and disseminates and publicizes results through media interviews and community presentations and contacts.
9. Serves as administrative and staff support to committees which serves to create an awareness and educate the community about the health problems that exist for African Americans in Ingham County. Co-chairs meetings, records minutes, schedules meeting locations, organizes paper and electronic files, communicates with committee members, and notifies members about meetings.
10. Assists in planning health fair events and activities, recruits other agencies and individuals for the planning committee, and publicizes the health fair.
11. Designs and develops brochures, reports, manuals, newsletters, pamphlets, resource packets, posters, and various training materials promoting public health issues and health department activities.
12. Assists in publicizing various events related to the W.K. Kellogg Foundation's 'Community Voices' initiative, which focuses on access to health for the underinsured and uninsured residents in Ingham County.
13. Operates as a Webmaster for various other health department clinics. Edits web pages as needed, inputs new information, and maintains and creates web pages as requested. Designs, posts and edits internet-version of the Community Health Newsletter.
14. Assists other staff in other related programs, such as conducting employee health risk appraisals, tobacco reduction coalition activities, health fairs, and general health education issues.
15. May provide administrative support to the Ingham County Board of Health by notifying members of upcoming monthly meetings, attending meetings, recording minutes, scheduling

meeting rooms and catering, communicating with Board members and staff support person, and organizing paper and electronic files.

(c)Other Functions:

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)*

(d)Employment Qualifications:

Education: Possession of a Bachelor's Degree in Health Education, Public Health or a related health field.

Experience: Two years of experience in public health, preferably in a health promotion/education capacity. Prefer some marketing experience and experience with window based computer programs.

(e)Other Requirements:

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria.)*

(f)Physical Requirements:

- Walks over uneven terrain and climbs stairs to gain access to work site locations.
- Ability to enter and retrieve information from the computer.
- Lifts and carries boxes, display cases, audiovisual equipment, and other materials weighing up to 15 lbs.
- Places materials in and retrieves from a vehicle.
- Bending, stooping, and reaching to access office files, materials, and equipment.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

(g)Working Conditions:

- Works in office conditions and travels throughout the county, state, and out-of-state to attend meetings and other activities related to health education.

# **Ingham County Job Description**

## **Nurse Case Manager**

### **General Summary:**

Under the direct supervision of the Community Health Center Supervisor, will identify high-risk patients and provide ongoing clinical case management and targeted intervention services within the Community Health Center Network. The Nurse Case Manager will develop and carry out case management protocols and procedures to ensure compliance with the Patient-Centered Medical Home designation and grant requirements. The Nurse Case Manager will assist staff in identifying at risk and non-compliant patients and will conduct a variety of prevention activities to decrease risk factors, perform and/or coordinate psychosocial risk assessments, facilitate and/or participate on multidisciplinary teams, and act as a liaison with internal departments and external agencies.

### **Essential Functions:**

1. Works with health center staff and other key stakeholders to determine high-risk and non-compliant patients in need of nursing case management services.
2. Accepts referral of high-risk patients from medical team who meet the criteria for nurse case management and will track referrals, services and outcomes.
3. Maintains a caseload as identified by the Senior Nurse Program Manager to provide ongoing nurse case management and targeted intervention services, including medication adherence.
4. Conducts nurse home visits to provide assessment and education on disease management and medication adherence. Assists patients in medication management by targeting specific interventions to address barriers.
5. Develops and implements nurse case management protocols to ensure compliance with Patient-Centered Medical Home designation and grant requirements.
6. Conducts and coordinates a variety of prevention activities, both individual and group services aimed at decreasing risk factors while increasing compliance.
7. Performs nursing assessments and coordinates with internal case management and external community resources to address reported psychosocial barriers.
8. Facilitates and participates on multidisciplinary teams. Leads population management activities during morning huddles.
9. Acts as a liaison with internal departments and external agencies.
10. Works with electronic health records by accurately documenting tasks and orders within the patient chart.

11. Identifies community resources which can provide appropriate assistance for high-risk patients. Assists in developing resources and guides.
12. May assist with medications and prescription refills for high-risk patients.
13. Ensures timely completion of data entry and reports and meets grant deadlines.
14. Attends and participates in monthly Clinical Quality Management meetings as led by the Senior Nurse Program Manager.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regards to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in Nursing or an Associate's Degree in Nursing and a Bachelor's Degree in a health related field is required.

**Experience:** A minimum of two years of nursing experience in a community health, public health, or home care setting is required.

**Other Requirements:** Possession of a current license to practice as a Registered Nurse in the State of Michigan. Possession of a valid Michigan Driver's license.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

**Physical Requirements:**

**Working Conditions:**

# Ingham County Job Description

## Outreach and Linkage Specialist

### **General Summary:**

Under the supervision of the HIV/STI Prevention Coordinator and the Senior Nurse Program Manager, interviews, educates, and counsels clients who have been newly identified as HIV-positive or are HIV positive and not engaged in medical care. The Outreach component will entail identifying those individuals unaware of their HIV status through counseling, education, and HIV testing. Obtains names of sexual partners of those in contact with the identified HIV-positive individual. Prepares reports of investigations and completes and monitors reports from physicians to ensure that patients have been adequately linked to medical care and support services. Conducts classes on sexually transmitted diseases for individuals needing education.

### **Essential Functions:**

1. Conducts outreach activities to identify, locate, and interview individuals newly identified as HIV-positive or are HIV-positive and not engaged in medical care using State of Michigan tracking databases.
2. Generates client list of individuals who have not engaged in care since diagnosis or within the past six months to a year. Reviews medical records for appropriate medical history.
3. Performs outreach activities which includes rapid-HIV testing for target populations.
4. Assesses clients during face to face interviews for their risk of contracting HIV and other sexually transmitted infections and records relevant information in client charts and disease control forms.
5. Counsels clients regarding HIV status and refers them to medical care and support services. Assists patients in the development of a plan to cope with the lifelong infections of HIV, hepatitis B, herpes, and genital warts.
6. Collaborates with the Consumer Support Specialist and other clinical staff to ensure successful linkage. Communicates client reported barriers to the Consumer Support Specialist and nursing staff for early care plan development.
7. Conducts field and office investigations to seek out sexual partners of infected individuals including phone calls, letter writing, record searches, and face to face notifications of persons in homes, hospitals, jails, and street corners.
8. Elicits required statistical and demographic data from patients for Centers for Disease Control and Prevention, for monitoring of HIV infections and records required data on scanner forms and HIV-positive report forms.
9. Educates and encourages HIV-positive individuals to provide names of sexual partners. Completes interview forms and field record forms on the identified partners.
10. Develops and maintains working relationships with medical providers advising them regarding current laws and the appropriateness of medical care.

11. Conducts education classes on sexually transmitted infections, including HIV.
12. Ensures clinical documentation regarding clients is kept secure and confidential and maintained in accordance with the Health Department's policies and procedures.
13. Attends monthly Clinical Quality Management meetings as led by the Senior Nurse Program Manager and provides updates on the status of newly identified cases.
14. Required to attend HIV-related trainings and meetings as required by State and Federal programs.

**Other Functions:**

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in Social Science or a health related field.

**Experience:** Two years of experience which provided familiarity with Community and Public Health Programs. HIV and STI experience required.

**Other Requirements:** Possession of a valid Michigan Driver's license.

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

**Physical Requirements:**

**Working Conditions:**

**Ingham County**  
**Job Description**  
**Ryan White Data and Eligibility Specialist**

**General Summary:**

Under the supervision of the Health Center Supervisor and direction of the Senior Nurse Program Manager, with Human Immunodeficiency Virus (HIV) knowledge, assists the Ryan White Program with data management according to program, State, and Federal guidelines. Upon direction of the Senior Nurse Program Manager, determines Ryan White Program eligibility for health center medical and support services. Additional program tasks include assisting in the implementation and monitoring of clinical quality improvement projects. Assists health care providers with examinations and procedures to ensure expeditious flow of patients through the clinic. Tasks include conducting initial interview, preparing patients for examinations, administering medications, injections and standardized tests, and recording results.

**Essential Functions:**

1. Responsible for inputting timely patient data (i.e. patient demographics, laboratory test results, prescribed medications, and rendered services) into the Ryan White Program's central database, CAREWare, in accordance with State and Federal guidelines.
2. Generates CAREWare client-level reports to monitor patient medical adherence.
3. Utilizes CAREWare client-level data to report program performance (i.e. viral suppression, appointment adherence, and screening compliance) with the Senior Nurse Program Manager in determination of quality improvement projects.
4. Initially assesses all HIV-positive patients for Ryan White Program eligibility by collecting and reviewing documentation of HIV confirmation, State of Michigan residency, income requirements, and insurance status. Recertifies program eligibility bi-annually to ensure program compliance.
5. Responsible for attending routine Clinical Quality Management meetings as determined by the Senior Nurse Program Manager. Actively participates in quality improvement initiatives and assists in the implementation of quality improvement measures.
6. With the Senior Nurse Program Manager, attends external quality collaborative meetings as directed by local, State, and Federal programs.
7. Receives patients and their families at a health center screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
8. Prepares patients for examination by escorting them to examination rooms, documenting complaint and symptoms, Taking vital signs including temperature, blood pressure, pulse and pulse oximetry. Measures height, weight, and pediatric head circumference. Records vital statistics and relevant visit information in patient electronic health record (EHR).
9. Arranges for specialized testing, medical procedures, and specialist referrals. Completes necessary paperwork and EHR documentation, contacts specialist's offices, hospitals, labs or other facilities to make appointments as needed. Contact patients or caregivers to inform them appointments. Completes

paperwork, notifies patients or caregivers and assists in tracking of referrals to ensure necessary care is completed. Forwards to proper personnel to complete referral authorizations as needed.

10. Administers standardized tests or performs procedures ordered by providers such as developmental screening, EKGs, peak flow meter testing, ear irrigations and vision/hearing tests.
11. Assists health care professionals who are conducting medical examinations as required.
12. Collects specimens such as blood, urine, and throat swabs per provider and/or standing order upon proof of competency. Collects or receives samples and conducts CLIA Waived tests per Ingham Community Health Center (IHC) quality assurance training and documents within HER. May prepare specimens to be sent to outside laboratories.
13. Administers medications and injections safely following established standards, policies and procedures.
14. Documents all care and communication within HER per training and established procedure
15. Provides care following established procedure under the Patient-Centered Medical Home model of care.
16. Prepares assigned clinic area for daily activities to meet provider and patient needs according to established protocols and established checklists. Order materials, supplies, medications, vaccines, test kits and other items needed.
17. Assists other support staff as necessary and performs a variety of clerical, record keeping, and account keeping assignments.
18. Provides all care and communication according to the Health Department Core Values.
19. Attends staff meetings and trainings as assigned.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited to, those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** Possession of a high school diploma or equivalent. Graduation from a recognized Medical Assistant program and certification as a Medical Assistant such that they meet the federal guidance for Meaningful Use compliance. Current CPR training must be maintained during employment.

**Experience:** Prefer one year of experience in a clinical setting. HIV knowledge and experience in working with People Living With HIV (PLWH) is highly recommended.

**Other Requirements:**

- This position requires the ability to communicate and respond to inquiries both in persona and over the phone
- This position requires the ability to operate a PC/laptop and to enter and retrieve information from a computer
- This position requires the ability to handle varying and often high levels of stress

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and the responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Working Conditions:****Physical Requirements:**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT FUNDING FROM MDHHS FOR HIV CARE COORDINATION**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant totaling \$581,172 from the Michigan Department of Health and Human Services (MDHHS) for HIV Care Coordination funding for the period of October 1, 2018 through September 30, 2018; and

WHEREAS, This funding will support the Ryan White program at Forest Community Health Center and allow ICHD to create new positions for HIV care; and

WHEREAS, through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care; and

WHEREAS, this funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:  
A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed \$8,000.00.
- Designate \$108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners; and

WHEREAS, the acceptance of this grant will increase funding by \$581,172 for the Ryan White HIV/AIDS program; and

WHEREAS, the Ingham Community Health Centers Board recommends acceptance of this grant totaling \$581,172 in HIV Care Coordination Funding from MDHHS to support Forest Health Center's Ryan White program effective October 1, 2018 through September 30, 2019; and

WHEREAS, the health officer recommends acceptance of this grant totaling \$581,172 in HIV Care Coordination funding from MDHHS to support Forest Health Center's Ryan White program effective October 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant totaling \$581,172 in HIV Care Coordination Funding from MDHHS to support Forest Health Center's Ryan White program effective October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that this funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression, through the following changes:

- Create the following new positions:  
A 1.0 FTE Nurse Case Manager (ICEA PHN level 3), a 1.0 FTE Outreach & Linkage Specialist (ICEA Pro level 7), a 1.0 FTE Data and Eligibility Specialist (UAW Tops level F), and a 1.0 FTE Consumer Support Specialist (ICEA Pro level 5)
- Convert position #601399 by .50 FTE to 1 FTE
- Amend the current agreement with Michigan State University Health Team to include a .10 FTE Psychiatrist for Psychiatric Services.
- Contract with Telehealth equipment to support TelePsych Services effective October 1, 2018 through September 30, 2019 in an amount not to exceed \$8,000.00.
- Designate \$108,000 of the total grant funding to support the contracting of Substance Abuse Counseling through community partners; and

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit the agreement electronically through the MI – E Grants System after approval as to form by the County Attorney.

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.

TO: Board of Commissioners, County Services Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: September 6, 2018

SUBJECT: Various Intersection Traffic Control Orders

For the County Services Committee meeting agenda in October 2, 2018  
For the BOC meeting agenda in October 9, 2018

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This memo and the accompanying resolution are offered to recommend intersection control signage to be placed at public road intersections within a newly dedicated residential subdivision. Upon Board approval of the referenced resolution, Traffic Control Orders (TCO) will be prepared for execution by the Board Chair, and then filed with the County Clerk so the new signs will be lawful. The Road Department will then install the signs.

For newer subdivisions, such as Sierra Ridge, the cost of the signs and installation is covered from funds the subdivision developers have paid the Road Department for this purpose. In older subdivisions, intersections are revisited as yard improvements and/or landscape growth affect sight distances. In many instances the old intersection controls need to be upgraded, typically from yield signs to stop signs, or from unsigned to stop controlled. Lastly, urban fill-in and redevelopment can greatly change the traffic patterns at an existing intersection. Staff evaluates the new traffic patterns and may recommend changes to the intersection control. Costs to upgrade signs in an older subdivision or modify existing intersection signage, warranted by redevelopment, is typically absorbed by the Road Department budget.

Road Department engineering staff reviews intersections to determine and recommend traffic control signs appropriate for the conditions of each intersection. Reviewed conditions including, but are not limited to, available sight distance, individual approach traffic volumes, directional approach volumes, and crash history. Typically traffic control signs are placed on the approach(es) which motorists would more naturally feel the need to stop, such as on the base leg of a T-intersection, or on any side-street approach to the main, or more heavily traveled (collector) street. Control signs should never be placed where not warranted, or for speed control, as this fosters disrespect and lack of compliance for all traffic control signs, thus violating directives provided by the traffic control manual Michigan statute requires (MCL 257.610).

The reason for this memo is to recommend approval of the attached resolution for Traffic Control Order actions listed in the resolution and to request authorization for the Board Chairperson to execute the prepared Traffic Control Orders. After the executed Traffic Control Orders are filed with the County Clerk, the new traffic control signs will be installed and will have the force of law.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS  
IN SIERRA RIDGE ESTATES SUBDIVISION SECTION 4, MERIDIAN TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Sierra Ridge Estates residential subdivision in Section 4 of Meridian Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound Sleepy Hollow Lane for eastbound and westbound traffic on Fresno Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop westbound traffic on Fresno Lane for northbound and southbound traffic on Newton Road.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop southbound traffic on Sleepy Hollow Lane for eastbound and westbound traffic on Sacramento Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

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**

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 September 18, 2018 as submitted

**INGHAM COUNTY ROAD DEPARTMENT**

DATE: September 18, 2018

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2018-585	INGHAM CONSERVATION DISTRICT	MISCELLANEOUS	DEXTER TR & KIPP RD	VEVAY	10
2018-586	LBWL	WATERMAIN	GROVENBURG RD & HOLT RD	DELHI	20
2018-587	NICHOLAS DEWOLF	LAND DIVISION	SANDHILL RD & DOBIE RD	ALAIEDON	10
2018-588	CONSUMERS ENERGY	GAS	HASLETT RD & WOODSIDE DR	MERIDIAN	11
2018-593	MERIDIAN TOWNSHIP WATER	WATERMAIN	MT HOPE RD & MAUMEE DR	MERIDIAN	29
2018-595	CONSUMERS ENERGY	GAS	JOLLY RD & KANSAS RD	MERIDIAN	33
2018-596	CONSUMERS ENERGY	GAS	VAN ATTA RD & HASLETT RD	MERIDIAN	13
2018-605	MOORE TROSPER CONST. CO	SIDEWALK	WOOD ST & FAIRLANE AVE	LANSING	11
2018-606	COMCAST	CABLE / OH & UG	LAKE LANSING RD & WOOD ST	LANSING	2, 3
2018-607	COMCAST	CABLE / UG	DUNCKEL RD & JOLLY RD	DELHI	2
2018-608	COMCAST	CABLE / UG	HULETT RD & SOPHIEA PKWY	MERIDIAN	29
2018-609	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2018-612	FRONTIER	CABLE / UG	VAN ORDEN RD & ELM RD	LEROY	23
2018-613	FRONTIER	CABLE / UG	CHAPMAN RD & OBRIEN RD	STOCKBRIDGE	17
2018-614	COMCAST	CABLE / UG	EDGAR RD & HOWELL RD	DELHI	35
2018-616	COMCAST	CABLE / UG	DEPOT ST & HOLT RD	DELHI	14
2018-617	COMCAST	CABLE / UG	HOLT RD & HAMILTON RD	DELHI	15
2018-618	COMCAST	CABLE / UG	PARK LAKE RD & ROSELAND	MERIDIAN	17
2018-619	COMCAST	CABLE / UG	SOUTHRIDGE RD & WHITEHILLS	MERIDIAN	5
2018-622	CITY OF LANSING	DETOUR	WILOUGHBY RD	DELHI	9
2018-623	CONSUMERS ENERGY	GAS	WAVERLY RD & HOLT RD	DELHI	31
2018-624	INGHAM CO DRAIN COMM	MISCELLANEOUS	HOMER ST & PROSPECT ST	LANSING	14
2018-625	CONSUMERS ENERGY	GAS	WABANINGO RD & OSCODA RD	MERIDIAN	26

**MANAGING DIRECTOR:** \_\_\_\_\_

## Agenda Item 4a

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

RE: Third Quarter 2018 Budget Adjustments, Contingency Fund Update and Quarterly Statement

DATE: September 18, 2018

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2018. The total increase to the General Fund is \$212,720.

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

There are a few adjustments to the general fund this quarter. First, the Sheriff's Department provided extra security for the 55<sup>th</sup> District Court February 5<sup>th</sup> through February 14. The District Court has requested \$3,470.

The Circuit Court Family Division has identified that certain security expense are not reimbursable through the State Child Care Fund. A total of \$110,000 expense, budgeted in CCF, is being moved to the General Fund along with \$55,000 in revenue. This revenue is a transfer from the Juvenile Justice Fund to cover half the security expense.

In the Animal Control Department donations are accumulating in the liability fund 797. This fund is accounted for by the General Fund at year end. This adjustment will set up a \$100,000 revenue and expense budget in the General Fund to recognize and expense these funds in 2018.

In the Register of Deeds Department an adjustment in the amount of \$57,720, increase revenue is requested to better reflect our current projections.

The LEAP membership dues were double budgeted in 2018, we are requesting a reduction of \$15,000 in the Economic Development budget in the General Fund.

In the Homeland Security/Emergency Operations budget, the cost approved by R17-080 was not included in the 2018 budget and it is necessary to continue with the Everbridge Mass Notification System. The expense of \$28,500 is split equally between General Fund and the Emergency Telephone 911 Fund.

The Parks Department requested the remaining funds, \$4,393, of a 2017 CIP Trails and Parks Fund completed magic carpet project be transferred to the Park Fund to enable the purchase of tubes for the snow hill.

The Debt Service Fund is in need of \$63,860 from the Animal Control Millage Fund to cover the 2018 interest expense for the ICAC new shelter project. While the revenue and expense for the same project needs a budget in the Capital Project Fund in the amount of \$4,862,000. The Community Mental Health Building project also, needs a budget in the Capital Project Fund in the amount of \$4,588,189. The Capital Project Fund is a government fund and is required to have a budget.

Two underground pipes at the Fairgrounds burst incurring extra expenses that are being replaced by insurance proceeds. Therefore, an increase is being made to both revenue and expense in the Fair's budget of \$7,400.

The Health Department is requesting an additional copier/printer at a cost of \$7,208 from the Machine and Equipment Fund. This is request for additional copier due to the change in location of departments that previously shared a copier.

Attached is an update of contingency fund spending so far this year. The current contingency amount is \$58,471. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

The 3<sup>rd</sup> quarter general fund budget to actual year to date report will be presented to the Commissioners after the completion of the quarter. Our bond rating agency suggested that we present this information to Commissioners on a quarterly basis.

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

**2018 CONTINGENCY**

Adopted Contingency Amount	\$350,000
R17-436: Additional Community Agency Funding	(15,650)
R18-035: Additional Funding for CATS	(10,180)
R18-084: Additional Funding for Sheriff Portable Radios	(23,747)
R18-088: Additional Funding for Jail Based Break Out from Wellness	(20,800)
R18-114: Additional Funding to Hire Assistant Prosecuting Attorney	(76,702)
R18-190: Additional Funding to Circuit Court Imagesoft	(87,450)
R18-210: SAKI Grant Funds	(40,000)
R18-302: Additional Funding Support Staff for ICYC	(2,000)
R18-316: Additional Funding Advent House Ministries	(15,000)
<b>Current Contingency Amount</b>	<b>\$58,471</b>

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2018 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2018 Budget on November 14, 2017 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.

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2018 BUDGET 09/11/18</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$85,914,494	212,720	\$86,127,214
205	Animal Control Millage	399,313	63,860	463,173
208	Parks Fund	2,300,107	4,393	2,304,500
228	Trails & Parks Millage	11,342,094	0	11,342,094
261	Emergency Telephone 911	8,675,306	14,250	8,689,556
264	Juvenile Justice Millage	4,804,212	0	4,804,212
292	Family Court – Child Care	13,106,043	(110,000)	12,996,043
399	Debt Service Fund	0	63,860	63,860
451	Capital Projects Fund	0	9,450,189	9,450,189
561	Fair Board Fund	1,138,291	7,400	1,145,691
664	Machine & Equipment Fund	1,695,455	7,208	1,702,663

**GENERAL FUND REVENUES**

	<u>2018 Budget –</u> <u>09/11/18</u>	<u>Proposed</u> <u>Changes</u>	<u>2018 Proposed</u> <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	49,994,805	0	49,994,805
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,209,651	0	6,209,651
Convention/Tourism Tax - Liquor	1,407,051	0	1,407,051
Court Equity Funding	1,486,000	0	1,486,000
Personal Property Tax Replacement	750,000	0	750,000
Use of Fund Balance - Committed	1,400,000	0	1,400,000
Use of Fund Balance - Uncommitted	2,233,231	0	2,233,231
<b>Department Generated Revenue</b>			
Animal Control	1,091,930	100,000	1,191,930
Circuit Court - Family Division	1,374,133	55,000	1,429,133
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Court - General Trial	2,180,032	0	2,180,032
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	622,210	0	622,210
District Court	2,495,065	0	2,495,065
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	0	0	0
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Human Services	200,000	0	200,000
Probate Court	277,178	0	277,178
Prosecuting Attorney	721,093	0	721,093
Purchasing	179,106	0	179,106
Register of Deeds	2,134,877	57,720	2,192,597
Remonumentation Grant	85,000	0	85,000

Sheriff	4,753,836	0	4,753,836
Treasurer	4,137,133	0	4,137,133
Tri-County Regional Planning	63,921	0	63,921
Veteran Affairs	393,928	0	393,928
<b>Total General Fund Revenues</b>	<b>85,914,494</b>	<b>212,720</b>	<b>86,127,214</b>

**GENERAL FUND EXPENDITURES**

	<u>2018 Budget – 09/11/18</u>	<u>Proposed Changes</u>	<u>2018 Proposed Budget</u>
Board of Commissioners	609,930	0	609,930
Employee Concessions	0	0	0
Circuit Court - General Trial	8,552,970	0	8,552,970
District Court	3,312,452	3,470	3,315,922
Circuit Court - Friend of the Court	1,775,438	0	1,775,438
Jury Board	1,192	0	1,192
Probate Court	1,599,196	0	1,599,196
Circuit Court - Family Division	5,613,505	110,000	5,723,505
Jury Selection	143,709	0	143,709
Elections	545,532	0	545,532
Financial Services	769,802	0	769,802
County Attorney	467,299	0	467,299
County Clerk	1,007,672	0	1,007,672
Controller	917,802	0	917,802
Equalization/Tax Services	749,902	0	749,902
Human Resources	770,400	0	770,400
Prosecuting Attorney	6,964,078	0	6,964,078
Purchasing	230,294	0	230,294
Facilities	2,121,816	0	2,121,816
Register of Deeds	763,882	0	763,882
Remonumentation Grant	85,000	0	85,000
Treasurer	573,396	0	573,396
Drain Commissioner	1,028,544	0	1,028,544
Economic Development	149,487	(15,000)	134,487
Community Agencies	230,650	0	230,650
Ingham Conservation District Court	7,954	0	7,954
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	113,053	0	113,053
Jail Maintenance	212,600	0	212,600
Sheriff	20,298,388	0	20,298,388

Metro Squad	43,570	0	43,570
Community Corrections	161,036	0	161,036
Animal Control	2,243,788	100,000	2,343,788
Emergency Operations	224,758	14,250	239,008
Board of Public Works	300	0	300
Drain Tax at Large	520,000	0	520,000
Health Department	5,699,042	0	5,699,042
CHC	3,600,156	0	3,600,156
Jail Medical	1,669,946	0	1,669,946
Medical Examiner	654,820	0	654,820
Substance Abuse	706,777	0	706,777
Community Mental Health	2,024,693	0	2,024,693
Department of Human Services	2,002,229	0	2,002,229
Tri-County Aging	83,295	0	83,295
Veterans Affairs	574,096	0	574,096
Cooperative Extension	407,416	0	407,416
Library Legacy Costs	0	0	0
Parks and Recreation	1,586,857	0	1,586,857
Contingency Reserves	58,471	0	58,471
Legal Aid	20,000	0	20,000
2-1-1 Project	45,750	0	45,750
Community Coalition for Youth	25,000	0	25,000
Miscellaneous Transfers	200,000		200,000
Capital Improvements	3,745,051	0	3,745,051
<b>Total General Fund Expenditures</b>	<b>85,914,494</b>	<b>212,720</b>	<b>86,127,214</b>

### General Fund Revenues

Circuit Court Family Division	To change the transfer of (\$55,000) from Juvenile Justice Fund to the CCF to (\$55,000) from Juvenile Justice Fund to General Fund due to change in expense from the CCF to the General Fund for expenses now excluded from reimbursement.
Animal Control	To set up revenues in General Fund, \$100,000. This is for donations recorded in liability fund 797. This adjustment that will be done annually to set up revenue to be recognized in the General Fund at year end.
Register of Deeds	To adjust revenues to better reflect our current projections an increase in the amount of \$57,720.

## **General Fund Expenditures**

55 <sup>th</sup> District Court	Increase \$3,470 to cover request for additional security for 55 <sup>th</sup> District Court from February 5 through February 14 provided by the Sheriff.
Circuit Court Family Division	To move Teachout expenses (\$110,000) to general fund from the State Child Care Fund for expenses now excluded from reimbursement.
Animal Control	To set up expenses in General Fund, \$100,000. This is for donations recorded in liability fund 797. This adjustment will be done annually to set up expenses to be recognized in the General Fund at year end.
Homeland Security/Emergency Ops	To set up expense in General Fund, \$14,250. Per R17-080 dated 03/14/17 for Everbridge Mass Communications System with the other half to be set up in 911 Fund.
Economic Development	To eliminate (\$15,000) in expenses for double budgeting for LEAP Membership fees that are in the BOC's budget.

## **Non-General Fund Adjustments**

Animal Control Millage (F205)	To set up the transfer (\$63,860) for the Animal Control Millage Fund to the Debt Service Fund to cover 2018 interest expense for the ICAC new shelter project.
Parks Fund (F208)	To transfer expenses (\$4,393) from the Trail and Parks Millage Fund to the Parks Fund to purchase tubes for the snow hill.
Trail and Parks Millage (F228)	To transfer expenses (\$4,393) from the Trail and Parks Millage Fund to the Parks Fund to purchase tubes for the snow hill. This adjustment nets to zero in this fund.
Emergency Telephone 911 (F261)	To set up expense in 911 Fund, \$14,250. Per R17-080 dated 03/14/17 for Everbridge Mass Communications System with the other half to be set up in General Fund.
Family Court - CCF (F292)	To move Teachout expenses (\$110,000) to general fund from the State Child Care Fund for expenses now excluded from reimbursement.

Animal Shelter Debt  
(F399)

To set up to receive transfer (\$63,860) from the Animal Control Millage Fund to the Debt Service Fund to cover 2018 interest expense for the ICAC new shelter project.

Capital Projects Fund  
(F451)

To set up to revenue and expense (\$4,862,000) for the Animal Control Shelter project in the Capital Project Fund. To set up the revenue and expense (\$4,588,189) for the Community Mental Health Building in the Capital Project Fund. The Capital Project Fund is a government fund and is required to have a budget.

Fair Board Fund  
(F561)

To set up insurance proceeds in Fair budget to cover pipes that burst at Fairgrounds costing \$7,400.

Machine & Equip Fund  
(F664)

To set up funds from Machine and Equipment Fund balance for purchase of new copier/printer in the HSB (7,208).

**TO:** Board of Commissioners County Services and Finance Committee  
**FROM:** Timothy J. Dolehanty, Controller/Administrator  
**DATE:** September 25, 2018  
**SUBJECT:** Resolution to Authorize Participation in a Regional Health Insurance MEWA

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**BACKGROUND**

A Multiple Employer Welfare Arrangement (MEWA) is defined as a single health insurance plan that covers the employees of two or more unrelated employers. A typical MEWA consists of a group of employers who seek an alternative to standard health insurance options. The MEWA option allows a group of employers to share in the overall claims risk by joining together (Wright, 2014).

The Michigan Association of Counties (MAC) has tentatively agreed to oversee a MEWA health plan pool, leveraging the purchasing power of combined public agency membership and cost containment strategies to provide members with a low cost, high value health insurance plan. MAC has partnered with Ingham County's third party administrator, 44North, to utilize their expertise and resources in experienced pooling initiatives to develop the MAC pool.

Armed with the results of an extensive feasibility study approved in March (Resolution 18-098), MAC and 44North sought health insurance proposals from health insurance carriers who service the mid-Michigan market. Subsequent negotiations with carriers lead to a conclusion that a proposal offered by Physicians Health Plan (PHP, the current Ingham County carrier) was best-suited to the needs of the pool. Immediate benefits to Ingham County include:

- Capped rate increase of 4% or less for two years
- Self-funded prescription drug program
- Economy of scale from participation in a larger group

**ALTERNATIVES**

The Board of Commissioners may elect to continue the past practice of securing health insurance through the fully insured market. However, the County has already exhausted most savings opportunities under this model.

**FINANCIAL IMPACT**

The rate increase for 2019 (4.46%) is the second-lowest since 2010. Comparatively, PHP has offered to cap any annual rate increase for pool members at 4% for two years.

The most immediate impact on Ingham County will be establishment of a self-funded prescription drug program. At an 88% usage rate, employees have already maximized use of generic drugs (PHP considers 85% as maximized). However, generic drugs accounted for just 19% of the total pharmacy cost in 2017. By contrast, specialty medications accounted for one percent of total prescriptions but accounted for 51% of the total cost. Through a self-funded MEWA prescription drug plan, the cost of specialty medications can be substantially lowered through carrier incentive programs that will also provide considerable out-of-pocket savings to employees.

The City of Lansing, Clinton-Eaton-Ingham Community Mental Health Authority and the Ingham County Medical Care Facility are in the final stages of determining their participation in the regional health insurance pool. The City of East Lansing has indicated they will give serious consideration to joining the pool at their re-enrollment period in June, 2019. Along with Ingham County, this group represents a significant block of mid-Michigan health insurance consumers large enough to offset risks that often result in higher insurance premium costs.

**OTHER CONSIDERATIONS**

With PHP as the insurance provider, transition to the regional health insurance pool will be seamless to employees. All benefits of the current PHP plan remain the same, and enrollment with a new carrier will not be a factor.

**STRATEGIC PLAN CONSIDERATIONS**

Participation in the regional health insurance MEWA is consistent with the Management, Finance and Governance strategies to identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs. Participation in the MEWA is also consistent with the purpose of the Regional Service Coordination Policy to seek out areas where local units of government are providing services that the County can enter into agreements with to also provide on behalf of the County. These agreements should be sought in order to avoid redundancy and duplicative efforts.

**RECOMMENDATION**

I respectfully recommend support of the attached resolution to authorize participation in a regional MEWA for health insurance.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PARTICIPATION  
IN A REGIONAL HEALTH INSURANCE MEWA**

WHEREAS, it is a goal of the Ingham County Board of Commissioners Strategic Plan to maintain and enhance County fiscal health to ensure delivery of services to residents; and

WHEREAS, one strategy to attain the Board goal is to identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs; and

WHEREAS, the Michigan Association of Counties has tentatively agreed to develop a Multiple Employer Welfare Arrangement (MEWA) health plan pool, leveraging the purchasing power of combined public agency membership and cost containment strategies to provide a low cost, high value health plan for member employees; and

WHEREAS, a proposal offered by Physicians Health Plan, the current Ingham County health insurance carrier, was determined to be best-suited to the needs of the MEWA pool; and

WHEREAS, joining the MEWA will benefit Ingham County through an annual rate increase cap of 4% for two years, a self-funded prescription drug program, and other economies of scale.

THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes participation in a regional health insurance MEWA.

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

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

CAPITOL CITY LABOR PROGRAM, INC.  
5195 JET DR.  
LANSING, MI 48911  
882-8600 (OFFICE) 882-4523 (FAX)  
EMAIL: office@cclp.us

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GRIEVANCE FORM

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Grievant: *Jaelyn Flynn*

Grievance: *29-NS-001-18-17*

Date: *August 13, 2018*

Division's Name: *Ingham County Animal Control Officers and Animal Shelter Operators*

Date Grievance Occurred: *August 1, 2018*

Contract Articles/Sections Violated: *Article 6, Seniority; Article 10, Sections 4 and 5; Article 14, Section 2, Section 3.*

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Statement of Facts: The County has failed to allow Ms. Flynn to have a full-time schedule that reasonably accommodates her. The County should be allowing Ms. Flynn to have a full-time schedule which accommodates her restrictions as set forth by her physician.

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Proposed Solution: Immediately provide a full-time schedule for Ms. Flynn which comports with her reasonable accommodation. Make her whole for any losses from the County failing to place her in a full-time schedule.

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Labor Rep's Signature

  
Employee's Signature

Page 1 of 2

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Step 1      *Waived 8-13-18*  
Receipt Date: \_\_\_\_\_  
Employer's Signature

Date Returned Union Office: \_\_\_\_\_ Labor Rep's Sign: \_\_\_\_\_

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\* Step 2  
Receipt Date: *8/13/18*      *Imelda Maloney*  
Employer's Signature

Date Returned Union Office: \_\_\_\_\_ Labor Rep's Sign: \_\_\_\_\_

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Step 3  
Receipt Date: \_\_\_\_\_  
Employer's Signature

Date Returned Union Office: \_\_\_\_\_ Labor Rep's Sign: \_\_\_\_\_

STEP 2 GRIEVANCE RESPONSE: M-210/CCLP 29-ns-001-18-17  
J. Flynn (Accommodations/Work Schedule)

The grievance is denied. There is no violation of the Collective Bargaining Agreement. Further, the Grievance is denied as it is not a valid grievance as it fails to refer to the specific provisions alleged to have been violated of the Collective Bargaining Agreement as required in Article 9, Section 1 (A)(1) of the Collective Bargaining Agreement.

However, the Employer requests a meeting with the Union to discuss the issues in more detail.

Respectfully submitted,



Sue Graham  
Human Resources Director

August 14, 2018

**Graham, Sue**

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**From:** Gordon Love <glove@cstmlaw.com>  
**Sent:** Tuesday, August 21, 2018 3:53 PM  
**To:** Graham, Sue; Banthem, Stephanie  
**Subject:** Jackie Flynn

Good Afternoon,

One item I forgot to add this morning is that the Union would request that we hold the grievance in abeyance until they have the opportunity to discuss the matter with the other employee.

I informed that we would agree to that.

I'll let you know as soon as I hear from Donahue or if you hear anything from the Animal Control Administration let me know.

Thanks,

Gordon J. Love  
COHL, STOKER & TOSKEY, P.C.  
601 N. Capitol Ave.  
Lansing, Michigan 48933  
(517) 372-9000  
Fax: (517) 372-1026  
[GLove@cstmlaw.com](mailto:GLove@cstmlaw.com)

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## Graham, Sue

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**From:** Tom Krug <tkrug@cclp.us>  
**Sent:** Thursday, August 23, 2018 3:37 PM  
**To:** Graham, Sue; Jeffrey Donahue (JDonahue@WhiteSchneider.com); Jaclyn Flynn  
**Subject:** Request

Please place our grievance relating to Ms. Flynn on the next agenda for the County Services Committee in September. Please let me know the time and date of the meeting. Also can you send me a written response to our meeting held last week to keep the flow going on this issue.

SUPPLEMENTAL STEP 2 GRIEVANCE RESPONSE: M-210/CCLP 29-ns-001-18-17  
J. Flynn (Accommodations/Work Schedule)

The parties met on August 21, 2018 as requested in response to the Employer's request in its August 14, 2018 initial response to the Step 2 Grievance. Following discussion by the parties on August 14, 2018, the Employer states in supplemental answer to the initial response provided August 14, 2018 as follows:

The Grievance is denied. No violation of the Collective Bargaining Agreement has occurred.

Further, please be advised that the Employer will not voluntarily agree to submit to the jurisdiction of an arbitrator in this matter as the incident/event giving rise to the grievance followed the expiration of the parties' Collective Bargaining Agreement on 12/31/17 and prior to a successor agreement being agreed upon. Thus, the matter is not abatable.

In addition, the Employer acknowledges the Union's request to go to Step 3 of the Grievance Procedure received via email on August 23, 2018.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sue Graham".

Sue Graham  
Human Resources Director

August 28, 2018

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING LORI VANDERBUSH AS THE RECIPIENT OF THE  
INGHAM COUNTY WOMEN'S COMMISSION LUCILE E. BELEN AWARD**

WHEREAS, the Ingham County Women's Commission presents the Lucile E. Belen Award to Lori Vanderbush; and

WHEREAS, she was nominated for her strong sense of responsibility while serving her community; and

WHEREAS, as the booster club mom, Lori has enthusiastically supported East Lansing school district sports; and

WHEREAS, Lori has become the first responder for the people in her community, assisting students, families, schools – whoever needs help – never asking for recognition or thanks; and

WHEREAS, she cares deeply about people, is humble and loving, yet tough and unapologetic; and

WHEREAS, Lori uses her voice and social media platforms to address community issues such as bullying and inclusiveness, and shares these concerns through her personal relationships with school administrators and coaches; and

WHEREAS, she also works hard on her family's home business, is a mother of five, carpools anyone's children to away games all over Michigan, and has an unyielding desire to support her community and encourage young people to accomplish their goals; and

WHEREAS, the Ingham County Women's Commission created the Lucile E. Belen Award to help recognize women from Ingham County who do extraordinary things; and

WHEREAS, women strengthen our community every day in various ways and go unnoticed; and

WHEREAS, this award creates an opportunity to shine a spotlight on those who have had a positive impact in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women's Commission in applauding Lori Vanderbush for her outstanding community service, commitment to volunteerism, and tireless efforts on behalf of Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners and the Women's Commission extend their best wishes to Lori Vanderbush for continued success in all of her future endeavors.