

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
RYAN SEBOLT, CHAIR
EMILY STIVERS
MARK GREBNER
VICTOR CELENTINO
ROBERT PEÑA
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, APRIL 19, 2022
AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR,
LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [April 5, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Committee – Interviews
2. Drain Commissioner
 - a. A Resolution Committing Ingham County to Continued Action Against Non-Point Source Pollution in Compliance with Phase II of the [Federal Clean Water Act](#)
 - b. Resolution to Allocate \$392,000 in American Rescue Plan Funds to Fund the Maintenance and Improvement of the [Smith and Oesterle Drain](#)
3. Health Department
 - a. Resolution to Authorize the [Reorganization](#) of Four Positions within the Ingham County Health Department
 - b. Resolution to Reorganize/Rename the Senior [Public Health Nurse](#) Positions in Maternal and Child Health (*Discussion*)
4. Facilities Department
 - a. Resolution to Authorize a Purchase Order to [Knight Watch Inc.](#) for a New Access Swipes at the Allen Street Neighborhood Clinic
 - b. Resolution to Authorize an Agreement with [John E. Green Company](#) to Replace the Blower Fan Assemblies in the Two CRAC Units at the 9-1-1 Center
 - c. Resolution to Authorize a Purchase Order to [Deer Creek Sales, Inc.](#) for a Replacement Kubota Tractor
5. Road Department
 - a. Authorization to Start a Managerial and Confidential Ingham County Road Department [Director of Engineering](#) Above Step 2
 - b. Resolution to Authorize Agreements with Locke, Meridian, and Wheatfield Townships for the [2022 Local Road Program](#)
 - c. Resolution to Reclassify Reception/Permits/Public Information Clerk to Reception and [Public Information Coordinator](#)
 - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

6. Controller's Office
 - a. Resolution to Approve the [Reorganization](#) of the Controller's Office
 - b. Resolution to Utilize \$9 Million in American Rescue Plan Funds for Affordable Housing Opportunities through the Ingham County [Housing Trust Fund](#)
 - c. Resolution to Approve American Rescue Plan Funds for the 30th Circuit Court [Visiting Judge Program](#)
 - d. Resolution to Approve an [Alternate Work Site Policy](#)
7. Board of Commissioners
 - a. Resolution to Recognize All Women's "[Equal Pay Days](#)" in Ingham County
 - b. Resolution in Honor of [Workers Memorial Day](#)

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.

COUNTY SERVICES COMMITTEE

April 5, 2022

Draft Minutes

Members Present: Sebolt, Peña, Stivers, Grebner, and Celentino.

Members Absent: Naeyaert and Maiville.

Others Present: Treasurer Alan Fox, Judge Joyce Draganchuk, Paul Pratt, Douglas Kelly, Alan Boyer, Carla Clos, Kelly Jones, Chris Wolff, Belinda Fitzpatrick, Sue Graham, Becky Bennett, Gregg Todd, Kylie Rhoades and others.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the March 15, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE MINUTES OF THE MARCH 15, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Naeyaert and Maiville.

Additions to the Agenda

8. Road Department –
 - h. Authorization to Start a Managerial and Confidential Ingham County Road Department Director of Engineering Above Step 2

11. Public Defenders Office – Authorization to Start an Employee Above Step 2

Removed –

6. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Capital Equipment & Supply for a Replacement Kubota Tractor

Limited Public Comment

Chris Wolff, Ingham County Resident, stated that he had paid over \$8,000 out of pocket to repair his yard due to the issues caused by the drain. He further stated that water would flow over the road and back through the drain into his yard and remain standing.

Mr. Wolff stated that he hoped the Smith and Oesterle Drain was approved. He further stated it was a safety concern for drivers that came up on the road fast and do not know that the issue was there, further drivers have experienced difficulty passing through the area.

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

1. Veteran Affairs Office – Resolution to Reclassify the Veterans Affairs Director Position
2. Clerk’s Office – Resolution to Authorize a One-Year Extension to the Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk’s Office
3. Equalization Department
 - a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
 - b. Resolution to Award Contracts for Peer Review Group Members
4. Health Department
 - a. Authorization to Start a Managerial/Confidential Employee at MC 14 Step 5
 - b. Resolution to Authorize the Reclassification of the Operations & Compliance Manager Position to Operations Director
5. Parks Department – Notice of Emergency Purchase of Forced Air Unit for Burchfield Park
6. Facilities Department
 - b. Authorization to Start a Managerial/Confidential Employee at Grade MC 12 Step 4
 - c. Resolution to Authorize an Agreement with Straub Pettit Yaste Architects for Architectural and Engineering Services for the DHHS Remodel at the Human Services Building
 - d. Resolution Honoring Joanne Otis
7. Innovation & Technology Department
 - a. Resolution to Approve Renewal of Training from Wizer
 - b. Resolution to Approve the Renewal of Virtual Meeting Software from CDW-G
8. Road Department
 - a. Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2025
 - b. Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project
 - c. Resolution to Approve an Agreement with Michigan Pavement Markings, LLC for Bid Packet #33-222022 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program
 - d. Resolution to Authorize an Engineering Consultant Services Agreement for As-Needed Construction Inspection and Supervision Services for the 2022-2023 Construction Seasons
 - e. Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Holt Road Bridge over Doan Creek (SN 3869)

- f. Resolution to Authorize the Purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels & Sign Posts
 - g. Resolution to Reclassify Engineering Technician 3/4/5 to Permit Clerk
 - h. Authorization to Start a Managerial and Confidential Ingham County Road Department Director of Engineering Above Step 2
- 9. Controller's Office
 - a. Resolution to Suspend the COVID-19 Testing Policy
- 11. Public Defenders Office – Authorization to Start an Employee Above Step 2

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Naeyaert and Maiville.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Naeyaert and Maiville.

- 3. Equalization Department
 - c. Resolution to Award Contracts for Remonumentation Project Surveyors

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated that Ingham County has been involved in a petty scandal. He further stated that it was absurd to split the work among three contractors and award them the same money.

Commissioner Grebner stated that this was not something that the County should worry about but it was absurd. He further stated when it was started the County went out for bids and received identical bids, such an act was rigging and was criminal conduct by County employees and the bidders.

Commissioner Grebner stated that there was no other place in the County where the work was divided by three vendors. He further stated this could not be the most efficient way for work to be completed.

Commissioner Grebner stated that if the County asked for comment from each of the contractors, they would say they only wanted one third of the work, which amounted to a couple hundred hours of their time. He further stated if you believed in this then you had other problems.

Commissioner Grebner stated that he was not trying to defeat it but rather stating that one of these days the County would fix this.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Naeyaert and Maiville.

9. Controller's Office
 - b. Resolution to Approve an Alternate Work Site Policy

MOVED BY COMM. PEÑA TO REVIEW THE RESOLUTION.

Chairperson Sebolt stated that he would bring the resolution up for discussion. He further stated that there was concern for the flexibility for employees to be called back into the office.

Chairperson Sebolt stated the language provided allows the County to call employees back into the office with little to no notice, which could bring concern for alternate childcare and transportation. He further asked that this resolution be further reconsidered to provide employees with adequate notice

Commissioner Celentino asked for clarification if supervisors could allocate how many employees are wanted onsite.

Gregg Todd, Ingham County Controller, stated that after much discussion it did not make sense to require the departments to restrict how many days are required in office. He further stated that some positions allowed employees to work completely remote and would not need to be pulled back unnecessarily if they were able to continue to work more hours and days remote.

Commissioner Celentino stated there were two employees in the Equalization Department. He further asked how it was determined who would work on site.

Mr. Todd stated when Human Resources returned to the office, they required at least two employees present each day as they were an inward facing department. He further stated that it would be up to the directors to determine, but if they have walk in business, they would have someone present.

Commissioner Celentino asked for clarification on if the local collective bargaining units have been involved in the discussion.

Mr. Todd stated that they have had good discussion that resulted in some changes to the original policy. He further stated that the original policy was not grievable, further, an appeal process was added if they felt they were unfairly treated.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. CELENTINO, TO TABLE THE RESOLUTION UNTIL THE NEXT COUNTY SERVICES COMMITTEE MEETING.

Commissioner Grebner stated that COVID-19 had placed stress on every organization in the world and had forced them to complete work differently. He further stated that it had been discovered that we were able to complete work more efficiently using the new practices.

Commissioner Grebner stated that it did not make sense for the County to provide expensive office space for people who have jobs that were not intrinsically about the office. He further stated that

it only made sense for employees who have to have face-to-face contact or require specific equipment.

Commissioner Grebner stated that every department would find themselves with a different mix of how much in-person work was needed. He further stated that the County needed to adopt a policy that got it out of the 1800's and looked at the bigger picture.

Commissioner Grebner stated that it was a lot more efficient for employees to work at other work sites.

Commissioner Celentino stated that he agreed with Commissioner Grebner. He further stated that there were employees who felt that they were more productive in office than at home and may face anxiety related to working remote.

Commissioner Celentino asked if employees would have the choice to choose the option to work at the worksite. He further stated that he did not want to create more stress for an individual.

Chairperson Sebolt stated that this policy allowed employees the option to choose remote work. He further stated that he agreed with Commissioner Grebner and believed that if the County did not adopt an alternate worksite option then they would lose current and prospective employees.

Chairperson Sebolt stated at his day job, he had the pleasure of serving on the Governor's Return to Work Task Force and reviewed the policy through a different lens. He further stated that he believed that they were on the right track and appreciated that Ingham County was considering such options.

Commissioner Grebner stated that there should be positions that did not ever require a desk or office space. He further stated that Ingham County had to think through each department, and this idea was foreign to the reclassification process.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Naeyaert and Maiville.

9. Controller's Office

c. American Rescue Plan Act Second Tranche Funding (*Discussion*)

Mr. Todd provided an overview of the breakdown from the first tranche of American Rescue Plan Act funding. He further provided an overview of recommendations for the second tranche.

Judge Joyce Draganchuk, Chief Circuit Court Judge, stated that time was of the essence as there was a large backlog of court cases. She further stated that the delay in cases had created concern for the criminal justice system, for both individuals waiting in jail and those who were waiting to have their cases adjudicated as well.

Judge Draganchuk stated that the proposed solution to address the backlog of cases was to build a separate courtroom. She further stated that they had viewed the Community Mental Health building and determined that it was well suited for a courtroom.

Judge Draganchuk stated that she had spoken with a retired Judge who was willing to devote the time to be a visiting Judge. She further stated that they had a grant; however, it did not completely cover the costs.

Judge Draganchuk stated that this proposed solution could not be separated and addressed over time, as you could not have a judge without a place for the jury to assemble. She further stated that they were negotiating a three-year lease and were hopeful that in that time they would be able to tackle the backlog of cases.

Commissioner Grebner asked for confirmation that this would add an eighth Circuit Court Judge for three years.

Judge Draganchuk stated that this would add an eighth Circuit Court Judge.

Commissioner Grebner asked for clarification if they intended for a single person to fulfill the three-year role.

Judge Draganchuk stated that they hoped for one individual to fill the role, and had found a good prospect. She further stated that the Judge would have their own criminal docket.

Commissioner Grebner asked for clarification on what year this would take place.

Judge Draganchuk stated that they were hopeful for the lease to begin June 1, 2022 and continue for three years.

Commissioner Grebner asked for confirmation that the County Services Committee was not being asked to approve an eighth Circuit Court Judge. He further stated that this would be a temporary solution to get them through the backlog.

Judge Draganchuk stated that it was not intended to be more than a temporary period.

Commissioner Grebner stated that Ingham County already had a large Circuit Court bench as a result of having already added two additional Judges from the time Ingham County took over the Court of Claims. He further stated that he was drawing a line and reiterated that the County Services Committee was not agreeing to add an eighth full-time permanent Judge.

Judge Draganchuk stated that they were not asking for a permanent Judge, but rather for part-time help to assist with the backlog.

Commissioner Grebner asked if the State Court Administrators Office (SCAO) had been included in discussion.

Judge Draganchuk stated that SCAO was aware of what was being requested. She further stated that they had previously provided Ingham County with visiting Judges, which had helped, but not enough due to the lack of an available courtroom.

Commissioner Grebner stated that the additional full-time operation came with a substantial base cost.

Mr. Todd stated that Mason Public Schools had submitted a similar request to Stockbridge Public Schools program including behavioral health specialists. He further stated that their original request was for \$1.46 Million, but the Controller's Office recommended only \$1,000,000.

Commissioner Celentino asked for clarification if Mason Schools had reached out with the request in response to Stockbridge or if this was a result of the survey. He further asked if they had received any additional requests for similar programs.

Mr. Todd confirmed that Mason Schools had reached out in response to Stockbridge's program. He further stated that the County had not received any additional request.

Commissioner Stivers asked for clarification on how much had been spent for Stockbridge's program.

Mr. Todd stated that \$590,530 had been allocated to Stockbridge.

Mr. Todd provided a breakdown of the recommendations for the second tranche.

Commissioner Stivers asked for clarification on the one million dollars allocated to the septic and well repairs for the Health Department.

Mr. Todd stated that the funds would be available for the Health Department to use when they completed an inspection on a home. He further stated that this provided them with a pot of money to help fund the necessary repairs.

Commissioner Stivers asked if the Parks Commission would be eligible to apply for that funding for the failing septic system.

Mr. Todd stated that it would be up to the Health Department, but he believed that it was geared toward private property.

Commissioner Stivers stated that she would like to see additional funding toward the septic system clean up. She further stated that the original spirit of the funding was aimed toward municipalities and homeowners directly.

Commissioner Grebner asked for clarification on the recommendation for the Montgomery Drain. He further asked why it was not a recommendation for the second part of the tranche.

Mr. Todd stated that it was included in the second tranche, and one million dollars would be allocated to the Drain Commission. He further stated that they had received two requests for this drain, one from the Drain Commission and the other from Commissioner Peña.

Commissioner Grebner stated that he would normally be doubtful to top the Montgomery Drain. He further stated it was a corrupt decision for him to support, but it directly affected his yard and he was all for landscaping his yard.

Commissioner Peña stated that Tri-County Regional Planning had been tracking the need for sanitary residential remediation. He further stated that there had been a prioritization for individuals who were in need of assistance.

Commissioner Celentino asked the Controller for clarification on the \$57 million from the municipality survey. He further asked for clarification on the decision not to fund any of the requests.

Mr. Todd stated that when the survey was sent out in May of 2021, it had not been clear on how the American Rescue Plan Act funding could be utilized. He further stated that since then it has been expanded on where funds could be used and the focus had been placed on County and citizen needs, which were prioritized in a different manner.

Chairperson Sebolt stated that a \$4.8 billion supplemental package passed that included funding for housing, road assistance, as well as broadband. He further stated that the State had released federal grant funds as well for these projects.

Mr. Todd stated that the final recommendation was for the Smith and Oesterle Drain, and recommended 45% of the total cost come out of the American Rescue Plan Act funding.

Carla Clos, Deputy Drain Commissioner, stated that the project was not typical, and had been petitioned at the height of COVID-19 by landowners who were drowning. She further stated that the project moved forward despite the pandemic and encountered several complications that resulted in the project being 30-40% over budget.

Ms. Clos stated that this was a product of bad timing and a very urgent need. She further stated that the ARPA funding would make the project practicable in the current climate.

Paul Pratt, Deputy Drain Commissioner, stated that he was bothered that people assumed that what the Drain Commissioner did was illegal. He further stated that the Drain Commission was responsible for having apportionments that were just and equitable.

Mr. Pratt stated that drain assessments were about equity and fairness and not a formula. He further stated that no percent was off limits.

Douglas Kelly, Clark Hill Attorney, stated that in the code itself, the Legislature contemplated that there may not be an apportionment against the land. He further stated that if the Drain

Commissioner determined that the whole cost of the drain should be apportioned to municipalities, then notice to the landowners was not necessary.

Mr. Kelly stated that it was certainly not illegal.

Alan Boyer, PEA Group Senior Project Manager, provided an overview of the justification of apportionment and how it was arrived at.

Ms. Clos stated that the Bond Counsel had advised that ARPA funding could not be used to pay down the cost of a bond. She further stated that they were not aware of the limitation, and had since learned that it could only be used as a pre-payment before the bond was acquired.

Mr. Boyer provided an overview of completed projects from the last 40 years.

Ms. Clos stated that for the 2021 maintenance assessments it would have been well over \$1,000,000 had they used the 14A calculation instead of the Drain Commissioner's apportionment. She further stated that the urban areas have wide expanses of public roads the 14A calculation increases up to 45-50%, whereas in the rural area you may only see 1-2%.

Chairperson Sebolt stated that while reviewing the plot points that represent the apportionment percentages, only three out of forty one are above 50%. He further stated that it was very clear that the percentage was in the extreme minority of what was calculated.

Chairperson Sebolt stated that almost every dollar of ARPA funding had been spent on large-scale projects that have Countywide benefit. He further stated that the two drain projects were very localized in terms of County impact.

Chairperson Sebolt stated that he was not opposed to giving the Drain Commission funds, however, he would rather see the Board of Commissioners provide a set dollar amount that they in turn disburse the funds to as many projects as they saw fit.

Ms. Clos stated that the drain system was broken down into separate drain districts. She further stated that it would be nearly impossible to meet the criteria of countywide benefit.

Chairperson Sebolt stated that his thought was to use the funds as prepayment for as many projects rather than focus solely on one.

Mr. Pratt stated that the Drain Commission did have the internal goal to consolidate as many of the drains as possible. He further stated that many of the drains are too small to exist, and cannot be run as a separate system.

Commissioner Peña stated that some have experienced catastrophic damage, and presented the need for a higher degree of urgency. He further stated that his request accounts for the concern for taxpayer relief, as we want to make sure that the constituents do not encounter an unnecessary burden.

Commissioner Peña stated that he did agree that a large area needed to be addressed.

Chairperson Sebolt stated that the balance between taking 40% off the top of one project or 10% off the top of several should be considered.

Commissioner Grebner stated that he had asked several times for a principal explanation for how the benefit of allocation had been determined. He further stated that a principal explanation would allow a third party to review and apply the same allocations. Commissioner Grebner asked if the Drain Commission could articulate the principal explanation as to how the allocation was determined.

Mr. Kelly stated that the Michigan Supreme Court had stated that there was no mandate for an assessment on any mathematical formula. He further stated that the code tells the Drain Commission to do a benefits derived and adjust on an equitable basis.

Mr. Pratt stated that they had experience with the Board of Review, which was appointed by the Probate Judge. He further stated that the Judge's ruling was in fact to raise what the Drain Commission did.

Mr. Pratt stated that what was fair and equitable was not just the runoff but taking into account all of the benefits. He further stated that he did not see any way in which it was not principal.

Ms. Clos stated that it is difficult as some of the things that were considered were not quantifiable, such as whether a road was passable or not. She further stated that what they went through for the 35%, and then 46%, were quantifiable numbers that came straight from the bid.

Ms. Clos stated that there were sometimes additional benefits such as structures, culverts, and even public health. She further stated that she understood the frustration of the County Services Committee, and she would feel more comfortable if there was a nice set of numbers.

Ms. Clos stated that she had to translate the benefit of public health to a number and questioned how she would get there. She further stated that the genius of the Drain Code was that an elected official was placed in the position to make that difficult decision.

Ms. Clos stated that she had to ensure that there was not inequality in the role, or even manifest errors. She further stated that the Board of Review would replace the Drain Commission's determination with theirs.

Commissioner Grebner asked for clarification on the process of compiling the Board of Review.

Mr. Kelly stated that ten days after the day of review, any party may file with the Probate Court. He further stated that a three-person panel would then be appointed.

Commissioner Grebner asked for clarification on when the review occurred.

Ms. Clos confirmed that it occurred on February 15th.

Mr. Boyer stated that everyone who was liable was provided with a notice, and any information that was available was reviewed. He further stated that it had since expired.

Chairperson Sebolt asked for clarification on who was notified within the County.

Ms. Clos stated that the Controller, Chairperson, and Clerk were notified.

Chairperson Sebolt stated that Commissioner Peña had submitted a request for the Montgomery Drain that had not been recommended. He further stated that ARPA funds could not be used for a tax break.

Commissioner Peña stated that he had not been aware of that.

Mr. Pratt stated that if they had been able to start six months earlier, they would have been home free, as at the start of the pandemic people were eager for work. He further stated that they would take this to the Congresswoman, the Senators, State and the Board of Commissioners.

Mr. Pratt stated that despite what Commissioner Grebner stated, it was not just landscaping, there was a function. He further stated that the only sense in which it was tax relief was that the constituents would not be faced with an increased raise in the assessment.

Mr. Pratt stated that he was appreciative of the funding for the Blue Spotted Salamander Drain. He further stated that had they not completed the work, they would have received a new petition later on.

Commissioner Peña stated that this tax relief was not for anything other than what had been identified as equitable, and believed that the Board should try to alleviate some of the excess burden. He further stated that the Drain Commission had a tough job.

Chairperson Sebolt stated that the way to go about this might be in acts of other forms of funding.

Commissioner Grebner stated Ranney Park served as a water treatment facility. He further stated that when he mentioned landscaping he meant trees as well as pots of vegetation, as it was an eyesore that has just been rearranged.

Discussion.

Ms. Clos provided an overview of the City of East Lansing projects.

Mr. Todd stated that there were a few pressing projects including, the Circuit Court, Montgomery Drain, and Housing Trust Fund. He further stated that he would like to get those in front of the County Services Committee in two weeks.

Commissioner Peña stated that the Tri-County Regional Planning Board had completed a survey to the public for the housing issue.

Mr. Todd stated that Tri-County Regional Planning Board had been in contact.

Commissioner Grebner ask that the Controller's Office contact the County Attorney in regards to the Board of Review. He further stated he had no problem admitting defeat, and would be willing to fold his tent and melt into the night.

Commissioner Grebner stated that he was in support of the Circuit Court project as COVID-19 had created a real mess for them by creating delays for a year and a half.

9. Controller's Office

- d. Resolution to Approve the Reorganization of the Ingham County Controller's Office (*Discussion*)

Mr. Todd provided an overview of the Reorganization of the Controller's Office.

Commissioner Celentino asked for clarification on the step increase. He further stated that through previous negotiation through the collective bargaining process, step increases had not been offered.

Mr. Todd stated that there were no step increases in 2022. He further stated that he would be happy to withdraw that if it was of concern.

Commissioner Celentino asked for clarification on if the responsibilities for the Budget Director had changed.

Mr. Todd stated that while there had been some change there was not enough to warrant an increase.

Commissioner Celentino asked if they would receive the annual increase.

Mr. Todd confirmed that they would still receive the annual pay increase.

Commissioner Celentino stated that he was surprised that there had not been a change considering the additional federal funds that had been received.

Mr. Todd stated that the responsibility of the funding fell on the Finance Director rather than the Budget Director.

Commissioner Celentino asked for clarification if the Executive Assistant knew their responsibility.

Mr. Todd stated that they would be informed of their responsibilities. He further stated that their time would be split 70/30 between Diversity, Equity, and Inclusion (DEI) and Community Corrections.

Commissioner Celentino stated that considering the step increase had not been included in 2021, it might cause some animosity. He further stated that this concern was in no way a reflection on the Controller.

Chairperson Sebolt asked for clarification on the change to the Executive Secretary.

Mr. Todd stated that the position was responsible for staffing additional Boards. He further stated that this role would take on more of an analyst approach rather than just a secretary.

10. Board Referral – Resolution #2022/006 from the Iron County Board of Commissioners Urging the Return of State Workers to In-Person Operations

Chairperson Sebolt stated that the matter would be received and placed on file.

Announcements

Commissioner Peña stated that the last Friday fish fry would be held on April 8 at the Cristo Rey Church. He further stated that the fish and side dishes would be served from 5 to 7 p.m.

Public Comment

Mr. Pratt asked for clarification on which three projects were considered with high importance in regards to American Rescue Plan Act Second Tranche Funding.

Mr. Todd clarified that the Smith and Oesterle Drain project would be included in those considered high priority.

Kelly Jones, Ingham County Road Department Managing Director, stated that she had submitted a request for ARPA funding for the projected revenue loss. She further stated that they had roughly \$4,000,000 in revenue loss due to COVID-19, as the Road Department received revenue through the gas tax as well as vehicle registration.

Ms. Jones stated that there was a lot of information in the news about the Federal and State Infrastructure Bills, unfortunately, that funding was not coming to the Road Department. She further stated that it was a competitive grant program, where the Road Department would have to match the money from their own General Fund.

Ms. Jones stated the Okemos Road bridge project had just under \$7,000,000 in funding, but when it came out for bid it was almost \$9,000,000. She further stated that the Road Department did have Countywide benefit and ask that the County Services Committee consider allocating funds to the Road Department.

Belinda Fitzpatrick, Ingham County Resident, stated that she saw her first groundhog ever recently. She further stated that over the years she had been asked why Animal Control does not regulate the nuisance.

Ms. Fitzpatrick stated that animals such as raccoons, skunks and groundhogs were a real health hazard and caused structural damage. She further stated that Animal Control had stated that the Legislature has determined that they did not have the authority to do so.

Ms. Fitzpatrick further asked why if Animal Control could decide to regulate livestock and poultry, why could they not break a few rules again and regulate the nuisances. She further stated that out in the country, homeowners could use weapons to take care of the nuisance animals and wondered how they could be managed within the city.

Ms. Fitzpatrick stated that she had brainstormed ways to deal with the skunks and believed that Animal Control could catch, identify, de-scent, and give a rabies shot, and then release with tracking. She further believed that this should be a countywide issue.

Adjournment

The meeting was adjourned at 8:47 p.m.

**APRIL 19, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2a. Drain Commissioner – A Resolution Committing Ingham County to Continued Action Against Non-Point Source Pollution in Compliance with Phase II of the Federal Clean Water Act

This resolution approved the continued annual membership dues of \$5,917.65 to the Greater Lansing Regional Committee (GLRC) for stormwater management, that the Drain Commissioner or designee serve as the County representative on the GLRC, and the yearly permit fee of \$3,000 to EGLE.

Payment to follow the cost sharing plan attached to the resolution.

2b. Drain Commissioner– Resolution to Allocate \$392,000 in American Rescue Plan Funds to Fund the Maintenance and Improvement of the Smith and Oesterle Drain

This resolution authorizes the allocation of \$392,000 from ARP funds to fund 40% of the cost of the \$980K Smith and Oesterle Drain project. The project is in Leroy Township and among other things, would replace +/- 600 linear feet of collapsed drain that causes flooding over Frost Road. By utilizing ARP funds, the total project allocation would be:

- 40% ARP - \$392,000
- 35% County - \$343,000
- 15% Leroy Township - \$147,000
- 10% Landowners – \$98,000

The 35% County allocation would be paid through annual bond contributions. Controller's staff did check with legal and it is past the deadline for all appeals.

See memo for details.

3a. Health Department– Resolution to Authorize the Reorganization of Four Positions within the Ingham County Health Department

This resolution authorizes the reorganization of four positions within ICHD including:

- AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50)
- AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50)
- Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67)
- Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46)

A discussion was held on this reorganization at the March 14, 2022 Human Services meeting.

4a. Facilities Department– Resolution to Authorize a Purchase Order to Knight Watch Inc. for a New Access Swipes at the Allen Street Neighborhood Clinic

This resolution authorizes a purchase order to Knight Watch Inc., for access swipes at the Allen Neighborhood Clinic for \$18,520.26.

See memo for details.

4b. Facilities Department– Resolution to Authorize an Agreement with John E. Green Company to Replace the Blower Fan Assemblies in the Two CRAC Units at the 9-1-1 Center

This resolution authorizes an agreement with John E. Green for the replacement of two blower fan assemblies in the Computer Room Air Conditioning (CRAC) units in which the bearings have worn out for \$54,000 with a \$3,000 contingency request. The \$57,000 funding is available in the Equipment Repair budget.

See memo for details.

4c. Facilities Department– Resolution to Authorize a Purchase Order to Deer Creek Sales, Inc. for a Replacement Kubota Tractor

This resolution approves a purchase order for a replacement Kubota Tractor to be used at the Sheriff's Office, Jail, 55th District Court, Drain Office, and Animal Shelter. The cost for the tractor from Capital Equipment & Supply is \$36,400 which exceed the CIP budgeted amount of \$25,000. Line item transfers of \$8500 from Equipment Revolving Loan Fund and \$3,000 from GF are requested as well.

See memo for details.

5a. Road Department– Authorization to Start a Managerial and Confidential Ingham County Road Department Director of Engineering Above Step 2

This authorizes starting the selected candidate for the Road Department Director of Engineering at a Road Grade 8, Step 5. The Human Resources Department reviewed the candidate's resume against the requested salary and is in support of the compensation level.

See memo for details.

5b. Road Department– Resolution to Authorize Agreements with Locke, Meridian, and Wheatfield Townships for the 2022 Local Road Program

This resolution authorizes the Local Road Agreements with Locke, Meridian and Wheatfield townships for the 2022 construction season. The Road Department's 50% match of \$272,400 is included in the 2022 Road Fund budget.

See memo for details

5c. Road Department– Resolution to Reclassify Reception/Permits/Public Information Clerk to Reception and Public Information Coordinator

This resolution authorizes the reclassification of the current "Reception/Permits/Public Information Clerk" position to a "Reception and Public Information Coordinator", remaining in the OPEIU Technical Clerical Unit at Grade 3. This reclassification is to better define the current duties of this position and has the concurrence of HR and the OPEIU Technical Clerical Unit.

See memo for details

5d. Road Department– Resolution to Approve the Special and Routine Permits for the Ingham County Road

This resolution authorizes the Road Department’s special and routine permit list.

See memo for details

6a. Controller’s Office – Resolution to Approve the Reorganization of the Controller’s Office

This resolution approves the Controller’s Office reorganization per the changes requested at the April 5, 2022 County Services meeting.

See memo for details.

6b. Controller’s Office – Resolution to Utilize \$9 Million in American Rescue Plan Funds for Affordable Housing Opportunities through the Ingham County Housing Trust Fund

This resolution approves the allocation of \$9 million in ARP funding to go toward affordable housing opportunities through the Ingham County Housing Trust Fund per the April 5th ARP discussion.

See memo for details.

6c. Controller’s Office – Resolution to Approve American Rescue Plan Funds for the 30th Circuit Court Visiting Judge Program

This resolution approves \$2,602,228 for the 30th Circuit Court’s visiting judge program per the April 5th ARP discussion.

See memo for detail.

6d. Controller’s Office – Resolution to Approve Alternate Work Site Policy

This resolution approves an Alternate Work Site Policy to provide clarity and guidelines with regard to remote work. The policy has been reviewed by Corporate Counsel, Union representatives, and the Policy Review Committee. The resolution was amended per the April 5th CS discussion.

See memo and policy for details.

7a. Board of Commissioners – Resolution to Recognize All Women’s “Equal Pay Days” in Ingham County

7b. Board of Commissioners – Resolution in Honor of Workers Memorial Day

Additional Items:

1. Equal Opportunity Committee – Interviews

2b. Health Department– Resolution to Reorganize/Rename the Senior Public Health Nurse Positions in Maternal and Child Health (Discussion)

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO COMMIT INGHAM COUNTY TO CONTINUED ACTION AGAINST
NON-POINT SOURCE POLLUTION IN COMPLIANCE WITH PHASE II OF THE
FEDERAL CLEAN WATER ACT**

WHEREAS, Ingham County has been a member of the Greater Lansing Regional Committee (GLRC) for Stormwater Management since 2003; and

WHEREAS, participation in the GLRC advances local efforts to improve responsible stewardship of natural resources; and

WHEREAS, participation in the GLRC allows for cooperative stormwater pollution abatement in the three watersheds in which the County is located; and

WHEREAS, the GLRC assists the County and its departments in complying with the regulatory requirements promulgated by the Michigan Department of Environment, Great Lakes and Energy (EGLE) Municipal Separate Storm Sewer System (MS4) stormwater discharge permit; and

WHEREAS, the County now wishes to approve the Memorandum of Agreement (as revised on December 2, 2021) and commit itself and its departments to continued participation in the GLRC; and

WHEREAS, the Ingham County Drain Commissioner has represented County Departments since 2003 in permit compliance so that only one annual report need be filed, only one annual membership fee to the GLRC (currently at \$5,917.65) need be paid and only one annual permit fee (currently at \$3,000) need be paid; and

WHEREAS, the vast majority of the costs just referenced and the staff time required for Phase II compliance in the past have been paid by the taxpayers of County Drains; and

WHEREAS, the Drain Commissioner is willing to continue this representation (called “nesting” by EGLE) if the County Departments partially share the costs of such compliance; and

WHEREAS, the Drain Commissioner and the Controller on behalf of and in consultation with the Department Heads, have agreed to the attached cost-sharing plan, contingent on the agreement of the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners appoints the Drain Commissioner or his/her designee to serve as the County representative to the GLRC.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves the December 2, 2021 Memorandum of Agreement and authorizes the Chairperson of the Board to sign the Memorandum after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that continued annual membership dues of \$5,917.65 to the GLRC for 2022 through 2027 be paid in accordance with the attached cost-sharing plan.

BE IT FURTHER RESOLVED, that annual EGLE permit fees of \$3,000 for 2022 through 2027 be paid in accordance with the attached cost-sharing plan.

BE IT FURTHER RESOLVED, that the attached cost-sharing plan is approved for use through 2027 and may be joined by the Capital Region International Airport Authority if that body wishes to remain “nested” with the Ingham County Drain Commissioner’s MS4 permit.

COST-SHARING PLAN

County Departments to be “nested” by the Drain Commissioner

Roads	Parks
Zoo	Fair
Facilities	

Costs as listed below will be divided among the 5 County Departments as decided by the County Controller and Board of Commissioners. The Drains will pay one-sixth of the permit and dues items.

Capital Region International Airport Authority has been nested with the Ingham County Drain Commissioner since 2003. If it agrees to this cost-sharing method, it and the Drains will each pay one-seventh of the permit and dues items below, leaving five-sevenths of the items to be paid by the 5 County Departments.

GLRC Dues—The dues (currently \$5,917.65 per year) would be shared, divided among the 5 Departments, the Drains and the Airport Authority if it wishes to remain nested.

EGLE Permit—The current annual fee of \$3000 would be shared, divided among the 5 Departments, the Drains and the Airport Authority if it wishes to remain nested.

NOTE: Occasionally EGLE requires a specific kind of facility to engage in site-specific planning and continuing compliance inspections. For example, all maintenance garages must prepare Storm Water Pollution Prevention Plans (SWPPPs) and conduct quarterly and or semiannual compliance inspections. All 5 Departments and the Drains have garages. Each had to pay a consultant to draft its plan and for ongoing compliance inspections. These situations are coordinated by the Drain Office and billed directly to the affected Department outside of this plan. They have not been a major expense and should not be in the future. Ongoing compliance inspections for the SWPPPs have been overseen by a Drain Office staff person qualified as an “industrial operator.”

Payment Examples

\$5,917.65 = One year of Dues to GLRC. Paid May 6 or May 7 by the 5 Departments; Drains pay January 6 or January 7 depending on Airport participation

3,000 = One-year EGLE permit fee. Paid May 6 or May 7 by the 5 Departments; Drains pay January 6 or January 7, depending on Airport participation.

**GREATER LANSING REGIONAL COMMITTEE
for Stormwater Management**

MEMORANDUM OF AGREEMENT – DECEMBER 2, 2021

**Original Agreement – MAY 21, 2004
Revised and Adopted – DECEMBER 2, 2021**

I. PURPOSE

It is the purpose of this Memorandum of Agreement (hereinafter the Agreement) to set forth the composition, duties, and responsibilities of the Greater Lansing Regional Committee for Stormwater Management (hereinafter the “GLRC”) to be formed as more particularly described below. Local public agencies, institutions, and communities believe there are substantial benefits that can be derived under this Agreement through cooperative management of the Grand River, Red Cedar River and Looking Glass River watersheds to protect the Waters of the State; to meet local initiatives for protecting the environment; and in providing mutual assistance in meeting the requirements under the Michigan Department of Environment, Great Lakes, and Energy (EGLE) National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer Systems, (hereinafter the “MS4 Permit”) or similar stormwater discharge permits issued to public entities within the Grand River, Red Cedar River, and Looking Glass River watersheds.

The Agreement will also provide a framework for consideration of new, permanent watershed organizations with potentially broader responsibilities that could provide a more cost effective and efficient means to meet state and federal requirements, and public expectations for restoration and maintenance of the beneficial uses of the watersheds.

II. HISTORY OF GLRC

On November 15, 1999, Delta Township and the City of Lansing hosted a meeting for several local communities. The meeting notice stated that this was to be “an informal meeting to discuss the Stormwater Phase II program (now referred to as the MS4 program) and how, or if, there may be a way to pool resources on a regional basis”.

Representatives from various communities, counties and EGLE discussed the Federal Regulations for Stormwater Phase II and the EGLE’s program allowing a “Voluntary Permit Program.” Originally nine communities and three counties were listed as designated communities by EGLE.

Subsequent meetings were held to continue exploring the feasibility and cost of a cooperative effort. On June 8, 2000, a draft Resolution was prepared for the establishment of the “Greater Lansing Area Regional NPDES Phase II Stormwater Regulations Committee” and for each community to name a representative to serve on the committee.

Throughout the remainder of 2000, the committee obtained Resolutions from each community; elected officers; received proposals and interviewed four consulting firms. Tetra Tech MPS was selected to assist the Committee in determining how to best comply with the Phase II Stormwater Rules. Tri-County Regional Planning Commission (TCRPC) also assisted the Committee in providing contractual, fiduciary, and administrative support.

In May 2001, Tetra Tech MPS completed the “Step 1 – Permit Strategy Development” study which incorporated the Committee’s decision (April 20, 2001) to proceed as a group using the State’s Voluntary General Permit approach. The Committee then agreed to retain Tetra Tech MPS to prepare the Voluntary General Permit Application for each of the nine communities. The cost for each community was based on a formula that included weighted factors for population and land area. Eight of the nine communities then passed a second resolution agreeing to continue as a group with voluntary general permits using the distribution of costs as presented. Williamstown Township elected to proceed with a jurisdictionally based permit.

The eight communities proceeding under the voluntary general permit, also formally agreed to have the watershed management plans developed under the individual drain commissioners.

On January 25, 2002, the Committee agreed to retain Tetra Tech MPS to prepare a watershed management plan for the Grand River, Looking Glass River, and the Red Cedar River. Again, the allocation of cost agreed to by everyone was based on weighted factors involving the percent of population and land in each watershed. Each community adopted a third resolution committing their appropriate funds for the watershed management plans.

A Public Education Advisory Committee was organized to assist in the educational portion of Voluntary General Permit Applications.

Throughout 2002 and 2003 fourteen additional communities within the three watersheds were invited to join the committee. Ten communities were required to meet the MS4 Permit requirements based on the 2000 census.

Eight communities ultimately joined and participated in the regional approach and completed the Voluntary General Permit Application utilizing Tetra Tech MPS.

In March 2003, all sixteen communities and the three counties submitted their Voluntary General Permit Applications to EGLE. In November 2003, certificates of coverage were issued to each of the sixteen communities and to each of the three counties.

In 2006 Lansing Public Schools and DeWitt Public Schools joined the GLRC. In 2007, a lawsuit filed by a Township in Kalamazoo County, established that some townships no longer required an MS4 Permit from EGLE. As this case relates to the GLRC, EGLE determined that Alameda, Bath, Oneida, Watertown, and Windsor Townships would no longer need an MS4 Permit.

At the December 14, 2007, GLRC meeting, the GLRC membership took formal action to establish an Associate Membership category to encourage any public agency, institution, or community who did not have an MS4 Permit to join the GLRC.

In 2012, the City of DeWitt entered into an agreement nesting DeWitt Public Schools.

In 2012, the EGLE changed the process for permit renewal, instead of issuing a general watershed- based permit; individual MS4 permits will be issued. The application process will detail all activities of the GLRC and members through two separate applications. Then, the EGLE will review and negotiate, with the end result being EGLE issuing a permit specific for each member.

In 2016, Waverly Community Schools joined the

GLRC. In 2017, members reapplied for permit coverage.

In 2019/2020, members were issued MS4 permits expiring in

October 2024. In 2021, members submitted MS4 Progress Reports to EGLE.

III. GREATER LANSING REGIONAL COMMITTEE (GLRC)

A. Term

While the ultimate organization of the GLRC and its responsibilities has evolved over time and after thoughtful review of alternatives, the signatories to this Agreement want to continue to work together under the following terms to assure the continuation of responsibility for essential services. These stormwater management services provide for the legal and financial responsibility to meet state and federal stormwater discharge permit requirements as well as local initiatives to protect the Waters of the State.

The current GLRC agreement expires on April 30, 2022. This agreement replaces the current GLRC agreement in its entirety for the period expiring **April 30, 2027**. As confirmed by EGLE, expiration of the current permit is October 30, 2024; an application will be due to EGLE by **April 4, 2024**. The members may mutually agree to renew and/or extend the term of the GLRC under the provisions contained in this Agreement.

Any member community may withdraw from this Agreement and the GLRC by delivering to the Executive Committee a resolution of withdrawal adopted by its governing body. Any such withdrawal adopted shall be effective 30 days following delivery of withdrawal, provided however, that any withdrawing community shall remain liable for payment of its annual assessment through the end of the current fiscal year.

B. Composition

Membership in the GLRC shall consist of “full members”, “associate members”, and “ex- officio members”.

The full members of the GLRC shall consist of a representative, or designated alternate, appointed by the appropriate governing body in each township, city, village, school district, institution, and county that has an EGLE NPDES MS4 Permit and that are signatory to this Agreement.

The associate members of the GLRC shall consist of a representative, or designated alternate, appointed by the governing body in each township, city, village, school district, institution, and county that does not have an EGLE NPDES MS4 permit and that are signatory to this Agreement. However, once an associate member obtains an EGLE NPDES MS4 Permit, they must become a full member of the GLRC.

Members, and designated alternates, shall serve until replaced in writing by the appointing authority.

The GLRC may also include ex-officio representatives from such agencies as Tri-County Regional Planning Commission (TCRPC), EGLE and others as determined by the GLRC.

C. Public Participation

All meetings of the Full Committee of the GLRC shall be noticed and conducted in accordance with the Michigan Open Meetings Act, MCL 15.261, et seq. The Full GLRC:

- Determine the rules for public participation
- Schedule meetings at facilities that are fully accessible to the interested public, and
- Routinely provide notice of meeting times and places at publicly accessible locations

D. Voting

The GLRC shall take all formal actions by a simple majority vote of a quorum. A quorum shall consist of one more than fifty (50%) of the GLRC members, or their designated alternates, eligible to vote. Members eligible to vote are those full members and associate members authorized in writing by an appropriate governing authority that has adopted this Agreement and that has paid its assessment. Ex-officio members shall be non-voting members of the GLRC.

E. Election of Officers and Appointment of Executive Committee

The GLRC shall annually elect, from among its members, a Chair, a Vice-Chair, a Secretary and a Treasurer. The Chair and the Vice-Chair shall be elected or appointed officials, or employees of a voting full member of the GLRC. The

Secretary and Treasurer may be representatives of any full, associate, or ex-officio member of the GLRC. There are no limits on the consecutive terms elected officers may serve. The Vice Chair, or the Treasurer in the event the Vice-Chair is unavailable, may assume the duties of the Chair if the Chair is unavailable.

The Executive Committee shall have a maximum of eight voting members consisting of:

- (2) the Chair and Vice Chair of the GLRC
- (3) one representative or alternate from each member county
- (3) the Chairs of the Illicit Discharge Elimination Plan (IDEP)/Post-Construction, Public Education Plan (PEP), and Total Maximum Daily Load (TMDL) Committees

The Chair of the GLRC shall chair the Executive Committee, with the responsibility succeeding to the Vice Chair, then the Chair of the PEP Committee if the Chair of the GLRC is absent. If neither the Vice Chair of the GLRC nor the Chair of the PEP Committee is present at an Executive Committee meeting, the Chair of the IDEP Committee shall serve as Chair for the meeting. The Board Officers shall not have an alternate serve on their behalf on the Executive Committee.

The Executive Committee will seek consensus on all issues brought before it. In the absence of consensus, the Executive Committee will adopt motions only when a majority of its members vote in favor of a motion. Each full and associate member will have one vote. A County or Committee may designate an alternate to serve and vote on behalf of their appointed representative to the Executive Committee. If notice is provided to the GLRC Coordinator or Chair, an agent, such as a consultant, may represent a member community in place of the appointed municipal representative.

F. Meetings

The GLRC shall meet at least twice each year at a designated time and location established by the Executive Committee. Agendas for GLRC meetings will be distributed and circulated to all members at least 7 days in advance of all meetings. The Executive Committee will meet at least five times each year at the call of the Chair. All meetings of the GLRC, Executive Committee, standing committees or special committees established under the GLRC shall operate under the Robert's Rules of Order unless modified by a majority vote of the GLRC members. The meetings of the GLRC may be rotated to locations throughout the three watersheds allowing any member or community agency to host a meeting.

a. Electronic Meetings

The Full Board of the GLRC shall meet at a physical location for all meetings. An emergency exception to in-person meeting and voting

requirements may be applied by decision of the GLRC Chair *if* the area where the meeting was scheduled to occur, or if the jurisdiction of members, is located in an area where a federal, state, or local authority has declared a state of emergency or major disaster.

The GLRC Executive Committee, IDEP/Post-Construction, PEP, and TMDL Committees, and any additional or ad-hoc committee, may transact business at electronic meetings. Electronic meetings must feature combination of internet/telephone, that integrate audio (and optionally video), and text. Virtual voting is permitted at GLRC's Committees, and virtual attendance satisfies quorum requirements. Login information must be shared with members and provided to the public at least 7 days in advance of the scheduled meeting. The public will be invited to attend and a comment period will be provided.

G. GLRC Duties

The GLRC shall have the following duties:

1. Budget and Assessments

The fiscal year for the GLRC shall coincide with the calendar year.

Upon execution of this Agreement, review and approve the annual budget for the GLRC and establish the allocation of annual assessments for each member category. The GLRC shall adopt a budget before each December 31 for the calendar year that follows.

2. Standing Committees

Establish and outline a charge for up to three standing committees. The IDEP/Post- Construction, PEP, and TMDL Committees will continue to function. Any member or designated alternate may serve on any standing committee. See Appendix A for a chart of the GLRC structure.

3. Watershed Management

The GLRC is committed to working with watershed partners in the region. This includes but is not limited to: Middle Grand River Watershed Planning Project (319), Red Cedar River Watershed Planning Project (319), Friends of the Looking Glass River Watershed, Middle Grand River Organization of Watersheds (MGROW), Mid-Michigan Environmental Action Council (Mid-MEAC), student groups, etc. The GLRC values the watershed efforts being conducted and will work with these groups to improve water resources in the Tri-County region.

4. Other Duties

- Maintain official written record of meetings that includes attendance, issues discussed and votes taken.
- Recommend to member communities, institutions, school districts, and counties any subsequent changes needed to this Agreement.
- Take other actions required, including delegation of responsibilities to the Chair or Executive Committee to carry out the purposes and conduct the

business of the GLRC including, but not limited to, directing the activities of any committees established under this Agreement or subsequently authorized by the GLRC.

- Encourage and promote public input into decisions and recommendations of the GLRC, and of all committees established by the GLRC.

H. Executive Committee Duties

The Executive Committee shall have the following duties:

1. Budget

With the advice of the standing committees, supervise the expenditure of GLRC monies consistent with the approved annual budget.

2. Supervise Staff and Arrange Support Services

Arrange for the services of staff responsible for facilitating meetings, preparing agendas, and negotiating and advocating on behalf of the GLRC. Supervise and provide direction to staff of the GLRC, make provisions for necessary management support services for operation of the GLRC.

All staff or employees employed by the GLRC shall be and remain at all times solely the agents, servants, or employees of the GLRC and shall not be construed for any purposes to be an agent, servant, or employee of any constituent member of the GLRC.

3. Provide Forum for Discussion

Provide a forum for discussion, and, if appropriate, resolution of issues related to the implementation of this Agreement brought to its attention by any member of the GLRC.

4. Other Duties

- Assist the standing committees and special committees of the GLRC in meeting their respective responsibilities.
- Maintain a brief written record of each Executive Committee meeting including, at a minimum, attendance, list of issues, and a record of decisions.
- Take other actions that are consistent with the provisions of this Agreement and direction provided by the GLRC.

IV. RESOLUTION

The communities, institutions, school districts, and counties entering into this Agreement shall do so by the passage of a formal resolution, or exercising authority that includes the ability to commit to the payment of their appropriate assessments based on their membership category for support of the GLRC. In subsequent years, communities, institutions, school districts, and counties shall indicate their acceptance to continue this Agreement, should it remain unchanged, through the payment of their appropriate annual assessment in support of annual budgets approved by the GLRC.

Modifications to this Agreement as may be recommended by formal action of the GLRC shall be subject to acceptance of the appropriate authority of each community, institution, school district, or county.

Services provided through the GLRC and grant funds if obtained for stormwater management shall be, to the extent practical, limited to members that have signed and met their respective financial obligations under this Agreement.

V. FIDUCIARY SERVICES

The TCRPC has agreed to provide fiduciary services for the collection and expenditure of assessments paid under the terms of this Agreement. It is understood that the assessments paid under the terms of this Agreement will be used only for the services identified in the GLRC Annual Budget as adopted by the GLRC members. It is further understood that the assessments paid may be used to provide the required local match for federal grant dollars used to support the annual GLRC budget.

TCRPC has agreed to provide the Executive Committee full and complete access to records concerning the use of the funds collected from the members so that all expenditures of monies collected through assessments to members can be audited through a process determined to be appropriate by the Executive Committee. TCRPC has further agreed to provide a financial accounting of all funds collected and expended to the GLRC within 45 days following the end of each calendar year. Copies of the annual accounting and audit reports shall be made available to all GLRC member communities upon request. TCRPC shall obtain Executive Committee consensus before expenditure of any of the assessments collected.

VI. INDEMNIFICATION, INSURANCE AND LEGAL FEES

Each signatory to this agreement, as part of its general liability coverage, shall maintain coverage for any damages, claims, causes of action, or actions of any nature whatsoever arising from this agreement, and does hereby agree to indemnify and save and hold harmless each other signatory, respectively, its officers, employees, and agents from and against any and all such damages, claims, actions and causes of action, including legal fees, based on this agreement, as may arise from any action taken or permitted by each signatory, respectively.

This agreement is not intended to create a legal entity subject to suit. Nothing in this section shall be construed to give any third party any claim to which said third party would not otherwise be entitled, nor shall it abrogate or diminish the defense of governmental immunity, or any other defense, for any claim against any party.

APPENDIX A

STRUCTURE OF

THE

GREATER LANSING REGIONAL COMMITTEE

FOR STORMWATER MANAGEMENT



Elected Officers

Chair, Vice Chair,
Secretary, Treasurer

Executive Committee

Chair & Vice Chair of GLRC
County Representatives
GLRC Committee Chairs
Secretary & Treasurer (Ex-off)

Clinton County

Ingham County

Eaton County

Public Education
Committee

IDEP
Post-Construction
Committee

Total Maximum
Daily Load
Committee

Agenda Item 2b

TO: County Services Committee and Finance Committee

FROM: Patrick E. Lindemann, Ingham County Drain Commissioner

RE: Resolution for American Rescue Plan Funds for Smith and Oesterle Drain

DATE: February 15, 2022

I am requesting that the Ingham County Board of Commissioners approve the allocation of \$392,000 of American Rescue Plan (ARP) funds to the Smith and Oesterle Drain Drainage District (the “Drainage District”) for the purposes of maintenance and improvement of the Smith and Oesterle Drain (the “Drain”), located in Leroy Township.

On May 20, 2020, I received a petition requesting the maintenance and improvement of the Drain. The petition submitted is intended to alleviate the persistent and significant flooding of county road, properties and homes. The properties within the Drainage Districts are all located on septic systems and wells. The Drain also serves two county roads including Dietz Road which is a county primary road. On July 8, 2020, the petition was found necessary and conducive to the public health, convenience, or welfare by a statutory Board of Determination. The construction of the Drain is proposed for the Spring/Summer of 2022. The contractor who won the bid is preparing to begin work once the Notice to Proceed is signed.

The issues within the Smith and Oesterle Drainage District are unique in that the existing clay tile originally constructed in 1910 has now failed and is beyond its useful life. The failure of the Smith and Oesterle tile forces flooding across Frost Road and then across private property to Dietz Creek. It is no longer cost effective to continue to repair this failed and undersized system. The Drain is critical infrastructure that needs to be replaced to serve agricultural businesses adversely affected by COVID-19 including the County’s only organic dairy farm; affordable rural homes; and county road assets, including one primary road.

The Smith and Oesterle Drain Project involves the reconstruction of this critical stormwater infrastructure to restore drainage into the Dietz Creek Drain and reduce the incidence of flooding over Frost Road. The Project is designed to meet current stormwater standards and, as such, will reduce the incidence of flooding of a county road protecting the public in general, and protecting private property, homes and sanitary drain fields. The project is a long-term solution and, when complete, can be expected to last another 100 years.

The cost of this capital improvement for replacement of the drain is \$980,000. Since the Drainage District is small (4 farming operations and 20 residences) we are seeking ARP funding for 40% of the cost (\$392,000) to help offset costs to the landowners and public corporations.

Thank you for consideration of my request. I will be in attendance at your County Services meeting March 1, 2022 and Finance Committee meeting March 2, 2022, to answer any questions you might have regarding my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

INGHAM COUNTY MICHIGAN ARPA ASSISTANCE REQUEST

ORGANIZATION INFORMATION

Organization: **Smith and Oesterle Drain Drainage District**
Location: **Ingham County**
Primary Contact: **Patrick E. Lindemann, Ingham County Drain Commissioner**
707 Buhl Street, PO Box 220
Mason, MI 48854
(517) 676-8395 Phone
Signatory Contact: **Carla F. Clos, Ingham County Deputy Drain Commissioner**
If any contact information has changed, email us at cclos@ingham.org

NARRATIVE

Project Title: **Smith and Oesterle Drain Project**
Amount Requested: **\$392,000**
Project Start Date: **March, 2022**
Project End Date: **Fall 2022**

1. Executive Summary

Provide a high-level overview of the jurisdiction's proposed use of funding including, but not limited to: the jurisdiction's plan for use of funds to promote a response to the pandemic and economic recovery, with key outcome goals.

In recent years, increased precipitation throughout Michigan has resulted in regional flooding impacting low lying properties and county roads. As Ingham County Drain Commissioner, in the past three to five years, my office has received an unprecedented number of petitions requesting improvements to stormwater infrastructure for drains to address and relieve severe flooding, erosion, water quality and other stormwater related problems throughout Ingham County. One of the adversely impacted areas has been within the Smith and Oesterle Drain Drainage District (“Drainage District”). In May 2020 during the COVID-19 Pandemic, I received a landowners’ Petition to address flooding issues within the Drainage District, specifically flooding across Frost Road. The Petition was found necessary and conducive to the public health, convenience and welfare by an independent board of determination.

The issues within the Smith and Oesterle Drainage District are unique in that the existing clay tile, originally constructed over 100 years ago in 1910, has now failed and is well beyond its useful life. The failure of the Smith and Oesterle tile forces flooding across Frost Road and then across private property to Dietz Creek. It is no longer cost effective to continue to repair this failed and undersized system. The Drain is critical infrastructure that needs to be replaced to serve agricultural businesses adversely affected by COVID-19 including the County’s only organic dairy farm; affordable rural homes; and county road assets, including one primary road. The Chaffee family’s organic dairy farm has approximately 15% of the County’s dairy herd.

In Michigan, county drains are critical infrastructure which support millions of dollars of property values as well as agriculture. Within the Smith and Oesterle Drain District this drain supports about \$3,000,000 of taxable value which generates over \$20,000 annual revenue for the General Fund.

The Smith and Oesterle Drain Project involves the reconstruction of critical stormwater infrastructure to restore drainage into the Dietz Creek Drain and reduce the incidence of flooding over Frost Road. The Project is designed to meet current standards and, as such, will reduce the incidence of flooding of a county road, protecting the public in general, and protecting private property, homes and sanitary drain fields. The project is a long-term solution and, when complete, can be expected to last another 100 years. This is a long-term solution for this critical infrastructure and will evidence low maintenance costs during the 20-year term of the assessment.

While this Project will provide for health, convenience and welfare, it comes at a cost of \$980,000, the cost of which would normally be spread over this drainage district. The American Rescue Plan Act (“ARPA”) funding would directly offset the cost of the Smith and Oesterle Drain Project that will still largely be borne by the impacted landowners and public corporations within the Drainage District who are assessed for the cost of the Project.

Use of these funds for this Project is appropriate under Section 603(c)(1)(D) of ARPA as eligible uses include investment in water, stormwater, sewer and broadband infrastructure.

More importantly, payment for this Project is through assessments to the citizens in the Drainage District. During a recent public hearing regarding this Project, we confirmed that many of the individuals responsible for assessments are affordable rural residential or agricultural property owners (4 farms, 20 residences). Should the County Commissioners approve this request, the funds will be used to lower assessments to the citizens and the public corporations responsible for these payments. This provides property tax assistance, assisting with the County’s financial stabilization. Keep in mind that some of these citizens have already suffered from the flooding which limited access to their properties or caused property damage.

To assist with the consideration of this request, this Project and this Request, at a minimum, falls within the categories of “Appendix 1: Expenditure Categories” attached hereto. Specifically, this Project fits within the following categories:

- 2.2 Household Assistance: Rent, Mortgage, and Utility Aid**
- 2.11 Aid to Tourism, Travel, or Hospitality**
- 5.6 Clean Water: Stormwater**
- 5.9 Clean Water: Non-point source**

This Project also provides other public health and economic benefits to the community as a whole.

2. Purpose of Grant

Describe in further detail your jurisdiction's intended uses of the funds, such as how your jurisdiction's approach would help support a strong and equitable recovery from the COVID-19 pandemic and economic downturn. Describe any strategies employed to maximize

programmatic impact and effective, efficient, and equitable outcomes. Given the broad eligible uses of funds and the specific needs of the jurisdiction, please also explain how the funds would support the communities, populations, or individuals in your jurisdiction. Your description should address how you are promoting each of the following, to the extent they apply:

- a. Public Health (EC 1): As relevant, describe how funds are being used to respond to COVID-19 and the broader health impacts of COVID-19 and the COVID-19 public health emergency.
- b. Negative Economic Impacts (EC 2): As relevant, describe how funds are being used to respond to negative economic impacts of the COVID-19 public health emergency, including to households and small businesses.
- c. Services to Disproportionately Impacted Communities (EC 3): As relevant, describe how funds are being used to provide services to communities disproportionately impacted by the COVID-19 public health emergency.
- d. Premium Pay (EC 4): As relevant, describe the approach, goals, and sectors or occupations served in any premium pay program. Describe how your approach prioritizes low-income workers.
- e. Water, sewer, and broadband infrastructure (EC 5): Describe the approach, goals, and types of projects being pursued, if pursuing.
- f. Revenue Replacement (EC 6): Describe the loss in revenue due to the COVID-19 public health emergency and how funds have been used to provide government services.

The intended use of the ARPA funds falls into categories of (EC-1) Public Health (EC-2) Negative Economic Impacts and (EC-5) Water, sewer, and broadband infrastructure.

(EC-1) There are considerable public health benefits to the Project. Homes within the district rely on septic drain fields to dispose of sewage. Septic drain fields utilize soil to filter waste constituents from sewage effluent before infiltration to the groundwater level. Failed septic drain fields are a public health issue, not only on private property but to downstream public waters.

The flooding in and of itself constitutes a public health issue. Mold and mildew in homes and/or failed septic drain fields is a direct public health threat. At times during the flooding, vehicles, including emergency vehicles, would not have been able to get to certain points in Ingham County due to road flooding. All of these exacerbate issues related to COVID-19. Already overwhelmed systems are further stressed by the combination of local and international health crisis.

(EC-2) We believe that this Project will provide a positive economic impact by protecting properties values and encouraging commerce. Upon completion of the Project, we believe that the Project will provide general economic benefits to the area reducing property damage, reducing the incidence of flooding and insuring access for residents and emergency vehicles.

Additionally, the farming operations with property in the district have experienced supply chain issues due to the COVID-19 pandemic. Supply chain delayed deliveries have directly affected equipment maintenance as well as the farming operations.

The ARPA funds will be used to directly offset the costs of the Smith and Oesterle Drain Project for the landowners and municipal corporations. This will assist those who have already suffered negative economic impacts from the COVID-19 crisis and flooding. If granted, the Drain Commissioner will reduce the apportionment of the costs to the detrimentally impacted landowners to 10% without raising the at-large apportionment to the municipal corporations.

(EC-5) The investment in this critical stormwater infrastructure project will significantly reduce any future costs to the district for long term maintenance and will provide long term continued service for the lands within the district as well as public roads.

3. Community Engagement

Please describe how your jurisdiction's proposed use of funds incorporates written, oral, and other forms of input that capture diverse feedback from constituents, community-based organizations, and the communities themselves. Where relevant, this description must include how funds will build the capacity of community organizations to serve people with significant barriers to services, including people of color, people with low incomes, limited English proficient populations, and other traditionally underserved groups.

During the course of Project planning, meetings were held to update those citizens in the community and township officials that needed to understand the Project, the scope of the project and the economic impact of the Project. These outreach programs were of particular benefit to those concerned about future assessments.

We also believe, as stated above, that this Project will encourage commerce and economic growth of agricultural properties. Not addressing the flooding may lead to other additional losses to those already sustained by the COVID-19 shut downs and supply chain issues. This would lead to further loss of business and jobs – some of which do fall within the low-income category.

4. Labor Practices

Describe workforce practices on any infrastructure projects being pursued (EC 5). How are projects using strong labor standards to promote effective and efficient delivery of high-quality infrastructure projects while also supporting the economic recovery through strong employment opportunities for workers? For example, report whether any of the following practices are being utilized: project labor agreements, community benefits agreements, prevailing wage requirements, and local hiring.

Michigan law requires open bidding for this infrastructure Project. In addition, the Ingham County Drain Commissioner requires that the work be done as a Prevailing Wage project, consistent with Ingham County policy.

5. Use of Evidence

Briefly describe the goals of the project, and the evidence base for the interventions to be funded. Recipients must specifically identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), and Water, sewer, and broadband infrastructure (EC 5) Expenditure Categories.²¹

²¹ Of note, recipients are only required to report the amount of the total funds that are allocated to evidence-based interventions in the areas of Public Health, Negative Economic Impacts, and Services to Disproportionately Impacted Communities that are marked by an asterisk in Appendix 1: Expenditure Categories.

The total Project cost is \$980,000. All of this is paid for through special assessments. The goals of the Project, as provided above, are flooding abatement and to relieve public health crisis (i.e. roads impassable for emergency vehicles (ambulance, police, fire), public safety and public health. The evidence-based interventions are the Project itself and similar projects that have relieved flooding and improved the living environment throughout the State of Michigan.

6. Table of Expenses by Expenditure Category

Please include a table listing the amount of funds to be used in each Expenditure Category (See Appendix 1).

The requested amount of \$392,000 will be used to offset a portion of the total project cost and is not assigned to any single expenditure category.

Attached are the following documents for the Project:

- ***Appendix 1: Expenditure Categories**
- ***Appendix 2: Evidence Based Intervention Additional Information**
- **Photographs**

*Excerpts from “Compliance and Reporting Guidance, State and Local Fiscal Recovery Funds”, U.S. Department of Treasury, November 15, 2021, Version: 2.1

Appendix 1: Expenditure Categories

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term "Expenditure Category" refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to at the summary level (e.g., EC 1) it includes all Expenditure Categories within that summary level.

1: Public Health	
	Vaccination A
1.2	COVID-19 Testing A
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
1.5	Personal Protective Equipment
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services
2: Negative Economic Impacts	
	Programs* A
2.2	Household Assistance: Rent, Mortgage, and Utility Aid* A
2.3	Household Assistance: Cash Transfers* A
2.4	Household Assistance: Internet Access Programs* A
2.5	Household Assistance: Eviction Prevention* A
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers*
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* A
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)* A
2.10	Aid to Nonprofit Organizations*
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support* A
2.14	Rehiring Public Sector Staff
3: Services to Disproportionately Impacted Communities	
3.2	Education Assistance: Aid to High-Poverty Districts A
3.3	Education Assistance: Academic Services* A

3.4	Education Assistance: Social, Emotional, and Mental Health Services* A
3.5	Education Assistance: Other* A
3.6	Healthy Childhood Environments: Child Care* A
3.7	Healthy Childhood Environments: Home Visiting* A
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System*
3.9	Healthy Childhood Environments: Other* A
3.10	Housing Support: Affordable Housing* A
3.11	Housing Support: Services for Unhoused Persons* A
3.12	Housing Support: Other Housing Assistance* A
3.13	Social Determinants of Health: Other* A
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators* A
3.15	Social Determinants of Health: Lead Remediation A
3.16	Social Determinants of Health: Community Violence Interventions* A
4: Premium Pay	
	Employees
4.2	Private Sector: Grants to Other Employers
5: Infrastructure²⁷	
	Centralized Wastewater Treatment
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Decentralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Stormwater
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking water: Treatment
5.11	Drinking water: Transmission & Distribution
5.12	Drinking water: Transmission & Distribution: Lead Remediation
5.13	Drinking water: Source
5.14	Drinking water: Storage
5.15	Drinking water: Other water infrastructure
5.16	Broadband: "Last Mile" projects
5.17	Broadband: Other projects
6: Revenue Replacement	
	Services
7: Administrative	
	Expenses
7.2	Evaluation and Data Analysis
7.3	Transfers to Other Units of Government
7.4	Transfers to Non-entitlement Units (States and territories only)

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

A Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section above for details)

²⁷ Definitions for water and sewer Expenditure Categories can be found in the EPA's handbooks. For "clean water" expenditure category definitions, please see: <https://www.epa.gov/sites/production/files/2018-03/documents/cwdefinitions.pdf>. For "drinking water" expenditure category definitions, please see: <https://www.epa.gov/dwsrf/drinking-water-state-revolving-fund-national-information-management-system-repo>

Appendix 2: Evidenced-Based Intervention Additional Information

What is evidence-based?

For the purposes of the SLFRF, evidence-based refers to interventions with strong or moderate evidence as defined below:

Strong evidence means the evidence base that can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

Moderate evidence means that there is a reasonably developed evidence base that can support causal conclusions. The evidence base consists of one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more non-experimental studies with positive findings on one or more intended outcomes. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e., a similar population that does not receive the intervention).

Preliminary evidence means that the evidence base can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study. A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and (2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.

SMITH AND OESTERLE DRAIN PROJECT SUMMARY DESCRIPTION

This project replaces a combination of tile and open channel drain originally constructed in 1910. The tile is badly deteriorated, with parts having failed. This has resulted in the frequent flooding of Frost Road, a county road under jurisdiction of the Ingham County Road Department, as illustrated below.



Looking westerly along Frost Road during the May 18, 2020 flooding . Note the "Flooding Over the Road" sign in the distance. This flooding event resulted in the petition being filed with the Drain Commissioner's Office.



Still photo taken from a landowner recorded video during October 4, 2021 flooding over the Frost Road. Flooding over the road not only resulted in a road closure but also private property damage.

The project is designed to accommodate a rainfall of 4.1 inches (25-year 24-hour storm) with sufficient additional capacity to help reduce flooding for larger rainfall events. The design solution reduces the incidence of the persistent flooding of Frost Road and provides an improved suitable outlet for the road and other district properties.

The project includes the following:

- installation of 2,915 feet of 12 thru 42-inch tile to replace the failing tile;
- the 42-inch tile replaces a 24-inch tile at the outlet, providing a more than three-fold increase in capacity; and,
- cleaning out of 3,929 feet of open channel drain along with replacement of driveway and road culverts.

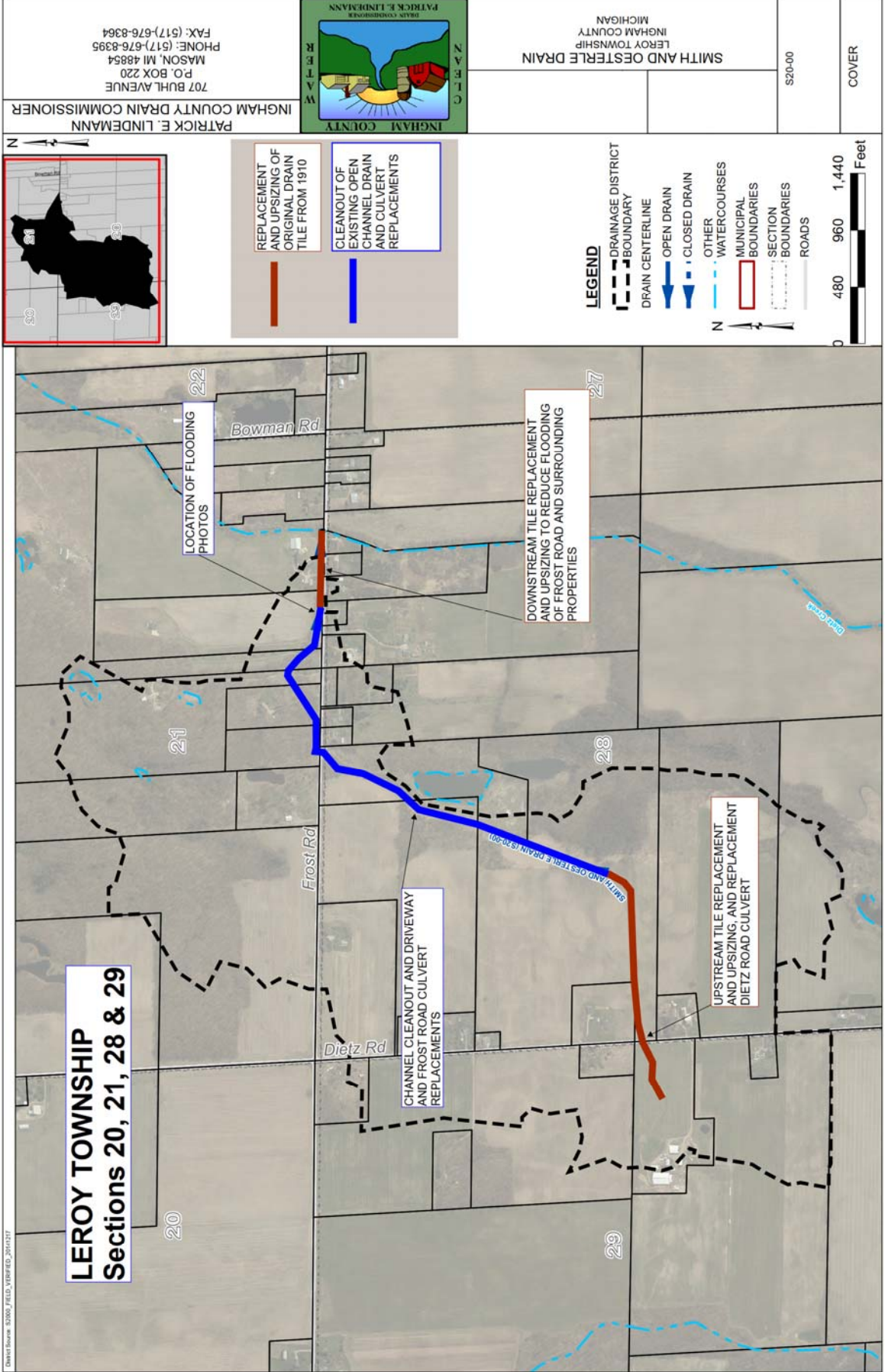
SMITH AND OESTERLE DRAIN

Public Safety Issues: Frost Road flooding
 Public road access
 Emergency vehicle access

Property Damage/Flooding: 3860 E. Frost Road
 3880 E. Frost Road (not in drainage district)
 3900 E. Frost Road (not in drainage district)

- The drain project includes replacement of a failed tile with a new, larger, perforated tile to reduce the incidence of flooding and provide road embankment under/subdrainage.
- This tile conveys runoff along the northside of Frost Road to the Dietz Creek Drain. If the flow conveyed by the tile followed the natural flow path there would be the need for an additional culvert crossing of Frost Road to the south. That flow would then be included in the flows through the Frost Road bridge/culvert over the Dietz Creek Drain, likely necessitating an increase in the bridge/culvert size.
- The drain project also includes culvert upgrades/replacements of the existing culverts for both Frost Road and Dietz Road.

Revised 20220126



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ALLOCATE \$392,000 IN AMERICAN RESCUE PLAN FUNDS TO FUND THE
MAINTENANCE AND IMPROVEMENT OF THE
SMITH AND OESTERLE DRAIN**

WHEREAS, on May 20, 2020, property owners filed a petition with the Ingham County Drain Commissioner for the maintenance and improvement of the Smith and Oesterle Drain recognizing that said maintenance and improvement was necessary and conducive for public health, convenience, or welfare; and

WHEREAS, on July 8, 2020, a Board of Determination did determine and order that the maintenance and improvement of the Smith and Oesterle Drain was necessary and conducive to public health, convenience, or welfare and further necessary for the protection of the public health of Leroy Township; and

WHEREAS, the Smith and Oesterle Drain was originally constructed in 1910, and has failed and exceeded its useful life, and is in need of an affordable long-term solution; and

WHEREAS, the construction of the Smith and Oesterle Drain includes a long-term solution for replacement of existing critical infrastructure serving agricultural businesses adversely affected by COVID-19, including the County's only organic dairy farm; affordable rural homes; and county road assets, including a primary road; and

WHEREAS, the Smith and Oesterle Drain project includes the installation of 2,915 feet of enclosed storm drain pipe ranging in size from 12 inches to 42 inches and 3,929 feet of open channel drain cleanout including replacement of culverts, some of which are under county roads, including a county primary road; and

WHEREAS, the construction of the Smith and Oesterle Drain has been bid and is proposed to be constructed in 2022; and

WHEREAS, on March 11, 2021 the H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021, became a law; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, non-entitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19); and

WHEREAS, Ingham County will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219; and

WHEREAS, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount will be received no earlier than 12 months after the first tranche payment is received; and

WHEREAS, under Section 603(c)(1)(D) of the American Rescue Plan, an eligible use of funds includes making necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, the national labor and material shortages and resulting cost increases will negatively affect the Smith and Oesterle Drain and the Ingham County Drain Commissioner's ability to cost effectively complete the maintenance and improvement of the Smith and Oesterle Drain that is necessary for the protection of the public health of Leroy Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding from Ingham County's allocation from the American Rescue Plan in an amount not to exceed \$392,000 to assist in the completion of the maintenance and improvement of the Smith and Oesterle Drain that is necessary for the protection of the public health of Leroy Township.

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 28, 2022
SUBJECT: Authorization to Reorganize Four Ingham County Health Department Positions
For the Meeting Agendas of March 14, March 15, and March 16, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to reorganize four positions within the health department including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval. The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist are both currently at an Ingham County Employee's Association for Professional Employees (ICEA Pro) Grade 5 will be increased to an ICEA Pro Grade 7. The Health Promotion & Prevention Manager currently an MC 11, will increase to an MC 12, and the title will be changed from Manager to Director. The Maternal & Child Health Division Director, currently an MC 12, will increase to an MC 13. This reorganization will increase alignment, compliance, and effectiveness in support of health department operations, of ICHD's Strategic Plan, the Community Health Improvement Plan (CHIP), and the County's strategic plan. This reorganization has been reviewed and approved by Ingham County's Human Resource Department and the ICEA County Professionals Union.

ALTERNATIVES

If these positions are left unchanged, ICHD will be forced to hire staff under an outdated position description that is below fair market value. This may adversely impact recruitment and as a result, individuals hired may not have an accurate understanding of their position. As particular programs within ICHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions. All programs will benefit from staff longevity and stability.

FINANCIAL IMPACT

The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5, will be increased to an ICEA Pro Grade 7 and will be covered by an increase to host site fees.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
GRADE 5	\$49,308.65	\$51,616.16	\$54,026.64	\$56,552.57	\$59,210.54
GRADE 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50

The Health Promotion & Prevention Manager will be increased from MC 11 to MC 12 with the following pay scale for 2022 and will be covered by operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 11	\$75,387.20	\$78,906.74	\$82,591.51	\$86,448.30	\$90,511.37
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

The Maternal & Child Health Division Director will be increased from an MC 12 to an MC 13 with the following pay scale for 2022 and will be covered by the operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46
MC 13	\$86,587.48	\$90,633.25	\$94,863.50	\$99,292.91	\$103,959.67

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of human resources and staffing, specifically section F.1 of the Action Plan – Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. AmeriCorps programs support section A of the Action Plan – Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reorganization of four Ingham County Health Department (ICHD) positions including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval.

TO: Linda Vail, Health Officer

FROM: Joan Clous, Human Resources Specialist

DATE: February 1, 2022

RE: Support for Reorganization

Per your request, Human Resources has reviewed the following positions:

Health Promotion & Prevention Manager MC 11 (\$75,387.20 to \$90,511.37) will now be Health Promotion & Prevention Director MC 12 (\$80,939.25 to \$97,177.46).

Maternal & Child Health Division Director MC 12 (\$80,939.25 to \$97,177.46) will now be Maternal & Child Health Division Director MC 13 (\$86,587.48 to \$103,959.67).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

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

From: [Joan Clous](#)
To: [Linda Vail](#)
Subject: JD changes
Date: Tuesday, February 01, 2022 11:34:29 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Linda,

HR evaluated the following JDs for changes in title and essential functions the results are:

Communicable Disease Control Director – MC 13 no change

Environmental Health Director – MC 13 no change

Health Promotion & Prevention Director – MC 12 new salary range \$80,939.25 to \$97,177.46

Maternal & Child Health Division Director – MC 13 new salary range \$86,587.48 to \$103,959.67

If you are ok with these changes, I will write up a memo of analysis for you to take to the board.
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax





"It is what it is. But, it will be what you make it." ~ Pat Summit

TO: Amanda Darche, Innovation and Planning Manager

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: February 11, 2022

RE: Memo of Analysis for Reorganization

Human Resources can confirm the following information regarding the re-organization the Health Department is requesting:

1. Position number 601462 is currently an AmeriCorps State Specialist. The Health Department has updated the job description to reflect the duties that are being performed and updated the title to AmeriCorps State Coordinator. After analysis, the salary would move from an ICEA County Pro 05 to an ICEA County Pro 07.
2. Position number 601463 is currently an AmeriCorps Vista Specialist. The Health Department has updated the job description to reflect the duties that are being performed and updated the title to AmeriCorps Vista Coordinator. After analysis, the salary would move from an ICEA County Pro 05 to an ICEA County Pro 07.

I have sent the ICEA County Pro chair notice regarding the new job descriptions and they support the re-organization. I have attached the Unions response.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

From: [Desiree Cook](#)
To: [Amanda Darche](#); [Elisabeth Bliesener](#)
Cc: [Joan Clous](#)
Subject: RE: AmeriCorps Reclassification
Date: Friday, February 11, 2022 1:48:05 PM

I approve the changes to the positions. Thank you!

From: Amanda Darche <ADarche@ingham.org>
Sent: Friday, February 11, 2022 1:41 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>; Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

Yes. The title is shifting from "Specialist" to "Coordinator"

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Friday, February 11, 2022 1:28 PM
To: Desiree Cook <DCook@ingham.org>; Amanda Darche <ADarche@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

Amanda can you see Desiree's question below and answer as I am not sure the answer to this question.

Thanks
Beth

From: Desiree Cook <DCook@ingham.org>
Sent: Friday, February 11, 2022 1:19 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

I know there was some questions about changing the titles to match what the state uses so they'd be more recognizable to outside agencies. Do you know if that was talked about?

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Friday, February 11, 2022 1:12 PM
To: Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: AmeriCorps Reclassification

Hi Desiree,

Ingham County Health Department wishes to reclassify two positions: the AmeriCorps State Specialist position (Position #601462) and the AmeriCorps VISTA Specialist position (Position #601463).

Position 601462 is vacant, and position number 601463 does have a current employee in the position (Casey Paskus).

The Health Department updated the job descriptions to reflect the work the positions perform and Joan and I reviewed the JPE. It was concluded that the positions would move from an ICEA County Pro 05 to an ICEA County Pro 07.

Does the Union agree to these changes? I attached a clean copy of each job description and a marked up copy of the changes for your review as well.

Thank-you,
Beth and Joan
Ingham County
Human Resources

Transmission is Privileged and Confidential.

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TO: Amanda Darche, Innovation and Planning Manager

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: February 11, 2022

RE: Memo of Analysis for Reorganization

Human Resources can confirm the following information regarding the re-organization the Health Department is requesting:

1. Position number 601462 is currently an AmeriCorps State Specialist. The Health Department has updated the job description to reflect the duties that are being performed and updated the title to AmeriCorps State Coordinator. After analysis, the salary would move from an ICEA County Pro 05 to an ICEA County Pro 07.
2. Position number 601463 is currently an AmeriCorps Vista Specialist. The Health Department has updated the job description to reflect the duties that are being performed and updated the title to AmeriCorps Vista Coordinator. After analysis, the salary would move from an ICEA County Pro 05 to an ICEA County Pro 07.

I have sent the ICEA County Pro chair notice regarding the new job descriptions and they support the re-organization. I have attached the Unions response.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

From: [Desiree Cook](#)
To: [Amanda Darche](#); [Elisabeth Bliesener](#)
Cc: [Joan Clous](#)
Subject: RE: AmeriCorps Reclassification
Date: Friday, February 11, 2022 1:48:05 PM

I approve the changes to the positions. Thank you!

From: Amanda Darche <ADarche@ingham.org>
Sent: Friday, February 11, 2022 1:41 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>; Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

Yes. The title is shifting from "Specialist" to "Coordinator"

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Friday, February 11, 2022 1:28 PM
To: Desiree Cook <DCook@ingham.org>; Amanda Darche <ADarche@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

Amanda can you see Desiree's question below and answer as I am not sure the answer to this question.

Thanks
Beth

From: Desiree Cook <DCook@ingham.org>
Sent: Friday, February 11, 2022 1:19 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

I know there was some questions about changing the titles to match what the state uses so they'd be more recognizable to outside agencies. Do you know if that was talked about?

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Friday, February 11, 2022 1:12 PM
To: Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: AmeriCorps Reclassification

Hi Desiree,

Ingham County Health Department wishes to reclassify two positions: the AmeriCorps State Specialist position (Position #601462) and the AmeriCorps VISTA Specialist position (Position #601463).

Position 601462 is vacant, and position number 601463 does have a current employee in the position (Casey Paskus).

The Health Department updated the job descriptions to reflect the work the positions perform and Joan and I reviewed the JPE. It was concluded that the positions would move from an ICEA County Pro 05 to an ICEA County Pro 07.

Does the Union agree to these changes? I attached a clean copy of each job description and a marked up copy of the changes for your review as well.

Thank-you,
Beth and Joan
Ingham County
Human Resources

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INGHAM COUNTY JOB DESCRIPTION

Health Promotion and Prevention Director

General Summary:

Under the supervision of the Deputy Health Officer for Public Health Services, manages the daily operations of the Breast and Cervical Cancer Control Program (BCCCP), Registration and Enrollment (R & E), Prevention Programs, and other grant programs. Develops and monitors program policies and procedures. Ensures program compliance with local, state and federal standards, policies and guidelines. Oversees hiring, firing and training of operational staff. Represents departments at various meetings. Provides oversight, evaluation, and program management. Responsible for program budgets. Provides leadership and support for public health improvement activities

Essential Functions:

1. Manages and oversees the operations of BCCCP, Prevention Programs, R & E and grant funded programs. Performs personnel functions such as hiring, training, performance evaluation and disciplinary actions. Provides budgeting recommendations and participates in the planning and preparation of the budget for assigned programs, monitors revenue and expenses, and prepares financial reports.
2. Develops, implements and monitors policies and procedures for programs and departments.
3. Meets and collaborates with numerous groups for the purpose of improving programs operations. Examples include, but are not limited to, other county agencies, the Michigan Department of Community Health, health care providers, state & federal officials, foundation officers and the general public.
4. Provides oversight, evaluation, and budget management for Programs and grant projects. Develops outreach materials and conducts community presentations as requested. Represents programs on local and state committees. Ensures the programs meet applicable local, state and federal guidelines.
5. Develops training materials and conducts in-service trainings as needed.
6. Coordinates quality assurance programs including monitoring, standards and compliance, develops corrective action plans, and reporting. Monitors compliance for state and national accreditation.
7. Develops relationships and contracts with other units of government and nonprofit organizations, and institutions in Ingham County and other counties. Consults with county attorney and health department staff to prepare and maintain contracts.
8. Resolves complex issues and problems. Interprets information and provides guidance to staff regarding intricate standards, policies and procedures. Develops outreach and enrollment procedures and materials and ensures implementation of the Affordable Care Act and Healthy Michigan Plan.
9. Supervises and performs analysis of data as it relates to the departments. Reconciles information, creates reports and provides insight to trends.
10. Serves as liaison and point person to multiple agencies and organizations. Represents the department at various internal and external meetings.
11. Ensures that all assigned programs meet applicable local, state and federal guidelines.

12. Works with the Deputy Health Officer for Public Health Services to analyze services and programs. Determines goals, content, staffing needs and budget requirements for new and existing programs. Drafts and revises operating policies as necessary.

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.)

Public Health Core Competencies:

In the course of performing these essential functions, an employee in this position must demonstrate skill in the below public health core competencies. These examples do not include all of the competencies which the employee may be expected to demonstrate.

Policy Development/Program Planning Skills:

- Understands how policy options can influence public health programs.
- Collaborates in the development, implementation and evaluation of evidence-based public health practices and programs with team members and partnering agencies.
- Applies strategies for continuous individual and departmental performance management and quality improvement.

Communication and Cultural Competency Skills:

- Delivers linguistically and culturally appropriate information to target audiences including individuals, population groups, policy makers and governing bodies, using a variety of approaches.
- Working knowledge of the Incident Command System and ability to function within it.

Community Dimensions of Practice Skills:

- Maintains partnerships with key stakeholders and collaborates with community partners to promote the health of the population.

Public Health Science Skills:

- Applies basic public health sciences (biostatistics, epidemiology, and environmental health, social and behavioral health) to public health programs.

Financial Planning and Management Skills:

- Adheres to the organization's policies and procedures, and participates in activities which contribute to the development of budget priorities and the efficient use of resources.
- Participates in the reporting of program performance.

Leadership and Systems Thinking Skills:

- Adheres to applicable Occupational Safety and Health Administration standards.
- Contributes to a work environment where performance management and continuous quality improvement exists.
- Uses individual, team and organizational learning opportunities for personal and professional development and contributes to the growth of coworkers.

Employment Qualifications:

A minimum of **one** of the following combinations is required:

1. A Master's Degree **and** a minimum of 2 years of experience in public health or a health care program
OR
2. A Bachelor's Degree and a minimum of 3 years of experience in public health or a health care program

A strong preference is given for degrees in Health Education, Public Health, Public Administration or a related field.

Other Requirements: None

(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)

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 required to travel for meetings and appointments.

Physical Requirements:

1. This position requires the ability to sit, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type and endure repetitive movements of the wrists, hands or fingers.
2. This position's physical requirements require little to no stamina in lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching. This position's physical requirements require regular stamina in traversing from one area to another. This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or finger.
3. This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
4. This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, reading documents and reports, etc.
5. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
6. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
7. 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.)

May 2014
MCF 11
Revised October 2018
Revised January 14, 2022

**INGHAM COUNTY
JOB DESCRIPTION**

MATERNAL AND CHILD HEALTH DIVISION DIRECTOR

General Summary:

Under the supervision of the Deputy Health Officer for Public Health Services, manages the daily operations for multiple programs within the Maternal and Child Health division including Children's Special Health Care services, and the Special Supplemental Food Program for Women, Infants, and Children (WIC), and Nurse Home Visiting programs. Develops and monitors programs policies and procedures. Ensures program compliance with local, state and federal standards, policies and guidelines. Oversees hiring, firing and training of program staff. Represents the programs at various meetings.

Essential Functions:

1. Manages and oversees the multiple programs including maternal/child health, adult case management, nutrition services, and social work support. Manages staff by performing such functions as hiring, training, performance evaluation and disciplinary actions.
2. Develops, implements and monitors policies and procedures for the assigned programs. Coordinates and prepares information to promote comprehensive program services.
3. Implements budgets for programs including the preparation and analysis of financial information as needed to meet program requirements.
4. Provides input on funding, quality improvement and program development.
5. Ensures compliance throughout the programs. Prepares reports to meet requirements of grant funders, state and federal agencies and Health Department administrators.
6. Resolves issues and problems as they relate to the programs. Provides guidance to staff regarding standards, policies and procedures.
7. Supervises and performs analysis of data as it relates to the programs. Reconciles information, creates reports and provides insight to trends.
8. Ensures data is accessed and secured in compliance with the HIPPA regulations.
9. Oversees practicum programs with local universities. Oversees placement for nursing students.
10. Serves as liaison and point person to other departments, agencies and organizations. Represents the programs at various internal and external meetings

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.

(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: A minimum of a Master's Degree in Nursing, Public Health or related field is required.

Experience: A minimum of 3-5 years of supervisory experience in a public health setting is required.

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.)

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Must be able to operate court equipment including recording devices & technology.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- 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.)

Working Conditions:

- Works in a standard office environment
- May attend meetings, seminars and speaking engagements throughout the County.

*MCF 12
June 2018
Revised January 14, 2022*

**INGHAM COUNTY
JOB DESCRIPTION**

**AMERICORPS STATE COORDINATOR
Grant Funded**

General Summary:

Under the supervision of the Innovation and Planning Manager with oversight provided by the Policy Analyst, this position oversees the functions of the Ingham County Health Department AmeriCorps State/National Program. Coordinates the recruitment and training of AmeriCorps members. Develops and maintains on-site guidance and technical support to AmeriCorps members and their host-site supervisors. Collects data related to AmeriCorps and reports on findings. Works with community resources to promote AmeriCorps and its mission to strengthen communities through service work.

Essential Functions:

1. Serves as a lead role in the Ingham County Health Department AmeriCorps State and National Program by planning, coordinating and implementing the AmeriCorps program, a national service program that strengthens community by involving people in service to meet local challenges.
2. Recruits AmeriCorps service members. Receives and reviews AmeriCorps applications. Organizes and participates in the interview process and makes hiring decisions. Notifies applicants of interview results. Processes background checks. Onboards AmeriCorps service members.
3. Supervises AmeriCorps service members for all AmeriCorps program compliance. Regularly reviews and submits service member timesheets. Facilitates member disciplinary measures as needed.
4. Develops and facilitates training curriculums for AmeriCorps State member groups and host site supervisors. Provides regular on-site guidance and technical assistance. Develops community resources and training opportunities to meet and promote the AmeriCorps State mission.
5. Explains the AmeriCorps program to schools, community organizations and other interested groups to recruit host sites and members. Works in partnership with community organizations to develop their capacity to become host sites for future AmeriCorps members. Oversees host site supervisors to ensure program compliance.
6. Maintains records and statistics on AmeriCorps activities required by funding sources, the Michigan Community Service Commission, and community partners.
7. Ensures grant compliance and contract requirements. Coordinates the writing and submission processes of the AmeriCorps State grant funding applications. Coordinates with the Grants Coordinator, Policy Analyst, and Accounting.
8. Assures timely completion of required progress reports including those to the Michigan Community Service Commission (MCSC). Serves as a liaison to the MSCS and coordinates on-site visits by MSCS staff.
9. Participates in staff meetings and attends or conducts conferences and workshops related to the AmeriCorps State Program.

10. Represents the AmeriCorps State Program to various community groups throughout Ingham County. Provides periodic updates to the Ingham County Health Department and its committees. Meets regularly with supervisor for program oversight and review.

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: A Bachelor's Degree is required.

Experience: One year of experience working with, coordinating, or managing volunteers is required.

Other Requirements: None

(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:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Requires periodic exertion beyond that found in a typical office setting.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Travel is required to off-site locations.

**INGHAM COUNTY
JOB DESCRIPTION**

**AMERICORPS VISTA COORDINATOR
Grant Funded**

General Summary:

Under the supervision of the Innovation and Planning Manager with oversight provided by the Policy Analyst, this position oversees the functions of the Ingham County Health Department AmeriCorps VISTA Program. Coordinates the recruitment and training of AmeriCorps members. Develops and maintains on-site guidance and technical support to AmeriCorps members and their host-site supervisors. Collects data related to AmeriCorps and reports on findings. Works with community resources to promote AmeriCorps and its mission to strengthen communities through service work.

Essential Functions:

1. Serves as a lead role in the Ingham County Health Department AmeriCorps VISTA Program by planning, coordinating and implementing the AmeriCorps VISTA program, a national service program that strengthens community by involving people in service to meet local challenges.
2. Recruits AmeriCorps VISTA service members. Receives and reviews AmeriCorps VISTA applications. Organizes and participates in the interview process and makes hiring decisions. Notifies applicants of interview results. Processes background checks. Onboards AmeriCorps service members.
3. Supervises AmeriCorps service members for all AmeriCorps program compliance. Regularly reviews and submits service member timesheets. Facilitates member disciplinary measures as needed.
4. Develops and facilitates training curriculums for AmeriCorps VISTA member groups and host site supervisors. Provides regular on-site guidance and technical assistance. Develops community resources and training opportunities to meet and promote the AmeriCorps VISTA mission.
5. Explains the AmeriCorps VISTA program to schools, community organizations and other interested groups to recruit host sites and members. Works in partnership with community organizations to develop their capacity to become host sites for future AmeriCorps members. Oversees host site supervisors to ensure program compliance.
6. Maintains records and statistics on AmeriCorps activities required by funding sources, the Corporation for National and Community Service (CNCS), and community partners.
7. Ensures grant compliance and contract requirements. Coordinating the writing and submission processes of the AmeriCorps VISTA grant funding applications. Coordinate with the Grants Coordinator, Policy Analyst, and Accounting.
8. Assures timely completion of required progress reports including those to the Corporation for National and Community Service (CNCS). Serves as a liaison to the CNCS and coordinates on-site visits by CNCS staff.
9. Participates in staff meetings and attends or conducts conferences and workshops related to the AmeriCorps VISTA Program.

10. Represents the AmeriCorps VISTA Program to various community groups throughout Ingham County. Provides periodic updates to the Ingham County Health Department and its committees. Meets regularly with supervisor for program oversight and review.

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 their 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: A Bachelor's Degree in a Social Science is required.

Experience: One year of experience working with, coordinating, or managing volunteers is required.

Other Requirements: None

(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:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Requires periodic exertion beyond that found in a typical office setting.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Travel is required to off-site locations.

2022 RATES

ICEA Pro 5		Step 1	Step 5
	SALARY	49,309	59,211
8951	Unemployment	246.54	296.05
1000	FICA	3,772.11	4,529.61
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,218.89	2,664.47
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	862.90	1,036.18
8986	Life	115.00	115.00
8941	Disability	64.10	76.97
7202	Retirement	13,096.38	15,726.32
7302	Retirement	493.09	1,480.26
8810	Workers Comp	14.79	17.76
Total		93,343	107,314

ICEA Pro 7		Step 1	Step 5
		58,458	70,196
8951	Unemployment	292.29	350.98
1000	FICA	4,472.06	5,369.96
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,630.62	3,158.80
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	1,023.02	1,228.42
8986	Life	115.00	115.00
8941	Disability	76.00	91.25
7202	Retirement	15,526.53	18,643.92
7302	Retirement	584.58	1,754.89
8810	Workers Comp	17.54	21.06
Total		106,837	124,567

ICEA Pro 9		Step 1	Step 5
		69,736	83,736

8951	Unemployment	348.68	418.68
1000	FICA	5,334.77	6,405.82
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	3,138.10	3,768.13
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	1,220.37	1,465.38
8986	Life	115.00	115.00
8941	Disability	90.66	108.86
7202	Retirement	18,521.77	22,240.35
7302	Retirement	697.36	2,093.41
8810	Workers Comp	20.92	25.12
Total		122,861	144,011

2022 Rates**FULL TIME****MC 11**

			Step 1	Step 5
0	704000	Salary	75,387.20	90,511.37
8951	714000	Unemployment	376.94	452.56
1000	715000	FICA	5,767.12	6,924.12
8846	715050	Liability	0.00	0.00
2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,392.42	4,073.01
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,319.28	1,583.95
8986	717000	Life	148.00	148.00
8941	717100	Disability	98.00	117.66
7223	718000	Retirement	22,472.92	26,981.44
7323	718500	Retirement	1,884.68	2,262.78
8810	722000	Workers Comp	22.62	27.15
			134,527.87	156,740.74

MC 12

			Step 1	Step 5
0	704000	Salary	80,939.25	97,177.46
8951	714000	Unemployment	404.70	485.89
1000	715000	FICA	6,191.85	7,434.08
8846	715050	Liability	0.00	0.00
2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,642.27	4,372.99
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,416.44	1,700.61
8986	717000	Life	148.00	148.00
8941	717100	Disability	105.22	126.33
7223	718000	Retirement	24,127.99	28,968.60
7323	718500	Retirement	2,023.48	2,429.44
8810	722000	Workers Comp	24.28	29.15
			142,682.17	166,531.23

MC 13

			Step 1	Step 5
0	704000	Salary	86,587.48	103,959.67
8951	714000	Unemployment	432.94	519.80
1000	715000	FICA	6,623.94	7,952.91
8846	715050	Liability	0.00	0.00

2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,896.44	4,678.19
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,515.28	1,819.29
8986	717000	Life	148.00	148.00
8941	717100	Disability	112.56	135.15
7223	718000	Retirement	25,811.73	30,990.38
7323	718500	Retirement	2,164.69	2,598.99
8810	722000	Workers Comp	25.98	31.19
			150,977.72	176,492.26

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF FOUR POSITIONS WITHIN THE
INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize four positions within the health department including: the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval; and

WHEREAS, both the AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, currently at an Ingham County Employees Association Professional Employees (ICEA Pro) Grade 5 (\$49,308.65 - \$59,210.54) will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); and

WHEREAS, the Health Promotion & Prevention Manager currently an MC 11 (\$75,387.20 - \$90,511.37), will increase to an MC 12 (\$80,939.25 - \$97,177.46) and the title will be changed from Manager to Director; and

WHEREAS, the Maternal & Child Health Division Director, currently an MC 12 (\$80,939.25 - \$97,177.46), will increase to an MC 13 (\$86,587.48 - \$103,959.67); and

WHEREAS, this reorganization will increase alignment, compliance, and effectiveness in support of health department operations, of ICHD's Strategic Plan, the Community Health Improvement Plan (CHIP), and the County's strategic plan; and

WHEREAS, this reorganization has been reviewed and approved by Ingham County's Human Resource Department and the ICEA County Professionals Union; and

WHEREAS, if these positions are left unchanged, ICHD will be forced to hire staff under an outdated position description that is below fair market value and this may adversely impact recruitment and, as a result, individuals hired may not have an accurate understanding of their position; and

WHEREAS, as particular programs within ICHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions; and

WHEREAS, all programs will benefit from staff longevity and stability; and

WHEREAS, the AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50) and will be covered by an increase to host site fees; and

WHEREAS, the Health Promotion & Prevention Manager will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46) and will be covered by the operating budgets of the applicable unit(s) within the Health Department; and

WHEREAS, the Maternal & Child Health Division Director will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67) and will be covered by the operating budgets of the applicable unit(s) within the health Department; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective the first full pay period after approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective the first full pay period following approval of this resolution.

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

TO: Board of Commissioner's County Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 31, 2022
SUBJECT: Authorization to Reorganize the Senior Public Health Nurse Positions into Nurse Supervisor Positions

BACKGROUND

Ingham County Health Department (ICHD) wishes to reorganize the Senior Public Health Nurse (PHN) positions (#601141, #601144, #601426) in Maternal and Child Health (MCH) from an Ingham County Employees' Association for their Professional Employees (ICEA) PHN 04 to an ICEA PHN 05, effective upon approval. The Senior Public Health Nurse positions will be renamed Nurse Supervisor.

The Senior Public Health Nurse positions are grant/general revenue-funded positions located within MCH's Children's Special Health Care Services (CSHCS) (#601141), Maternal Infant Health Program (MIHP) (#601426), and Nurse Family Partnership (NFP) (#601144). The reorganization of these positions will enable the Nurse Supervisors to provide direct supervision and enhanced support to the 12.5 FTE Public Health Nurses and 6.5 FTE ancillary staff of the CSHCS, MIHP, and NFP teams. The Nurse Supervisors will provide leadership to MCH teams, ensure that all program requirements are being met, develop policies and procedures for joint work within MCH, and ensure close collaboration and care coordination within ICHD as well as with external community partners. This will lead to better health outcomes for the families served by the CSHCS, MIHP, and NFP programs. Further, this change will allow for parity among workers with similar qualifications and job duties working within MCH at ICHD. This reorganization has been reviewed and approved by the Human Resources Department and the ICEA PHN Unit.

ALTERNATIVES

If the positions are left unchanged, ICHD will fail to adequately compensate these positions for their increasing jurisdictions and demands.

FINANCIAL IMPACT

Positions #601141, #601144, and #601426 (Senior Public Health Nurse) are currently ICEA PHN 04 (\$66,769.42-\$80,168.59) and would be increased to ICEA PHN 05 (\$69,735.57-\$83,736.25) positions and be renamed Nurse Supervisor.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PHN 04	\$66,769.42	\$69,890.60	\$73,153.24	\$76,569.81	\$80,168.59
PHN 05	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

All costs of this reorganization will be covered by grant and general revenue funds.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reorganization of the MCH Senior Public Health Nurse positions and approval of the attached resolution to convert the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25) and change the position names to Nurse Supervisor, effective upon approval.

From: [Sally Meyer](#)
To: [Jennifer Granning](#)
Subject: FW: HR Support for change in status of Nurse Supervisor
Date: Thursday, March 31, 2022 12:09:18 PM
Attachments: [image003.png](#)
[image001.png](#)
[image004.png](#)

[Here's HR's support....](#)

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, March 31, 2022 8:15 AM
To: Sally Meyer <SMeyer@ingham.org>
Cc: Sue Graham <SGraham@ingham.org>
Subject: HR Support for change in status of Nurse Supervisor

Sally,

This email is to show that HR is in support of the change in status for the Nurse Supervisor, it will remain in the PHN and will be paid at grade 5 (New Grade) (\$69,735.57 to \$83,736.25). The ICEA PHN union is in support of this change. Please let me know if you have any questions.

Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



“Success is a project that is always under construction.” ~ Pat Summit

From: [Sally Meyer](#)
To: [Jennifer Granning](#)
Subject: FW: LOU Nurse Supervisor Position
Date: Thursday, March 31, 2022 12:10:30 PM
Attachments: [image001.png](#)

Here's ICEA PHN Unit support....

From: Sue Graham <SGraham@ingham.org>
Sent: Wednesday, March 30, 2022 5:46 PM
To: Sally Meyer <SMeyer@ingham.org>; Jeffrey Donahue <jdonahue@whiteschneider.com>
Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>; Brenda Gray <BGray2@ingham.org>; Jennifer Granning <JGranning@ingham.org>
Subject: RE: LOU Nurse Supervisor Position

Good afternoon Sally. For the ICEA PHN Unit, Jeff and Shajuana are in support of adhering to the terms agreed upon being presented for approval via the memo and resolution. Joan, please provide an email indicating HR support for the new scale negotiated with the Union (not a memo of analysis – that would be something provided following reclassification to an existing grade).

From: Sally Meyer <SMeyer@ingham.org>
Sent: Wednesday, March 30, 2022 2:32 PM
To: Jeffrey Donahue <jdonahue@whiteschneider.com>; Sue Graham <SGraham@ingham.org>
Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>; Brenda Gray <BGray2@ingham.org>; Jennifer Granning <JGranning@ingham.org>
Subject: RE: LOU Nurse Supervisor Position
Importance: High

Hi Sue.

We were set to submit our memo and resolution by tomorrow for consideration by the Health Commissioners. Can you please let us know the status of creating a new pay grade/scale? We also need a memo of analysis from HR and a memo of approval from the union stating they are supportive of these changes.

Please let me know and thanks.

-Sally

From: Jeffrey Donahue <jdonahue@whiteschneider.com>
Sent: Monday, March 28, 2022 10:29 AM
To: Sue Graham <SGraham@ingham.org>
Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Sally Meyer <SMeyer@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>
Subject: RE: LOU Nurse Supervisor Position

Thanks for the clarification Sue. Jeff

Jeffrey S. Donahue

White Schneider PC

1223 Turner Street, Suite 200

Lansing, Michigan 48906

www.whiteschneider.com

P: 517/347-7225

F: 517/349-8295



White Schneider PC



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From: Sue Graham <SGraham@ingham.org>

Sent: Monday, March 28, 2022 8:07 AM

To: Jeffrey Donahue <jdonahue@whiteschneider.com>

Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Sally Meyer <SMeyer@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>

Subject: RE: LOU Nurse Supervisor Position

Good morning Jeff,

What is needed is a different process (a reorganization) than a LOU to create the new position of Nurse Supervisor and eliminate the Sr. Public Health Nurse position (the one incumbent is reclassified into the Nurse Supervisor so they keep their job). The terms that would have been in the LOU document will go into the reorganization document, which includes placement in the ICEA PHN bargaining unit and creating a new pay grade/scale at the level envisioned in the LOA. In a reorganization process, everything is reviewed with the Union for concurrence prior to being sent to the BOC for approval, which concurrence becomes part of the materials.

We hope to have this ready for the next round of meetings (it starts as a discussion item at County Services), so we should be back with you for your review soon. Thank you for your collaboration with this, it is much appreciated!

Regards,

Sae

Sue Graham, Director

(Pronouns: She/Her/Hers)

Ingham County Human Resources

(517) 887-4372

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From: Jeffrey Donahue <jdonahue@whiteschneider.com>

Sent: Friday, March 25, 2022 3:56 PM

To: Sue Graham <SGraham@ingham.org>

Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>

Subject: RE: LOU Nurse Supervisor Position

Sue, just confirming the conversation we had yesterday on this matter. You stated that the County has some internal processing issues with how the LOA deals with these positions. However, you stated that the LOA in terms of being placed in the ICEA PHN bargaining unit, and the pay at the level envisioned will be the same as in the LOA. While I don't exactly understand all of the nuances involved in what you were saying, Shajuana and I are fine with you moving in the direction you indicated as long as there is no substantive change in the LOA.

Thanks. Jeff

Jeffrey S. Donahue

White Schneider PC

1223 Turner Street, Suite 200

Lansing, Michigan 48906

www.whiteschneider.com

P: 517/347-7225

F: 517/349-8295



White Schneider PC



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From: Sarah Osburn <sosburn@cstmlaw.com>

Sent: Monday, March 7, 2022 12:02 PM

To: Jeffrey Donahue <jdonahue@whiteschneider.com>

Cc: Gwen Kamm <gkamm@cstmlaw.com>

Subject: LOU Nurse Supervisor Position

Hi Jeff,

Attached please find a finalized version of the Nurse Supervisor LOU ready for signature.

Please do not hesitate to contact me with any questions.

Thanks!

Sarah K. Osburn
Cohl, Stoker & Toskey, P.C.
601 N. Capitol Ave.
Lansing, MI 48933
(517) 372-9000
sosburn@cstmlaw.com

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**INGHAM COUNTY
JOB DESCRIPTION
NURSE SUPERVISOR**

General Summary:

Under the supervision of the Maternal and Child Health Division Director, the Nurse Supervisor acts as program manager and supervisor of staff for one of the MCH programs such as the Maternal Infant Health Program, Nurse Family Partnership, and Children's Special Health Care Services. Responsible for oversight of all aspects of the programs in compliance with Medicaid requirements (if applicable) and model fidelity. Develops program policies and protocols, manages program budgets and prepares grant funding requests. Coordinates home visiting and community outreach to provide intensive, multidisciplinary services to high need families. Represents the department on various committees and participates in conferences.

Essential Functions:

1. Supervises staff utilizing motivational interviewing, coaching, reflective practice, and staff professional development. Hires, orients, trains, and schedules staff. Assigns duties, approves leave time and travel requests. Oversees and monitors referral, intake, and follow-up of clients. Monitors staff performance and develops performance improvement plans as necessary. Facilitates case consultation across disciplines.
2. Develops, plans and implements program policies, procedures, protocols, and services. Assures the program operates in compliance with state and federal standards, policies and guidelines and grant contract terms and conditions. Prepares for certification reviews, accreditation, site visits, audits, and submits corrective action plans as applicable.
3. Develops and monitors program budgets and expenditures. Researches and requests purchases to enhance the program and service to families. Monitors contracts. Oversees professional billing process and coordinates with internal billing department as needed.
4. Implements continuous quality improvement; conducts chart reviews, productivity analyses, customer satisfaction analyses, and MDHHS data reports; implements quality improvement strategies based on the findings.
5. Manages grants for compliance with funding requirements. May develop proposals and seek funding, as well as maintaining eligibility criteria.
6. Monitors and tracks demographic and other data on clients participating in MCH programs such as the Maternal Infant Health Program, Nurse Family Partnership, and Children's Special Health Care Services. Completes all program reports, supervises data collection and tracking for the purposes of departmental reports, evaluations, and fund development. Reviews and interprets reports; shares with staff and partners as appropriate. Ensures that data is accessed and secured in compliance with department/program guidelines.
7. Develops marketing/educational materials to ensure visibility in the community and to further educational efforts. Creates marketing campaigns to provide outreach to the community.
8. Oversees the scheduling of student nurses. Facilitates their orientation and works closely with staff to provide an enhanced student experience.
9. Conducts regular site visits at community-based sessions to ensure program compliance and purpose. Coordinates and collaborates with other program staff members as well as key departments within ICHD.
10. Participates on various committees, coalitions, task forces, and projects to further the quality of services to families. Will serve on the Ingham County Infant Mortality Coalition.
11. Meets regularly with community stakeholders in order to engage and involve them in issues related to infant mortality and health disparities in our community and develops and maintains contacts with local

and state agencies (e.g. MDHHS, DHS) that provide funding and/or programmatic guidance of the programs in the Division and the department.

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:

Nurse Supervisor for Nurse Family Partnership must possess a Bachelor's degree in Nursing, and a Master's degree in Nursing is preferred.

Nurse Supervisor for Maternal Infant Health Program must possess a Bachelor's degree in Nursing, Social Work, Public Health or a related field.

Nurse Supervisor for Children's Special Health Care Services must possess a Bachelor's degree in Nursing, Social Work, Public Health or a related field.

Experience:

A minimum of four years of experience working in a community health or public health setting is required. Previous experience in supervision and program management is preferred.

Other Requirements:

- An unencumbered, current license to practice as a registered nurse in the State of Michigan when a Bachelor's degree in Nursing is possessed/required.

(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)

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 required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
3. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

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 little to no stamina in climbing, balancing and pinching.

- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, kneeling, and crawling.
- This position's physical requirements require regular stamina in walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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 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.)

ICEA PHN 5
August 31, 2021

Personnel cost analysis request by S. Meyer

Position #'s 601141, 601144, 601426

	ICEA - PHN	ICEA - PHN
	Grade 4 Step 1	Grade 4 Step 5
SALARY	66,769	80,169
UNEMPLOYMT	334	401
FICA/MEDICARE	5,108	6,133
DENTAL	936	936
VISION	135	135
PHP MED	21,880	21,880
MERS 0101H	43,453	52,174
RTEE CHG B	3,585	3,585
SEPARATE	1,168	1,403
RET/HLTH/T	3,005	3,608
DISABILITY	167	200
LIFE 30K	117	117
CARES	<u>33</u>	<u>33</u>
	146,690	170,774
Salary	66,769	80,169
Fringes	<u>79,921</u>	<u>90,605</u>
	146,690	170,774
	ICEA - PHN	ICEA - PHN
	Grade 5 Step 1	Grade 5 Step 5
SALARY	69,736	83,736
UNEMPLOYMT	349	419
FICA/MEDICARE	5,335	6,406
DENTAL	936	936
VISION	135	135
PHP MED	21,880	21,880
MERS 0101H	45,384	54,495
RTEE CHG B	3,585	3,585
SEPARATE	1,220	1,465
RET/HLTH/T	3,138	3,768
DISABILITY	174	209
LIFE 30K	117	117
CARES	<u>33</u>	<u>33</u>
	152,023	177,185
Salary	69,736	83,736
Fringes	<u>82,287</u>	<u>93,449</u>
	152,023	177,185
Increase cost due to reorganization	5,333	6,411
3/31/2022		

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REORGANIZE/RENAME THE SENIOR PUBLIC HEALTH NURSE POSITIONS
IN MATERNAL AND CHILD HEALTH**

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize the Senior Public Health Nurse (PHN) positions (#601141, #601144, #601426) in Maternal and Child Health (MCH) from an Ingham County Employees' Association for their Professional Employees (ICEA) PHN 04 (\$66,769.42-\$80,168.59) to an ICEA PHN 05 (\$69,735.57-\$83,736.25), effective upon approval; and

WHEREAS, each Senior Public Health Nurse position will be renamed as Nurse Supervisor; and

WHEREAS, the Senior Public Health Nurse positions are grant and general revenue-funded positions located within MCH's Children's Special Health Care Services (CSHCS) (#601141), Maternal Infant Health Program (MIHP) (#601426), and Nurse Family Partnership (NFP) (#601144); and

WHEREAS, the reorganization of these positions will enable the Nurse Supervisors to provide direct supervision and enhanced support to the 12.5 FTE Public Health Nurses and 6.5 FTE ancillary staff of the CSHCS, MIHP, and NFP teams; and

WHEREAS, the Nurse Supervisors will provide leadership to MCH teams, ensure that all program requirements are being met, develop policies and procedures for joint work within MCH, and ensure close collaboration and care coordination within ICHD as well as with external community partners; and

WHEREAS, this reorganization will lead to better health outcomes for the families served by the CSHCS, MIHP, and NFP programs; and

WHEREAS, this change will also allow for parity among workers with similar qualifications and job duties working within MCH at ICHD; and

WHEREAS, this reorganization has been reviewed and approved by the Human Resources Department and the ICEA PHN Unit; and

WHEREAS, positions #601141, #601144, and #601426 (Senior Public Health Nurse) are currently ICEA PHN 04 (\$66,769.42-\$80,168.59) and would be increased to ICEA PHN 05 (\$69,735.57-\$83,736.25) and each position will be renamed Nurse Supervisor; and

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PHN 04	\$66,769.42	\$69,890.60	\$73,153.24	\$76,569.81	\$80,168.59
PHN 05	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

WHEREAS, all costs of this reorganization will be covered by grant and general revenue funds; and

WHEREAS, the Health Officer respectfully recommends that the Ingham County Board of Commissioners authorizes the reorganization of the MCH Senior Public Health Nurse positions by converting the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25) and changing the position names to Nurse Supervisor, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of the MCH Senior Public Health Nurse positions by converting the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25), and authorizes changing the position names to Nurse Supervisor, effective upon approval.

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

Agenda Item 4a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 5, 2022

RE: Resolution to Authorize a Purchase Order to Knight Watch for New Access Swipes at the Allen Street Neighborhood Clinic

For the meeting agendas of: April 19 & 20

BACKGROUND

The Allen Street Neighborhood Clinic is a new community health center in a leased space that requires card swipe access. Knight Watch who is on the GSA Cooperative contract therefore three quote are not required per the Ingham county Purchasing Policy, submitted a proposal of \$18,520.26.

ALTERNATIVES

The alternative would be to do an RFP which will delay getting the system installed for their target opening date and risk higher prices.

FINANCIAL IMPACT

Funds are available in line item #511-61525-818000-02385.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Knight Watch for new access swipes at the Allen Street Neighborhood Clinic.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO KNIGHT WATCH INC. FOR
NEW ACCESS SWIPES AT THE ALLEN STREET NEIGHBORHOOD CLINIC**

WHEREAS, the Allen Street Neighborhood Clinic is a new clinic and does not have any access controls; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the GSA Cooperative contract do not require three quotes; and

WHEREAS, Knight Watch is on the GSA Cooperative contract; and

WHEREAS, the Facilities Department recommends a purchase order to Knight Watch Inc., who submitted a proposal of \$18,520.26 for the new access swipes at the Allen Street Neighborhood Clinic; and

WHEREAS, funds are available in line item #511-61525-818000-02385.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Knight Watch Inc., 3005 Business One Drive, Kalamazoo, Michigan 49048, for new access swipes for an amount not to exceed \$18,520.26.

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

Agenda Item 4b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 5, 2022

RE: Resolution to Authorize an Agreement with John E. Green Company to Replace the Blower Fan Assemblies in the Two CRAC Units at the 9-1-1 Center

For the meeting agendas of: April 19 & 20

BACKGROUND

The blower fans in the two CRAC (Computer Room Air Conditioning) units that service the 9-1-1 Center have worn bearings creating a vibration and noise in the blower motors. The condition of the bearing will continue to deteriorate causing an increase in the noise and the units will fail. John E. Green Company submitted a proposal of \$54,000 to replace both blower fan assemblies in the CRAC units at the 9-1-1 Center. We are requesting a contingency of \$3,000 of any unforeseen circumstances for total amount not to exceed \$57,000.

ALTERNATIVES

The alternative would be to hold off risking higher prices and the for the units to fail.

FINANCIAL IMPACT

Funds are available in the 9-1-1 Center's equipment repair line item #261-32500-932000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
261-32500-932000	\$200,000	\$196,045.06	\$57,000	\$139,045.06
Equipment Repair				

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with John E. Green Company to replace the blower fan assemblies in the two CRAC units at the 9-1-1 Center.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH JOHN E. GREEN COMPANY TO REPLACE THE BLOWER FAN ASSEMBLIES IN THE TWO CRAC UNITS AT THE 9-1-1 CENTER

WHEREAS, the bearings in the blower fans are worn creating a vibration and noise; and

WHEREAS, the condition of the bearings will continue to deteriorate and the units will fail; and

WHEREAS, the Facilities Department recommends an agreement with John E. Green Company who submitted a proposal of \$54,000 to replace the blower fan assemblies in the two CRAC units at the 9-1-1 Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$3,000 for an unforeseen circumstance; and

WHEREAS, funds are available in Equipment Repair line item #261-32500-932000 which has a balance of \$196,045.06.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with John E. Green Company, 4910 Dawn Avenue, East Lansing, Michigan 48823, to replace the blower fan assemblies in the two CRAC units at the 9-1-1 Center for an amount not to exceed \$57,000.

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

Agenda Item 4c

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 22, 2022

RE: Resolution to Authorize a Purchase Order to Deer Creek Sales, Inc. for a Replacement Kubota Tractor

For the meeting agendas of: April 5 and 6

BACKGROUND

The two tractors that are used to maintain the grounds of the Sheriff's Office, Jail, 55th District Court, Drain, and Animal Shelter are in constant need of repairs and have outlived their useful life.

Three quotes were received and Deer Creek Sales, Inc., a local vendor submitted a revised quote of \$36,400 for the Kubota tractor.

ALTERNATIVES

The alternative would be to hold off, risking higher prices.

FINANCIAL IMPACT

Funding in the 2022 approve CIP line item #664-23303-978000-22F08 falls short by \$11,400. We are requesting line item transfers from line item #664-30199-978000-8F14 which has a balance of \$8,500 and from line item #664-30199-735100-8F13 which has a balance of \$3,000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
664-23303-978000-22F08	\$25,000	\$25,000	\$25,000	\$0
Equip. Revolving Fund				
664-30199-978000-8F14	\$8,500	\$8,500	\$8,500	\$0
General Fund				
664-30199-735100-8F13	\$3,000	\$3,000	\$2,900	\$100
General Fund				

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Deer Creek Sales, Inc. for the Kubota tractor.

Agenda Item 4c

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 5, 2022

RE: Memorandum of Performance for Packet #85-22 Utility Vehicle with Rotary Broom and Spreader for the Facilities Department

The Purchasing Department can confirm that quotations were received from experienced and qualified vendors in order to purchase a new utility vehicle with working lights, rotary broom, and drop spreader.

The following grid is a summary of the vendors' costs:

Company Name	Local Preference	Amount
Deer Creek Sales Inc.	Yes, Williamston MI	\$36,690.00*
Capital Equipment	No, DeWitt MI	\$36,400.00
Williams Farm Inc.	No, Charlotte MI	\$40,675.92

*Deer Creek Sales Inc. has agreed to match Capital Equipment's bid of \$36,400.00 in accordance with the Local Purchasing Preference Policy.

You are now ready to complete the final steps in the process: 1) confirm funds are available; 2) submit your recommendation of award along with your evaluation to the Purchasing Department; 3) write a memo of explanation; and, 4) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO DEER CREEK SALES, INC.
FOR A REPLACEMENT KUBOTA TRACTOR**

WHEREAS, the two tractors that are used to maintain the grounds of the Sheriff's Office, Jail, 55th District Court, Drain, and Animal Shelter are in constant need of repairs and have outlived their useful life; and

WHEREAS, three quotes were received; and

WHEREAS, the Facilities Department recommends a purchase order to Deer Creek Sales, Inc. a local vendor who submitted the revised quote of \$36,400 for the Kubota tractor; and

WHEREAS, funding in the 2022 approve CIP line item #664-23303-978000-22F08 of \$25,000 falls short by \$11,400; and

WHEREAS, the Facilities Department is requesting line item transfers from line item #664-30199-978000-8F14 which has a balance of \$8,500 and from line item #664-30199-735100-8F13 which has a balance of \$3,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Deer Creek Sales, Inc., 1540 Linn Rd., Williamston, Michigan 48895, for the Kubota tractor for an amount not to exceed \$36,400.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

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

TO: County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: April 5, 2022

SUBJECT: Authorization to Start a Managerial and Confidential Ingham County Road Department Director of Engineering above Step 2

For the Meeting Agenda of April 19

BACKGROUND

The Ingham County Road Department recently interviewed a candidate to fill a vacant Director of Engineering position which is classified as Road Grade 8. This position has been vacant since November 2021. The candidate is highly qualified and offers expertise in areas currently lacking at the Road Department, possessing a Master of Public Administration and over 20 years of public sector experience. The candidate has requested to be compensated at Road Grade 8, Step 5. The Human Resources Department reviewed the candidate's resume against the requested salary and is in support of the compensation level.

Managerial and Confidential Employees, Road Department Positions (Excerpt):

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
ROAD 8	91,770.22	96,306.39	101,375.22	106,711.10	112,320.87	118,273.88

ALTERNATIVES

The candidate has indicated a willingness to accept the offer to fill the vacant Director of Engineering position contingent upon a competitive salary offer. If no agreement regarding salary is reached, then a new search will be initiated. Road Department managerial staff have been compensating for this vacancy by working additional uncompensated hours, so there is a desire for this position to be filled as soon as possible. However, it is very important the position is filled with a highly qualified candidate meeting the needs and future vision of the Road Department

FINANCIAL IMPACT

Annual salary differences among the six steps are provided above. The candidate would be replacing a Director of Engineering who was previously compensated at Step 6. The request for an initial salary at Step 5 would have no adverse impact on the Ingham County Road Department's budget.

OTHER CONSIDERATIONS

The availability of highly qualified candidate meeting the needs and future vision of the Road Department are in short supply, as evidenced by the long-term vacancy for this position. The chosen candidate meets or exceeds all of those needs.

STRATEGIC PLANNING IMPACT

The request for authorization to start at Step 5 reflects the County's goal of attracting and retaining exceptional employees who are committed to public service.

RECOMMENDATION

Based on the knowledge, skill, qualifications and experience of the candidate, the Road Department and HR Department recommend the County Services Committee authorize placement of the candidate at Road Grade 8, Step 5 of the Managerial and Confidential salary schedule for Road Department positions.

Agenda Item 5b

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: April 5, 2022

SUBJECT: Proposed Resolution to Authorize Agreements with Locke, Meridian, and Wheatfield Townships for the 2022 Local Road Program

For the meeting agendas of April 19, 20 and 26

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as the township, millage, or special assessment district. Both Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department's budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the "Local Road Program" and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the Township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Locke, Meridian and Wheatfield Townships have coordinated with the Road Department to schedule work for the 2022 construction season. The attached table provides details regarding the 2022 funding allocation available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the Township and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining Townships, so another resolution will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$272,400 for these three Townships is included in the adopted 2022 Road Fund Budget. The work listed in the attached table is proposed to be done primarily by the Road Department, but certain types of road repairs may need to be performed by contractors with specialty equipment (such as with Meridian Township). Any project costs exceeding the capped match amounts from the Road Department will be the Township's financial responsibility.

OTHER CONSIDERATIONS

This is the first group of Township Local Road Program agreements. Others will be forthcoming as Townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Locke, Meridian, and Wheatfield Townships.

2022 Local Road Program (LRP)

Township	Match Balance Thru 2021	2022 ICRD Match Allocation	Total 2022 Match Available	Proposed 2022 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Locke	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Horstman Rd (Haslett Rd to Bell Oak Rd) and Sherwood Rd (Morrice Rd to Herrington Rd)	\$180,000.00	\$146,700.00	\$33,300.00
Meridian	\$0.00	\$172,500.00	\$172,500.00	The Township is managing their own local road program.	\$3,000,000.00	\$2,827,500.00	\$172,500.00
Wheatfield	\$33,300.00	\$33,300.00	\$66,600.00	Asphalt wedging and overlay of Bray Rd (Howell Rd to Dennis Rd) and Waldo Rd (Bray Rd to Zimmer Rd)	\$135,000.00	\$68,400.00	\$66,600.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH LOCKE, MERIDIAN, AND
WHEATFIELD TOWNSHIPS FOR THE 2022 LOCAL ROAD PROGRAM**

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as a township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each Township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each Township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Locke Township, Meridian Township, and Wheatfield Township have coordinated with the Road Department to schedule work for the 2022 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2022 construction season, except in Meridian Township, where the work will be performed by outside contractors; and

WHEREAS, the Road Department shall provide labor without charge on the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each Township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the Township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$272,400 combined for these three Townships is included in the adopted 2022 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Locke Township, Meridian Township, and Wheatfield Township for the 2022 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the respective township projects up to the capped allocation amounts as shown in the attached table.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each respective township for their portion of the project costs at the conclusion of the construction season.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign all necessary agreements consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: April 5, 2022

SUBJECT: Request to Reclassify Reception/Permits/Public Information Clerk to Reception and Public Information Coordinator

For the meeting agendas of April 19, 20 and 26

BACKGROUND

The Road Department currently has a position titled “Reception/Permits/Public Information Clerk”, which is in the Office and Professional Employees International Union (OPEIU) Technical Clerical Unit at Grade 3. Due to the extraordinary number of permits being processed on a daily basis, the focus of the employee in this position has been skewed heavily towards permits and pulled away from other required job duties associated with the reception and public information responsibilities of the job description. It was determined the bulk of the permit related work needed to be transferred to the Engineering Department to improve the overall efficiency of the Road Department.

To properly define the job duties of the Receptionist position, a revised job description was created with involvement and concurrence from both the Human Resources Department and the OPEIU Technical Clerical Unit. As a result, a reclassification is being requested to convert the existing “Reception/Permits/Public Information Clerk” position to a “Reception and Public Information Coordinator”, remaining in the OPEIU Technical Clerical Unit at Grade 3.

ALTERNATIVES

If the position is left unchanged, the level of service provided to the public will continue to decline as staff try to balance the increasing workload.

FINANCIAL IMPACT

Per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost will have no impact to the budget, as both job descriptions are a Grade 3 and currently included in the budget.

OTHER CONSIDERATIONS

Per the attached email, the OPEIU Technical Clerical Unit is agreeable to the proposed reclassification.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reclassification of the “Reception/Permits/Public Information Clerk” to a “Reception and Public Information Coordinator”.

TO: Kelly Jones, Managing Director

FROM: Joan Clous, Human Resources Specialist

DATE: March 8, 2022

RE: Support for changes to Job Descriptions Permit Clerk and Reception and Public Information Coordinator

Per your request, Human Resources has reviewed the following positions:

Permit Clerk – it will be placed in the OPEIU Clerical Technical unit at a level 4 (\$46,774.58 to \$61,803.56)

Reception and Public Information Coordinator will be placed in the OPEIU Technical unit at a level 3 (\$43,511.39 to \$57,497.52).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

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

From: [Mark Swanson](#)
To: [Kelly Jones](#)
Subject: FW: Changes to JDs
Date: Tuesday, March 01, 2022 3:39:14 PM
Attachments: [image006.png](#)
[image005.png](#)
[image010.png](#)

*Mark Swanson
Engineering Technician
Ingham County Road Department
P. O. Box 38
Mason, MI. 48854
(517) 676-9722 ext. 2314*

From: Mark Swanson
Sent: Tuesday, March 1, 2022 7:35 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Changes to JDs

Hi Joan,

OPEIU Local 512 Clerical and Technical Bargaining Group supports the proposed changes to the "Reception and Public Information Coordinator" and the "Permit Clerk" job descriptions. The Bargaining Group appreciates the continued opportunity to serve the People of Ingham County and County Board of Commissioners.

*Mark Swanson
OPEIU Local 512
Steward - Clerical & Technical Unit
Ingham County Road Department
(517) 719-1367*

From: Joan Clous
Sent: Tuesday, February 1, 2022 7:58 AM
To: Mark Swanson <MSwanson@ingham.org>
Subject: Changes to JDs

Mark,

The attached JDs had changes made to them, please review and let me know if the union is ok with the placement of the positions.

Joan

Joan Clous MPA, SHRM-CP
Human Resources Specialist

Ingham County

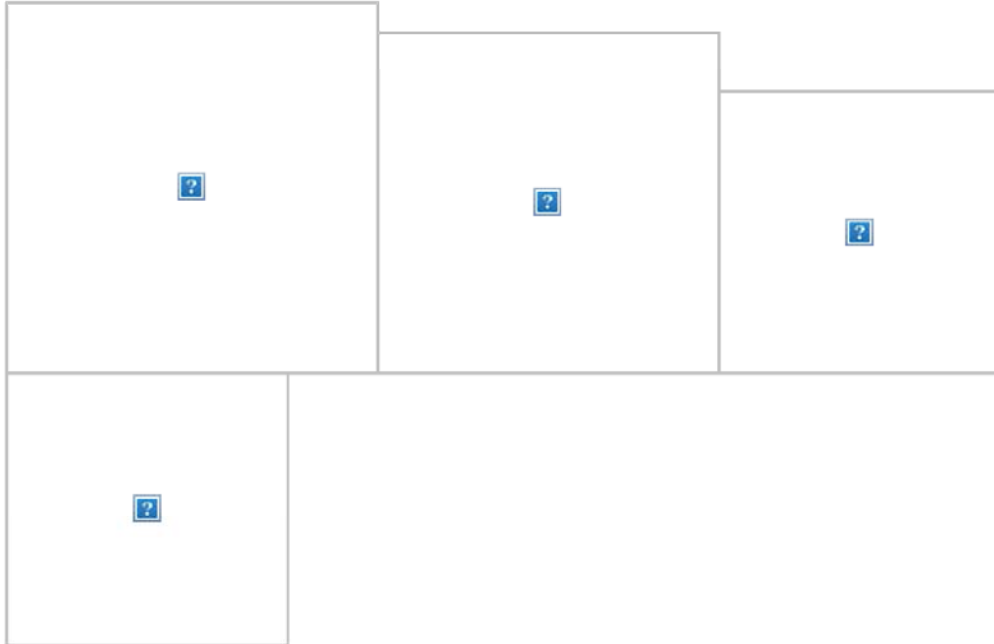
5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



"It is what it is. But, it will be what you make it." ~ Pat Summit

INGHAM COUNTY JOB DESCRIPTION

RECEPTION and PUBLIC INFORMATION COORDINATOR Road Department

General Summary:

Under the supervision of the Managing Director, or their designee, is responsible for receiving visitors at the Road Department's front counter, answering telephone calls and providing information or routing calls and inquires to the appropriate personnel. Responsible for taking complaints from citizens and others, and maintaining the complaint system database. Provides administrative and clerical support for the Road Department. Prepares periodic news releases, presentations, information brochures, and other communications regarding Road Department activities, and responds to FOIA requests. Designs, maintains and updates the Road Department's web and social media sites.

Essential Functions:

1. Answers incoming calls and either supplies requested information or directs the call to the appropriate person or office.
2. Responds to walk-in visitors. Determines their respective needs and supplies the requested information or directs the inquiry to the appropriate person or office.
3. Responsible for taking complaint calls/emails, entering information about the complaint into the complaint system database, routing the complaint form to the appropriate personnel for resolution and entering information in the database when the complaint has been resolved.
4. Receives emails, calls by telephone or on the Road Department's radio frequency from police agencies, Road Department personnel or the general public regarding hazardous road conditions or emergency situations. Immediately notifies appropriate Road Department personnel or the appropriate agency so that repairs can be made or the hazard mitigated.
5. Receives Freedom of Information Act (FOIA) request for Road Department information, collects requested information from other Road Department staff as necessary and responds as directed.
6. Performs clerical, data input, document preparation, and record keeping tasks for the Road Department as assigned.
7. Responsible for disseminating received mail and posting Road Department outgoing mail.
8. Sets up and maintains the Road Department's web site, Facebook and/or other social media sites. Makes changes and updates as necessary or requested.
9. Prepares news releases, construction and maintenance project updates, and various other public information releases, as requested, for Road Department employees, retirees, customers, citizens, emergency services, county commissioners, county departments and/or units of government.
10. Prepares PowerPoint presentations, handouts, general road information brochures, project information mail fliers and other similar public information items as requested.
11. Assists the Engineering and Operations Departments as required.

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: A minimum of a High School diploma or the equivalent is required. College course work preferred.

Experience: A minimum of three (3) years relative experience is required. Expertise in the utilization of word processing, spreadsheet, presentation, and web page design software and familiarity with the Internet and social media outlets is required.

Other Requirements:

- Must possess a valid Michigan Motor Vehicle Operator's License.
- The position requires the proficient use of word processing, spreadsheet, presentation, and website development software. The position also requires basic knowledge and experience with social media software programs such as, but not limited to, Facebook, Instagram, LinkedIn, and Twitter.

(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)

Working Conditions:

3. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds 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.)

**OPEIU (Road Dept)
Pay Grade 3
January 2022**

ROAD

		Step 1	Step 7
OPEIU Grade 3		43,511	57,498
715000	1000 FICA	3,329	4,399
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	15,229	20,124
715050	8841 LIABILITYC	371	491
717100	8941 DISABIL 60	57	75
714000	8951 UNEMPLYMT	218	287
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	761	1,006
716040	8955 RET/HLTH/T	1,958	2,587
717000	8985 LIFE 40K	118	118
Total		89,210	110,243

		Step 1	Step 7
OPEIU Grade 4		46,775	61,804
715000	1000 FICA	3,578	4,728
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	16,371	21,631
715050	8841 LIABILITYC	399	528
717100	8941 DISABIL 60	61	80
714000	8951 UNEMPLYMT	234	309
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	819	1,082
716040	8955 RET/HLTH/T	2,105	2,781
717000	8985 LIFE 40K	118	118
Total		94,117	116,718

		Step 1	Step 7
OPEIU Grade 5		52,614	69,540
715000	1000 FICA	4,025	5,320
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,002	19,002
718000	7114 MERS 1414	18,415	24,339

715050	8841 LIABILITYC	449	594
717100	8941 DISABIL 60	68	90
714000	8951 UNEMPLYMT	263	348
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	921	1,217
716040	8955 RET/HLTH/T	2,368	3,129
717000	8985 LIFE 40K	118	118
Total		102,899	128,353

Introduced by the County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECLASSIFY RECEPTION/PERMITS/PUBLIC INFORMATION CLERK
TO RECEPTION AND PUBLIC INFORMATION COORDINATOR**

WHEREAS, the Road Department wishes to reclassify the Reception/Permits/Public Information Clerk in the Office and Professional Employees International Union (OPEIU) Technical Clerical Unit to a Reception and Public Information Coordinator in the OPEIU Technical Clerical Unit, both positions remaining at a Grade 3, effective upon approval; and

WHEREAS, the Reception/Permits/Public Information Clerk position is currently an OPEIU Technical Clerical Unit Grade 3 (\$43,511.39-\$57,497.52) and the Reception and Public Information Coordinator position will also be an OPEIU Technical Clerical Unit Grade 3 (\$43,511.39-\$57,497.52), resulting in no financial impact to the Road Department; and

WHEREAS, the Budget Office provided Personnel Cost Projections for the OPEIU Technical Clerical Unit Grades 3-5, which demonstrates an annual personnel cost for the Grade 3 position ranging from \$89,210-\$110,243 and which is included in the Road Fund Budget; and

WHEREAS, this reclassification will allow for an increased level of service and improved efficiency by redirecting the bulk of the permit work to the Engineering Department and allowing this position to focus on the responsibilities associated with the reception and public information dispersal for the Road Department; and

WHEREAS, this reclassification has been reviewed and approved by the Human Resources Department and the OPEIU Technical Clerical Unit.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Road Department to reclassify the Reception/Permits/Public Information Clerk in the OPEIU Technical Clerical Unit to a Reception and Public Information Coordinator in the OPEIU Technical Clerical Unit, both positions remaining at a Grade 3 (\$43,511.39-\$57,497.52), effective upon approval.

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 April 5, 2022, as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: April 5, 2022

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP
2021-578	Comcast Cable	Cable	Holt Rd	Delhi
2021-594	Consumers Energy	Gas	Okemos Rd	Meridian
2021-634	Consumers Energy	Gas	Ottawa Dr	Meridian
2021-750	TDS Telecom	Cable	Morrice Rd	Locke
2021-757	Westside Water	Water main	Westfield Rd	Lansing
2021-771	Frontier Comm	Cable	Kinneville Rd	Onondaga
2021-780	Everstream	Cable	Noble Rd	Williamstown
2021-780	Everstream	Cable	Noble Rd	Williamstown
2021-789	Tailgaters Properties	Development	Holt Rd	Delhi
2021-791	Everstream	Cable	Park Lake Rd	Meridian
2021-811	G2 Consulting Group	Soil Borings	Okemos Rd	Meridian
2021-813	Comcast Cable	Annual Blanket	Various	Various
2021-822	Metro Fibernet	Cable	Hamilton Rd	Meridian
2021-824	Consumers Energy	Gas	Bond Rd	Aurelius
2021-831	Metro Fibernet	Cable	Marsh Rd	Meridian
2021-833	Everstream	Cable	Aurelius Rd	Delhi
2021-834	AT & T	Cable	Gunn Rd	Delhi
2022-001	Consumers Energy	Gas	Packard Ave	Lansing
2022-005	ACDt	Cable	Aurelius Rd	Delhi
2022-006	AT & T	Cable	Chester Rd	Lansing
2022-011	Consumers Energy	Gas	Ethel St	Meridian

2022-012	D G Spartan Solar	Solar Project	Bennett Rd	Meridian
2022-014	Consumers Energy	Electric	Okemos Rd	Meridian
2022-015	Frontier	Annual Blanket	Various	Various
2022-016	US Signal Co	Annual Blanket	Various	Various
2022-017	Gwen Maisch	Tree Removal	Nakoma Dr	Meridian
2022-018	Everstream	Annual Blanket	Various	Various
2022-018	Everstream	Cable	Various	Various
2022-019	Frontier Comm	Cable	Linn Rd	Wheatfield
2022-020	Frontier Comm	Cable	Dennis Rd	Wheatfield
2022-021	Windstream Services	Annual Blanket	Various	Various
2022-022	Ingham Co Parks Dept	Annual Blanket	Various	Various
2022-023	Consumers Energy	Gas	Holt Rd	Alaiedon
2022-024	AT & T	Cable	Okemos Rd	Meridian
2022-025	Frontier Comm	Cable	Fitchburg Rd	Bunker Hill
2022-026	Consumers Energy	Gas	Michigan Ave	Lansing
2022-026	Consumers Energy	Gas	Michigan Ave	Lansing
2022-027	Metro Fibernet	Cable	Hamilton Rd	Meridian
2022-028	TDS Telecom	Cable	Corey Rd	Locke
2022-029	Everstream	Cable	Waverly Rd	Lansing
2022-031	Everstream	Cable	Various	Delhi
2022-032	ACD.net	Cable	Hagadorn Rd	Meridian
2022-034	Zayo Group	Cable	Jolly Rd	Alaiedon
2022-035	Consumers Energy	Gas	Naubinway Rd	Meridian
2022-036	Consumers Energy	Gas	Michigan Ave	Lansing
2022-036	Consumers Energy	Gas	Michigan Ave	Lansing
2022-039	Consumers Energy	Gas	Autumn Lane	Lansing
2022-040	Meridian Township	Road Closure	Various	Meridian
2022-041	Consumers Energy	Gas	Columbia St	Meridian
2022-041	Consumers Energy	Gas	Columbia St	Meridian

2022-042	Consumers Energy	Gas	Saran Dr	Meridian
2022-042	Consumers Energy	Gas	Saran Dr	Meridian
2022-043	Consumers Energy	Traffic Control	Barnes Rd	Vevay
2022-044	Consumers Energy	Gas	Perch St	Meridian
2022-044	Consumers Energy	Gas	Perch St	Meridian
2022-047	E T MacKenzie	Sanitary	Holt Rd	Delhi
2022-049	Consumers Energy	Gas	Skyline Dr	Meridian
2022-050	Consumers Energy	Gas	Chippewa Dr	Meridian
2022-051	Consumers Energy	Gas	Eastfield Rd	Lansing
2022-053	Consumers Energy	Gas	Kansas Rd	Meridian
2022-055	KEPS Technologies	Cable	Lake Lansing Rd	Meridian
2022-057	Wolverine Pipe Line	Pipeline	Jolly Rd	Alaiedon
2022-059	Consumers Energy	Gas	Okemos Rd	Meridian
2022-061	Consumers Energy	Gas	Josephine Ln	Alaiedon
2022-062	Westside Water	Water Main	Boynton Dr	Lansing
2022-064	Everstream	Cable	Plains Rd	Vevay
2022-065	Westside Water	Water Main	Risley Dr	Lansing
2022-066	Comcast Cable	Cable	Hagadorn	Meridian
2022-067	Comcast Cable	Cable	Depot St	Delhi
2022-068	Comcast Cable	Cable	Patient Care Dr	Delhi
2022-069	Consumers Energy	Electric	Okemos Rd	Meridian
2022-072	Consumers Energy	Gas	Powell Rd	Meridian
2022-074	Consumers Energy	Gas	Van Atta Rd	Meridian
2022-075	Consumers Energy	Gas	Waverly Rd	Delhi
2022-076	Consumers Energy	Electric	Holt Rd	Delhi
2022-078	Consumers Energy	Gas	Lake Dr	Meridian
2022-079	Consumers Energy	Gas	Kansas Rd	Meridian
2022-080	Consumers Energy	Gas	Howell Rd	Alaiedon
2022-081	Consumers Energy	Gas	Columbia Rd	Aurelius

2022-083	Consumers Energy	Electric	Mt Hope Rd	Meridian
2022-088	Consumers Energy	Electric	Pine Tree Rd	Delhi
2022-089	Anlaan Corporation	Bridge Work	Linn Rd	Wheatfield
2022-090	Anlaan Corporation	Bridge Work	Dennis Rd	Wheatfield
2022-095	Consumers Energy	Gas	Bayonne Ave	Meridian
2022-096	Consumers Energy	Gas	Beech Tree Lane	Meridian
2022-098	Consumers Energy	Gas	Foster Ave	Lansing
2022-101	SME-Soil & Materials	Soil Borings	Okemos Rd	Meridian
2022-104	Comcast Cable	Cable	Lake Lansing Rd	Lansing
2022-105	Comcast Cable	Cable	Franette Rd	Lansing
2022-106	Comcast Cable	Cable	Longview Dr	Meridian
2022-107	Comcast Cable	Cable	Pine Tree Rd	Delhi
2022-108	Consumers Energy	Gas	College Rd	Delhi
2022-109	Consumers Energy	Gas	Zimmer Rd	Williamstown
2022-110	Consumers Energy	Gas	Pollard Ave	Meridian
2022-114	Consumers Energy	Gas	Dexter Trail	Vevay
2022-116	AT&T	Cable	Stoner Rd	Lansing
2022-118	Frontier Comm	Cable	Barnes Rd	Aurelius
2022-119	Frontier Comm	Cable	Holt Rd	Wheatfield
2022-122	Comcast Cable	Cable	Gilbert Rd	Delhi
2022-131	Kristen Travis	Land Division	Shaftsburg Rd	Williamstown
2022-134	LBWL	Electric	Hagadorn Rd	Meridian

Director of Engineering & County Highway Engineer: _____
Kelly R. Jones

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: April 6, 2022
SUBJECT: Resolution to Approve the Reorganization of the Controller's Office
For the meeting agendas of the April 19th County Services and April 20th Finance

BACKGROUND

Per the April 5th County Services Committee, please see the following Controller's Office reorganization recommendations.

- Addition of an Executive Assistant shared between the DEI/Community Corrections Offices at MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Executive Secretary-Controller (MC 4) to Assistant to the Controller MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Deputy Controller (MC 15) positions to MC 17 (\$116,780.85 to \$140,210.89)

The DEI Director will be responsible for a variety of tasks that will require administrative support; Racial Equity Taskforce staffing, Health in all Policies Committee staffing, Safe Space Advocates; and the Community Corrections part-time position, in which there was a recent retirement, will not be filled so the Executive Assistant will assist in those duties as well.

Additional responsibilities have been added to the Controller's Office administrative functions including; administrative support of various committees (Housing Trust Fund, Broadband Taskforce, Environmental Affairs Committee), researching, and providing analytical evaluations and recommendations on various County initiatives.

The Deputy Controller's job descriptions were not inclusive of the supervision of various department heads and liaison duties to the various liaison committees. Their overall responsibilities were not adequately compensated at an MC15.

Human Resources is in support of this reorganization as the attached memo indicates.

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization.

FINANCIAL IMACT

	MCF 4 Step 1	MCF 4 Step 5	MCF 5 Step 1	MCF 5 Step 5
Wages	\$42,933	\$51,547	\$45,856	\$55,058
Unemployment	215	258	229	275
FICA	3,284	3,943	3,508	4,212
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	13,245	15,902	14,147	16,985
Retirement	1,073	1,289	1,146	1,376
Future Retiree Health	1,932	2,320	2,064	2,478
Life	144	144	144	144
Work Comp	1,481	1,778	1,582	1,899
Disability	56	67	60	72
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	586	703	626	751
Separation	751	902	802	964
Total Cost	\$89,358	\$102,511	\$93,821	\$107,872
	MCF 15 Step 1	MCF 15 Step 5	MCF 17 Step 1	MCF 17 Step 5
Wages	\$100,856	\$121,094	\$116,781	\$140,211
Unemployment	504	605	584	701
FICA	7,715	9,264	8,934	10,726
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	31,114	37,358	36,027	43,255
Retirement	2,521	3,027	2,920	3,505
Future Retiree Health	4,539	5,449	5,255	6,309
Life	144	144	144	144
Work Comp	3,480	4,178	4,029	4,837
Disability	131	157	152	182
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	1,376	1,652	1,593	1,913
Separation	1,765	2,119	2,044	2,454
Total Cost	\$177,803	\$208,706	\$202,119	\$237,896
Current Level 5 Costs			\$311,217	
Proposed Level 5 Costs			\$453,640	
Increase to Budget			\$142,423	
Less Unfilled Community Corrections Assistant			\$ (49,016.00)	
Total Increase to Budget			\$93,407	

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Controller's Office.

TO: Gregg Todd, Controller/Administrator

FROM: Joan Clous, Human Resources Specialist

DATE: March 22, 2022

RE: Memo of Analysis for the reorganization of the Controller's Office

Regarding the reorganization of the Controller's Office, Human Resources can confirm the following information:

1. The newly created position of Executive Assistant DEI office has been determined to fall within the scope of the MC jobs and was classified at a MC Level 5 (\$45,855.88 to \$55,057.56).
2. Executive Secretary-Controller (MC 4) will now be title Assistant to the Controller MC Level 5 (\$45,855.88 to \$55,057.56).
3. Deputy Controller (MC 15) will now be classified at MC 17 (\$116,780.85 to \$140,210.89)
4. Controller/Administrator (MC 19) no change.
5. Budget Director (MC 13) no change.

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).

**INGHAM COUNTY
JOB DESCRIPTION
EXECUTIVE ASSISTANT – DEI OFFICE/COMMUNITY CORRECTIONS**

General Summary: Under the direction of the DEI Director and Community Corrections Manager, provides a variety of administrative support to the DEI Office and Community Corrections as directed. Schedules meetings and training sessions, gathers materials, types correspondence, resolutions, maintains confidential information. Assists with ensuring appropriate actions and deadlines are met. Coordinates public relations functions of the DEI Office, and serves as liaison between the DEI Office and the general public, other agencies, elected officials, Board of Commissioners, and County Department Heads. Assists with the Racial Equity Taskforce, Health in all Policies Committee, Safe Space Advocates and Community Corrections Advisory Board with general secretarial and administrative support.

Essential Functions:

1. Provides a variety of secretarial and administrative support services for the DEI Office and Community Corrections including typing letters, reports, and other documents, answering telephone calls, scheduling appointments, and preparing and maintaining files; including confidential information.
2. Upon Direction of the DEI Director/Community Corrections Manager, prepares and organizes agendas for various meetings including Racial Equity Taskforce, Health in all Policies, Community Corrections Advisory Board and other groups as assigned. Assembles, copies and distributes meeting support documents.
3. Provides remote access equipment, meeting software and set up for various meetings that require a remote option for attendees.
4. Pays invoices and performs wire transfers for the DEI Office and Community Corrections Office.
5. Prepares biweekly payroll for the DEI Office and Community Corrections Office and enters personnel action requests including; new hires, terminations, retirements, promotions, and transfers.
6. Uses a variety of software programs to provide administrative support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions. Composes correspondence, documents and reports for the Department Head's review and signature.
7. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts. Prepares grant applications, mailings and invoices for payment as it relates to contracts.
8. Acts as procurement card site coordinator for DEI Office and Community Corrections Office.
9. Answers telephone and routes calls to appropriate individuals, receives and screens visitors. Assists in researching issues by calling other offices within the County, and collecting and compiling information
10. Attends meetings, and takes and transcribes minutes.
11. The ability to multi-task and manage interruptions while meeting multiple deadlines is required.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.

(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: A minimum of a high school diploma or equivalent with some college-level course work in Secretarial Skills, Business, Data Processing or a related field is required

Experience: Two years of related administrative experience

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)

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 required to travel for meetings and appointments.

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 little to no stamina in crawling and pinching.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, stooping/crouching, squatting, kneeling, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require regular stamina in walking, traversing, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

**March 2022
MCF 5**

INGHAN COUNTY JOB DESCRIPTION

ASSISTANT TO THE COUNTY CONTROLLER

General Summary:

Under supervision of the Controller, this position provides a variety of clerical support services including: typing correspondence, resolutions, reports, and other documents; prepares agendas for various meetings; takes and transcribes minutes of meetings; answers telephones; and maintains office filing systems. Monitors contracts, pays invoices relating to such contracts and prepares personnel action requests. Assists the Building Authority, Housing Trust Fund Board, Broadband Task Force, Environmental Affairs Commission and Budget Office with general secretarial and administrative support functions.

Essential Functions:

1. Provides secretarial and administrative support to Controller's Office including setting-up and typing correspondence, resolutions, reports, surveys and other documents. Proofreads and edits documents.
2. Upon direction of the Controller, prepares and organizes agendas for various meetings including standing committees of the Board of Commissioners, Building Authority, Housing Trust Fund Board, Broadband Task Force, Environmental Affairs Commission and other groups as assigned. Assembles, copies and distributes meeting support documents.
3. Provides remote access equipment, meeting software and set up for various meetings that require a remote option for attendees.
4. Pays invoices and performs wire transfers for Controller's Office, and Budget Office.
5. Prepare biweekly payroll for the Controller's Office and enter personnel action requests.
6. Acts as procurement card site coordinator for Controller's Office and Budget Office.
7. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts. Prepares grant applications, mailings and invoices for payment as it relates to contracts.
8. Responsible for general administrative and clerical support functions to include scheduling of meetings, mailings, creating address label files, proofreading documents and assisting with special events.
9. Prepares annual schedule for Board meetings and Liaison Committee meetings.
10. Answers telephone and routes calls to appropriate individuals, receives and screens visitors. Assists in researching issues by calling other offices within the County, and collecting and compiling information. Performs analytical evaluations and recommendations to Controller on various County initiatives.
11. Establishes and maintains office filing systems, and provides other general administrative/clerical support.

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: A minimum of a high school diploma or equivalent with some college-level course work in Secretarial Skills, Business, Data Processing or a related field is required.

Experience: A minimum of two years of secretarial or related administrative experience is required.

Other Requirements: None

(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:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

MCF 5
March 2022

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY CONTROLLER

General Summary:

Under general supervision of the Controller/Administrator, serves as liaison to one or more standing committees of the Board of Commissioners, assigned County departments, offices and agencies. Liaison responsibilities to Board of Commissioners' standing committees include; interacting with committee chairs to establish agendas, ensuring committee packets and resolutions are complete and accurate and implementing committee sponsored projects and initiatives. Liaison responsibilities to County departments, offices and agencies. Include, analyzing and recommending action on department requests, including budget; identifying needs and priorities for consideration by the Controller/Administrator and the Board of Commissioners in the context of long term objectives. Facilitates interaction between departments and agencies as necessary to address and resolve issues. As assigned, directs and supervises various departments. Functions as Acting Controller/Administrator in the absence of the Controller. Supervises various staff as assigned.

Essential Functions:

11. Liaison Responsibility:

- a. In cooperation with Board of Commissioners Committee Chair, establishes meeting agenda, committee packets and resolutions. Researches, analyzes, implements and manages Committee initiatives and projects. Serves as a liaison between the Committee and the departments, offices and agencies that report to the Committee.
- b. Identifies needs, challenges and priorities in assigned functional areas for consideration by the Controller/Administrator and Board in relation to county long-term objectives.
- c. Analyzes and recommends action on needs and requests of Departments, offices and agencies to the Controller/Administrator and appropriate boards and committees.
- d. Analyzes, coordinates and recommends action on budgetary requests for departments, offices and agencies within assigned functional areas.
- e. Works with departments, offices and agencies in the context of County policies and plans to resolve challenges and address needs.
- f. Staffs various advisory committees as assigned.
- g. Serves as the Controller's liaison to other agencies as assigned.

12. Carries out special projects and prepares reports.

13. Conducts and directs surveys, evaluations of departments/programs as requested by the Board, Controller/Administrator or otherwise deemed appropriate.

14. Works as a member of the County Administrative team to ensure special projects run smoothly.

15. Works with Controller/Administrator, Board and other County officials to develop policies and long-range plans for budgeting, capital projects, capital improvements and long-term financing for special projects and programs.
16. Acts on behalf of the Controller/Administrator for designated purposes and is the Acting Controller/Administrator in the absence of the Controller.
17. Supervises, manages and oversees departments as assigned.
18. Acts as interim department head when vacancies occur, to ensure stability and customer service until department head position is filled.
19. Works with the Director to the Board of Commissioners to assure communication and smooth flow of information from the Controller/Administrator's Office and the Board Office, particularly with respect to Committee and Board agendas.
20. In conjunction with assigned Department Heads, hires, disciplines and terminates employees in assigned areas.
21. Works with Corporate Counsel on the development of contracts, oversees contract compliance of vendors, agencies and municipalities on behalf of the County.
22. Serves as a member of the County management collective bargaining team. Interacts with Corporate Counsel, County Commissioners, Elected Officials, Judges and Department Heads with union negotiations.

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: A minimum of a Bachelor's degree in Public or Business Administration or related field is required. Postgraduate studies and degree is desired.

Experience: Five years of related work experience and administration of an organization of comparable complexity; previous governmental experience desired. An appropriate postgraduate degree may be considered in lieu of some required work experience.

Other Requirements: None

(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:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to lift computer equipment, microprocessors and terminal weighing up to 20 pounds.

(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.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.

MCF 17
March 2022

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE INGHAM COUNTY
CONTROLLER'S OFFICE**

WHEREAS, reviewing the Controller's Office compensation was requested by the Finance Committee; and

WHEREAS, as part of the review, it was determined that the newly created DEI Office and the Community Corrections Office would benefit from a shared Executive Assistant position; and

WHEREAS, additional job responsibilities and clarification of existing duties that were not captured in the existing job descriptions for the Deputy Controllers and Executive Secretary-Controller resulted in reclassifications in higher grades; and

WHEREAS, the Controller's Office reorganization is proposed to consist of:

- Addition of an Executive Assistant shared between the DEI/Community Corrections Offices at MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Executive Secretary-Controller (MC 4) to Assistant to the Controller MC Level 5 (\$45,855.88 to \$55,057.56)
- Reclassify Deputy Controller (MC 15) positions to MC Level 17 (\$116,780.85 to \$140,210.89); and

WHEREAS, the Human Resources Department was consulted and the job descriptions for various positions were updated and reprinted; and

WHEREAS, the Controller's Office has complied with the County's Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners' Strategic Plan's long-term goal of attracting and retaining exceptional employees, and will not eliminate any positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Ingham County Controller's Office.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
223002	Executive Secretary Controller's Office	Move from MC 4 to MC 5, update the current job description, and change the title to Assistant to the Controller
223004	Deputy Controller	Move from MC 15 to MC 17, update the current job description
223005	Deputy Controller	Move from MC 15 to MC 17, update the current job description

New Position Executive Assistant MC 5
 DEI/Community
 Corrections

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

Current Position	Current Max. Cost	Future Max. Cost	Difference
Executive Secretary to Assistant to Controller	\$ 102,511.05	\$ 107,871.81	\$ 5,360.76
Executive Assistant to DEI/CC	\$ -	\$ 107,871.81	\$ 107,871.81
Deputy Controller	\$ 208,705.99	\$ 237,896.18	\$ 29,190.19
Deputy Controller	\$ 208,705.99	\$ 237,896.18	\$ 29,190.19
TOTAL	\$ 519,923.02	\$ 691,535.98	\$ 171,612.96
		Total	\$ 171,612.96
Less Community Corrections staff consultant contract			\$ (49,026.00)
			\$ 122,586.96

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget.

BE IT FURTHER RESOLVED, that each of the reclassifications made as a part of this reorganization above are effective the first full pay date following the date the reorganization request was submitted to the Human Resources Department.

Agenda Item 6b

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 6, 2022
SUBJECT: Resolution Approving \$9 Million in American Rescue Plan Funds for Affordable Housing Opportunities through the Ingham County Housing Trust Fund
For the meeting agendas of April 19 and April 20

BACKGROUND

The Ingham County Housing Trust Fund Committee (ICHTFC) is requesting a \$9 million allocation from the second tranche of ARP funds to go toward affordable housing initiatives in Ingham County. The ICHTFC intends to utilize the funding in the following areas:

- Create partnerships to construct energy efficient, affordable housing options including: medium-density housing such as row houses and small apartment buildings, single-family homes, and duplexes
- Create a revolving loan fund for down payment assistance targeted to households under 80% AMI, including single parents and minorities
- Create partnerships to provide energy-efficient home rehabilitation and reconditioning assistance programs for low- and moderate-income households

ALTERNATIVES

The Board of Commissioners may decline to approve the use of ARP funds for affordable housing.

FINANCIAL IMPACT

The cost will be covered by ARP funds.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO UTILIZE \$9 MILLION IN AMERICAN RESCUE PLAN FUNDS FOR
AFFORDABLE HOUSING OPPORTUNITIES THROUGH THE INGHAM COUNTY
HOUSING TRUST FUND**

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Commissioners have identified affordable housing as a barrier to home ownership for many residents of Ingham County; and

WHEREAS, Resolution #21-398 created the Ingham County Housing Trust Fund Committee to develop policies and procedures for the implementation of a housing trust fund to ensure fair and equitable access to funding; and

WHEREAS, the Ingham County Housing Trust Fund Committee is requesting \$9 million in American Rescue Plan funding be dedicated to the Ingham County Housing Trust Fund to:

- Create partnerships to construct energy efficient, affordable housing options including: medium-density housing such as row houses and small apartment buildings, single-family homes, and duplexes
- Create a revolving loan fund for down payment assistance targeted to households under 80% AMI, including single parents and minorities
- Create partnerships to provide energy-efficient home rehabilitation and reconditioning assistance programs for low- and moderate-income households

THEREFORE BE IT RESOLVED, that the Board of Ingham County Commissioners allocates \$9 million in American Rescue Plan funds to the Ingham County Housing Trust Fund.

BE IT FURTHER RESOLVED, that the Controller's Office will ensure the request is eligible for American Rescue Plan funding.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 6, 2022
SUBJECT: Resolution Approving American Rescue Plan Funds for 30th Circuit Court Visiting Judge Program
For the meeting agendas of April 19 and April 20

BACKGROUND

The 30th Circuit Court is requesting ARP funds to establish a visiting judge program to address the COVID-19 related stop of criminal jury trials for multiple months. There are currently over 830 open felony cases assigned to Circuit Court judges in addition to 180 Circuit Court defendants awaiting trial in the Ingham County Jail; 45 of these defendants have been in the jail for over a year.

The visiting judge program would require the following:

- Three year lease for 426 Walnut Street, Lansing for the purpose of resolving pending criminal jury trials
- Up-front one-time expenses: \$150,500 (a small portion eligible for grant funding)
- Yearly expenses (June/July-May/June), for three years: \$856,576 (a little over \$100,000 of 2022 expenses eligible for grant funding)

ALTERNATIVES

The Board of Commissioners may decline to approve the use of ARP funds for the visiting judge program.

FINANCIAL IMPACT

The 30th Circuit Court has received federal grant funding in the amount of \$118,000 which will go to this program. The remaining \$2,602,228 will be through Second Tranche ARP funds.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AMERICAN RESCUE PLAN FUNDS FOR THE
30TH CIRCUIT COURT VISITING JUDGE PROGRAM**

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, the Ingham County Commissioners recognize the impact that COVID-19 has had on the 30th Circuit Court's ability to try cases; and

WHEREAS, the 30th Circuit Court currently has 830 open felony cases assigned to its judges with an additional 180 defendants awaiting trial in the Ingham County Jail with 45 of these defendants having been in the jail for over a year; and

WHEREAS, use of American Rescue Plan funds to address administrative court needs caused by the COVID-19 pandemic is an allowable use of these funds; and

WHEREAS, the 30th Circuit Court has requested \$2,602,228 in American Rescue Plan funds to develop a Visiting Judge Program that would include a three-year rental of Lansing office space for the purpose of

resolving pending criminal jury trials, up-front expenses to secure and outfit the building to court safety and technology standards, and yearly payroll and operating expenses for the visiting judge and support personnel.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners allocates \$2,602,228 in American Rescue Plan funds to the 30th Circuit Court Visiting Judge Program to address the backlog in court cases.

BE IT FURTHER RESOLVED, that the Controller's Office will ensure the request is eligible for American Rescue Plan funding.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

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

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: February 18, 2022
SUBJECT: Resolution to Approve an Alternate Work Site Policy
For the meeting agenda of April 5, 2022

BACKGROUND

The Controller's Office has established a Policy Review Committee consisting of representatives from the Board of Commissioners Office, Clerk's Office, Treasurer's Office, Sheriff's Office, Circuit Court, Health Department, Controller's Office, and Human Resources to review current policies and recommend changes. The Policy Review Committee recently suggested an Alternate Work Site Policy to address an increase remote work by County employees.

The policy has been reviewed by the County's union representatives and their concerns and suggestions were included in the final draft of the policy.

ALTERNATIVES

Leave administration of remote work to departments/elected officials.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN ALTERNATE WORK SITE POLICY

WHEREAS, providing flexible work locations has become an important benefit to eligible County employees and a critical recruiting tool for the changing nature of “office work”; and

WHEREAS, providing employees that can successfully complete job functions remotely the option to work from an alternative location can decrease the stress and cost of commuting, improve productivity, and increase overall job satisfaction; and

WHEREAS, an employee interested in working from an alternate work site per this policy will be required to submit an Alternate Work Site (AWS) Application to their supervisor; and

WHEREAS, supervisors should use the following criteria in assessing AWS Applications:

- The duties of the position must be able to be performed from an AWS
- The employee must not be on probation or under any discipline, unless, in special situations, this requirement is waived by the supervisor
- The employee’s work site is suitable.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Alternate Work Site Policy, which shall take effect upon approval of this resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges the Elected Officials, as co-employers, to implement this same policy and use this process for their respective offices.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges the Courts, who are a separate employer from the County, to implement this same policy and adhere to the provisions in Supreme Court Administrative Order 1998-5 as is relates to consistency with the funding unit’s (Ingham County) policies.

Alternate Work Site Policy

Approved:

Resolution No.

A. Purpose and Applicability

Providing flexible work locations has become an important benefit to eligible County employees and a critical recruiting tool for the changing nature of “office work”. Providing employees that can successfully complete job functions remotely with the option to work from an alternative location can decrease the stress and cost of commuting, improve productivity and increase overall job satisfaction.

Remote County work shall be exclusively performed at the Alternate Work Site (AWS) work site/location that has been authorized and approved by the County. Employees must seek pre-approval prior to working from an AWS. Work from an AWS does not entitle the employee to different work requirements or work day structure; the same productivity level is expected at an AWS as it is at a normal County worksite.

Working remotely from out of the State of Michigan or the country is generally not permitted, except for limited circumstances (such as vacation) and where pre-approval has been obtained from a supervisor. Under no circumstances may an employee work for the County while residing outside of the country. Residing for purposes of this provision means establishing a place to live for a considerable amount of time, as distinguished from vacation or temporary travel. Employees temporarily working remotely while outside the State of Michigan or country shall be solely responsible for assuring compliance with tax obligations to states and countries outside of Michigan.

Employees interested in working remotely are required to discuss with their supervisor to ensure job functions are suitable for remote work and fill out the Alternative Work Site (AWS) Application. Work from an AWS is work from a location other than the normal County worksite. Work from an AWS may encompass all of the employee’s work days or only some.

Elected Officials, as co-employers, and the Courts, who are separate employers from the County although not required, are encouraged to implement this policy as well to provide consistency across all sectors of Ingham County government.

B. Definitions

Terms and phrases used throughout this policy are defined as follows.

1. Alternate Work Site (AWS) means a work location other than the normal County worksite.
2. AWS Application refers to the form found at the end of this policy that employees are required to complete, sign and submit to their supervisor to be considered for remote work.

C. Procedure

1. Work from AWS

Allowing an employee to work from an AWS is discretionary and will be addressed on a case-by-case basis. At any time, possibly with little notice, and either based on the standards in this policy or for other operational reasons, an employee working from an AWS may be directed to work from the normal County worksite or may be directed to modify the number of days in a given period that work is performed from an AWS.

2. Applying to Work from AWS

Any employee may request to work from an AWS by completing, signing, and submitting an application. [See attached] (Seamless Doc Link Pending)

Temporary, non-scheduled work from an AWS, not exceeding two days in duration, is allowable with supervisor's approval without an application.

3. Decision on Application for Work from AWS

An employee's application for work from an AWS shall be reviewed by the employee's supervisor. In assessing applications, the division head will be consulted to ensure operational needs will be met. The supervisor shall use the following criteria in assessing applications:

- a. The duties of the position must be able to be performed from an AWS.
- b. The employee must not be on probation or under any discipline, unless in special situations this requirement is waived by the supervisor.
- c. The employee's worksite is suitable:
 - i. The worksite is in the employee's primary residence, or if not, the site is specifically approved by the supervisor.
 - ii. The worksite has access to employee-provided reliable high-speed internet sufficient to enable work without interruption.
 - iii. All necessary office equipment other than that provided by the county (e.g., chair, desk, and other furniture) is provided by the employee.
 - iv. The worksite is safe and the work conditions are conducive to performing necessary tasks.
 - v. The worksite provides for the confidentiality and security of information per any applicable Ingham County security policies.

- d. Department Heads and the IT Department will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each AWS arrangement. Equipment requests must have prior department head approval.
- e. In the case that a supervisor denies an application for work from an AWS, the supervisor will explain the reason for the denial to the employee.
- f. An employee who has been denied the ability to work from an AWS has the right to appeal the decision to a committee consisting of a member of the leadership team of the affected department who is not subordinate to the supervisor who has denied the AWS request, and the Human Resources Director or their designee.

4. Additional AWS Expectations

Employees' duties, obligations, job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normal County work site. The supervisor reserves the right to assign work as necessary at any time. Employees should not assume any specified time period or duration for an AWS arrangement, and the County/Department Head may require employees to return to regular in-office work at any time. Supervisors are expected to allow work from an AWS fairly across their divisions for employees that are eligible. Department Heads/managers should monitor AWS work status to ensure their supervisors are implementing the AWS policy fairly and equitably. Failure to comply with the requirements may result in disciplinary action and/or loss of AWS privileges.

Beyond what is expected of all employees in the conduct to their work, the following are additional expectations for those working from an AWS:

- a. Work schedules for AWS employees shall be consistent with operational needs and will be approved by both employee and supervisor.
- b. During scheduled work times, AWS employees are expected to be responsive to communication from employees, management and co-workers and will suitably communicate times when they are busy in a meeting or other work commitment, or on lunch or break, or on a pre-planned absence. Employees must also be available to, and have access to transportation if required to immediately report to the normal County worksite.
- c. When appearing for a remote meeting, an AWS employee will be dressed professionally, as if attending the meeting in person at the worksite.
- d. If something arises, either in relation to technology or personal commitments (such as dependent care), which prevents an AWS employee from completing job tasks, the employee will notify the supervisor immediately, just as if they were on-site. The supervisor, in consultation with the employee, will determine if the employee is to come on-site to access technology needed for work, the employee is to take paid leave, or some other solution is to be implemented.
- e. If unplanned leave is necessary, an AWS employee will contact the supervisor with as much notice as possible.

- f. AWS employees must safeguard county resources, including computers and associated equipment, and abide by the Ingham County Acceptable Use Policy (including, but not limited to, that no non-county equipment will be utilized to access county resources and that county resources will not be used by non-county employees or for personal purposes).
- g. Employee will have access to answer their office phone remotely.
- h. A supervisor may call an employee originally scheduled to work at an AWS to work onsite in the event of a departmental need requiring onsite work. In the event of this happening, short notice may be necessary. Supervisors should give as much notice as possible and take into consideration the employee's needs to make accommodations. In the event that an employee decides they need to be onsite for a work requirement when they would otherwise be scheduled to work at an AWS, the employee should give their supervisor as much notice as possible of the decision to be onsite.

An employee's status and schedule to work at an AWS may be subject to change. Permanent changes to AWS schedules or changes anticipated to last more than one week require a minimum of 48 hours' notice. An employee has the right to appeal a decision for permanent change in status. If an employee determines their AWS schedule needs to be altered or that a permanent return to onsite work is needed, that employee shall give their supervisor a minimum of 48 hours' notice.
- i. AWS employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Ingham County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek for a non-exempt AWS employee require the advance approval of the AWS's employee's supervisor. Failure to comply with these requirements may result in disciplinary action up to and including discharge from employment and/or revocation of AWS privileges
- j. Employees must request supervisor approval to use vacation, sick, or other leave in the same manner as when working at the employee's regular work location.
- k. Equipment supplied by Ingham County will be maintained by the County. However, employees are responsible for setting up their own equipment in the home work space. IT will not be setting up the equipment. Should assistance be needed, IT will do their best to support staff remotely, however, if an employee cannot be assisted remotely, an employee may be required to report to the IT Department for assistance. IT will not be traveling to homes to assist employees working remotely.
- l. Equipment supplied by the employee, if deemed appropriate by the County, will be maintained by the employee. Ingham County accepts no responsibility for damage or repairs to employee-owned equipment.
- m. The AWS employee must sign an inventory of all County property received and agree to take appropriate action to protect the items from damage or theft. All County property will be returned to the County premises at the end of the AWS arrangement.
- n. If the AWS site is the employee's home, the employee will establish an appropriate work environment within his or her home for work purposes. Ingham County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- o. Consistent with Ingham County's expectations of information security for employees working at the office, AWS employees will be expected to ensure the protection of private County information accessible from their AWS. Steps include the use of locked file cabinets and

desks, regular password maintenance, and any other measures appropriate for the job and the environment.

- p. Employees are expected to maintain their AWS workspace in a safe manner, free from safety hazards. AWS employees are responsible for notifying the employer of work-related injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her AWS worksite.
- q. The AWS employee is responsible for any child/dependent care arrangements necessary to meet the job performance and meet County requirements during normal business hours.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECOGNIZE ALL WOMEN'S "EQUAL PAY DAYS"
IN INGHAM COUNTY**

WHEREAS, over fifty years after the passage of the Equal Pay Act (1963) and Title VII of the Civil Rights Act (1964), women continue to face the disparities of unequal pay; and

WHEREAS, women in the workforce have been disproportionately impacted in the short-term economic fallout of COVID-19; and

WHEREAS, Michigan women, on average, earn 83 cents for every dollar earned by Michigan men; and

WHEREAS, "Equal Pay Day" symbolizes how far into the year women must work to earn what men earned in the previous year; and

WHEREAS, the pay gap is even worse for women of color and it is imperative that we also recognize the days into the year that Asian American, Native Hawaiian, Pacific Islander, Black, Native American, and Latina women are unequally paid; and

WHEREAS, this year, Asian American, Native Hawaiian, and Pacific Islander Women's Equal Pay Day is May 3 (\$0.75 cents), Black Women's Equal Pay Day is September 21 (\$0.58 cents), Native American Women's Equal Pay Day is November 30 (\$0.50 cents), and Latina Women's Equal Pay Day is December 8 (\$0.49 cents); and

WHEREAS, the WAGE Project estimates that the pay gap costs the average American full-time woman worker between \$700,000 and \$2 million over the course of her lifetime, which impacts her Social Security benefits and pension as well; and

WHEREAS, despite federal policies designed to address unequal pay, the gender pay gap persists; and

WHEREAS, fair pay policies can be implemented without undue costs or hardships in both the public and private sectors; and

WHEREAS, equal pay would empower working women and remove barriers that impede a woman's pursuit of various professions; and

WHEREAS, fixing the gender pay gap would raise family income, strengthen the security of working families, and amplify our economy; and

WHEREAS, although Michigan has several laws aimed to provide equal pay for equal work, these policies need to be strengthened; and

WHEREAS, fair pay equity policies can be implemented simply and without undue costs, while enhancing the American economy; and

WHEREAS, fair pay strengthens the security of families today, eases future retirement costs, and can ultimately enhance the American economy; and

WHEREAS, the date, March 14, 2022 signifies "Equal Pay Day" for all women in the State of Michigan.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners join the Ingham County Women's Commission in supporting all women's "Equal Pay Days" to inform the public and raise awareness about the need for policies that address sex- and race-based pay disparities.

Introduced by Commissioner Sebolt of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN HONOR OF WORKERS MEMORIAL DAY

WHEREAS, every year on April 28, communities and worksites around the world honor friends, family members, and colleagues who have been killed or injured on the job; and

WHEREAS, in 2020, The Federal Bureau of Labor Statistics estimated that 4,764 workers were killed by traumatic injuries on the job. On average, more than 90 workers died every week, at roughly 13 workplace deaths a day; and

WHEREAS, in 2020, 131 workers were lost through fatal workplace accidents in Michigan; and

WHEREAS, it is appropriate to honor the memory of the courageous and dedicated members of Michigan's labor force who have been injured or disabled or have died as a result of workplace accidents; and

WHEREAS, we remember those who have died in workplace catastrophes, suffered occupational-related diseases, or have been injured due to dangerous conditions; and

WHEREAS, recognition of the integrity of Michigan's workforce and its achievements on behalf of the economic growth of our state is necessary; and

WHEREAS, the Ingham County Board of Commissioners wishes to pay tribute to the workers who have died or been injured or disabled in workplace accidents. We honor the contributions of Michigan's workforce and call for increased workplace safety; and

WHEREAS, the Ingham County Board of Commissioners renews our efforts to seek stronger workplace safety; and health protections, better standards and enforcement, and fair and just compensation; and by rededicating ourselves to improving safety and health in every city workplace.

THEREFORE, BE IT RESOLVED, that by the Ingham County Board of Commissioners, that the members of this body declare April 28, 2022, as Workers Memorial Day in the County of Ingham, Michigan.