

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
ROBERT PEÑA  
MARK GREBNER  
RYAN SEBOLT  
GABRIELLE LAWRENCE  
RANDY MAIVILLE  
KARLA RUEST

**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, FEBRUARY 7, 2023 AT 6:00 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 [January 17, 2023](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Authorization to Start an [Employee Above Step 2](#)
2. Drain Commissioner – Resolution Pledging Full Faith and Credit to [Bank Intercounty Drain](#) Drainage District Note or Notes
3. Veteran's Affairs Office – Resolution to Approve the [Reorganization](#) of the Ingham County Department of Veterans Affairs
4. Parks Department – Notice of [Emergency Purchase Order](#) for Electrical Repairs of Snow-Making Pump at Hawk Island's Snow Tubing Hill
5. Facilities Department
  - a. Resolution to Authorize an Agreement with [Hedrick Associates](#) to Replace the Drinking Fountains at the Hilliard Building and Historical Mason Courthouse
  - b. Resolution to Authorize an Agreement with [Sheridan Realty & Auction Co.](#) for Real Estate Services
6. Controller's Office
  - a. Resolution to Approve \$1,750,000 in Housing Trust Funds to the Ingham County Land Bank for Scattered [Single-Family Housing](#) Construction/Rehabilitation
  - b. Resolution to Provide Retiree Health Insurance for [Linda Vail](#)
  - c. Resolution to Approve an Agreement with [Terrill Consulting, LLC](#) to Serve as County Representative for the Final Stages of Ingham County Justice Complex Project
  - d. Resolution to Approve Additional Funding for the [Okemos Road Bridge](#) Project
7. Human Resources Department – Resolution to Approve the [Reorganization](#) of the 30<sup>th</sup> Circuit Court Jury Administration Office (*Discussion*)

8. Board of Commissioners – Referral from [Alaiedon Township](#) Regarding a Proposed Roundabout at Hagadorn and Sandhill Roads

Announcements

Public Comment

Adjournment

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

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

## COUNTY SERVICES COMMITTEE

January 17, 2023

### Draft Minutes

Members Present: Sebolt, Peña, Celentino, Grebner, Lawrence, Ruest, and Maiville

Members Absent: None.

Others Present: Amy Poca, Jeff Donahue, Krystal Davis, Desiree Cook, Gordon Love, Kelly Jones, Becky Bennett, Gregg Todd, Sue Graham, Madison Hughes, and others.

The meeting was called to order by Chairperson Celentino at 6:00 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>.

Chairperson Celentino welcomed those present, as well as the returning and new County Commissioners to the first County Services Committee meeting.

#### Approval of the December 6, 2022 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE MINUTES OF THE DECEMBER 6, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

#### Additions to the Agenda

Substitute -

12. Human Resources Department
  - a. Resolution to Approve Reclassification Requests

#### Limited Public Comment

None.

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

2. Clerk's Office – Resolution Establishing Compensation for the Ingham County Board of Canvassers
3. Innovation & Technology Department – Resolution to Approve Friend of the Court Hearing Room Upgrades

5. Parks Department – Notice of Emergency Purchase Order for Overhead Unit Heater
6. Potter Park Zoo
  - a. Notice of Emergency Furnace Replacement at Potter Park Zoo
  - b. Notice of Emergency Heating Repair in Potter Park Zoo Feline Primate Building
  - c. Notice of Emergency Generator Repair at Potter Park Zoo
  - d. Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New Animal Health Facility at Potter Park Zoo
7. Animal Control and Shelter
  - a. Authorization to Start an Employee Above Step 2
  - b. Resolution to Accept a Donation from the Ingham County Animal Shelter Fund for the Purposes of Providing Employment Bonus Pay to New Shelter Veterinarians
8. Facilities Department – Resolution to Authorize an Agreement with Wolverine Engineers & Surveyors Inc. for Engineering Services for Parking Lot Replacement at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building
9. Road Department
  - a. Resolution to Authorize an Engineering Services Contract for the 2023-2024 Bridge Inspection Program
  - b. Resolution to Authorize an Engineering Services Contract for As-Needed Signal Modeling and Timing Permit Services for 2023-2024
  - c. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Construction Engineering Services on the Meridian Road and Grand River Avenue (M-43) Project
  - d. Resolution to Authorize a Contract for Bulk Fuel Delivery
  - e. Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 X #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates
  - f. Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and 2NS Sand
10. Board of Commissioners – Resolution Recognizing Black History/Cultural Diversity Month in Ingham County
11. Controller's Office
  - a. Resolution to Further Amend Resolution #21-398 to Create the Ingham County Housing Trust Fund Committee
  - b. Resolution Honoring Richard Terrill

12. Human Resources Department
  - a. Resolution to Approve Reclassification Requests

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District

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

Commissioner Maiville stated that he wished to disclose that his family member was appointed to be the Ingham Conservation Districts Director.

THE MOTION CARRIED UNANIMOUSLY.

4. Veteran's Affairs Office – Resolution to Approve the Reorganization of the Ingham County Department of Veterans Affairs (*Discussion*)

Amy Pocan, Ingham County Department of Veteran's Affairs Director, stated that she had worked with the Veteran's Affairs for 14 years. She further stated that 13 of those years had been as a Benefits Counselor and she had been acting as the Director until June of 2022 when she was appointed.

Ms. Pocan stated that the Ingham County Department of Veteran's Affairs had been established in the 1920's after World War II. She further stated that there was a service agreement with Clinton County to render services to Clinton County veterans and their dependents.

Ms. Pocan stated that the population for Ingham County veteran populations was 13,370 and Clinton County's veteran population was 4,046, totaling 17,416 veterans to serve. She further stated that this number would not include survivors or their dependents.

Ms. Pocan stated that the Department of Veteran's Affairs had only six positions to cover the total population. She further stated that two individuals were able to be hired, trained, and accredited due to the funding provided by the State of Michigan grant.

Ms. Pocan stated that the two grant positions would have additional funding that would be partially funded by Ingham County. She further stated that the two grant positions had increased the productivity in the department by 86%.

Ms. Pocan stated that, out of the eight positions within the department, only one had been reclassified since being established with Ingham County. She further stated that all positions, except the Transportation Officer, was accredited with the United States Department of Veterans Affairs.

Ms. Pocan explained that these positions would be equivalent to an unlicensed attorney practicing law. She further stated that the purpose of the Veteran's Affairs was to file and advocate to obtain benefits at the Federal and County levels.

Ms. Pocan stated that, under the United States Veterans Affairs, Benefits Administration, Ingham County would obtain and maintain compensation for service connected conditions, or non-service connected pension for low-income veterans or survivors. She further stated that they would apply for education benefits for veterans and their dependents.

Ms. Pocan stated that, under the United States Veterans Affairs, Health Administration, Ingham County would help enroll veterans and their dependents at a Veterans Affairs hospital. She further stated that Ingham County would also assist in their debt management as well as appeals.

Ms. Pocan stated that, under the National Cemetery Administration, Ingham County would handle all burial benefits, life insurance, honors, and coordinated laying veterans to rest. She further stated that it was not uncommon for a veteran to come to the office and stay throughout their life.

Ms. Pocan stated that, on average, the Department of Veteran's Affairs had brought in approximately \$2 million in annual, retroactive awards. She further stated that this did not include monthly monetary benefits that were received.

Ms. Pocan stated that, at the State level, the Clerk position also holds the Veterans Relief Trust Fund Agent position. She further stated that they would handle emergency assistance applications, administrative duties, and coordinate the committees for Ingham and Clinton Counties.

Ms. Pocan stated that their office would also apply for the Property Tax Waivers and Secretary of State benefits. She further stated that Ingham County had an Emergency Assistance Fund program for war-time veterans.

Ms. Pocan stated that, at this time last year, \$40,200 had been issued from the Emergency Assistance Fund, in addition to \$64,000 in Michigan State grants for peace-time veterans. She further stated that Ingham County also offered transportation services to and from Ann Arbor and Detroit medical centers.

Ms. Pocan stated that Ingham County was a principal member of the 54B Veteran's Treatment Court. She further stated that she would be requesting a reorganization and reclassification for all but one position within the Department of Veteran's Affairs.

Ms. Pocan stated that there were currently three Benefits Counselors, with two funded by Ingham County and one grant-funded. She further stated that there were two Benefits Support Specialists, with one grant-funded and one funded by Ingham County.

Ms. Pocan stated that the current employees were being paid the equivalent to administrative staff in other departments or are one of the lowest paid positions within the County. She further stated that this did not equate to the current job duties and requirements of the employees.

Ms. Pocan stated that she was requesting to restore the Deputy Director position to remove a Benefit Counselor position. She further stated that the change happened due to a budget cut in 2011 which took the Deputy Director position down to a Benefit Counselor position.

Ms. Pocan stated that the reorganization would request the Deputy Director position go from an MC Level 5 to MC Level 11. She further stated that the Director was currently at MC Level 13.

Ms. Pocan requested that the Veteran Benefits Counselor would be moved from MC Level 5 to MC Level 9. She further requested that the Benefits Support Specialist would be moved from UAW E to UAW I.

Ms. Pocan requested that the Veterans Clerk Trust Fund Agent would be renamed to Administrative Assistant and would be moved from UAW D to UAW G. She further requested that the Transportation Officer would be moved from UAW D to UAW E.

Ms. Pocan stated that, due to the specialized training and accreditation that would be required, the reorganization would allow an employee to start at the lowest level and continue moving forward within the department. She further stated that it would allow recruitment of new employees and retention of current employees.

The overview provided by Ms. Pocan has been entered into the minutes as Attachment A.

Commissioner Grebner asked if the Transportation Officer position had changed or been rethought.

Ms. Pocan stated that the Transportation Officer would essentially still be driving veterans to and from Ann Arbor and Detroit but would also include duties within the office.

Commissioner Grebner stated that the position was paid out of Ingham County's 0.6 mill Transportation Fund. He further stated that CATA could provide this service in the future.

Commissioner Grebner stated that if CATA chose to provide this service, he would strongly recommend using that service. He further stated that this could mean that the Transportation Officer would leave for CATA or another opportunity as their position would no longer be needed.

Commissioner Grebner stated that it made sense for Ingham County not to provide a transportation service only to select individuals. He further stated that basically, CATA was paying for the service and the van.

Commissioner Lawrence asked if all of the positions were fully staffed currently.

Ms. Pocan stated that not all of the positions were hired for currently but that once the reorganization passed, they would hire someone to fill that position.

Chairperson Celentino asked, if a Benefit Counselor position would have to be eliminated to restore the Deputy Director position, how that would impact the department.

Ms. Pocan stated that the Deputy Director would still be responsible for the duties of a Benefit Counselor, but on a higher level.

Chairperson Celentino stated his appreciation that Ms. Pocan had reached out to the Collective Bargaining Units and had provided their input. He further stated that, per policy, the next County Services meeting would contain a resolution to vote on the reorganization.

9. Road Department

- g. Resolution of Commitment for Transportation Alternatives Program Funds to Construct Non-Motorized Facilities on Lake Lansing Road between Abbot Road and Hagadorn Road

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

Commissioner Grebner asked for clarification regarding the facilities.

Gregg Todd, Ingham County Controller, stated that the facilities would be for paved shoulders on the road.

Kelly Jones, Ingham County Road Department Managing Director, confirmed Mr. Todd's statement. She further stated that the Transportation Alternatives Program (TAP) funding was only able to be utilized for the non-motorized projects.

Ms. Jones stated that this would include taking a four-lane area down to a three-lane with widened shoulders to accommodate non-motorized vehicles. She further stated that this was supplemental funding to finish the project.

Commissioner Grebner asked if there was not a sidewalk on the side of this project.

Ms. Kelly stated that there was a sidewalk along Lake Lansing Road on one side. She further stated that there would be nothing done to the sidewalks with this project.



Commissioner Peña stated that NS stands for natural sand, A stands for aggregate and G stands for gravel.

THE MOTION CARRIED UNANIMOUSLY.

12. Human Resources Department

- b. Negotiation Session Connected with the Negotiation of a Collective Bargaining Agreement as Requested by the Employer Pursuant to MCL 15.268 (1)(c) (*Closed Session*)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, AT APPROXIMATELY 6:18 P.M., TO ENTER INTO CLOSED SESSION FOR A NEGOTIATION SESSION CONNECTED WITH THE NEGOTIATION OF A COLLECTIVE BARGAINING AGREEMENT AS REQUESTED BY THE EMPLOYER PURSUANT TO MCL 15.268 (1)(c).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

CHAIRPERSON CELENTINO DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 7:57 P.M.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO DENY THE GRIEVANCE BUT COMPENSATE THE GRIEVANT FOR THE DAYS OF UNPAID LEAVE PAST THE 45 DAYS AS PROVIDED IN THE APPEAL PROCESS OF THE HEALTH DEPARTMENT POLICIES SECTION 3E(f) IF THE HEALTH BOARD APPROVES HER APPEAL.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Maiville thanked Chairperson Celentino for the longest meeting of the year so far. He further invited those present to attend the press conference with Congresswomen Elissa Slotkin and Commissioner Sebolt on Wednesday, January 18, 2023 at 4:00 p.m. regarding a project that had been funded.

Commissioner Maiville stated that this was not the only project that was approved and that Congresswoman Slotkin had been doing great work.

Public Comment None.

Adjournment

The meeting was adjourned at 8:00 p.m.

**Attachment A: Notes from Ms. Pocan regarding the reorganization of the Department of Veterans Affairs.**

**County Services Meeting 01/17/2023 at 6:00pm.**

First, I would like to introduce myself. My name is Amy Pocan, and I have worked in the Veterans Affairs Department for 14 years, 13 of those years as a Veterans Benefits Counselor, 1 year as the Acting Director, and in June of last year, I was appointed as the Director.

The Ingham County Veterans Affairs Department was established in the 1940's during WWII, and for the last 40 years we have had a Service Agreement with Clinton County to render services to Clinton County Veterans and their dependents. The Ingham County Veterans Population is **13,370** and Clinton County Veterans Population is **4,046**, according to the VA GDX (Geographic Distribution of VA expenditures for FY2021). The department's total population is **17,416** veterans, this number does not include the veterans dependent or survivors.

Our Department prior to last year, was only had 6 position. In Feb 2022 , with grant awards for Ingham and Clinton County from the State of Michigan, we were able to hire, train and accredit two more positions. Per Resolution #22-385 and 22-386 the FY23 Grant positions, will also have partial funding from the Ingham County. The two grant positions have increased the Department activities by 86.6%. Of the 8 positions in the department, only 1 position has been reclassified, all other position have been the same since their establishment. All positions, except for the transportation officer are accredited with the U.S Department of Veterans Affairs. The best way to describe job responsibilities for an Accredited Representative with the U.S Department of Veterans Affairs is an unlicensed Professional Counselor and an unbarred Attorney.

What we do in our department, is to advocate, and apply to obtain and maintain veteran related benefits at the Federal, State, and County level.

Under the Federal, U.S Department of Veterans Affairs, Benefits Administration, we will obtain and maintain, Compensation for service connected conditions, or non-service connected Pension for low-income veterans or survivors, we apply for Education benefits for veterans and their dependents, we handle debt management, we write Appeals and represent at hearings in front of the Board of Veterans Appeals.

Under the VA Health Administration, we apply for enrollment for both veterans and their dependents into VA Healthcare; we handle debt management, and appeals.

Under the National Cemetery Administration, we handle all burial benefits, life insurance, organize honors and coordinate being laid to rest at a National Cemetery or Arlington National Cemetery.

It is not uncommon in our department for a veterans to work with us throughout their entire lifetime. **On average our Department brings in 2 million dollars in Retroactive awards, this does not include the monthly monetary benefits received.**

At the State Level, our Clerk is also the Michigan Veterans Trust Fund Agent, who handles emergency assistance applications, administration duties, and coordination of the committee for both Ingham and Clinton County. In addition, we assist with applying for property tax waivers, and Secretary of State Benefits.

Here At the County Department, we have an Emergency Assistance Program for war-time veterans, which last year granted **\$40,200.00**, and an additional **\$64,000.00** from a State of Michigan Grant that included Peacetime veteran for emergency assistance needs. We also transport veterans to and from the Ann Arbor and Detroit VA Medical Centers, and we are a principle member of the 54b Veterans Treatment Court.

I am here for tonight, after rewriting all department job descriptions, working our Veterans Affairs Committee, Human Resources, and the Budget Department, to ask for the Veterans Affairs Department to be reorganized and all positions except the Director to be reclassified. At this time, the department has **3 Veterans Benefits Counselors, 2 County Funded, and 1 grant funded with partial funding from the county. 2 Benefits Support Specialists, 1 County Funded, and 1 Granted Funded with Partial funding from the County. 1 Clerk/Trust Fund Agent and 1 Transportation Officer.**

Currently the employees of the Veterans Affairs Department are being paid equivalent to administrative staff in other departments or are the lowest paid positions within the county. This does not equate when you look at the demands on job responsibilities, discretion of staff, and complexity of job duties.

Therefore, I am first seeking to restore the Deputy Director position from one of the current Veterans Benefits Counselor positions. In 2011, due to budget cuts the Deputy Director position was reduced to a Veterans Benefits Counselor position, this leaving the department with no formal chain of command. The Deputy Director will move from MC 5 to a MC11.

Currently, the director position is a MC 13.

I am requesting the Veterans Benefits Counselor positions go from a MC 5 to a MC9. And the Benefits Support Specialist from a UAW E to a UAW I.

The Clerk/ Trust Fund Agent will become the Administrative Assistant for the Department and will go from a UAW D to a UAW G.

And the Transportation Officer will receive a 1 step increase from a UAW D to a UAW E.

Due to the specialized education and training required for our department, this reorg will allow someone to start off at any position and work their way to the top. This reorg will allow our department to recruit for the future and retain the hard working member of the department who have dedicated their careers to serving the ones that have sacrificed and serve for us. Thank you for your time tonight, and I would be happy to answer any of your questions.

**FEBRUARY 7, 2023 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Controller recommends approval of the following resolutions:**

**1.     Sheriff's Office – *Authorization to Start an Employee Above Step 2***

This authorizes the Sheriff's Office to start a deputy at Step 3 within the CCLP-LE Collective Bargaining Agreement. This move would be commensurate with the applicant's work experience, years of prior service, and performance.

See memo for details.

**2.     Drain Commissioner – *Resolution Pledging Full Faith and Credit to Bank Intercounty Drain Drainage District Note or Notes***

This resolution pledges the full faith and credit of the County to the Bank Intercounty Drain Drainage District (Delta Charter Township in Eaton County and Lansing Charter Township and City of Lansing in Ingham County). In order to pay the costs of design engineering and property acquisition, the Drainage District will need to issue an interim note for these preliminary expenses. The note will be issued in an amount not to exceed \$4,000,000. This note will be paid from the proceeds of bonds that will be issued for the permanent financing of the project.

See memo for details.

**3.     Veteran's Affairs Office – *Resolution to Approve the Reorganization of the Ingham County Department of Veterans Affairs***

This resolution approves the reorganization discussed at the January 17 County Services meeting.

See memo for details.

**4.     Parks Department – *Notice of Emergency Purchase Order for Electrical Repairs of Snow-Making Pump at Hawk Island's Snow Tubing Hill***

This authorizes an Emergency Purchase Order (PO) to repair the main electric line to the snowmaking pumps at Hawk Island snow tubing hill. The PO was issued to FD Hayes Electric Co. for a total cost of \$3,101.83.

See memo for details.

**5a.    Facilities Department – *Resolution to Authorize an Agreement with Hedrick Associates to Replace the Drinking Fountains at the Hilliard Building and Historical Mason Courthouse***

This resolution authorizes an agreement with Hedrick Associates for the replacement of drinking water fountains at the Hilliard Building and Historic Mason Courthouse. The replacement drinking fountains will have the standard bubbler and a water bottle filling station. Hedrick Associates, who is on the MiDeals co-

operative agreement and therefore does not require three quotes per the Ingham County Purchasing Policy, submitted a quote of \$27,870, which includes materials and labor to replace the seven drinking fountains. Facilities is requesting a contingency of \$4,000 for any uncovered conditions.

Funding is available in the 2020 Public Improvement Fund CIP.

See memo for details.

**5b. Facilities Department – Resolution to Authorize an Agreement with Sheridan Realty & Auction Co. for Real Estate Services**

This resolution authorizes an agreement with Sheridan Realty & Auction Co. to help us locate and negotiate real estate transactions. These services to Ingham County should not result in direct fees as they will seek the typical brokerage fees from the seller.

See memo for details.

**6a. Controller's Office – Resolution to Approve \$1,750,000 in Housing Trust Funds to the Ingham County Land Bank for Scattered Single-Family Housing Construction/Rehabilitation**

This resolution approves \$1,750,000 in Housing Trust Funds to the Ingham County Land Bank for single family housing construction/rehabilitation. The Land Bank has 50+ scattered sites throughout Ingham County with a goal of building/rehabbing 16 homes.

The for-sale units would have a target audience of 80% Area Median Income (AMI) and consist of:

- Multiple designs from 1-story, 1,040 sf to 2-story, 1600 sf.
- 2-4 bedrooms, 1-2 baths, basements or slabs
- Energy efficient, all-electric homes
- Down Payment Assistance (DPA)
  - Capped at \$25,000
  - Income qualified and provided as needed
  - Unforgiven for first five years
  - 20% pay back for each year following

See memo for details

**6b. Controller's Office – Resolution to Provide Retiree Health Insurance for Linda Vail**

This resolution provides retiree health insurance to Linda Vail who is retiring February 17 after 8 years and 10 months of service. Although short of the 10 years required by the contract, Director Vail has requested that she stay on the County's health insurance at a 75%/25% employee to County split of the insurance premium until she reaches Medicare age (65).

See memo for details.

**6c. Controller's Office – Resolution to Approve an Agreement with Terrill Consulting, LLC to Serve as County Representative for the Final Stages of Ingham County Justice Complex Project**

This resolution approves an agreement with Terrill Consulting, LLC to serve as the County representative for the completion of the Ingham County Justice Complex. Rick retires February 14, and the final completion of the Complex is scheduled for mid-July; in order to maintain a consistent County presence on the project, we are recommending contracting with Terrill Consulting, LLC, an entity which Rick has created and is a registered vendor with the County, to finalize the project.

The total cost would not exceed \$16,800 (21 weeks at 10 hours/week at \$80/hour) with funding coming from the project. The Building Authority supports this recommendation.

See memo for details.

**6d. Controller's Office – Resolution to Approve Additional Funding for the Okemos Road Bridge Project**

This resolution approves additional funding for the Okemos Road Bridge project. It got cold, concrete contractor went south until mid-March, and we need a backup contractor to finish before spring. The backup contractor will cost an additional \$184,000 (\$160,000 additional in unit costs plus an additional 15% in JIC monies); for this, we can utilize allocated but unused American Rescue Plan Act (ARPA) funds.

See memo for details.

**ADDITIONAL ITEMS:**

- 7. Human Resources Department – Resolution to Approve the Reorganization of the 30<sup>th</sup> Circuit Court Jury Administration Office (Discussion)**
- 8. Board of Commissioners – Referral from Alaiedon Township Regarding a Proposed Roundabout at Hagadorn and Sandhill Roads**

## Agenda Item 1

**TO:** County Services Committee of the Ingham County Board of Commissioners  
**FROM:** Darin J. Southworth, Chief Deputy, Sheriff's Office  
**DATE:** January 17, 2023  
**SUBJECT:** Authorization to Start an Employee Above Step 2  
For the meeting agenda of February 7, 2023

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### **BACKGROUND**

The Sheriff's Office, like other law enforcement agencies, struggles to find qualified and interested applicants. We have an interested applicant from the Williamston Police Department with a desired start date of February 21, 2023. The Sheriff seeks to solidify this prospect's commitment to accepting a full-time job by offering a starting pay of Step 3 within the CCLP-LE Collective Bargaining Agreement. This move would also be commensurate with the applicant's work experience, years of prior service, and performance.

### **ALTERNATIVES**

If this heightened starting pay is not extended, the applicant may still accept the position but may also be inclined to seek or accept employment elsewhere. We may be more likely to miss out on this staffing opportunity.

### **FINANCIAL IMPACT**

The position being filled has been open and is fully funded at top pay and benefits. The Sheriff is not requesting any additional funding to fulfill this request.

### **STRATEGIC PLANNING IMPACT**

We believe this is both favorable for this and future applicants of comparable employment/experience history and necessary for the Sheriff to remain competitive in these challenging times.

### **OTHER CONSIDERATIONS**

The Sheriff has several current and projected vacancies to fill. We will maintain our high employment standards but must capitalize on opportunities like those presented by this prospect. The applicant we are recruiting, comes with 3.5 years of police experience and the training/professional development that comes with him.

We have sought and received support of this move by the CCLP-LE Unit.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend this Committee approve the Sheriff's request to move forward with a Step 3 starting pay of \$60,718.73, for this specific applicant.



## Agenda Item 2

**TO:** Board of Commissioners County Services and Finance Committees

**FROM:** Patrick E. Lindemann, Drain Commissioner

**DATE:** January 24, 2023

**SUBJECT:** Full Faith and Credit Resolutions in Support of Intercounty Interim Note

For the meeting agendas of February 7 (County Services) and 8 (Finance)

### **BACKGROUND**

Under the Michigan Drain Code, when a drainage district contains lands benefitted by the drain located in multiple counties, an intercounty drainage district is created under the Drain Code to have jurisdiction over the drain. The intercounty drainage district is governed by a drainage board, normally consisting of the drain commissioner of each county in which lands that will benefit from the drain are located and a deputy of the director of the Michigan Department of Agriculture and Rural Development. When an intercounty drainage district is created, the Drain Code provides that the costs of a drain project be apportioned between the Counties included in the drainage district according to benefit.

Section 434 of the Drain Code gives an intercounty drainage district the power to borrow funds which may be used to pay the preliminary costs of a project, such as engineering fees, legal expenses and the costs of acquiring property and easements. The note would ultimately be paid from the proceeds of bonds issued for the project. Under Section 434, a county board of commissioners, by a 2/3rds vote, may pledge the full faith and credit of the County to the payment of the portion of the principal of and interest on the note apportioned to the County. This pledge provides backup security to the holder of the note.

While it is common for an intra county drain (one located entirely in the jurisdiction of one county) to issue interim notes without the full faith and credit of the county, it is more common for counties to pledge their full faith and credit to notes for larger intercounty preliminary notes. The pledge of full faith and credit in these instances helps obtain better borrowing terms, ultimately saving on the costs of the project for the county and the property owners in the drainage district. Perhaps more importantly, when full faith and credit is pledged, it gives the counties partnering in the intercounty drainage district assurance that each county stands by the percentage of the project apportioned to that county.

A project for the Bank Intercounty Drain Drainage District (the “Drainage District”) was initiated when the Eaton County Drain Commissioner received a petition from 56 freeholders on November 1, 2021 requesting a drain project, including the consolidation, maintenance and improvement of drains to address drainage issues in Delta Charter Township in Eaton County and Lansing Charter Township and the City of Lansing in Ingham County.

The Drainage Board met on April 25, 2022 and determined that the petition was sufficient and that the requested improvement was practical. The Drainage Board also determined that the requested consolidation was conducive to the public health, convenience, or welfare. The Drainage Board retained Spicer Group to provide preliminary engineering alternatives and cost estimates. A preliminary engineering study has been completed and upon the drainage board making its determination of necessity for the project, there will be a need for the drainage district to move expeditiously to begin design engineering for the project and to acquire properties necessary for detention.

In order to pay the costs of design engineering and property acquisition, the Drainage District will need to issue an interim note for these preliminary expenses. The note will be issued in an amount not to exceed \$4,000,000. This note will be paid from the proceeds of bonds that will be issued for the permanent financing of the project.

### **ALTERNATIVES**

Upon a finding of necessity, the Drainage District will be legally obligated to proceed with the project for the Bank Intercounty Drain. If the County does not adopt the resolution pledging full faith and credit, the financial advisor believes there is a possibility that the Drainage District would not be able to find a purchaser for the note. If that were to happen, the Drainage District would not have the necessary funds to design the project, and the project might not be able to proceed, exposing the Drainage District (and possibly the County) to liability. Alternatively, if the resolution is not adopted and a purchaser is found for the note, it is possible the interest rate will be higher than it would be if full faith and credit were pledged, increasing costs to the Drainage District and ultimately the County and its property owners. Finally, if Ingham County does not pledge its full faith and credit, the Drainage District and Ingham County will not receive the assurance that will be provided by Eaton County pledging its full faith and credit to the portion of the note apportioned to it.

### **FINANCIAL IMPACT**

Based on analysis provided in Other Considerations below, the Drainage District has the ability to issue bonds for the project in an amount sufficient to pay the principal of and interest on the Drainage District's note, and in the event the project does not move forward to completion there is significant value in the Bank Intercounty Drain Drainage District which is sufficient to support the payment of the assessments for the Drainage District's note in the event the project does not move forward. Therefore, the likelihood the County would have to make payment on the note as a result of the full faith and credit pledge is remote. In the worst case scenario where they could might have to make payment on the note, the payment would likely be recouped by special assessments levied to cover the principal of and interest on the note in a relatively short period of time.

### **STRATEGIC PLANNING IMPACT**

The County's strategic plan calls for the provision of quality roads and drains in the County and this project furthers the goal of providing quality drains.

### **OTHER CONSIDERATIONS**

The Drain Code provides significant powers to intercounty drainage districts and counties to assure that funds are available to pay interim notes.

a) Section 130 of the Drain Code provides each county drain commissioner with the power to specially assess the costs of the drain project that have been apportioned to a county against benefitted properties and public corporations. This power is given to the same extent and with the same safeguards to a county as are available to intra county drainage districts for their projects. Section 132 of the Drain Code further provides the intercounty drainage district with the power to issue bonds for the project in anticipation of these special assessments. Notes issued by intercounty drainage districts for interim costs of a project are intended to be paid from the proceeds of bonds issued to provide the permanent financing for the project. Since the drainage district has broad powers to issue bonds for a project, there is sufficient power under the Drain Code to issue the bonds needed for projects, including the payment of notes for preliminary costs.

b) In rare circumstances, a project for which notes have been issued to pay for preliminary expenses does not move forward and bonds are not issued for the project. In such circumstances, Sections 306 and 307 of the Drain Code provide the County Board of Commissioners with the power to authorize the drain commissioner to assess the amount of the preliminary expenditures to the drainage district. This power gives the county and the drain commissioner the ability to raise the funds needed to pay an interim note in such circumstances.

c) A county in an intercounty borrowing is only responsible for payment of the portion of the debt apportioned to the county. It is not responsible for portions of the debt apportioned to the other counties.

**d) The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district debt issued by a drainage district during my 30-year tenure as drain commissioner.**

Most importantly, for Ingham County, the amount of the interim note that has been apportioned to the County is only 5% of the total note amount. The balance has been apportioned to Eaton County. Therefore, the maximum exposure for Ingham County for this note is only \$200,000, plus accrued interest on that amount.

Furthermore, the pledge of full faith and credit by the counties will provide assurance to the counties that both counties stand behind their apportioned share of the project.

Both Ingham County and Eaton County will be asked to pledge their full faith and credit to the note. Ingham's pledge is contingent upon Eaton County pledging its credit and upon the drainage board for the Drainage District entering a first order of determination for the project.

### **RECOMMENDATIONS**

Based on the information presented, I respectfully recommend approval of the attached Resolution Pledging Full Faith and Credit to Bank Intercounty Drain Drainage District Note or Notes.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO  
BANK INTERCOUNTY DRAIN DRAINAGE DISTRICT NOTE OR NOTES**

Resolution # \_\_\_\_\_

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the County on \_\_\_\_\_, 2023, at \_\_\_\_\_ p.m., local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner: \_\_\_\_\_

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Eaton, State of Michigan, proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain improvements to the Bank Intercounty Drain (the “Project”) which is being undertaken by the Bank Intercounty Drain Drainage District (the “Drainage District”); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay preliminary costs of the Project, the Drainage Board for the Drain Drainage District intends to issue the Drainage District’s note or notes (the “Note”) in an amount not to exceed \$4,000,000 pursuant to Section 434 of the Act; and

WHEREAS, the principal of and interest on the Note will be payable from bonds to be issued by the Drainage District to provide the permanent financing for the Project (the “Bonds”); and

WHEREAS, for purposes of the issuance of the Note, five percent (5%) of the cost of the Project was apportioned by the Drainage Board for the Drainage District to the County of Ingham (the “County”) and ninety-five percent (95%) of the cost of the Project was apportioned by the Drainage Board to the County of Eaton; and

WHEREAS, the Ingham County Drain Commissioner (the “Drain Commissioner”), in consultation with professionals engaged by the Drainage District, has analyzed the Project and informed the County that the Drainage District’s ability to issue the Bonds and its ability to levy

special assessments for the payment of interim costs of the Project provide the Drainage District with sufficient powers to raise funds to pay the principal of and interest on the Note; and

WHEREAS, the Drainage Board deems it advisable and necessary to request that this Board adopt a resolution consenting to the pledge of the limited tax full faith and credit of the County on the Note to the extent that the cost of the Project has been apportioned to the County; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority vote of two-thirds of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Note pursuant to Section 434 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Note will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the property owners in the Drainage District for the Project; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Note; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Note.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of 5% of the principal of and interest on the Note and any Note issued to refinance the Note, and the County agrees that in the event that the Bonds are not issued prior to the date on which the principal of and interest on the Note (or a Note issued to refinance the Note) are due and that moneys are not otherwise available to the Drainage District on such date to pay such principal and interest, the County will immediately make such advancement from general funds of the County to the extent necessary to pay the County's share of the principal of and interest on the Note (or a note issued to refinance the Note) when due. The ability of the County to levy taxes to pay its share of the principal of and interest on the Note (or a note issued to refinance the Note) shall be subject to constitutional and statutory limitations on the taxing power of the County. The Note may be issued as part of one or more note issues.

2. In the event that, pursuant to said pledge of full faith and credit, the County advances County funds to pay any part of the principal of and interest due on the Note, the County shall take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

3. The Chairperson of the Board, the County Controller/Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Note and to execute any documents or certificates necessary to complete the issuance of the Note, including, but not limited to, any applications including the Michigan Department of Treasury,

Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to sign such documents and give any approvals necessary therefor.

4. This resolution shall become effective only if the Board of Commissioners of the County of Eaton adopts a resolution substantially in the form of this resolution that pledges the limited tax full faith and credit of the County of Eaton to the payment of the principal of and interest on the Note to the extent of its apportioned share of the cost of the Project, and only after the Drainage Board determines that the Project is necessary for the public health, convenience, or welfare and a first order of determination has been signed by the Chairperson of the Drainage Board.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners \_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

COUNTY SERVICES:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Approved: \_\_\_\_\_

FINANCE:

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Approved: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on January \_\_\_\_\_, 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: \_\_\_\_\_, 2023

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham

## Agenda Item 3

TO: Ingham County Board of Commissioners

FROM: Amy Pocan, Director

DATE: November 13, 2022

SUBJECT: Resolution to Approve the Reorganization of the Department of Veterans Affairs  
For the meeting discussion agendas of January 17<sup>th</sup> and January 23<sup>rd</sup>.

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### **BACKGROUND**

The reorganization effects all positions within the Department of Veterans Affairs except the Director position. The following is the history of the positions within the Veterans Affairs department:

- Deputy Director position was created in 2005 at an MC Level 6. Upgraded in 2008 to an MC Level 7, and terminated in 2011.
- Veteran Benefits Counselor was created in 2008 at an MC Level 5. The second position was created in 2011, after the termination of the Deputy Director position. A grant-funded position was established in 2021.
- Benefits Support Specialist was created as a three-quarter time UAW Level D in 2013. Upgraded to a full-time UAW Level E in 2015, and a grant-funded position was established in 2021.
- Veterans Clerk Trust Fund Agent position was created in 2005 at a UAW Level D. No upgrade since 2005.
- Transportation Officer position was created in 2005 at a UAW Level D. No upgrade since 2005.

With the demands for job responsibility having become more complex with changes to veterans federal and state regulations and laws. In January 2022, the Ingham County Veterans Affairs Committee voted to request a reorganization for all positions in the Veterans Affairs Department. In April 2022, the Director position was reclassified from an MC Level 10 to an MC Level 13.

After interviewing, reviewing, and recreating all the job descriptions for all positions within the Department of Veterans Affairs. The Human Resources Department, including Director Graham, Controller's Office, including Deputy Controller Cypher, and myself, worked to repoint and regrade all department positions. The Human Resource repointing results are as follows:

- Administrative Assistant (prev. Veterans Clerk Trust Fund Agent) - UAW D - UAW G
- Transportation Officer- UAW D - UAW E
- Benefits Support Specialist (x2) - UAW E - UAW I
- Veteran Benefits Counselor (x2) – MC 5 – MC 9
- Deputy Director (prev. Veteran Benefits Counselor)- MC 5 – MC 11

### **ALTERNATIVES**

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

### **FINANCIAL IMPACT**

The Budget Office calculated the financial impact based on the Human Resources results for each positions proposed classification.



<b>Deputy Director</b>	<b>MC 5 Step 1 Total Cost</b>	<b>MC 5 Step 5 Total Cost</b>	<b>MC 11 Step 1 Total Cost</b>	<b>MC 11 Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL</b>	<b>\$97,212</b>	<b>\$111,943</b>	<b>\$144,356</b>	<b>\$168,696</b>	<b>\$56,753</b>

<b>Veteran Benefits Counselor</b>	<b>MC 5 Step 1 Total Cost</b>	<b>MC 5 Step 5 Total Cost</b>	<b>MC 9 Step 1 Total Cost</b>	<b>MC 9 Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL</b>	<b>\$97,212</b>	<b>\$111,943</b>	<b>\$125,984</b>	<b>\$146,488</b>	<b>\$34,545</b>
<b>Veteran Benefits Counselor- Grant</b>	<b>MC 5 Step 1 Total Cost</b>	<b>MC 5 Step 5 Total Cost</b>	<b>MC 9 Step 1 Total Cost</b>	<b>MC 9 Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL GRANT</b>	<b>\$102,061</b>	<b>\$102,061</b>	<b>\$102,061</b>	<b>\$102,061</b>	<b>\$44,427</b>
<b>TOTAL</b>	<b>\$97,212</b>	<b>\$111,943</b>	<b>\$125,984</b>	<b>\$146,488</b>	<b>\$34,545</b>

<b>Benefits Support Specialist</b>	<b>UAW E Step 1 Total Cost</b>	<b>UAW E Step 5 Total Cost</b>	<b>UAW I Step 1 Total Cost</b>	<b>UAW I Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL</b>	<b>\$79,599</b>	<b>\$90,388</b>	<b>\$93,707</b>	<b>\$107,222</b>	<b>\$16,834</b>
<b>Benefits Support Specialist- Grant</b>	<b>UAW E Step 1 Total Cost</b>	<b>UAW E Step 5 Total Cost</b>	<b>UAW I Step 1 Total Cost</b>	<b>UAW I Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL GRANT</b>	<b>\$65,416</b>	<b>\$65,416</b>	<b>\$65,416</b>	<b>\$65,416</b>	<b>\$41,806</b>
<b>TOTAL</b>	<b>\$79,599</b>	<b>\$90,388</b>	<b>\$93,707</b>	<b>\$107,222</b>	<b>\$16,834</b>

<b>Administrative Assistant</b>	<b>UAW D Step 1 Total Cost</b>	<b>UAW D Step 5 Total Cost</b>	<b>UAW G Step 1 Total Cost</b>	<b>UAW G Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL</b>	<b>\$76,229</b>	<b>\$86,256</b>	<b>\$86,241</b>	<b>\$98,275</b>	<b>\$12,019</b>

<b>Transportation Officer</b>	<b>UAW D Step 1 Total Cost</b>	<b>UAW D Step 5 Total Cost</b>	<b>UAW E Step 1 Total Cost</b>	<b>UAW E Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL</b>	<b>\$76,229</b>	<b>\$86,256</b>	<b>\$79,599</b>	<b>\$90,388</b>	<b>\$4,132</b>

**Department Total Cost Increase: \$175,662**

### **OTHER CONSIDERATIONS**

The UAW is supportive of this reorganization, and the e-mail affirming their support has been included with the materials.

### **RECOMMENDATIONS**

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Department of Veterans Affairs.

### Agenda Item 3

TO: Amy Pocan, Veteran Affairs Director

FROM: Joan Clous, Human Resources Specialist

DATE: October 31, 2022

RE: Support for Reorganization of the Veteran Affairs Office

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Per your request, Human Resources has reviewed the reorganization materials submitted.

After analysis we have placed the following positions as follows:

1. Administrative Clerk (682003) UAW D (\$36,992 to \$44,059) will now be known as Administrative Assistant UAW G (\$44,049 to \$52,531)
2. Transportation Officer (682004) UAW D (\$36,992 to \$44,059) to UAW E (\$39,367 to \$46,972)
3. Benefits Specialist (682007, 682009) UAW E (\$39,367 to \$46,972) to UAW I (\$49,311 to \$58,837)
4. Benefits Counselor (682005, 682008) MC 5 (\$46,773 to \$56,159) to MC 9 (\$65,106 to \$78,171)
5. Benefits Counselor (682006) will become a Deputy Director Veteran's Affairs will be placed in the MC11 (\$76,813 to \$92,322)

***Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the next 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 <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, October 31, 2022 10:34 AM  
**To:** Amy Pocan <[APocan@ingham.org](mailto:APocan@ingham.org)>  
**Subject:** FW: VA Reorg

Amy,

Please include this email from the union in with your packet to the board as support from the union.

Thanks,  
Joan

**From:** Teresa Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)>  
**Sent:** Monday, October 31, 2022 10:21 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: VA Reorg

Yes Joan

The Union is in agreement with the reclass grade for the VA Reorg,

Administrative Assistant

1	2	3	4	5	6	7	8a	8b	9	10	11
Total											
140	135	110	100	50	90	70	60	60	10	10	25
860	UAW G										

Transportation Office

1	2	3	4	5	6	7	8a	8b	9	10	11
Total											
45	90	60	60	50	70	70	35	60	15	25	45
625	UAW E										

Benefits Specialist

1	2	3	4	5	6	7	8a	8b	9	10	11
Total											
190	90	110	140	50	90	130	35	115	10	10	25
995	UAW I										

Thank you

*Teresa Carter*

*Unit Chair*

*Local 2256*

**INGHAM COUNTY  
JOB DESCRIPTION**

Benefits Counselor – Department of Veteran Affairs

**General Summary:**

Under the direction and supervision of the Director of the Ingham County Department of Veteran Affairs, the employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assists veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws.

**Essential Functions:**

1. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility for Federal, State, and local laws; provides explanation and interpretation of laws and regulation for benefits available to veterans and their dependents.
2. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g., Social Security, welfare and vocational rehabilitation), identifies client problems and provides solutions to material, financial, medical and social needs within the framework of department guidelines.
3. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals, and representing veterans and their dependent's to U.S. Board of Veteran Appeals.
4. Create and manage case files, maintain client's electronic records and upload documents into client files; prepares monthly and quarterly reports as requested by the director.
5. Assist veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans; maintains liaison with community partners to remain aware of community resources offered.
6. Serves as program and benefits representative in a designated geographical area; develops and or presents informational speeches, benefits awareness fairs, programs, and problem-solving sessions to increase awareness of veterans benefits and programs; responds to veterans, dependents, legislators, and veterans service organizations regarding benefit questions.
7. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stay abreast of changes within Federal, State, and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents.

**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 & Experience:** A Bachelor's degree in Sociology, Psychology, Business Administration or related discipline. At least one (1) year of full time work experience in counseling with considerable experience as a Veterans Counselor and two (2) year of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or manager experience; or an equivalent combination of education, training, and /or experience.

OR

An Associate's degree in Sociology, Psychology, Business Administration or a related field. At least 5 years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or manager experience; or an equivalent combination of education, training, and /or experience.

## **Other Requirements:**

- Veteran of the U.S. Armed Forces (preferred) and have a discharged under honorable conditions.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Must maintain accreditation in accordance with VA Office of General Counsel.
- Possess a valid State of Michigan operator license and maintain this license throughout employment in this position
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

*(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 exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, 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.)*

***September 2022***

## **INGHAM COUNTY JOB DESCRIPTION**

### **Benefits Specialist – Department of Veteran Affairs**

#### **General Summary:**

Under the direction and supervision of the Director of the Ingham County Department of Veteran Affairs, the employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assist veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws.

Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals.

#### **Essential Functions:**

1. Serves as benefits representative, develops and presents information to veterans and their dependents to increase awareness of veteran's benefits and programs.
2. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility.
3. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g., Social Security, welfare and vocational rehabilitation).
4. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals.
5. Identify client's problems and concerns and provide solutions to housing, financial, medical and social needs within the framework of department guidelines.
6. Assist in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits.
7. Provides informational and administrative tasks to service staff, collaborators and community partners.
8. Consults with benefit counselors to determine specifics related to eligibility standards and application requirements for benefits.
9. Assist veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans; maintains liaison with community partners to remain aware of community resources offered.
10. Create and manage case files, maintain client's electronic records and upload documents into client files; prepares monthly and quarterly reports as requested by the director.
11. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stay abreast of changes within Federal, State, and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents

#### **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 & Experience:** Bachelor's Degree from an accredited college or university with a major in Sociology, Psychology, Human Service or related discipline and at least one (1) year of full time work experience in counseling with considerable experience working with veterans and their dependents.

OR

Possession of an Associate's Degree and two or more years of professional or technical experiences involving public contact in the areas of business, public or personnel administration, social service or a military service program.

## **Other Requirements:**

- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Must maintain accreditation in accordance with VA Office of General Counsel.
- Possess a valid State of Michigan operator license and maintain this license throughout employment in this position
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

*(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 exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments.



**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, 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.)*

***September 2022***

***Pay Grade***

# INGHAM COUNTY JOB DESCRIPTION

## DEPUTY DIRECTOR/VETERANS AFFAIRS

### **General Summary:**

Under the direction and supervision of the Director of Ingham County Department of Veteran Affairs, and the supervision of the County Administrator. The employee in this position will perform and assist in the administrative functions required to establish, maintain, and implement Veteran Services in Ingham and Clinton County. The employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assists veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws. The employee in this position is responsible for the development, management, and training of subordinates for the Veteran Services Department. ~~Under the supervision of the Director, interviews, counsels and assists veterans and/or their dependents in obtaining assistance to which they are entitled. Other responsibilities include performing routine and moderately complex accounting functions for the Veteran Affairs Department and serves as assistant to the Director.~~

### **Essential Functions:**

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

1. Formulates, recommends, implements, and monitors policies relating to administrative and programmatic operations of the Veteran Services Department in such areas as organization, personnel and other managerial areas as directed. ~~Serves as assistant to the Director, assuming those duties as well as supervisory duties.~~
2. Provides updates to the Director, County Administrator and the County Board of Commissioners relative to service objectives and program activities as directed. ~~Interviews, counsels and completes forms to assist veterans and/or their dependents in filing for any federal, state or county benefits.~~
3. Meets with and makes presentations to administrators, veterans' organizations, service clubs, private groups, and interested citizens regarding the needs of veterans and the types of services provided by the Veteran Services Department. ~~Performs a variety of routine accounting functions such as processing accounting records for department of Veterans Affairs Committee, prepares all vouchers for bills to be paid, assists with preparing departmental budget, and prepares balance list of all line items for Veterans Affairs Committee, monthly.~~
4. Analyzes laws, regulations, decisions and policy revisions to determine any effect on the Veteran Services Department's policies and services and recommends the appropriate changes. ~~Determines eligibility for county burial benefits and maintains records. Determines eligibility for foundation fee reimbursement.~~
5. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility for Federal, State and local laws; provides explanation and interpretation of laws and regulations for benefits available to veterans and their dependents. ~~Prepares appeals regarding denied claims.~~
6. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g. Social Security, welfare and vocational rehabilitation), identifies client problems and provides solutions to material, financial, medical and social needs within the framework of department guidelines. ~~Assists veterans/dependents in obtaining information regarding their claim when claimant is unable to do so.~~
7. Actively coordinate and participate with community partners in Veterans Treatment Court as a direct liaison to the Ingham County Judicial courts as a representative of veteran's benefits. ~~Evaluates and~~

~~determines validity of claim by reviewing legislation, regulations and precedents, and by studying veteran's medical reports and service history.~~

8. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals of VA claims. ~~Attends local, state and national schools of instruction.~~
9. Coordinate, supervise, and represent all U.S. Board of Veteran Appeals hearings within the department. ~~May assist veterans who are addicted to drugs and/or alcohol in getting proper assistance.~~
10. Assists veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans and their dependents; maintains liaison with community partners to remain aware of community resources offered. ~~Assists veterans who have psychological problems in scheduling appointments for appropriate help.~~
11. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stays abreast of changes within Federal, State and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers' and Sailors' Relief Fund.~~
12. ~~Issue purchase orders so emergencies are met by the Michigan Veterans Trust Fund and the Soldiers' and Sailors' Relief Fund.~~
13. ~~Complete and verify applications and amounts, and determine eligibility with utility companies.~~
14. ~~When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments and also pickup and sign for medications.~~
15. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers' and Sailors' Relief Fund.~~
16. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers' and Sailors' Relief Fund.~~
17. ~~Issue purchase orders so emergencies are met by the Michigan Veterans Trust Fund and the Soldiers' and Sailors' Relief Fund.~~
18. ~~Complete and verify applications and amounts, and determine eligibility with utility companies.~~
19. ~~When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments and also pickup and sign for medications.~~
20. ~~Performs related duties 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.

#### **Employment Qualifications:**

**Education:** A Bachelor's degree in Sociology, Psychology, Business Administration or a related discipline. Two years of college-level course work in psychology, social work, counseling, or related area of social services required.

**Experience:** At least two years of full-time work experience in counseling with considerable experience as a Veterans Counselor and two years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or managerial experience. ~~related experience.~~

**Other Requirements:**

- Veteran of the U.S. Armed Forces (preferred) and have a discharged under honorable conditions.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Knowledge of laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Ability to understand medical and legal terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

*(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 exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, 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.)*

~~Must be a Notary Public.~~

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

~~**Working Conditions:**~~

~~Works in office conditions.~~

~~Exposure to individuals with various emotional, mental and physical problems.~~

~~Exposure to communicable diseases.~~

October, 1999

September 2022  
MC

# INGHAM COUNTY JOB DESCRIPTION

## TRANSPORTATION OFFICER

### General Summary

Under the general supervision of the Veterans Affairs Director, responsible for coordinating and arranging transportation appropriate for eligible veterans to and from VA Medical Centers. Direct and assist patients to appointments to various clinics and hospitals. Acts as liaison for Ingham County Department of Veteran Affairs to VA Medical Centers staff and provides assistance to veterans at the facilities. ~~transporting veterans to and from VA Medical Centers. Directs patients to admitting rooms at various clinics and hospitals. Acts as liaison for Veterans Affairs Department to hospital staff and provides assistance to the veterans at the facilities.~~

### Essential Functions

1. Operates a multi-passenger van ~~with wheelchair ramp~~ to transport veterans needing medical care to VA Medical Centers ~~in Ann Arbor and Detroit.~~
2. Coordinates scheduled pre-approved home pick-up for disabled veterans, transporting them to appropriate clinics, and assures their arrival at the scheduled time. Makes house calls to pick-up disabled veterans, transports them to appropriate clinic, and assures their arrival at the scheduled time. Assists veterans on to and off of vehicle, includes pushing wheelchair up the van ramp, and securing wheelchair in safety restraint system in van.
3. Serves as an advocate for veterans, directing patients to appointments at various clinics and hospitals, and handling various inquires such as appointments, rescheduling, prescriptions urgent care and other communications between veterans and VA Medical Centers. ~~admitting rooms at various clinics and hospitals, and handling various inquires such as fee base requests, appointment changes, incorrect prescriptions, problems with prescriptions and other communications between the veteran and the VA Medical Centers.~~
4. Prior to departure from VA Medical Centers, locates veterans by checking clinics or communicating between veterans and the VA Medical Centers. ~~with social workers, doctors and nurses.~~
5. Greets passengers and provides assistance with loading and unloading. ~~Maintains log of daily activities, including entering data on home pick-ups, miles traveled, and locations traveled to.~~
6. Operates the shuttle van in a safe and efficient manner and complies with all traffic and safety regulations. ~~Picks up and refills prescriptions and delivers to the homes of disabled veterans and veterans who are unable to come into office or travel to VA clinic.~~
7. Monitors vehicle's condition and records malfunctioning items or damage on appropriate forms. ~~Serves as liaison between Veterans Affairs Department and the VA Medical Center administrative staff in Ann Arbor and Detroit.~~
8. Conducts pre-post trip inspections of the shuttle buses at the beginning and end of shift to ensure sound operating conditions. ~~Makes occasional visits to disabled veterans' home to examine equipment such as wheelchair and beds. May make minor adjustments to assure proper working order.~~
9. Monitors traffic and weather conditions and notifies the Director or supervisor of potential problems. ~~Maintains preventative maintenance records on van and arranges for routine maintenance, following agency policies and procedures. Inspects equipment and supplies such as tires, lights, brakes, gas, oil and water and reports any problems to the Veterans Affairs Director.~~
10. Reports accidents or other safety situations to the Director or supervisor.
11. Treats all veterans and their dependents in a courteous, friendly and professional manner.
12. Maintains log of daily activities, includes entering data on home pick-ups, miles traveled and locations traveled to and from.

13. Maintains preventive maintenance records on van and arranges for routine maintenance, following agency policies and procedures. Inspect equipment and supplies such as tires, lights, brakes, gas, oil and water reporting any problems to the Veteran Affairs Director.
14. Assist office personnel with routine clerical duties such as answering phones, filing, and assisting veterans and their dependents.

~~10. May assist office personnel with routine clerical duties such as filing and operating office machines.~~

### **Other Functions**

1. None listed.

*The above statements are intended to describe the general nature and level of work being performed by 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:** High School Diploma or its equivalent.

**Experience:** A minimum of one year experience in passenger transportation. ~~Some previous experience in transportation related job.~~

### **Other Requirements:**

- Must possess a valid Driver's License for at least 5 years.
- Must have been licensed continuously for at least the past 2 years.
- Must possess a Michigan Driver's License with a Class B, C, or P endorsement, and an excellent driving record.
- Ability to operate a passenger van safely and efficiently.
- Ability to drive in all weather conditions when authorized.
- Ability to work flexible hours, evenings and weekends as directed.
- Possess positive and professional attitude with strong communication skills.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~\*Must acquire and maintain a valid Michigan Chauffeur's License within thirty (30) days of hiring; and must possess and maintain an excellent driving record.~~

~~\*CPR Certification 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.*

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

- Speak to others to convey information effectively.

- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 35 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Physical ability to set up and clean up facilities for special events.
- The employee typically works in office conditions
- The noise level in the work environment is moderate with many interruptions.
- The position requires working with a very diverse cross-section of the public.
- Work outside in various weather and driving conditions
- Exposure to individuals with various emotional/mental issues
- Exposure to communicable diseases.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~Ability to support and/or assist veterans onto and from the vehicle.~~

~~Ability to push and/or pull clients in a wheelchair up or down a ramp to board or depart the vehicle.~~

~~Ability to sit for extended periods of time.~~

#### **~~Working Conditions:~~**

~~Works outside in various weather and driving conditions.~~

~~Exposure to individuals with various emotional/mental problems.~~

~~Exposure to communicable diseases.~~

September 1, 2022

1998 – UAW/D

~~Updated July 2018~~



# INGHAM COUNTY JOB DESCRIPTION

## ~~VETERANS CLERK/TRUST FUND AGENT~~ ADMINISTRATIVE ASSISTANT

### General Summary

Under the direction and supervision of the Director of the Ingham County Department of Veterans Affairs, the employee in this position is responsible for supporting office staff and performing administrative tasks. The employee in this position will provide a variety of administrative support services, including but not limited to, filing, scanning, answering phones, assists in coordinating and managing the administrative support function of the department. ~~serves as receptionist to the Veterans Affairs Office and provides support to the office by typing forms, reports, correspondence and other materials, entering data to the computer, maintaining activity and financial statistics, and databases, and performing related functions. Assists the Director in operating the Veterans Trust Fund by reviewing completed applications, scheduling cases before the Veterans' Trust Fund Committee, presenting the claim to the Committee, preparing and sending out the determination letter, and maintaining Trust Fund records.~~

### Essential Functions

1. Uses a variety of software programs to provide administrative support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing reports for the Director's review and signature. ~~Receives, screens, and routes telephone calls, determines information that can be released, and determines matters needing the attention of a Service Officer, Vocational or Rehabilitation Counselor, Employment Associate, a Counselor from the Vet Counseling Center, or whether referral to another agency is appropriate. Explains departmental policies and procedures and the necessary documentation required.~~
2. Receives, screens, and routes telephone calls, determines information that can be released, and matters needing the attention of the Director and Counselors. Determines whether referrals to another agency is appropriate. Explains departmental policies and procedures and the necessary documentation required. ~~Assists walk-in clients by ascertaining needs, explaining departmental services and policies, initiating applications or other forms, or making referrals to an appropriate agency.~~
3. Assists walk-in clients by ascertaining needs, exploring departmental services and policies, initiate applications or other forms, or making referrals to appropriate agencies. ~~Provides secretarial support including maintaining office filing systems, scheduling meetings and appointments, assembling reports, and related tasks.~~
4. Provides secretarial support including maintaining office filing systems, scheduling meetings and appointments, assembling reports, and related tasks as directed. ~~Assists in organizing and maintaining veterans record systems. Processes various administrative records, enters data to computerized veteran's information system, and maintains office filing systems. Performs client screens on new clients, includes entering the name, social security number, and dates of service. Updates the data activity screen on each client's contact with the Veterans Affairs Office.~~
5. Processes various administrative records, enters and maintains veteran's confidential information in the departments computerized data programs. ~~Schedules van appointments for veterans being transported to medical centers, inputs data on travel pay, and records clinics used by veterans.~~
6. Prepares departmental supply requisitions and ensures proper inventory of all forms and supplies. Works with purchasing departments to develop specifications and purchase order for equipment, furniture, and other items. ~~Maintains and drafts required reports and documentation for the department.~~
7. Responds to trouble calls on equipment, troubleshoots equipment problems or prepares work orders for maintenance. Serves as liaison with maintenance staff and coordinates the repair of office and telephone equipment. Assists the Director in operating the Michigan Veterans Trust Fund to assist veterans and dependents with emergency needs for housing, food, utilities, prescriptions, transportation and other needs.

8. Reviews and processes time cards and enters data into the County payroll system, and handles all payroll matters and questions for the office. ~~Coordinates the application process for relief funds to veterans, including coding in veteran data to the computer and delivering the application to a Service Officer for completion and collection of supporting documentation.~~
9. Process outgoing courier mail, and assists in opening and sorting incoming postal mail. ~~Attends Veteran's Trust Fund Committee meetings and provides list of veterans seeking relief funds to Committee members. Presents the applications, providing a factual account of each claim. Records minutes of the meeting.~~
10. Assists with routine business travel arrangements to meet the specific needs of the department with hotels, flights, and car rental availability. Confirms reservations and makes itinerary changes as necessary or as directed. ~~Records Trust Fund Committee decisions on applications, prepares and mails notices of determination to veterans applying for assistance, includes notification on the approval or denial of claim and dollar amount of grant.~~
11. Assists the Director in operating the Michigan Veterans Trust Fund and Veteran Relief Fund by reviewing completed applications, scheduling cases before the Committee, presenting the claim to the Committee, preparing and sending out the determination letter, and maintaining Trust Fund records. .
12. Assists veteran and their dependents with emergency needs for housing, food, utilities, and other emergent needs in accordance with MCTF a VRF guidelines. ~~Maintains stock of veteran informational pamphlets and orders pamphlets from Veterans Affairs regional office when necessary.~~
13. Attends Veteran's Trust Fund Committee meetings, present applications providing a factual account of each request for emergency assistance. ~~Processes outgoing mail, and receives incoming postal and departmental mail, sorts and distributes.~~
14. Records Trust Fund Committee decision on applications, prepares and mails notices of determination to veteran and their dependents applying for assistance, includes notification on the approval or denial of the application and dollar amount granted.
15. Prepares vouchers of payment of Trust fun bills, enters information to records and maintains accounting ledger. Maintains Trust Fund records and submits required reports and documentation to the State. Prepares a monthly final report and submits to County Treasurer.

### **Other Functions**

#### **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 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:** Two years of college level ~~High school graduation or equivalent, with prefer some advanced~~ coursework in data processing, accounting, general office management and/or related areas. ~~Word processing and bookkeeping.~~

**Experience:** A minimum of two years ~~one year~~ of experience is required. ~~in a secretarial/office administrative capacity including dealing with the public, PC computer applications, and word processing functions.~~

#### **Other Requirements:**

- Knowledge of laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepares and process routine reports; operate computer systems and programs.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals make decisions under adverse conditions in the accordance with department policies and procedures.

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

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 35 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Physical ability to set up and clean up facilities for special events.
- The employee typically works in office conditions
- The noise level in the work environment is moderate with many interruptions.
- The position requires working with a very diverse cross-section of the public.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~Ability to access various files.~~

~~Ability to operate copying machine and other office equipment.~~

~~Ability to enter and access information to the computer.~~

### **~~Working Conditions:~~**

~~Works in office conditions.~~

~~Exposure to individuals with various emotional/mental problems.~~

**1/11/99  
September 2022**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE INGHAM COUNTY  
DEPARTMENT OF VETERANS AFFAIRS**

WHEREAS, the demands and complex changes in federal and state veterans' laws require the roles and responsibilities of the Department of Veterans Affairs staff to change; and

WHEREAS, the positions in the Veterans Affairs Department have not been re-evaluated for more than fifteen years; and

WHEREAS, additional job responsibilities and clarification of existing duties that were not captured in the existing job descriptions for the Deputy Director, Veteran Benefits Counselor, Benefits Support Specialist, Administrative Assistant, and Transportation Officer resulted in reclassifications in higher grades; and

WHEREAS, the Veterans Affairs Department reorganization is proposed to consist of:

- Reclassify Veteran Benefits Counselor (MC5) to the Deputy Director at MC level 11 (\$76,813 to \$92,322)
- Reclassify Veterans Benefits Counselor (MC 5) positions to MC level 9 (\$65,106 to \$78,171)
- Reclassify Benefits Support Specialist (UAW E) positions to UAW I (\$49,311 to \$58,837)
- Reclassify Veterans Clerk/Trust Fund Agent (UAW D) to the Administrative Assistant at UAW G (\$44,049 to \$52,531)
- Reclassify Transportation Officer (UAW D) position to UAW E (\$39,367 to \$46,972); and

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

WHEREAS, the Veterans Affairs Department 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 Department of Veterans Affairs.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
682003	Veterans Clerk/ Trust Fund Agent	Move from UAW D to UAW G, update the current job description, and change the title to Administrative Assistant

682004	Transportation Officer	Move from UAW D to UAW E, update the current job description
682007 & 682009	Benefits Support Specialist	Move from UAW E to UAW I, update the current job description
682005 & 682008	Benefits Counselor	Move from MC 5 to MC 9, update the current job description
682006	Benefits Counselor	Moved from MC 5 to MC 11, update the current job description, and change the title to Deputy Director

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

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 4

**TO:** Board of Commissioners County Services Committee  
**FROM:** Tim Morgan, Parks Director  
**DATE:** January 24, 2023  
**SUBJECT:** Emergency Purchase for electrical repairs of snow making pump at Hawk Islands snow tubing hill  
For the meeting agenda of February 7, 2023 County Services

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This memo is to inform you of an emergency purchase approved by the Controller's Office and Purchasing that was made prior to receiving approval from the County Services Committee.

The main electric line to the snowmaking pumps shorted out on December 24, 2022 and needed to be repaired to continue to make snow at the Hawk Island snow tubing hill. The quote received from FD Hayes Electric Co. for the repair of the line was \$3,101.83.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary, and a Purchase Order has been issued to FD Hayes Electric Co. for a total cost of \$3,101.83.

Funds for this purchase are available in line item 208-75600-932000.

The Controller, Purchasing Director along with myself approved this purchase.

**TO:** Board of Commissioners, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** January 24, 2023

**RE:** Resolution to Authorize an Agreement with Hedrick Associates for Drinking Fountain Replacement at the Hilliard Building and the Historical Mason Courthouse

For the meeting agendas of: February 7 & 8

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**BACKGROUND**

The drinking fountains at the Hilliard Building and the Historical Mason Courthouse have reached their expected operational life and some units have been tested for high levels of copper in the water reservoir which could pose health risks to those vulnerable to high levels of metals. Currently there are water coolers stationed at each shut down drinking fountain area which costs the County a monthly rental fee plus the bottles of water and cups. The replacement drinking fountains will have the standard bubbler and a water bottle filling station. Hedrick Associates, who is on the MiDeals co-operative agreement and therefore does not require three quotes per the Ingham County Purchasing Policy, submitted a quote of \$27,870 which includes materials and labor to replace the seven drinking fountains. We are requesting a contingency of \$4,000 for any uncovered conditions.

**ALTERNATIVES**

The alternative would be to not approve replacing the drinking fountains, leaving the water coolers and continuing to pay the monthly fees and costs.

**FINANCIAL IMPACT**

Funds are available in the approved 2020 CIP line item # 245-90210-976000-20F15.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-90210-976000-20F15	\$40,000	\$40,000	\$31,870	\$8,130
Public Imp. 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 an agreement with Hedrick Associates to replace the drinking fountains at the Hilliard Building and Historical Mason Courthouse.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEDRICK ASSOCIATES TO  
REPLACE THE DRINKING FOUNTAINS AT THE HILLIARD BUILDING AND  
HISTORICAL MASON COURTHOUSE**

WHEREAS, the drinking fountains at the Hilliard Building and the Historical Mason Courthouse have reached their expected operational life and some units have been tested for high levels of copper in the water reservoir which could pose health risks to those vulnerable to high levels of metals; and

WHEREAS, there are water coolers stationed at each shut down drinking fountain area which costs the County a monthly rental fee plus the bottles of water and cups; and

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

WHEREAS, Hedrick Associates is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends an agreement with Hedrick Associates, who submitted the proposal of \$27,870 to replace seven drinking fountains that are located at the Hilliard Building and Historical Mason Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$4,000 for any uncovered conditions; and

WHEREAS, funds are available in the approved 2020 CIP line item #245-90210-976000-20F15, which has a balance of \$40,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Hedrick Associates, 2360 Oak Industrial Dr. NE, Grand Rapids, Michigan 49505, to replace drinking fountains at the Hilliard Building and Historical Mason Courthouse for an amount not to exceed \$31,870, which includes a \$4,000 contingency.

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 5b

**TO:** Board of Commissioners, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** January 24, 2023

**RE:** Resolution to Authorize an Agreement with Sheridan Realty for Real-estate Services

For the meeting agendas of: February 7 & 8

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### **BACKGROUND**

In the past, we have solicited Real Estate services to help with locating and negotiating real estate transactions. The broker we have used in the past has retired, we are requesting to enter into an agreement with Sheridan Realty who currently works with the County on farm land preservation acquisitions. The purpose is to enter into an agreement is to represent the County on any lease space and/or purchase any commercial real estate properties within Ingham County. These services to Ingham County should not result in direct fees as they will seek the typical brokerage fees from the seller.

### **ALTERNATIVES**

The alternative would be to not approve the agreement for services, leaving the County to look for other real estate services.

### **FINANCIAL IMPACT**

Funds are available in the appropriate line item.

### **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 Sheridan Realty for real estate services.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SHERIDAN REALTY & AUCTION CO.  
FOR REAL ESTATE SERVICES**

WHEREAS, the real estate broker the County has used in the past has retired; and

WHEREAS, Ingham County needs real estate services to represent the County on any lease space and/or purchase any commercial real estate in Ingham County; and

WHEREAS, the Facilities Department recommends entering into an agreement with Sheridan Realty & Auction Co. for real estate services to represent Ingham County on any lease space and/or purchase any commercial real estate properties within Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Sheridan Realty, 740 S. Cedar St, Mason, Michigan 48854, to represent Ingham County on any lease space and/or purchase any commercial real estate properties within Ingham County.

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 and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** January 24, 2023  
**SUBJECT:** Resolution to Approve \$1,750,000 in Housing Trust Funds to the Ingham County Land Bank for Scattered Single-Family Housing Construction/Rehabilitation  
For the meeting agendas of February 7 and 8

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### **BACKGROUND**

The Ingham County Board of Commissioners funded the Ingham County Housing Trust Fund (HTF) with \$9 million in ARP funds through Resolution #22-211. At the January 17, 2023, the HTF Fund Committee meeting, the Committee voted unanimously to support a \$1.75 million allocation of HTF dollars to go toward Ingham County Land Bank's (ICLB) single-family housing construction/rehabilitation project. The ICLB has over 50 vacant lots in Ingham County that are suitable for this project and the \$1.75 million in funding would allow them to build/rehab up to 16 houses on selected properties.

The for-sale units would have a target audience of 80% Area Median Income (AMI) and consist of:

- Multiple designs from 1-story, 1,040 sf to 2-story, 1600 sf.
- 2-4 bedrooms, 1-2 baths, basements or slabs
- Energy efficient, all-electric homes
- Down Payment Assistance (DPA)
  - Capped at \$25,000
  - Income qualified and provided as needed
  - Unforgiven for first five years
  - 20% pay back for each year following

### **ALTERNATIVES**

Do not approve the funding

### **FINANCIAL IMPACT**

\$1.75 million funding would leave the following balance:

Housing Trust Fund	
Beginning Balance	\$ 9,000,000
CAHP - Walter French	\$ (1,500,000)
ICLB - Row Houses	\$ (2,000,000)
ICLB - Single Family	\$ (1,750,000)
Staff/Admin (2022-2024)	\$ (300,000)
Balance	\$ 3,450,000

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE \$1,750,000 IN HOUSING TRUST FUNDS TO THE  
INGHAM COUNTY LAND BANK FOR SCATTERED SINGLE-FAMILY HOUSING  
CONSTRUCTION/REHABILITATION**

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, has allocated \$9,000,000 of the second tranche of American Rescue Plan funds received by Ingham County for affordable housing opportunities through the Ingham County Housing Trust Fund; and

WHEREAS, the Ingham County Board of Commissioners desires to utilize the allocated \$9,000,000 of American Rescue Plan funds swiftly and effectively to develop affordable housing opportunities to aid Ingham County residents and businesses disproportionately affected by COVID-19; and

WHEREAS, the Ingham County Board of Commissioners identified that the purposes of the Housing Trust Fund include projects that 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,” and “prioritize Land Bank properties”; and

WHEREAS, the Ingham County Land Bank (ICLB) owns approximately 50 vacant parcels at scattered sites in Ingham County suitable for construction/rehab of Single-Family Houses; and

WHEREAS, the ICLB plans to construct/rehab up to 16 Single-Family Houses on vacant parcels already owned by the ICLB on scattered sites throughout Ingham County; and

WHEREAS, the houses will be offered for sale targeted to buyers with incomes of 80% to 120% of Area Median Income in order to expand the availability of owner-occupied housing to more buyers in diverse neighborhoods; and

WHEREAS, ICLB is partnering with State and Local agencies such as the Michigan State Housing Development Authority (MSHDA) and the Michigan Economic Development Corporation (MEDC) to seek additional funding to allow construction/rehab on ICLB owned sites, and prioritizing properties in a County Brownfield Plan, which, if built on, would help capture taxes for the Plan and possibly fund some of the infrastructure work; and

WHEREAS, ICLB has proposed to manage funding and partner involvement to increase energy efficiency of new builds/rehabs using a variety of designs to fit the neighborhoods of each parcel, including an all-electric house(s) and the use of renewables (solar panels) where possible; and

WHEREAS, ICLB will devise and further develop projects sites that meet many of the objectives set forth by the Board of Commissioners and by the Housing Trust Fund Committee for the use of the Housing Trust Fund allocation, including identifying vacant properties targeted for re-development to promote neighborhood stabilization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners contracts with ICLB to utilize up to \$1,750,000 of the \$9,000,000 allocated to the Housing Trust Fund to help construct up to 16 single-family scattered housing projects planned by ICLB throughout Ingham County.

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 and Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** January 23, 2023  
**SUBJECT:** Resolution to Approve Retiree Health Insurance for Linda Vail  
For the February 7 County Services and February 8 Finance Committees

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**BACKGROUND**

Linda Vail retires on February 17, 2023 after 8 years and 10 months of service to Ingham County. Per the 2022-2024 Managers/Confidential contract, *Section 3. Retiree Health Insurance, paragraph b. ii - After 10 years of service, the Employer's contributions for a retiree's health insurance premium shall be capped at 50% of the Employer's current contribution for active employee single coverage.*

Although short of the 10 years required by the contract, Director Vail has requested that she stay on the County's health insurance at a 75%/25% employee to County split of the insurance premium until she reaches Medicare age (65).

**ALTERNATIVES**

If not approved, Ms. Vail can rely on COBRA/personal insurance

**FINANCIAL IMPACT**

The County's contribution would be for the next four years, at which point Ms. Vail will be of Medicare age.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROVIDE RETIREE HEALTH INSURANCE FOR LINDA VAIL**

WHEREAS, Linda Vail has served as Health Officer for the Ingham County Health Department since April 7, 2014; and

WHEREAS, the Ingham County Managerial/Confidential employee contract allows for a 50% County contribution to retiree's health insurance premium after 10 years of service; and

WHEREAS, Ms. Vail's retirement date will fall one year and two months short of the 10 year requirement; and

WHEREAS, Ms. Vail's leadership during COVID-19 led to extremely long hours with limited time off and a need to be available 24 hours a day, seven days a week; and

WHEREAS, Ms. Vail has requested retiree health insurance with a 25% County contribution until she reaches Medicare age; and

WHEREAS, the estimated cost to the County for the four years of 25% health insurance premium contribution will be approximately \$8,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Linda Vail to receive County retiree health insurance with a 25% County contribution until she reaches Medicare age (four years).

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 and Finance Committees

**FROM:** Gregg Todd, Controller

**DATE:** January 24, 2023

**SUBJECT:** Resolution Approving an Agreement with Terrill Consulting, LLC for the Ingham County Justice Complex  
February 7 County Services and February 8 Finance Committees

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**BACKGROUND**

Rick Terrill is retiring from the County as Facilities Director on February 14, 2023. One of the primary responsibilities of the Facilities Director is to be the staff liaison to the Building Authority. Currently, the Building Authority is in the final stages of overseeing the Justice Complex project. With Mr. Terrill's experience with the Justice Complex project to date and the incoming Facilities Director's learning curve to get up to speed on all aspects of the job, it is in the best interest of the County to retain Mr. Terrill's services, through his company Terrill Consulting LLC, through the completion of the Justice Complex project. Terrill Consulting, LLC is a registered vendor with Ingham County, the professional services contract would be below the \$25,000 threshold for bidding. Terrill Consulting, LLC has quoted a rate of \$80/hour on an as-needed basis with a projected 10 hours per week February 21, 2023 through July 14, 2023 with a not to exceed amount of \$16,800 (21 weeks at 10 hours/week at \$80/hour). This agreement would be limited to the Justice Complex only and the Building Authority members are supportive of this recommendation.

**ALTERNATIVES**

Utilize the incoming Facilities Director to oversee the work.

**FINANCIAL IMPACT**

Funds are available in the Justice Complex project budget.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Respectfully request approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH TERRILL CONSULTING, LLC TO  
SERVE AS COUNTY REPRESENTATIVE FOR THE FINAL STAGES OF INGHAM COUNTY  
JUSTICE COMPLEX PROJECT**

WHEREAS, the Ingham County Justice Complex (ICJC) project is in the final stages of completion; and

WHEREAS, the ICJC is an Ingham County Building Authority project; and

WHEREAS, Richard Terrill, in his role as Facilities Director has served as the County's staff liaison to the Building Authority through the life of the ICJC project; and

WHEREAS, Richard Terrill is retiring February 14, 2023 and has started a consulting firm, Terrill Consulting, LLC; and

WHEREAS, in order to maintain consistency through the end of the ICJC project, it would be beneficial to enter into an agreement with Terrill Consulting, LLC for Richard Terrill to continue to serve as the County's representative on the project; and

WHEREAS, Terrill Consulting, LLC is a registered vendor with Ingham County; and

WHEREAS, the estimated scope of work through the completion of the ICJC is 10 hours per week from February 21, 2023 through July 14, 2023; and

WHEREAS, Terrill Consulting, LLC has quoted a price of \$80 per hour, which at 10 hours per week for 21 weeks equates to \$16,800; and

WHEREAS, this amount is below the \$25,000 threshold requiring RFPs for professional services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Terrill Consulting, LLC for Richard Terrill to serve as the County's representative on the ICJC project from February 21, 2023 through July 14, 2023 at an hourly rate of \$80 per hour with a not to exceed amount of \$16,800.

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

**TO:** Board of Commissioners County Services and Finance Committees

**FROM:** Gregg Todd, Controller

**DATE:** January 24, 2023

**SUBJECT:** Resolution to Approve Additional Funding for the Okemos Road Bridge Project  
For the meeting agendas of February 7 and 8

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**BACKGROUND**

The Okemos Road Bridge project was presented with an unexpected delay when the concrete contractor, Martin J, left the job January 17<sup>th</sup> for a seasonal shutdown until mid to late March. This delay was concerning for Meridian Township as the extended lack of southbound access on Okemos Road until spring prompted them to issue a Public Safety Crisis due to a lack of emergency services in the southern portion of the Township. A Zoom meeting was held on Thursday, January 19<sup>th</sup> to discuss options. The Zoom consisted of Meridian Township representatives, the Michigan Department of Transportation (MDOT) representatives, Nashville Construction (Prime Contractor) representatives, Commissioner Polsdofer, Road Department Project Engineer Eric Burns, and the Ingham County Controller. At this meeting, Meridian Township indicated their desire to have a replacement contractor onsite by January 30<sup>th</sup>. A local concrete contractor, GM & Sons, was available but their unit price exceeded the bid unit price and therefore could not simply replace the existing contractor. MDOT indicated that they could replace Martin J if they (Martin J) signed a release for that portion of their contract and a local funding source contributed the unit price difference (estimated at \$160,000).

Meridian Township agreed to commit to the \$160,000 while the County went through the committee process. Martin J has agreed to the release and a work order has been issued to Nashville Construction to hire GM & Sons to complete the concrete work. This resolution would fund the \$160,000 plus a 15% contingency (\$184,000 total) out of allocated but unused ARPA funds, specifically County PPE and Other Public Health allocations, which have \$197,185 remaining with no plans for additional expenses.

**ALTERNATIVES**

Do not approve the funding and leave for Meridian Township to fund.

**FINANCIAL IMPACT**

The total not to exceed amount of \$184,000 would come from allocated, but unused ARPA funding and would be classified as Revenue Replacement, which allows us to use for any general government expenditure.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE ADDITIONAL FUNDING FOR THE  
OKEMOS ROAD BRIDGE PROJECT**

WHEREAS, the Ingham County Board of Commissioners, through Resolution #21-358, authorized a second party agreement with the Michigan Department of Transportation (MDOT) for the Okemos Road project from Jolly Road to Central Park Drive; and

WHEREAS, Resolution #21-404 increased the local participation costs to address as-bid results that exceeded the engineer's estimate by nearly 25%; and

WHEREAS, this project included the replacement of two bridges on Okemos Road with one bridge to improve traffic flow; and

WHEREAS, this project included the following funding sources:

Local Bridge Program (LBP):	\$3,652,000
Earmark Repurposed Funds:	\$1,491,390
Surface Transportation Program (STP):	\$ 166,753
National Highway Performance Program (NHPP):	\$ 223,243
Congestion Mitigation and Air Quality Improvement Program (CMAQ):	\$ 349,000
Local Participation (revised per #21-404):	<u>\$ 2,333,519</u>
	\$ 8,751,992; and

WHEREAS, the Ingham County Road Department (ICRD) was responsible for the estimated local participation costs of \$2,333,519 shown above; and

WHEREAS, the ICRD requested a 20% contingency of the estimated local participation costs, totaling an additional \$466,704; and

WHEREAS, due to increased labor costs and unforeseen issues, the contingency has been depleted; and

WHEREAS, due to numerous impacts to the scheduling including utility relocation delays, construction material shortages, shipping delays, contractor inefficiencies, revisions to drain relocation work, trucking shortages, beam fabrication issues, subcontractor unavailability, and weather, the opening of the full bridge and roadway has been delayed from the November 2022 proposed date; and

WHEREAS, these delays have been exacerbated by the concrete contractor walking off the job until mid to late March as part of a seasonal weather shutdown; and

WHEREAS, a replacement concrete contractor, GM & Sons, has been approved by MDOT and ICRD to complete the remaining concrete work beginning on January 30, 2023 at a high unit price which will result in an additional \$184,000 (\$160,000 plus 15% contingency of \$24,000) in local participation costs; and

WHEREAS, the original local participation contribution and contingency has been exhausted; and

WHEREAS, allocated, but unused American Rescue Plan Act (ARPA) funds are available for the required additional funding and can be classified as Revenue Replacement funds, which can be used for any general government expenses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners agrees to contribute a not to exceed amount of \$184,000 in ARPA funds for local participation costs to the Okemos Road Bridge project for the concrete work to be completed by GM & Sons.

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.

## Agenda Item 7

TO: Ingham County Board of Commissioners, County Services Committee

FROM: Sue Graham, Human Resources Director

DATE: January 30, 2023

SUBJECT: Resolution to Approve the Reorganization of the 30<sup>th</sup> Circuit Court Jury Administration Office

For the meeting agendas of February 7<sup>th</sup> (*Discussion*)

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### **BACKGROUND**

The proposed reorganization affects the only two jury administration positions within the Jury Administration Office of the 30<sup>th</sup> Circuit Court. Both of these positions are within the UAW Technical, Office & Professional and Service Employees bargaining unit. These two positions, Jury Clerk and Jury Administration Coordinator, are staffed by a single employee each and are functionally similar in nature. It is generally intended that each will back up the other's basic functions in the other's absence as there is no one else to perform those tasks. Although they are similar in nature, the Jury Clerk focuses on jurors, while the Jury Administration Coordinator focuses on technology. The demands and responsibilities of each of these positions have increased and become more complex over time and it has become apparent that backing up only the basic functions of each position is insufficient. Until now, the Jury Clerk's position has not undergone a classification review since 2006. The Jury Administration Coordinator's position was more recently reclassified in 2021. However, given the interrelated nature of these positions, information received during the reclassification process for the Jury Clerk's position necessitated that the Human Resources Department re-examine the Jury Administration Coordinator's job description. After review, it was determined that it is most appropriate to combine the two job descriptions, resulting in a reorganization consisting of a proposed reclassification of both positions and an elimination of the Jury Clerk position. The smooth operation of the Jury Administration Office is critical to the functioning of the jury system and this proposed reorganization results in much needed depth of coverage in the event one or the other employee is absent. Chief Judge Draganchuk supports this reorganization.

### **ALTERNATIVES**

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

### **FINANCIAL IMPACT**

The financial impact of the proposed reorganization is as reflected in the attached resolution.

### **OTHER CONSIDERATIONS**

The UAW is supportive of this reorganization and the email affirming their support has been included with the materials.

### **RECOMMENDATIONS**

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the 30<sup>th</sup> Circuit Court Jury Administration Office.

## Agenda Item 7

TO: George Strander, Circuit Court Administrator/Jury Administrator  
Sue Graham, Human Resources Director

FROM: Joan Clous, Human Resources Specialist

DATE: January 27, 2023

RE: Support for Reorganization of the Jury Administration

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Per your request, Human Resources has reviewed the reorganization materials submitted.

After analysis we have placed the following positions as follows:

1. Jury Clerk (130024) UAW E (\$38,634.60 to \$46,050.88) will now be known as Circuit Court Jury Administration Coordinator UAW J (\$51,146.50 to \$61,041.63).
2. Circuit Court Jury Administration Coordinator (130058) UAW H (\$45,704.24 to \$54,513.63) will move to UAW J (\$51,146.50 to \$61,041.63).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed reorganization. You are now ready to complete the next steps in the process.

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

**From:** [Teresa Carter](#)  
**To:** [Sue Graham](#); [Joan Clous](#)  
**Subject:** RE: Circuit Court Reclass  
**Date:** Tuesday, January 24, 2023 10:07:03 AM

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Thank you Sue

This email is in Support of the Reorganization for the 2 Circuit Court position, combining and creating a new job description and job title pointing out as a UAW J.

Thank you

[Teresa Carter Unit Chair Local](#)  
[2256](#)



## **INGHAM COUNTY JOB DESCRIPTION**

### **CIRCUIT COURT JURY ADMINISTRATION COORDINATOR (NEW)**

#### **General Summary:**

Under the supervision of the Deputy Court Administrator of the General Trial Division, assists with ensuring all duties of Jury Administration are met.

#### **Essential Functions:**

1. Collaborates with jury management system (JMS) vendors. Tests modifications to the JMS before deployment in production.
2. Manages and conducts Juror Orientation for those summoned for Circuit Court Jury Service. Welcomes jurors, explains jury service process and expectations, reporting information, parking, employer verification, forms, compensation and other pertinent issues. Answers jurors' questions. Plays an initial and critical role in the engagement, satisfaction and willingness of the public to fulfil the civic duty of jury service.
3. Annually coordinates the effort between the jury clerks, vendors, Circuit Court Administration, Ingham County Information Technology Department, Ingham County Equalization Department, and the Michigan Secretary of State, to generate random lists of potential jurors.
4. Mails jury summons, troubleshoots systems issues, ensures the delivery of electronic information, and adheres to jury related retention schedules.
5. Tags and provides daily reporting instructions within a critical timeframe to jurors summoned to appear for the General Trial Division, Family Division, and Probate Court jury trials for the Mason Historical Courthouse, Veterans Memorial Courthouse, and potentially other, locations.
6. Scans jurors who are reporting for service on the day of a trial into the JMS. Prepares juror lists and generates bio-forms for judicial staff, counsel, and Circuit Court Clerk's Office staff.
7. Secretary to the Ingham County Jury Board appointed members. Schedules, arranges, prepares and distributes packets of information including minutes, attachments, and agendas to jury board members, the Chief Judge, Court Administrators and Jury Clerks. Ensures adherence to Open Meetings Act procedures. Makes room arrangements, sends notices of meetings and performs other support functions.
8. Responds via email, telephone, text and in person to questions and concerns from prospective jurors, attorneys, family members, employers and others regarding jury duty. Provides counter and telephone assistance to jurors regarding jury procedures. Proofreads, faxes, copies, maintains office supplies and equipment as assigned.
9. Performs complex functions including record processing in the JMS. Enters data, investigates and corrects errors, researches issues, engages in problem solving and communicates with jury program vendors.
10. Uses independent judgment and professional discretion to investigate and resolve prospective juror issues and concerns in relation to juror eligibility. Communicates in person via telephone, email or mail. Listens to and considers prospective juror complaints, circumstances, hardships, stated personal biases and other personal issues. Determines if a juror must report for duty, deferred for a certain period, or excused from service. Exposed to persons with physical, mental and/or emotional health issues, anger, hostility, obscenities, other negative behaviors or intolerance.
11. Gathers, prepares and maintains statistical data for quarterly and annual jury report submissions to the State Court Administrative Office as required. Failure to compile and submit required juror utilization, jury reimbursement and other informational or statistical reports can have adverse effects on General Trial Division funding. Manages and updates excel spreadsheets on a periodic basis.

12. Manages, researches and extracts historical data from the Ingham County XEROX jury program, which contains pre-2017 juror information. Assists the Circuit Court and the three District Court jury departments by researching and sharing information contained within the XEROX platform as requested.
13. Researches incidents, drafts and prepares histories, Motions and Orders to Show Cause, Orders after Hearing and Orders for Bench Warrants. Follows bench warrants to ensure entry into the Law Enforcement Information Network (LEIN). Testifies before the Jury Judge at bench warrant arraignment hearings.
14. Compiles Jury Panel numbers and prepares Orders for Jury Draw and any supplemental orders as needed.
15. Processes mail, including incoming juror questionnaires. Reviews documents, records, data and other materials to identify missing information and other issues. Initiates appropriate corrective actions, such as sending email/text messages or written letters to jurors, inquiring about new addresses, identifying felony convictions, and questioning doctors' notes. Scans in juror questionnaires. Enters non-populated information to include email addresses, telephone numbers, and occupations into the JMS.
16. Technical jury advisor to all Ingham County courts, including the Ingham County Probate Court and all three county District Courts. Sets up proper jury pools in JMS for all courts on a weekly, bi-weekly or other basis. Identifies errors and recommends corrective actions for jury statistical reports.
17. Arranges, attends and facilitates meetings of the Jury Clerks for the 54A, 54B, 55<sup>th</sup> District Courts and the 30<sup>th</sup> Circuit Court, as necessary, to test and deploy new technology.
18. Receives lists of names from the Secretary of State of county residents who qualify to be jurors. Must process lists of three counties – Eaton and Clinton in addition to Ingham – to accommodate pools for the cities of Lansing and East Lansing.
19. Reviews jury administration financial accounts. Selects checks for escheating to comply with the best accounting practices regarding unclaimed property. Processes and sends reports to the Ingham County Treasurer. Receives affidavits for check reissues. Enacts proper financial protocols for jury accounts.
20. Processes, monitors and tracks statistical information to meet departmental and governmental requirements. Prepares correspondence and documents, and handles special projects. Researches, compiles and interprets data for the State Court Administrative Office. Assists the Court in identifying data.
21. Serves as the primary contact person for procedural jury administration questions and provides input for modified and new procedures.
22. Is knowledgeable and proficient in the utilization of the Judicial Data Warehouse (JDW). Uses the JDW to check the criminal history of each juror to ensure each juror meets minimum requirements to serve.
23. Actively reviews Jury budget and makes recommendations for its management, to include payments of the yearly postal permit, postage for mailing summons/questionnaires and inventory of jury office supplies.
24. Tracks legislative bills that are proceeding or have been passed regarding jury duty. Makes adjustments in the procedures due to changing laws, regulations, and/or written guidelines.
25. May serve as a backup to other General Trial Division staff as required.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality 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.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer service during stressful situations

*(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 two years of college level coursework in secretarial, business, court operations, technology or related areas.

**Experience:** A minimum of 5 to 7 years of progressively more responsible experience in a court, clerk's office or legal setting which provides an understanding of court related documents, systems, and procedures, and a technical and/or administrative support role in a court, law office or other related setting is required.

### **Other Requirements:**

- N/A

*(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:**

5. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
6. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, and could have violent tendencies.

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, 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 periodic stamina in twisting, bending, stooping, crouching, squatting, kneeling, lifting, carrying, pushing, pulling, grasping, handling and pinching.
- This position's physical requirements require regular stamina in sitting, standing, typing and 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.)*

**INGHAM COUNTY  
JOB DESCRIPTION**

**JURY CLERK - CIRCUIT COURT  
(TO BE ELIMINATED)**

**General Summary:**

Under the supervision of the Deputy Court Administrator/General Trial Division, serves as the Jury Clerk for the General Trial Division and the Family Division of the Circuit Court, includes answering inquiries of jurors regarding jury service and related procedures; responding to requests from prospective jurors to be excused or to serve at a particular time; preparing list of eligible jurors; conducting juror orientation; preparing per diem and mileage checks; preparing no show letters and show cause orders for non-appearance; and preparing telephone message daily instructing summoned jurors.

**Essential Functions:**

1. Determines number of jurors needed for voir dire based on judicial requests and court recycling process.
2. Provides daily reporting instructions to jurors summoned to appear for General Trial Division and Family Division jury trials at the Mason and Lansing locations.
3. Scans reporting jurors into the ACS Juror management System and then presents an orientation to those jurors which cover the topics of parking, pay, employer verification forms, etc.
4. Generates lists and bioforms for Judicial staff and parties.
5. Responds to all forms of communication (e-mail, mail, walk-ins, and phone)
6. Prepares and processes jury payroll.
7. Performs data entry of jury information into ACS Juror Management System.
8. Drafts employer verification forms for jurors.
9. Identifies jurors eligible for failure to appear procedures. Acts as liaison between the Jury Judge and County Counsel in preparing for show cause hearings, and testifies at hearings.
10. Maintains schedule of jury assembly room usage.
11. Compiles juror data for semi-annual Jury Reimbursement Report to the State Court Administrative Office.
12. Prepares the annual Mason and Lansing location pool order for Chief Judge's signature.
13. Performs other duties as directed.

**Other Functions:**

1. Assists Clerks' office at counter when requested.

UAW-E

March 10, 2006

This position was formerly a Deputy Clerk III  
approved for Title change to Jury Clerk

## **INGHAM COUNTY JOB DESCRIPTION**

### **CIRCUIT COURT - JURY ADMINISTRATION COORDINATOR (OLD)**

#### **General Summary:**

Under the supervision of the Deputy Court Administrator of the General Trial Division, oversees the jury administration and selection process. Technical administrator for the jury management system. Serves as the jury services liaison between the Ingham County Circuit Court and IT Department, and other departments as necessary. Ensures proper procedures are in place for the efficient selection of jurors. Summons jurors to participate in jury trials as needed. Responds to questions concerning jury duty service. Provides backup assistance for other General Trial Division personnel/duties as directed. Acts as the Circuit Court jury administration liaison with the Ingham County Jury Board. Performs a variety of clerical assignments.

#### **Essential Functions:**

1. Administrator of the jury management system (JMS). Acts as the primary contact to collaborate with JMS program vendors. Tests modifications to the JMS before its deployment into production.
2. Annually coordinates the effort between the jury clerks, vendors, Circuit Court Administration, Ingham County Information Technology Department, Ingham County Equalization Department, and the State of Michigan Secretary of State to generate random lists of potential jurors.
3. Mails jury summons, troubleshoots systems issues, ensures the delivery of electronic information, and adheres to jury related retention schedules.
4. Secretary to the Ingham County Jury Board appointed members. Schedules, arranges, prepares and distributes packets of information including minutes, attachments, and agendas to jury board members, the Chief Judge, Court Administrators and Jury Clerks. Ensures adherence to Open Meetings Act procedures. Makes room arrangements, sends notices of meetings and performs other support functions.
5. Responds via email, telephone, text and in person to questions and concerns from prospective jurors, attorneys, family members, employers and others regarding jury duty. Provides counter and telephone assistance to jurors regarding jury procedures. Proofreads, faxes, copies, maintains office supplies and equipment as assigned.
6. Processes mail, including incoming juror questionnaires. Reviews documents, records, data and other materials to identify missing information and other issues. Initiates appropriate corrective actions, such as sending email/text messages or written letters to jurors, inquiring about new addresses, identifying felony convictions, and requesting doctors' notes. Scans in juror questionnaires. Enters non-populated information to include email addresses, telephone numbers, and occupations into the JMS.
7. Technical jury advisor to all Ingham County courts, including the Ingham County Probate Court and all three county District Courts. Sets up proper jury pools in JMS for all courts on a weekly, bi-weekly or other basis. Identifies errors and recommends corrective actions for jury statistical reports.
8. Arranges, attends and facilitates meetings of the Jury Clerks for the 54A, 54B, 55<sup>th</sup> District Courts and the 30<sup>th</sup> Circuit Court, as necessary, to test and deploy new technology.

9. Receives lists of names from the Secretary of State of county residents that qualify to be jurors. Must process lists of three counties – Eaton and Clinton in addition to Ingham – to accommodate pools for the cities of Lansing and East Lansing.
10. Reviews jury administration financial accounts. Selects checks for escheating to comply with the best accounting practices regarding unclaimed property. Processes and sends reports to the Ingham County Treasurer. Receives affidavits for check reissues. Enacts proper financial protocols for jury accounts.
11. Processes, monitors and tracks statistical information to meet departmental and governmental requirements. Prepares correspondence and documents, and handles special projects. Researches, compiles and interprets data for the State Court Administrative Office. Assists the Court in identifying data.
12. Serves as the primary contact person for procedural jury administration questions and provides input for modified and new procedures.
13. Is knowledgeable and proficient in the utilization of the Judicial Data Warehouse (JDW). Uses the JDW to check the criminal history of each juror to ensure each juror meets minimum requirements to serve.
14. Actively reviews Jury budget and makes recommendations for its management, to include payments of the yearly postal permit, postage for mailing summons/questionnaires and inventory of jury office supplies.
15. Tracks legislative bills that are proceeding or have been passed regarding jury duty. Makes adjustments in the procedures due to changing laws, regulations, and/or written guidelines.
16. Assists daily with telephone calls, emails and other correspondence that the Circuit Court Jury Clerk receives. Serves as a backup to the Jury Clerk for trials. Serves as backup to other General Trial Division clerks as required.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

*(The above statements are intended to describe the general nature and level of work being performed by 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 two years of college level coursework in secretarial, business, court operations, technology or related areas.

**Experience:** A minimum of 3 to 5 years of progressively more responsible experience in a court, clerk's office or legal setting which provides an understanding of court related documents, systems, and procedures, and a technical and/or administrative support role in a court, law office or other related setting is required.

**Other Requirements:** NA

*(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 exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, and could have violent tendencies.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
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- 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.
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- 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.)*

**October 2021  
UAW H**

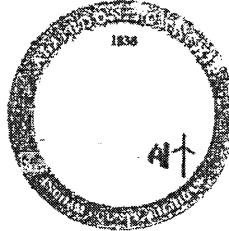
**Alaiedon Township**

2021 W. Holt Road  
Mason, Michigan 48854

[www.alaiedontwp.com](http://www.alaiedontwp.com)

Phone: 517-676-9277  
Fax: 517-676-9332

Office Hours: Monday 10:00a -



Steven Lott, Supervisor  
David Leonard, Clerk  
Scott Everett, Treasurer  
Beth Smith, Trustee  
Kurt Kranz, Trustee

5:00p, Tuesday-Friday 10:00a - 4:00p

Ingham County Board of Commissioners  
Attention Becky Bennett, Director  
[bbennett@ingham.org](mailto:bbennett@ingham.org)  
P.O. Box 319  
Mason, MI 48854

January 9, 2023

RE: Proposed roundabout at Hagadorn and Sandhill Roads

Dear Board of Commissioners,

The Township Board would like to express our serious concerns about constructing a roundabout at the intersection of Hagadorn and Sandhill Roads.

A roundabout would impact the already limited setbacks for the existing residences. Some of these homeowners have lived there for 40 years. This will bring the road closer to their homes and create a potential safety hazard.

We are concerned about the ability of large farm equipment, some measuring 18 feet wide, and trucks with trailers hauling animals to navigate the roundabout. Depending on the length of the trailers and equipment and how far around the roundabout they need to traverse ( $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ ), could create sharp/tight turns that are impossible to navigate and/or would damage the vehicles and equipment.

A roundabout is the costliest solution. The cost/benefit of the roundabout compared to that of other options needs to be considered.

The Alaiedon Township Board requests the following:

1. A new traffic study be completed which would more accurately reflect current traffic volumes given that Jackson employees and others are no longer working from home. The first study was conducted during the pandemic which greatly impacted traffic volumes at that time.
2. MSU be approached again requesting use of some of their undeveloped land on the northwest corner of Hagadorn and Sandhill for a roundabout or other safety solution.
3. The pros and cons of each potential solution to create a safe intersection, the projected effects, and cost/benefit of each option be shared with the Township Board and residents.
4. The installation of a 4-way stop.



As you are aware, we and the residents are concerned about the safety of the Hagadorn and Sandhill intersection but are not convinced that a roundabout is the most appropriate solution.

At the Monday September 12, 2022, Township Board of Trustees meeting there were several residents in attendance and the submission of a petition with 83 signatures against the proposed roundabout for Hagadorn Road and Sandhill Road.

On September 14, 2022, a letter requesting that a 4-way stop be installed was sent to the Ingham County Road Department Director Kelly Jones.

Sincerely,



Supervisor Steven R. Lott  
Alaiedon Township Board

CC: Kelly Jones, Ingham County Road Department Director  
Karla Ruest, Ingham County Board Commissioner for Alaiedon Township

enclosure