

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, JUNE 20, 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 [June 6, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – Resolution to Authorize Contracts for [Housing Trust Fund](#) Competitive Grants
2. Sheriff's Office
 - a. Resolution to Authorize Transition of Part-Time Court Deputy Positions to Part-Time [Road Deputy Positions](#) within the Sheriff's Office
 - b. Resolution to Authorize the Creation of a [Front-Load Position](#) Option within the Sheriff's Office
3. Friend of the Court – 30th Circuit Court/Friend of the Court [Reorganization](#) (*Discussion*)
4. Equalization Department
 - a. Resolution to Award a Contract for Monumentation and Remonumentation [Project Representative](#)
 - b. Resolution to Award Contracts for [Peer Review Group](#) Members
 - c. Resolution to Award Contracts for Remonumentation Project [Surveyors](#)
 - d. Resolution Appointing [Rosemary Anger](#) as County Grant Administrator for the 2023 Ingham County Remonumentation Project
5. Health Department
 - a. Resolution to Authorize an Agreement with the Michigan Health Endowment Fund for the Ingham County [Black Doula Cohort](#)
 - b. Resolution to Accept [Ryan White](#) Part C Early Intervention Services Funds from the Health Resources and Services Administration and to Authorize Contractual Infectious Disease Physician Services and to Create an Outreach and Linkage Specialist Position
6. Innovation & Technology Department – Resolution to Approve the Purchase of Network Hardware from [Sentinel Technologies](#)

7. Facilities Department
 - a. Resolution to Authorize an Agreement with [Elevator Service LLC](#). for the Full-Service Elevator Repair and Maintenance at Multiple County Buildings
 - b. Resolution to Authorize a Purchase Order to [Seelye Group Ltd.](#) to Replace the Flooring in the Conference Rooms, First Floor Offices and Breakrooms at the Hilliard Building
8. Human Resources Department – Resolution to Approve UAW TOPS, ICEA County Professional, and ICEA Court Professional [Reclassification](#) Requests
9. Controller's Office – Authorization to Start an Employee Above [Step 2](#)

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE

June 6, 2023

Draft Minutes

Members Present: Sebolt, Peña, Celentino, Grebner (Arrived at 6:00 p.m.), Lawrence (Arrived at 6:02 p.m.), Ruest, and Maiville.

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, Matt Nordfjord, Glenn Canning, 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>.

Approval of the May 16, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE MINUTES OF THE MAY 16, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Lawrence and Grebner.

Commissioner Grebner arrived at 6:00 p.m.

Additions to the Agenda

7. Road Department
 - e. Resolution to Amend an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project

Substitutes –

4. Health Department
 - b. Resolution to Authorize Creation of an AmeriCorps Public Health Coordinator Position
8. Human Resources Department
 - e. Resolution to Approve Revisions to the Animal Control Director Job Description

Limited Public Comment

None.

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

1. Farmland and Open Space Preservation Board – Resolution to Approve the Farmland and Open Space Preservation (FOSP) Board’s Recommended Selection Criteria (Scoring System) for the 2023 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2023 Application Cycle
2. Circuit Court – Resolution to Reclassify the Full-Time Mental Health Court Case Coordination Specialist Position to Part-Time
3. Parks Department – Notice of Emergency Purchase for Hawk Island Irrigation Backflow Preventer Replacement
4. Health Department
 - a. Authorization to Start an Employee Above Step 2
 - b. Resolution to Authorize Creating an AmeriCorps Public Health Coordinator Position
5. Innovation & Technology Department – Resolution to Approve the Purchase of Firewall Hardware/Licensing Renewal from Sentinel Technologies
6. Diversity, Equity, and Inclusion Office – Resolution to Accept Sponsorship Donations for Unity in the Community on an Ongoing Basis
7. Road Department
 - a. Resolution to Authorize the Purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, and Sign Posts
 - b. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Columbia Road and Eifert Road Project
 - c. Resolution to Authorize Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2023 Pavement Marking Program
 - d. Resolution to Authorize an Associate Member Service Agreement with Michigan County Road Commission Self-Insurance Pool
 - e. Resolution to Amend an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project
8. Human Resources Department
 - a. Resolution to Approve an Agreement for the Employee Assistance Program
 - c. Resolution to Authorize a Letter of Agreement with the CCLP Corrections Unit Regarding Rehire of Retired Corrections Deputies
 - d. Resolution to Authorize a Letter of Agreement with the CCLP Law Enforcement Unit Regarding Rehire of Retired Law Enforcement Officers
 - e. Resolution to Approve Revisions to the Animal Control Director Job Description

9. Controller's Office
 - a. Resolution to Authorize Adjustments to the 2023 Ingham County Budget

Commissioner Lawrence arrived at 6:02 p.m.

THE MOTION CARRIED UNANIMOUSLY.

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

8. Human Resources Department
 - b. Resolution to Approve UAW TOPS and MC Reclassification Requests

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

Commissioner Sebolt stated he wished to disclose that UAW TOPS was a local of the UAW National, which was affiliated with his employer, the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

THE MOTION CARRIED UNANIMOUSLY.

9. Controller's Office
 - b. Consideration of Purchase or Lease of Real Property Pursuant to MCL 15.268 (d) (*Closed Session*)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. LAWRENCE, TO ENTER INTO CLOSED SESSION AT 6:04 P.M., FOR THE CONSIDERATION OF PURCHASE OR LEASE OF REAL PROPERTY PURSUANT TO MCL 15.268 (d).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

CHAIRPERSON CELENTINO DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT 6:17 P.M.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:18 p.m.

**JUNE 20, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Treasurer's Office – Resolution to Authorize Contracts for Housing Trust Fund Competitive Grants

This resolution approves contract amounts for six of the 33 applicants of the Housing Trust Fund competitive grant program. The six suggested contract amounts will help fund the creation of 121 new housing units in new or repurposed buildings and the renovation of a 20-unit apartment building. Sixteen of the new units are supportive shelter units for unhoused persons. Twelve units are in a co-operative housing development. An additional 30 owner-occupied units are to be constructed as part of an innovative community setting. The remaining 63 rental units will be constructed in a senior housing project on the site of an old school and above commercial space on a corridor.

See memo for details.

2a. Sheriff's Office – Resolution to Authorize Transition of Part-Time Court Deputy Positions to Part-Time Road Deputy Positions within the Sheriff's Office

This resolution authorizes the transition of part-time Court Deputy positions to part-time Road Deputy positions, due to a lack of success in filling the part-time Court Deputy positions. The Sheriff's Office currently has no part-time option for regular road patrol service. This change would be budget neutral.

See memo for details.

2c. Sheriff's Office – Resolution to Authorize the Creation of a Front-Load Position Option within the Sheriff's Office

This resolution would approve a "floating" position that the Sheriff's Office could use to fill a soon to be vacant position (retirement, resignation, etc.), but that is not yet available. The impetus behind this request is to ensure that good candidates are not lost before a position is vacated.

See memo for details.

4a. Equalization Department – Resolution to Award a Contract for Monumentation and Remonumentation Project Representative

This resolution awards a contract for monumentation and remonumentation project representative to Ronnie Lester. The 2023 state grant is in the amount of \$111,943, \$27,475 of which covers the project representative.

See memo for details.

4b. Equalization Department – Resolution to Award Contracts for Peer Review Group Members

This resolution awards contracts for the 2023 Remonumentation Peer Review Group members. The 2023 group consists of:

Anthony Bumstead,, 518 W. Lovett #3, Charlotte, MI 48813
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
David Clifford, P.O. Box 87, Mason, MI 48854
Ronald Enger, P.O. Box 87, Mason, MI 48854 (Alternate)
Justin Carroll, 2300 N. Grand River Ave., Lansing MI 48906
Gilbert Barish, 2300 N. Grand River Ave., Lansing MI 48906 (Alternate)

See memo for details.

4c. Equalization Department – Resolution to Award Contracts for Remonumentation Project Surveyors

This resolution award contracts for the 2023 Remonumentation project surveyors per the following:

Autenrieth Land Surveys, LLC: \$20,000
Bumstead Land Surveys, LLC: \$20,000
Enger Surveying and Engineering: \$20,000
Wolverine Engineers and Surveyors, Inc: \$20,000

See memo for details.

4d. Equalization Department – Resolution Appointing Rosemary Anger as County Grant Administrator for the 2023 Ingham County Remonumentation Project

This resolution appoints Rosemary Anger, new Equalization Director, as the Ingham County Grant Administrator for the 2023 Remonumentation project.

See memo for details.

5a. Health Department – Resolution to Authorize an Agreement with the Michigan Health Endowment Fund for the Ingham County Black Doula Cohort

This resolution authorizes an agreement with the Michigan Health Endowment Fund to develop a Black Doula cohort in Ingham County, and accept a \$200,000 grant to the support the development of the cohort. Part of the funding would be used to create a .50 FTE Program Specialist (ICEA Prof. Grade 5, salary range \$50,294.82 to \$60,394.75) position, which is a currently existing job classification, to provide overall support and management for the effort. The agreement would be effective June 1, 2023 – May 31, 2025.

See memo for details.

5b. Health Department – Resolution to Accept Ryan White Part C Early Intervention Services Funds from the Health Resources and Services Administration and to Authorize Contractual Infectious Disease Physician Services and to Create an Outreach and Linkage Specialist Position

This resolution accepts Ryan White Part C early intervention service funds form the HRSA in the amount of \$699,434 effective June 1, 2023 – April 30, 2025. This resolution also creates an Outreach and Linkage Specialist position (Specialist (ICEA Professional Grade 7, salary range \$59,627.50 to \$71,599.41) and an increase of 0.1 FTE with an existing contractual infectious disease physician with Michigan State University College of Osteopathic Medicine from June 1, 2023 through April 30, 2024 of an amount not to exceed \$40,600.

See memo for details.

6. Innovation & Technology Department – Resolution to Approve the Purchase of Network Hardware from Sentinel Technologies

This resolution approves the purchase of additional network hardware from Sentinel Technologies, which will increase connections to our system. The \$44,000 cost will be paid from the Innovation and Technology's Network Hardware Fund.

See memo for details.

7a. Facilities Department – Resolution to Authorize an Agreement with Elevator Service LLC for the Full-Service Elevator Repair and Maintenance at Multiple County Buildings

This resolution authorizes an agreement with Elevator Service LLC for full service elevator repair and maintenance at County buildings (fourteen elevators and two dumbwaiters). Elevator Service LLC was the second lowest responsive bidder, but has more technicians than the lowest responsive bidder, thus providing greater service availability.

The total not to exceed amount for three years of service (36-month term) is \$132,420.

See memo for details.

7b. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Flooring in the Conference Rooms, First Floor Offices and Breakrooms at the Hilliard Building

This resolution authorizes a PO to Seelye Group for the replacement of carpet in three conference rooms, first floor offices and breakrooms at the Hilliard Building with luxury vinyl tile (LVT) for a price of \$93,477.01 with a contingency of \$4,700.

Funds are available in the 2023 approved CIP General Fund.

See memo for details.

8. Human Resources – Resolution to Approve UAW TOPS, ICEA County Professional, and ICEA Court Professional Reclassification Requests

This resolution approves reclassifications of UAW TOPS, ICEA County Professional, and ICEA Court Professional positions as follows:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Family Svcs. Enf. Coord.	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Pharmacy Services Mgr.	Co Pro 7: 71,599.41	Co Pro 9: 85,410.98	13,811.57
MHC – Ct. Svcs. Coord.	Ct Pro 5: 60,401.06	Ct Pro 7: 71,606.08	11,205.02
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84

Sr. Pretrial Services Inv.	Ct Pro 8: 78,103.65	Ct Pro 10: 92,254.72	14,151.07
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
TOTAL:			204,603.65

See memo for details.

9. Controller's Office – Authorization to Start an Employee Above Step 2

This authorization is to start the selected Director of Finance and Budget at a Grade 16, Step 4. The successful candidate is highly qualified and has over 20 years of experience in governmental accounting and finance.

ADDITIONAL ITEMS:

3. Friend of the Court – 30th Circuit Court/Friend of the Court Reorganization (Discussion)

Agenda Item 1

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Committee Chair

DATE: June 12, 2023

SUBJECT: Housing Trust Fund Competitive Grant Process and Funding Recommendations

BACKGROUND

The Board of Commissioners created the Ingham County Housing Trust Fund (HTF) and allocated \$9 million of American Rescue Plan (ARP) funds to the HTF to promote construction and rehabilitation of affordable housing in Ingham County. The HTF Committee researched community needs and heard from nonprofit and for-profit providers of housing based in the county. To help identify the best and most effective ways to create and enhance housing the HTF Committee recommended and the Board adopted a process to use \$2 million of the allocated funds in a competitive bidding process.

The proposed allocation of funds and accompanying resolution are the major, but not the only, products of that process. The HTF created means for emerging developers to help shape the process and to apply without the significant costs usually associated with applications for public funds. Relationships were created with such developers that will be expanded even where applicants are not recommended for funding. Eight proposals were identified that qualify for funding under an earlier resolution allocating funds through the Ingham County Land Bank for construction of scattered single-family homes.

FINANCIAL IMPACT

The \$2 million recommended has previously been allocated from ARP revenue to use by the Housing Trust Fund. Requirements are that ARP funds be committed by December 31, 2024 and spent by December 31, 2026. The ability of applicants to meet these deadlines was a factor in the recommendations.

RECOMMENDATION

The recommended proposals help fund creation of 121 new housing units in new or repurposed buildings and the renovation of a 20-unit apartment building. Sixteen of the new units are supportive shelter units for unhoused persons. Twelve units are in a co-operative housing development. An additional 30 owner-occupied units are to be constructed as part of an innovative community setting. The remaining 63 rental units will be constructed in a senior housing project on the site of an old school and above commercial space on a corridor. In every case, the proposed grants are parts of larger pools of public and/or private money. Significant housing projects only go forward with those kinds of combinations of resources. The complexity of these projects and the short time period available for action using ARP funds mean that some of these projects may not be initiated, and two of the recommended proposals are made contingent on specific additional funding. Other finalists are identified as backup recipients in the event some funds cannot be used. These are for informational purposes. The HTF will make recommendations and the Board will make final decisions according to changed circumstances as necessary.

Most of the proposals are ready or nearly ready to begin work. One has requested funds to initiate an innovative project that will take longer to break ground and complete, but which should still be completed within the ARP time limits.

Applicant and project summary information from each proposal has been compiled for review. Full applications and supporting materials are available in a shareable One Drive folder. Please email afox@ingham.org for access.

The Housing Trust Fund Committee recommends adoption of the resolution to allocate funds and develop contracts as detailed.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS FOR HOUSING TRUST FUND
COMPETITIVE GRANTS**

WHEREAS, the Ingham County Housing Trust Fund (HTF) has made \$2,000,000 available to applicants for funds through a competitive grant process; and

WHEREAS, the Ingham County Board of Commissioners (the Board), in Resolution #23-078, adopted scoring criteria and a process for the competitive grants; and

WHEREAS, 33 applications were received from for-profit developers and non-profit organizations proposing housing construction, repurposing and rehabilitation projects; and

WHEREAS, the HTF Committee has considered the potential that some proposals could be funded in whole or in part from funds approved by Resolution #23-047 for scattered single-family construction and rehabilitation through the Ingham County Land Bank; and

WHEREAS, after careful review, evaluation and discussion of the applications by the HTF Committee, the HTF Committee submits the ratings shown in the attached Table A.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into contracts with the entities designated within the table below.

BE IT FURTHER RESOLVED, that the proposals designated as “ICLB” are referred to the Ingham County Land Bank for contracts and funding consistent with Resolution 23-047, as seen in the attached Table B attached.

BE IT FURTHER RESOLVED, that each contract will include specific terms, consistent with American Rescue Plan requirements, to ensure housing constructed or rehabilitated using these funds will remain accessible and affordable to income-qualified residents.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Table A: HTF Committee Competitive Grant Ratings Table

Applicant	Project Application Title	Project Type	Score	\$ Amount Requested	Total Project Cost	# of New Units Created	Total # of Units	Amount Requested Per Unit Created
LoveJoy Special Needs Center Corporation	#21 Church Hill Gardens	Single Family Multi-Unit New Construction Creates New Homeowner Units	95.625	\$ 253,500	\$ 5,719,500	30	30	\$ 8,450
Habitat for Humanity Capital Region	#22 Habitat for Humanity Capital Region 2023	Single Family New Construction - Creates New Homeowner Units	95.5	\$ 500,000	\$ 752,049	3	3	\$ 166,667
Eastside Community Action Center	#3 Eastside Community Action Center - 2023	Single Family New Construction - Creates New Homeowner Units & Rehab on Existing Units	91.625	\$ 500,000	\$ 985,551	2	4	\$ 250,000
The House Collective	#10 The House Collective ICHTF Grant	Multifamily Multi-Unit Rental Rehab on Existing Units	88.25	\$ 515,500	\$ 1,478,490	-	22	N/A
MSU STUDENT HOUSING COOPERATIVE, INC. DBA SPARTAN HOUSING COOPERATIVE	#17 Rivendell 2023 - Spartan Housing Cooperative	Multifamily Multi-Unit Rehab on Existing Co-op Units	88	\$ 200,000	\$ 350,000	-	8	N/A
Lonzo Development Group	#6 900-918 W. Saginaw	Multifamily Multi-Unit Rehab/New Construction - Creates New Rental Units	86.875	\$ 500,000	\$ 5,158,138	12	12	\$ 41,667
MSU STUDENT HOUSING COOPERATIVE, INC. DBA SPARTAN HOUSING COOPERATIVE	#16 Harambee 2023- Spartan Housing Cooperative	Multifamily Multi-Unit Rehab on Existing Co-op Units	84.625	\$ 500,000	\$ 915,000	6	9	\$ 83,333
Allen Neighborhood Center	#4 Allen Neighborhood Center Asante Development	Multifamily Multi-Unit Rehab - Creates New Co-op Units	82.25	\$ 500,000	\$ 1,131,678	12	12	\$ 41,667
Agape Building and Restoration	#24 Agape Building and Restoration	Single Family New Construction - Creates New Homeowner Units	81.75	\$ 500,000	\$ 1,000,000	5	5	\$ 100,000
Boysville of Michigan DBA Holy Cross Services	#11 Holy Cross Services New Hope Community Center Build Out	Supportive Housing Multi-Unit Rehab/New Build - Creates New Shelter Units	81.625	\$ 500,000	\$ 4,983,000	16	16	\$ 31,250
Guidance Property Solutions, LLC.	#20 Guidance Property Solutions - 2022	Single Family Rehab - Creates new rental/homeowner unit	81.125	\$ 98,500	\$ 100,000	1	1	\$ 98,500
Commonwealth Development Corporation of America and Equity First Community Development LLC	#2 El Shabazz Senior - 2023	Multifamily Multi-Unit Rehab/New Construction- Creates New Rental Units	79.625	\$ 1,000,000	\$ 17,071,820	51	51	\$ 19,608
Sand Solutions LLC	#23 Sands Solutions LLC Underserved Grant HTF 2023	Single Family Rehab - 1 New Construction - Creates New Rental/Homeowner Units	79.25	\$ 656,210	\$ 963,781	6	6	\$ 109,368
VMG Construction LLC	#12 2023 (VMG Remodeling)	Single Family New Construction- Creates New Homeowner Units	79	\$ 270,000	\$ 1,176,000	6	6	\$ 45,000
Quixote Properties LLC	#15 Quixote Properties Grant Request 2023	Single Family (duplex) Rehab - Creates New Rental Units	77.375	\$ 66,500	\$ 212,000	4	4	\$ 16,625
MICS SERVICES LLC	#18 MICS Services LLC	Single Family New Construction - Creates New Rental Units	77.375	\$ 226,750	\$ 226,750	2	2	\$ 113,375
Elite Exterior Solutions	#30 Elite Exterior Solutions Affordable Housing Project	Single Family New Construction- Creates New Homeowner Units	76.625	\$ 500,000	\$ 1,000,000	5	5	\$ 100,000
Mikey Foundation	#33 Mikey 23 Foundation	Single Family Rehab/New Construction- Create New Homeowner/Rental Units	76.375	\$ 452,179	\$ 487,000	4	4	\$ 113,045
Associates Realty Management LLC	#8 Burchfield Development 2023	Single Family New Construction (Modular) - Creates New Homeowner Units	73.125	\$ 360,000	\$ 412,188	2	2	\$ 180,000

Table A: HTF Committee Competitive Grant Ratings Table

Applicant	Project Application Title	Project Type	Score	\$ Amount Requested	Total Project Cost	# of New Units Created	Total # of Units	Amount Requested Per Unit Created
Homes on Homes, LLC	#9 Homes on Homes, LLC	Multi-Unit Rehab/New Construction- Creates New Rental Units	71.75	\$ 315,000	\$ 715,000	6	6	\$ 52,500
MAHER MAHMOUD INVESTMENT COMPANY	#27 HTF Grant App May23 (The Nest - MAHER MAHMOUD INVESTMENT CO)	Multi-Unit New Construction/Rehab - Creates New Homeowner/Rental Units	69.875	\$ 500,000	\$ 5,300,000	30	30	\$ 16,667
Greenwater Capital Group LLC	#5 Greenwater Capital Group LLC - Historical Multifamily Redevelopment	Single Family (Duplex) Rehab - Creates New Rental Units	67.875	\$ 500,000	\$ 525,000	2	2	\$ 250,000
TCI properties LLC	#25 TCI Properties LLC 2023	Multifamily Multi-Unit Rehab - Creates New Rental Units	67.75	\$ 500,000	\$ 500,000	6	6	\$ 83,333
Woods Construction Plus	#7 Woods Construction Plus Building Future	Single Family New Construction - Creates New Homeowner Units	67.625	\$ 725,000	\$ 925,000	3	3	\$ 241,667
Holly Harding	#26 2023 (Detroit Street Apartments/Holly N. Harding)	Single Family/Small Multifamily New Build - Creates New Rental Units	65.875	\$ 500,000	\$ 650,000	4	4	\$ 125,000
ANGIES HOUSING	#28 Angies Housing	Single Family Rehab - Creates New Rental Units	61.625	\$ 300,000	\$ 300,000	2	2	\$ 150,000
Michigan Institute for Contemporary Art	#1 Michigan Institute for Contemporary Arts (MICA)	Multifamily Rental Rehab on Existing Units	56.875	\$ 25,000	\$ 27,630	-	3	N/A
Big Five, LLC	#19 Woman 2 Woman (W2W) Revitalization and Capacity Building	Rental Rehab on Existing Units	51.25	\$ 73,100	\$ 78,100	-	2	N/A
Structure Development Group	#32 Structure Development Group	Rental Rehab on unspecified number of units	45.25	\$ 740,000	\$ 8,200,000	-	unspecified	N/A
DWL Indus Realty LLC	#31 DWL Indus Realty LLC	Rental Rehab on unspecified number of Existing Units	34.75	\$ 500,000	\$ 1,000,000	-	unspecified	N/A
Manfred Woelfel Rental Property LLC*	#13 Manfred Woelfel Rental Property LLC	Single Family Rental Rehab on Existing Units	0	\$ 270,000	\$ 270,000	-	4	N/A
Best Choice Home Improvements LLC*	#14 5933 w/ Hughes Renovation	Single Family Rental Rehab on Existing Units	0	\$ 138,000	\$ 138,000	-	4	N/A
The Advancement Corporation*	#29 Advancement Corporation	Multi-Unit Rehab - Creates New Supportive Housing	0	\$ 1,082,115	\$ 2,042,218	50	50	\$ 21,642
* Applicant not eligible due to current tax delinquency			TOTALS	\$ 14,267,354		270	318	

Table B: HTF Grant Funding Recommendation Table

Applicant	Project Title/Type	Amount Requested	Fund (Y/N/ICLB)	Award \$ Amount
Michigan Institute for Contemporary Art	#1 Michigan Institute for Contemporary Arts (MICA)/Rental Rehab	\$ 25,000	No	\$ -
Commonwealth Development Corporation, Equity First Community Development LLC	#2 El Shabazz Senior - 2023/Multi-Unit Building Rehab/New Construction	\$ 1,000,000	Yes* (Contingent on LIHTC)	\$ 250,000
Eastside Community Action Center	#3 Eastside Community Action Center - 2023/Single Family New Construction/Rehab	\$ 500,000	No (Backup) & ICLB	TBD w/ ICLB
Allen Neighborhood Center	#4 Allen Neighborhood Center Asante Development/Multi-Unit Building Rehab	\$ 500,000	Yes	\$ 500,000
Greenwater Capital Group LLC	#5 Greenwater Capital Group LLC - Historical Multifamily Redevelopment	\$ 500,000	No	\$ -
Lonzo Development Group	#6 900-918 W. Saginaw/Multi-Unit Building Rehab	\$ 500,000	Yes	\$ 500,000
Woods Construction Plus	#7 Woods Construction Plus Building Future/Single Family New Construction	\$ 725,000	ICLB	TBD w/ ICLB
Associates Realty Management LLC	#8 Burchfield Development 2023/Single Family New Construction (Modular)	\$ 360,000	ICLB	TBD w/ ICLB
Homes on Homes, LLC	#9 Homes on Homes, LLC/Multi-Unit Rehab/New Construction	\$ 315,000	No	\$ -
The House Collective	#10 The House Collective ICHTF Grant/Multi-Unit Rental Rehab	\$ 515,500	Yes (Rehabilitation of 724 N. Pennsylvania)	\$ 250,000
Boysville of Michigan DBA Holy Cross Services	#11 Holy Cross Services New Hope Community Center Build Out/Shelter Building Rehab	\$ 500,000	Yes	\$ 250,000
VMG Construction LLC	#12 2023 (VMG Construction)/Single Family New Construction	\$ 270,000	ICLB	TBD w/ ICLB
Manfred Woelfel Rental Property LLC	#13 Manfred Woelfel Rental Property LLC/Rental Rehab	\$ 270,000	No	\$ -
Best Choice Home Improvements LLC	#14 5933 w/ Hughes Renovation/Rental Rehab	\$ 138,000	No	\$ -
Quixote Properties LLC	#15 Quixote Properties Grant Request 2023/Single Family Rehab	\$ 66,500	No (Backup)	\$ -
MSU STUDENT HOUSING COOPERATIVE, INC. DBA SPARTAN HOUSING COOPERATIVE	#16 Harambee 2023- Spartan Housing Cooperative/Multi-Unit Building Rehab	\$ 500,000	No	\$ -

Table B: HTF Grant Funding Recommendation Table

Applicant	Project Title/Type	Amount Requested	Fund (Y/N/ICLB)	Award \$ Amount
MSU STUDENT HOUSING COOPERATIVE, INC. DBA SPARTAN HOUSING COOPERATIVE	#17 Rivendell 2023 - Spartan Housing Cooperative/Multi-Unit Building Rehab	\$ 200,000	No	\$ -
MICS SERVICES LLC	#18 MICS Services LLC/Single Family Rehab/New Construction	\$ 226,750	No	\$ -
Big Five, LLC	#19 Woman 2 Woman (W2W) Revitalization and Capacity Building/Rental Rehab	\$ 73,100	No	\$ -
Guidance Property Solutions, LLC.	#20 Guidance Property Solutions -2022/Single Family Rehab	\$ 98,500	No	\$ -
LoveJoy Special Needs Center Corporation	#21 Church Hill Gardens/Multi-Unit New Construction	\$ 253,500	Yes (Contingent on match)	\$ 250,000
Habitat for Humanity Capital Region	#22 Habitat for Humanity Capital Region 2023/Single Family New Construction	\$ 500,000	ICLB	TBD w/ ICLB
Sands Solutions LLC	#23 Sands Solutions LLC Underserved Grant HTF 2023/Single Family Rehab/New Construction	\$ 656,210	No	\$ -
Agape Building and Restoration	#24 Agape Building and Restoration/Single Family New Construction	\$ 500,000	ICLB	TBD w/ ICLB
TCI properties LLC	#25 TCI Properties LLC 2023/Multi-Unit Rehab	\$ 500,000	No	\$ -
Holly Harding	#26 2023 (Detroit Street Apartments/Holly N. Harding)/Multi-Unit Rental Rehab	\$ 500,000	No	\$ -
MAHER MAHMOUD INVESTMENT COMPANY	#27 HTF Grant App May23 (The Nest)/Multi-Unit New Construction	\$ 500,000	No	\$ -
ANGIES HOUSING	#28 Angies Housing/Single Family Rehabs	\$ 300,000	No	\$ -
The Advancement Corporation	#29 Advancement Corporation/Multi-Unit Rehab	\$ 1,082,115	No	\$ -
Elite Exterior Solutions	#30 Elite Exterior Solutions Affordable Housing Project/Single Family New Construction	\$ 500,000	ICLB	TBD w/ ICLB
DWL Indus Realty LLC	#31 DWL Indus Realty LLC/Rental Rehab	\$ 500,000	No	\$ -
Structure Development Group	#32 Structure Development Group/Rental Rehab	\$ 740,000	No	\$ -
Mikey Foundation	#33 Mikey 23 Foundation /Single Family Rehab	\$ 452,179	No (Backup) & ICLB for 1821 S. Rundle	TBD w/ ICLB
TOTALS		\$ 14,242,354		\$ 2,000,000

Agenda Item 2a

TO: Law & Courts and County Services Committee[s] of the Ingham County Board of Commissioners

FROM: Darin J. Southworth, Chief Deputy, Sheriff's Office

DATE: June 6, 2023

SUBJECT: ICSO Conversion of Part Time Court Deputy to Part Time Field Deputy
For the meeting agenda of 6/15/23 and 6/20/23, respectively

BACKGROUND

The Sheriff has identified the benefit of having a part-time field deputy position(s) to supplement staffing. We have three unfilled Special Part-Time Court Deputy positions. We believed these positions would be attractive but have found otherwise. While we desire to retain the option of these part time court positions, we would like the ability to convert one or two of them for field use.

ALTERNATIVES

We have no part-time option for regular road patrol service. If we do not enlist this option we will likely continue forward with the predictability of three court positions remaining open and observing a need for extra staff in both courts and road patrol. Overtime remains the principle option to fill staffing gaps. Another option is to seek an additional full-time Field Services position which would come at three times the cost of one part time deputy.

FINANCIAL IMPACT

While this position is being created as new, it is not an addition to the Sheriff's Office budget and has zero budgetary change. The Sheriff's Office would convert Special Part-Time Court Deputy position(s) approved in the 2023 FY. We believe repurposing the temporary salaries budget for one or two of those positions, as needed, to fund part-time road deputies will benefit the organization. Supplemental road patrol staffing currently creates overtime costs.

STRATEGIC PLANNING IMPACT

A part time road patrol deputy(s) position will bring added efficiencies and effectiveness to our delivery of field services and management of scheduling. We anticipate being able to fill available part-time road patrol positions within the allocated budget, which will reduce vacancy related overtime.

OTHER CONSIDERATIONS

A part time road patrol deputy(s) would have the same criteria, duties, and requirements of a full-time law enforcement sheriff deputy. The Sheriff has support of the Capital City Labor Program, Ms. Graham, Human Resources Director, and Controller Todd.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support part time road deputy position(s) within the Sheriff's Office.

Introduced by the Law & Courts and County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE TRANSITION OF PART-TIME COURT DEPUTY POSITIONS
TO PART TIME ROAD DEPUTY POSITIONS WITHIN THE SHERIFF'S OFFICE**

WHEREAS, the Sheriff's Office has identified a need to supplement staffing for road patrol; and

WHEREAS, the Sheriff's Office has been unable to fill all available part-time court deputy positions; and

WHEREAS, the Sheriff's Office has an ever-present need to supplement patrol staffing, typically done with overtime; and

WHEREAS, the transition of these part-time positions within the Sheriff's Office would only necessitate a funding source change; and

WHEREAS, the change in position title is supported by the Capital City Labor Program, as no positions will be lost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the change of part-time court deputy position(s) to part-time road patrol deputy position(s) within the Sheriff's Office effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the position allocation list.

Agenda Item 2b

TO: Law & Courts, County Services, and Finance Committee[s] of the Ingham County Board of Commissioners

FROM: Darin J. Southworth, Chief Deputy, Sheriff's Office

DATE: June 6, 2023

SUBJECT: Front- Load Position Option
For the meeting agenda of 6/15/23, 6/20/23, 6/21/23 respectively

BACKGROUND

Public safety professions, including this Sheriff's Office (ICSO), are often in the position of needing employees from a limited pool of applicants. The Sheriff has identified circumstances where the availability of highly talented prospects and projected position openings do not align. We would like to seize the opportunity to secure commitment from talented prospects in anticipation of near future openings and compensate with attrition related funds. We believe having a front-loaded, flexible position number to assign the desired funding source, for a period not to exceed six months, would afford ICSO the flexibility desired and the appropriate execution authority for the Human Resources (HR) and Budget Directors.

ALTERNATIVES

An inability to offer a job for an anticipated opening brings the risk of losing talented prospects to other employers. As a result, we continue the current practice of awaiting applications for open positions and hope the interest and timing works out for us.

FINANCIAL IMPACT

While this position is being created as new, it is not a request for additional funds for the ICSO budget. The ICSO would execute this front-load option only when sufficient attrition related funding exists or is projected.

STRATEGIC PLANNING IMPACT

Maintaining funded and desired staffing allocation should make us more effective at fulfilling our mission and meeting strategic plan deliverables.

OTHER CONSIDERATIONS

The Sheriff has support of this flexible, front-load position strategy from Ms. Graham, HR Director, and Mr. Townsend, Budget Director.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a front-load position option available to the ICSO.

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CREATION OF A FRONT-LOAD POSITION OPTION
WITHIN THE SHERIFF'S OFFICE**

WHEREAS, the Sheriff's Office has a desire to hire highly qualified applicants in these extremely competitive times; and

WHEREAS, the Sheriff's Office has encountered circumstances where a desirable applicant emerges but an opening in the respective work group is not available but imminent, thus risking loss of the applicant to another employer; and

WHEREAS, the Sheriff's Office strives to be as effective and efficient in fulfilling our mission through all available and much needed members; and

WHEREAS, the Sheriff often observes residual budgetary funds through personnel attrition; and

WHEREAS, the ability to hire a highly qualified applicant in anticipation of an opening, makes us a much more competitive employer, and more flexible with position funding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the creation of a front-load, flexible position within the Sheriff's Office effective upon approval of this resolution.

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

Agenda Item 3

TO: Law and Courts, County Services and Finance Committees

FROM: Helen Walker, Deputy Court Administrator/Family Division/FOC Director

DATE: May 17, 2023

SUBJECT: Discussion item regarding proposed reorganization of the 30th Circuit Court/Friend of the Court. For meeting agendas of Law and Courts Committee on June 15, 2023, County Services Committee on June 20, 2023 and Finance Committee on June 21, 2023

BACKGROUND

The current job description for two “Casework Supervisor” positions has not been updated since 2001 and is outdated. The two Casework Supervisor positions (142017 & 142018) are in the ICEA Court Professionals Bargaining Unit. When the job description was last updated in 2001, the duties listed in the job description were the same for both positions. Over the last twenty years, the two supervisory positions branched out by performing different responsibilities and overseeing different employees within the Friend of Court office. One of the supervisory positions (142017) oversees the records unit, which consists of 14 employees. This supervisor also supervises all records pertaining to intergovernmental cases. The other supervisory position (142018) oversees the support enforcement unit, which consists of 16 employees. The overlap between the two supervisory positions consists of an additional two shared Enforcement Specialist positions, who are assigned to handle support enforcement on intergovernmental cases. Lastly, the current job description no longer reflects that the responsibilities associated with each position have increased and become more complex over time. A reorganization is necessary to properly align the job responsibilities associated with each supervisory position and the positions each supervisor is responsible for overseeing.

The reorganization was approved by the following: Ingham County Human Resources, ICEA – Court Professionals Bargaining Unit, Circuit Court Chief Judge Joyce Draganchuk, Chief Circuit Court Judge Pro Tempore Shauna Dunnings and Presiding Judge of the Family Division Lisa McCormick.

ALTERNATIVES

Keep the current job description of Casework Supervisor for both positions despite the fact that the job description is no longer accurate.

FINANCIAL IMPACT

The reorganization request for both Casework Supervisor positions has been analyzed by Human Resources. Human Resources supports a reorganization to create two separate job descriptions, one for the position of Records Supervisor and the other for the position of Support Enforcement Supervisor. The new classifications place each position at a higher pay, with an increase of \$6,835.01 per position or \$13,670.02 for both positions. However, the Friend of Court office receives most of its funding through the Federal Cooperative Reimbursement Program (CRP) administered by the Michigan Office of Child Support, which provides for 66% direct reimbursement of most IV-D (child support enforcement) expenditures. As a result, the General Fund cost of the increase is 34%, which amounts to \$2,319.82 per position or \$4,639.65 for both positions.

STRATEGIC PLANNING IMPACT

Provide appropriate enforcement of child support with an accurate and up to date job description from which to do so. Provide appropriate record keeping with an accurate and up to date job description from which to do so.

OTHER CONSIDERATIONS

The last job description, which combined the functions of both positions, is dated January 22, 2001.

RECOMMENDATIONS

Based on the information presented, the Friend of Court respectfully recommends approval of a resolution to reorganize both positions.

Agenda Item 3

TO: Helen Walker, Deputy Court Administrator Family Court

FROM: Joan Clous, Human Resource Specialist

DATE: March 31, 2023

RE: Memo of Analysis for reorganization of Family Division

The Family Division of the Circuit Court is reorganizing to enhance their ability to serve the residents of Ingham County. As such the following positions will change to:

Casework Supervisor (142018) ICEA Court Pro 9 (\$71,136.89 to \$85,419.71) to Support Enforcement Supervisor ICEA Court Pro 10 (\$76,833.06 to \$92,254.72).

Casework Supervisor (142017) ICEA Court Pro 9 (\$71,136.89 to \$85,419.71) to Records Supervisor ICEA Court Pro 10 (\$76,833.06 to \$92,254.72).

The effective date will be December 31,2022.

Please use this memo as acknowledgement of Human Resources' participation. 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).

5/15/23, 1:04 PM

FW: Reorg FOC - Helen Walker - Outlook

FW: Reorg FOC

Joan Clous <JClous@ingham.org>

Mon 5/15/2023 12:22 PM

To: Helen Walker <hwalker@ingham.org>

Helen,

Here is the union's approval of the reorg for FOC.

Joan

From: Luke Cloud <LCloud@ingham.org>

Sent: Monday, May 15, 2023 12:14 PM

To: Joan Clous <JClous@ingham.org>

Cc: Chadwick Phillips <CPhillips@ingham.org>; Stacey Craig <SCraig@ingham.org>; Jeffrey Donahue <JDonahue@WhiteSchneider.com> <JDonahue@WhiteSchneider.com>

Subject: RE: Reorg FOC

This is acceptable to the people in these positions and the ICEA Court Professional Union.

From: Joan Clous <JClous@ingham.org>

Sent: Monday, May 15, 2023 11:14 AM

To: Luke Cloud <LCloud@ingham.org>

Subject: Reorg FOC

Luke

We have evaluated Stacey Craig's and Chadwick Phillips' positions.

Stacey will now be an Enforcement Supervisor going from an ICEA Court 9 to an ICEA Court 10

1	2	3	4	5	6	7	8a	8b	9	10	11	total
190	180	155	160	155	90	150	115	140	10	10	15	1370

Chadwick will now be a Records Supervisor going from an ICEA Court 9 to an ICEA Court 10

1	2	3	4	5	6	7	8a	8b	9	10	11	total
190	180	155	160	155	90	150	115	140	10	10	15	1370

Please review and let me know if you are in agreement.

Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

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5/15/23, 1:04 PM

FW: Reorg FOC - Helen Walker - Outlook

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

INGHAM COUNTY JOB DESCRIPTION

RECORDS SUPERVISOR

General Summary:

Under the supervision of the Friend of the Court and Assistant Friend of the Court, supervises and directs the work activities of records staff in carrying out the Friend of the Court activities. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Prepares case transfer orders and notices of administrative case consolidations. Reviews and tracks completion of Office of Child support mandated staff training. Creates and generates reports to update MICSES to ensure Friend of the Court compliance for Office of Child Support performance incentive factors and contract performance standards. Generates reports and updates MICSES to ensure full child support case closures. Reviews existing court orders. Responds to inquiries from public officials, clients and other agencies. Intercedes with difficult clients and assists the staff in resolving problem cases.

Essential Functions:

1. Supervises the work activities of records and support staff, including participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff coverage, reviewing timecards, reviewing and evaluating performance, and dealing with employee relations matters in the early stages of the disciplinary process.
2. Oversees interstate case activities which includes but is not limited to registration of foreign out-of-state orders for enforcement of child support in Michigan; initiates registration of orders originated in Michigan for enforcement in other states and countries; utilizes specialized applications and websites focused on intergovernmental communication and enforcement. Coordinates the docketing of interstate and transferred cases with the County Clerks and the reassignment of multiple cases to the correct judges. Prepares transfer orders. Communicates with other local, state and foreign agencies regarding interstate cases.
3. Maintains case assignment and functionality of cases within the Michigan Child Support Enforcement System. Generates and analyzes reports to view case assignment, case functionality and transfer of cases. Resolves issues pertaining to assignment of cases to staff, moving functionality of cases from establishment and/or support specialist to the FOC, moving cases to or from another county, updating assignment to and from intergovernmental status, and maintains the Judge/Referee assignment in MICSES.
4. Oversees and updates the FOC's imaging/virtual filing system to ensure up to date office workflow and functionality. Manages routing codes within electronic filing system, oversees the addition and deletion of employee queues to accommodate staffing changes, ensures proper suppression of files and documents to address conflicts of interest or confidential matters. Conducts extensive testing to ensure the office electronic file and work queues are operating appropriately.
5. Represents the FOC on various workgroups pertaining to Family Court/FOC/Court Clerk office integration, state and local computer development projects and other state or national projects. Acts as a liaison with other departments and vendors regarding hardware, software and application development projects for FOC.

6. Monitors mandatory training requirements for FOC staff. Generates and analyzes reports to assist in ensuring employees complete training requirements mandated by the Office of Child Support. Assigns specific trainings for staff to complete as needed to ensure IV-D requirements are met. Notifies the Deputy Court Administrator/FOC Director of the hours and types of training that have been completed by staff.
7. Collects and coordinates statistical information for state and federal reports. Generates and analyzes multiple reports to ensure that the Friend of Court is in compliance with the requirements for support order percentage per the IV-D funding requirements. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
8. Generate and analyze reports to ensure proper case closure within the Michigan Child Support Enforcement System.
9. Generate and analyze reports to ensure accuracy of paternity establishment information within the Michigan Child Support Enforcement System. Reviews legal pleadings, court orders, and affidavits of parentage to assist in executing any needed updates to paternity information. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
10. Generates and analyzes the Child Support Contract Performances Standard Improvement Report to ensure the Friend of the Court meets performance standard measures per the Cooperative Reimbursement Program (CRP) agreement with the Office of Child Support. Completes and assigns various tasks pertaining to locate case members to ensure benchmarks are met.
11. Oversees cash handling and controls, operations and procedures for FOC staff.
12. Ensures adequate office coverage for switchboard, front desk receptionist, cashier, bank deposit, and scanning.
13. Access information needed for FOC operations through confidential online data systems and technologies. Requires and in depth understanding of multiple platforms. Sources include but are not limited to the Michigan Child Support Enforcement System, Self-Service Reports, Business Objects, Data Visualizations, OnBase, CourtView, Learning Management System, Child Support Portal, Accurint and Right-Fax, Zoom, and Microsoft teams.
14. Reviews court orders to determine if amendments are needed.
15. Communicates with the following: clients, attorneys, employers, judges/judicial staff, prosecutor's office, court clerk's office, local, state, and federal courts, local and state agencies including the Michigan Office of Child Support and Michigan State Disbursement Unit, and Friend of Court offices statewide.
16. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and

resolve issues.

17. Serves as a backup for some administrative duties, supervisory staff and/or other support staff as necessary.
18. Reviews and drafts standard operating policies and procedures pertaining to records section including interstate cases/enforcement and oversees implementation of the policies and procedures by staff.
19. Participates in various training to ensure compliance with continuing education requirements as well as to ensure adherence with any developments or changes within the field.
20. Performs other duties as assigned.

Other Functions:

None listed.

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

Employment Qualifications:

Education: Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

Experience: Three or more years of directly related casework, order entry, and court work experience, with at least one year of prior supervisory experience.

Other Requirements:

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

Physical Requirements:

Ability to access department files.

Ability to enter and retrieve information from computer systems.

Ability to lift and carry folders and files.

Ability to access all areas of the office and the courts.

[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 an office setting.

Exposure to clients in various emotional states who may be verbally abusive or hostile.

RECORDS SUPERVISOR

INGHAM COUNTY JOB DESCRIPTION

SUPPORT ENFORCEMENT SUPERVISOR

General Summary:

Under the supervision of the Friend of the Court or Assistant Friend of the Court, supervises and directs the work activities of enforcement and support staff in carrying out the Friend of the Court activities. Creates, analyzes and disseminates numerous specialized reports to aid in enforcement activities. Updates various fields in the Michigan Child Support Enforcement System. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Coordinates FOC functions with other local and state offices and agencies. Prepares enforcement orders and reviews existing court orders. Responds to inquiries from public officials, clients and others. Intercedes with difficult clients and assists the staff in resolving problem cases.

Essential Functions:

1. Supervises the work activities of enforcement and support staff, includes participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff coverage, reviewing timecards, reviewing and evaluating performance, and dealing with employee relations matters in the early stages of the disciplinary process.
2. Supervises, oversees and assists in the monitoring of incarcerated payers to ensure support is abated and a child support review is initiated in compliance with the law. Generates and analyzes multiple reports and data sources to maintain an accurate record to be utilized when monitoring incarcerated payers. Oversees abatement process and request for child support review whenever a payer has been released from incarceration after an abatement has occurred.
3. Oversees the discharge of state-owed debt policy and procedures implemented by the State of Michigan Office of Child Support. Creates and generates reports targeted at identifying payers who may qualify for discharge, assigns tasks to the enforcement section, reviews requests for state owed discharge and conducts an in depth analysis of the file when determining whether to approve or deny the request. Maintains records pertaining to discharge of state owed debt.
4. Creates and maintains the County Location Availability Schedule within the Michigan Child Support Enforcement System.
5. Performs locate searches targeted at finding case members who are deceased and updates the Michigan Child Support Enforcement System, assigns tasks to staff, and oversees the process to clear any balances owed to or by a deceased member.
6. Creates and generates reports for enforcement staff to utilize when conducting an “ability to pay” analysis to assist in determining which dockets should be scheduled for show cause hearings or when other enforcement remedies may be needed.
7. Oversees enforcement staff who are responsible for the execution and cancellation of bench warrants for support and custody/parenting time related issues. Oversees enforcement staff who are responsible for locating, surveying, arresting and transporting clients to a correctional facility.
8. Oversees various enforcement remedies as permitted by law, which includes but is not limited to the

following: placement of liens on specific types of property, suspension of driver's licenses, occupational licenses and recreational licenses, as well as credit bureau reporting.

9. Oversees enforcement staff who interpret, investigate and enforce orders pertaining to medical coverage and the reimbursement of uninsured medical expenses.
10. Monitors case members bankruptcy status to ensure FOC enforcement remedies comply with state and federal law, as well as requirements outlined by the State of Michigan Office of Child Support.
11. Generates and analyzes the Child Support Contract Performance Standard Improvement Report to ensure the Friend of the Court meets performance standard measures per the Cooperative Reimbursement Program (CRP) agreement with the Office of Child Support. Completes and assigns various tasks pertaining to locating case members as well as executing timely medical and support enforcement measures to remedy any deficiencies in these areas.
12. Collects and coordinates statistical information for state and federal reports. Generates and analyzes multiple reports to ensure that the Friend of Court is in compliance with the requirements for current support percentage and arrears case percentage per the IV-D funding requirements. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
13. Access information needed for FOC operations through confidential online data systems and technologies. Requires an in depth understanding of multiple platforms. Sources include but are not limited to the Michigan Child Support Enforcement System, MiSDU Kidstar, Business Objects, Self-Service Reporting, Data Visualizations, Federal Child Support Portal, Learning Management System, OnBase, CourtView, Public Access to Court Electronic Records, Internet Criminal History Access Tool, Judicial Data Warehouse, Clear, Accurint, Right-Fax, Zoom, OneSpan and Microsoft Teams.
14. Review problematic orders to ensure ordered amounts can be properly entered into the Michigan Child Support System and that case specific language is enforceable. Refer to appropriate staff for resolution.
15. Communicates with the following: clients, attorneys, employers, judges/judicial staff, prosecutor's office, court clerk's office, local, state, and federal courts, local and state agencies including the Michigan Office of Child Support and Michigan State Disbursement Unit, police agencies, and Friend of Court offices statewide.
16. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
17. Conducts Show Cause conferences to address delinquency in payments pertaining to child support, child care, medical and spousal support.
18. May be required to appear and testify in hearings.
19. Serves as backup for some administrative duties, supervisory staff and/or other support staff as necessary.
20. Reviews and drafts standard operating policies and procedures pertaining to enforcement of support and oversees implementation of the policies and procedures by staff.
21. Participates in various training to ensure compliance with continuing education requirements as well as to ensure adherence with any developments or changes within the field.

22. May assist in conducting community outreach as requested.

23. Performs other duties as assigned.

Other Functions:

None listed.

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

Employment Qualifications:

Education: Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

Experience: Three or more years of directly related casework and court work experience, with at least one year of prior supervisory experience.

Other Requirements:

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

Physical Requirements:

Ability to access department files.

Ability to enter and retrieve information from computer systems.

Ability to lift and carry folders and files.

Ability to access all areas of the office and the courts.

[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 an office setting.

Exposure to clients in various emotional states who may be verbally abusive or hostile.

ENFORCEMENT SUPERVISOR

**INGHAM COUNTY
JOB DESCRIPTION**

CASEWORK SUPERVISOR

General Summary:

Under the supervision of the Friend of the Court or Assistant Friend of the Court, supervises and directs the work activities of enforcement and support staff in carrying out the Friend of the Court activities. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Coordinates FOC functions with other local and state offices and agencies. Prepares specialized orders for the referees and staff attorneys. Responds to inquiries from public officials, clients and others. Intercedes with difficult clients and assists the staff in resolving problem cases.

Essential Functions:

1. Supervises the work activities of enforcement and support staff, includes participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff, reviewing and evaluating performance, and dealing with employee relations matters in the early stages.
2. Oversees and coordinates the functions of the various units of the Friend of the Court, including parenting time and child custody disputes, medical coverage and reimbursement of uninsured medical expenses, and child and spousal support issues.
3. Monitors the referrals to the Michigan Works agencies. Insures that caseworkers maintain awareness of the status of referred clients.
4. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
5. Conducts show cause conferences as necessary.
6. Represents the FOC on various committees addressing all aspects of Family Court integration, state and local computer development projects and other state or national projects.
7. Serves as a liaison/witness for in-state felony and federal criminal warrants for non-support cases with local, state, and federal courts, attorneys, and police agencies.
8. Coordinates the docketing of interstate and transferred cases with the County Clerks and the reassignment of multiple cases to the correct judges.
9. Writes and administers Michigan Works grants and the related budgets.
10. Authorizes the cancellation of bench warrants and the sending of LEIN messages.
11. Collects and coordinates statistical information for state and federal reports.
12. Serves as backup for some administrative duties and for enforcement and support staff as necessary.

Other Functions:

None listed.

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

Employment Qualifications:

Education: Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

Experience: Three or more years of directly related casework and court work experience, with at least one year of prior supervisory experience.

Other Requirements:

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

Physical Requirements:

Ability to access department files.

Ability to enter and retrieve information from computer systems.

Ability to lift and carry folders and files.

Ability to access all areas of the office and the courts.

[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 an office setting.

Exposure to clients in various emotional states who may be verbally abusive or hostile.

CASEWORK SUPERVISOR

(1/22/01)

CourtPro-09

TO: County Services Committee
Finance Committee
Ingham County Board of Commissioners

FROM: William E. Fowler, Director
Equalization/Tax Mapping Department

RE: **RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND
REMONUMENTATION PROJECT REPRESENTATIVE**

Attached please find the resolution to award a contract to Ronnie Lester to serve as the County Representative for the 2023 Remonumentation Project.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2023 will be for \$111,943.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2023 is \$111,943. \$27,475 of the grant will cover the cost for county representative services to be provided by Ronnie M. Lester.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND
REMONUMENTATION PROJECT REPRESENTATIVE**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, that upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2023 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2023 through December 31, 2023, at a cost not to exceed \$27,475.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: County Services Committee
Finance Committee
Ingham County Board of Commissioners

FROM: William E. Fowler, Director
Equalization/Tax Mapping Department

RE: **RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS**

Attached please find the resolution to award contracts for the 2023 Remonumentation Peer Review Group Members.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2023 will be for \$111,943.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2023 is \$111,943. \$2,700 of the grant will cover the cost for peer review services to be provided by the selected members of the Peer Review Group.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2023 Ingham County Remonumentation Project:

Anthony Bumstead,, 518 W. Lovett #3, Charlotte, MI 48813
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
David Clifford, P.O. Box 87, Mason, MI 48854
Ronald Enger, P.O. Box 87, Mason, MI 48854 (Alternate)
Justin Carroll, 2300 N. Grand River Ave., Lansing MI 48906
Gilbert Barish, 2300 N. Grand River Ave., Lansing MI 48906 (Alternate)

to terms expiring December 31, 2023.

BE IT FURTHER RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2023 at a cost not to exceed \$675 per Peer Review Group Member at a cost of \$225 per meeting.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: County Services Committee
Finance Committee

FROM: William E. Fowler, Director
Equalization/Tax Mapping Department

RE: **RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION
PROJECT SURVEYORS**

Attached please find the resolution to award contracts for the 2023 Remonumentation Project Surveyors.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2023 will be for \$111,943.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2023 is \$111,943. \$80,025 of the grant will cover the cost for surveying services to be provided by the selected surveying service providers.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the Ingham County Board of Commissioners wishes to express appreciation for the dedicated service and leadership of Ronnie Lester, who for 30 years has guided the Ingham County Remonumentation program, and

WHEREAS, the Ingham County Board of Commissioners has historically approved utilizing the surveying services of multiple qualifying survey firms, and

WHEREAS, for 2023 three qualified surveying firms have been selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2023; and

WHEREAS, it is the recommendation of the Director of the Equalization/Tax Mapping Department and Grant Administrator, that it is in the County's best interest to authorize contracts with Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, Enger Surveying, and Wolverine Engineers and Surveyors Inc. for services as monumentation surveyors for 2023.

THEREFORE BE IT RESOLVED, that upon the respectfully recommended that the Ingham County Board of Commissioners contracts for the equally responsible services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be equally funded by survey and remonumentation grant funds authorized for 2023:

Autenrieth Land Surveys, LLC: \$20,000
Bumstead Land Surveys, LLC: \$20,000
Enger Surveying and Engineering: \$20,000
Wolverine Engineers and Surveyors, Inc: \$20,000

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

TO: County Services Committee
Finance Committee
Ingham County Board of Commissioners

FROM: William E. Fowler
Equalization/Tax Mapping Department

RE: **RESOLUTION APPOINTING ROSEMARY ANGER AS COUNTY GRANT
ADMINISTRATOR FOR THE 2023 INGHAM COUNTY REMONUMENTATION
PROJECT**

Attached please find the resolution to appoint Rosemary Anger to be the Grant Administrator for the Ingham County Remonumentation Project for the balance of 2023.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2023 will be for \$111,943.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2023 is \$111,943. Naming and approving Rosemary Anger as grant administrator has no financial impact.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPOINTING ROSEMARY ANGER
AS COUNTY GRANT ADMINISTRATOR
FOR THE 2023 INGHAM COUNTY REMONUMENTATION PROJECT**

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator; and

WHEREAS, on June 30, 2023, William E. Fowler will be ending his services with Ingham County and as grant administrator for the Ingham County Remonumentation Project.

THEREFORE BE IT RESOLVED, it is respectfully requested that the Ingham County Remonumentation Committee, the Ingham County Board of Commissioners appoint Rosemary Anger, Equalization Director, for the related services as Acting County Grant Administrator as required by Act 345, P.A. 1990 for the balance of the 2023 Ingham County Remonumentation Project.

Agenda Item 5a

TO: Board of Commissioners Human Services, County Services, and Finance Committees

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: May 25, 2023

SUBJECT: Authorization to Enter into an Agreement with the Michigan Health Endowment Fund
For the Meeting Agendas June 20, June 21 and June 26, 2023

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Health Endowment Fund effective June 1, 2023 through May 31, 2025 to accept grant funds not to exceed \$200,000 to support the development of an Ingham County Black Doula Cohort. These funds will be used to facilitate the development of a cohort of Black doulas who will provide prenatal, delivery, and postpartum supports and services to Black birthing teens and women in our community. Findings suggest that Black women are fearful of birthing hospitals and the medical system during their pregnancies, and in the time leading up to their birth experiences. Black Doulas are uniquely positioned to support Black birthing people, thereby impacting efforts to reduce racial disparities in birth outcomes within Ingham County. ICHD would like to hire a .50 FTE Program Specialist to provide overall support and management for this effort. The Program Specialist is a currently existing job classification.

ALTERNATIVES

ICHD could choose not to provide the development of a Black Doula Cohort through funds from the Michigan Health Endowment Fund and thereby forfeit providing doula services to Ingham County's black population needing birthing assistance.

FINANCIAL IMPACT

The cost of the .50 FTE Program Specialist position (ICEA Prof. Grade 5) is up to \$57,628. All costs associated with this agreement have been funded through a grant from the Michigan Health Endowment Fund.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a new .50 FTE Program Specialist position (ICEA Prof. Grade 5) and execute an agreement with the Michigan Health Endowment Fund to accept grant funding to support the development of the Ingham County Black Doula Cohort effective June 1, 2023 through May 31, 2025 in an amount not to exceed \$200,000.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN HEALTH
ENDOWMENT FUND FOR THE INGHAM COUNTY BLACK DOULA COHORT**

WHEREAS, findings suggest that some Black people are fearful or distrustful of birthing hospitals and the medical system during their pregnancies, and in the time leading up to their birth experiences; and

WHEREAS, Black doulas are uniquely positioned to support Black birthing people, thereby impacting efforts to reduce racial disparities in birth outcomes in our community; and

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Health Endowment Fund effective to accept grant funds in an amount not to exceed \$200,000 to support the development of an Ingham County Black Doula Cohort; and

WHEREAS, these funds will be used to facilitate the development of a cohort of Black doulas who will provide prenatal, delivery, and postpartum supports and services to Black birthing people in our community; and

WHEREAS, ICHD wishes to create a .50 FTE Program Specialist (ICEA Prof. Grade 5, salary range \$50,294.82 to \$60,394.75) position, which is a currently existing job classification, to provide overall support and management for the effort; and

WHEREAS, the cost of the .50 FTE Program Specialist (ICEA Prof. Grade 5, salary range \$50,294.82 to \$60,394.75) position is up to \$57,628 and will be funded using grant award dollars included in this resolution; and

WHEREAS, the Medical Health Officer recommends authorizing a .50 FTE Program Specialist position effective upon approval; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with the Michigan Health Endowment Fund effective June 1, 2023 through May 31, 2025 to accept grant funds in an amount not to exceed \$200,000, to support the development of an Ingham County Black Doula Cohort.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Michigan Health Endowment Fund effective June 1, 2023 through May 31, 2025 to accept grant funds in an amount not to exceed \$200,000, to support the development of an Ingham County Black Doula Cohort.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the hiring of a .50 FTE Program Specialist position (ICEA Professional Grade 5, salary range \$50,294.82 to \$60,394.75) to provide overall support and management for the effort, effective upon approval of this resolution.

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

BE IT FURTHER RESOLVED that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

TO: Board of Commissioners Human Services, County Services, and Finance Committee
FROM: Adenike Shoyinka, MD, Medical Health Officer
DATE: June 2, 2023
SUBJECT: Acceptance of Ryan White Part C Early Intervention Services funds from the Health Resources and Services Administration
For the meeting agendas of June 20, June 21, and June 26, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) would like to accept the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025. The purpose of Ryan White Part C Early Intervention Services funds is to support the provision of primary care services to low-income, vulnerable, medically underserved persons living with Human Immunodeficiency Virus (HIV) in Ingham County.

ALTERNATIVES

If we do not accept these funds, persons living with HIV will not have access to customized primary care services.

FINANCIAL IMPACT

These funds will help subsidize the provision of primary care services to low-income, vulnerable, medically underserved persons living with HIV in Ingham County through the ICHD's CHCs. Staffing needs for this funding include a new contractual 0.4 FTE infectious disease physician for an amount not to exceed \$154,840 during this grant period, which will be approved in a separate resolution at a later date. An additional 0.1 FTE of an existing contractual infectious disease physician is needed with Michigan State University College of Osteopathic Medicine from June 1, 2023 through April 30, 2024 of an amount not to exceed \$40,600. In addition, a 1.0 FTE Outreach and Linkage Specialist (ICEA Professional Grade 7) position is needed. At Step 5, the total cost of the Outreach and Linkage Specialist position is \$134,585.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the acceptance of the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025.

Ingham County Job Description

Outreach and Linkage Specialist

General Summary:

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

Essential Functions:

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

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

Other Functions:

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

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

Employment Qualifications:

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

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

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

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

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to walk over uneven terrain and climb stairs.
- Ability to enter and retrieve information from a computer.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to access records and documents of the department.
- Ability to operate a PC/laptop and other office equipment.
- Ability to travel throughout the County to various locations.
- Ability to lift charts, slide projectors, and boxes of educational materials.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- Travels throughout the County to conduct investigations, attend meetings, and make education presentations.
- Works in office conditions.
- This position may be exposed to communicable diseases, blood, other body fluids, etc.
- 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.

April 2018
ICEA Pro 07

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT RYAN WHITE PART C EARLY INTERVENTION SERVICES FUNDS FROM THE HEALTH RESOURCES AND SERVICES ADMINISTRATION AND TO AUTHORIZE CONTRACTUAL INFECTIOUS DISEASE PHYSICIAN SERVICES AND TO CREATE AN OUTREACH AND LINKAGE SPECIALIST POSITION

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) would like to accept the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025; and

WHEREAS, the purpose of Ryan White Part C Early Intervention Services funds is to support the provision of primary care services to low-income, vulnerable, medically underserved persons living with HIV in Ingham County; and

WHEREAS, these funds will help subsidize the provision of primary care services to low-income, vulnerable, medically underserved persons living with HIV in Ingham County through the ICHD's CHCs; and

WHEREAS, staffing needs include an additional 0.1 FTE of an existing contractual infectious disease physician with Michigan State University College of Osteopathic Medicine from June 1, 2023 through April 30, 2024 of an amount not to exceed \$40,600; and

WHEREAS, a 1.0 FTE Outreach and Linkage Specialist (ICEA Professional Grade 7, salary range \$59,627.50 to \$71,599.41) position is needed with a total cost at Step 5 not to exceed \$134,585; and

WHEREAS, these funds will help subsidize the provision of primary care services to low-income, vulnerable, medically underserved persons living with HIV in Ingham County through the ICHD's CHCs; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer support the acceptance of the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the creation of a 1.0 FTE Outreach and Linkage Specialist position (ICEA Professional Grade 7, salary range \$59,627.50 to \$71,599.41), with total cost not to exceed \$134,585, effective upon passage of this resolution.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an increase of 0.1 FTE with an existing contractual infectious disease physician with Michigan State University College of Osteopathic Medicine from June 1, 2023 through April 30, 2024 of an amount not to exceed \$40,600.

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

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

Agenda Item 6

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: June 6, 2023
SUBJECT: Network Hardware Purchase from Sentinel
For the meetings of June 20th, June 21st, and June 17th

BACKGROUND

Ingham County's infrastructure needs some additional capacity for the additional connectivity that has been requested recently. Innovation and Technology Department (ITD) has budgeted to add these components to ensure that there is connectivity where we need it. The ones chosen will also allow us to implement more of our strategic initiatives to protect County resources as well.

ALTERNATIVES

ITD has researched best practices and found that these components are most recommended for our size and complexity while not being overly expensive or difficult to manage.

FINANCIAL IMPACT

The funding for this purchase of hardware is budgeted and will come from the County's Innovation and Technology Department's Network Hardware fund #636-25810-932032.

STRATEGIC PLANNING IMPACT

This resolution supports strategy D2 of the Strategic Action Plan – Annually budget for Countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

Pricing from the recommended vendor is off the competitively bid NASPO contract, Master Agreement Number AR3227, #210000001333.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to purchase hardware via Purchase Order from Sentinel Technologies in the amount not to exceed \$44,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF NETWORK HARDWARE
FROM SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County's infrastructure has several areas that are reaching capacity; and

WHEREAS, system usage is increasing requiring more connections; and

WHEREAS, Innovation and Technology Department (ITD) budgeted to add additional components; and

WHEREAS, ITD has researched and found that these components are most recommended for our size and complexity while not being overly expensive or difficult to manage.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of hardware from Sentinel Technologies in the amount not to exceed \$44,000.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Network Hardware Fund (#636-25810-932032).

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

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: June 6, 2023

RE: Resolution to Authorize an Agreement with Elevator Service LLC for the Full-Service Elevator Repair and Maintenance at Multiple County Buildings

For the meeting agendas of: June 20 & 21

BACKGROUND

The Facilities Department is responsible for ensuring the proper repair and maintenance of fourteen elevators and two dumbwaiters in County buildings. Due to the liability exposure and technical nature required for maintaining the elevators, a service contract with trained and certified professionals is required.

The Purchasing Department solicited proposals from qualified vendors. Post-bid interviews were conducted with the two lowest bidders as well as references checked. The following are the reasons why the Facilities department came to a unanimous decision to award the service agreement to Elevator Service LLC:

- The number of qualified technicians - Elevator Service LLC has over 30 technicians with years of experience where Great Lakes Elevator has five technicians to cover the state.
- Years of knowledge – the years of knowledge that Elevator Service had over Great Lakes elevator was significant. The knowledge that Elevator Service LLC has of elevator equipment and education was apparent.
- Time to service calls - when interviewing references Elevator Service LLC had a better response time to calls according to references checked.

The total not to exceed amount for three years of service (36-month term) is \$132,420.

ALTERNATIVES

The alternative would be to not approve, risking ADA compliance, the safety of staff and public who use the elevators and higher costs.

FINANCIAL IMPACT

Funds are available in the appropriate 931100 contractual line items.

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 Elevator Service LLC for the full-service elevator repair and maintenance at multiple county buildings.

Agenda Item 7a

TO: Glenn Canning, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: March 30, 2023

RE: Memorandum of Performance for RFP No. 36-23: Full-Service Elevator Maintenance and Repair

Per your request, the Purchasing Department sought proposals from experienced and licensed vendors for the purpose of entering into an agreement to provide full-service elevator repair and maintenance services on passenger elevators and dumbwaiters at various County facilities for a three-year period with an option for a two-year renewal.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	13	4
Vendors responding	5	2

A summary of the vendors' costs is located on the next page.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

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

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

SUMMARY OF THE VENDORS' COSTS

Vendor Name:	GREAT LAKES ELEVATOR	ELEVATOR SERVICE LLC	SCHINDLER	OTIS ELEVATOR CO.	TK ELEVATOR
Local Preference:	<i>Yes, Williamston MI</i>	<i>No, Grand Rapids MI</i>	<i>Yes, Lansing MI</i>	<i>No, Farmington Hills MI</i>	<i>No, Grand Rapids MI</i>
2023 TOTAL COSTS	\$10,680.00	\$12,660.00	\$15,900.00	\$20,848.98	\$24,000.00
2024 TOTAL COSTS	\$44,880.00	\$46,500.00	\$52,227.00	\$59,392.44	\$70,800.00
2025 TOTAL COSTS	\$45,900.00	\$48,840.00	\$54,838.32	\$59,986.44	\$74,340.00
2026 TOTAL COSTS	\$23,460.00	\$24,420.00	\$28,790.16	\$29,993.22	\$39,028.50
GRAND TOTAL	\$124,920.00	\$132,420.00	\$151,755.48	\$170,221.08	\$208,168.50
License & Standard Maintenance Agreement	YES	YES	YES	YES	NO
Yr. 1 - O.T. S/Hr.	\$332.00	\$450.00	\$340.00	\$225.00	\$375.00
Yr. 1 - Weekend S/Hr.	\$390.00	\$450.00	\$400.00	\$225.00	\$717.00
Yr. 1 - Holiday S/Hr.	\$390.00	\$450.00	\$400.00	\$225.00	\$750.00
Yr. 2 - O.T. S/Hr.	\$332.00	\$472.00	\$340.00	\$227.25	\$375.00
Yr. 2 - Weekend S/Hr.	\$390.00	\$472.00	\$400.00	\$227.25	\$717.00
Yr. 2 - Holiday S/Hr.	\$390.00	\$472.00	\$400.00	\$227.25	\$750.00
Yr. 3 - O.T. S/Hr.	\$332.00	\$495.00	\$340.00	\$229.52	\$393.75
Yr. 3 - Weekend S/Hr.	\$390.00	\$495.00	\$400.00	\$229.52	\$752.85
Yr. 3 - Holiday S/Hr.	\$390.00	\$495.00	\$400.00	\$229.52	\$787.50

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ELEVATOR SERVICE LLC
FOR THE FULL-SERVICE ELEVATOR REPAIR AND MAINTENANCE AT MULTIPLE
COUNTY BUILDINGS**

WHEREAS, the Facilities Department is responsible for ensuring the proper repair and maintenance of fourteen passenger elevators and two dumbwaiters at various County buildings; and

WHEREAS, due to the liability exposure and technical nature required for maintaining the elevators, a service contract with trained and certified professionals is required; and

WHEREAS, the Purchasing Department solicited proposals from qualified vendors; and

WHEREAS, post-bid interviews were conducted with the two lowest bidders and references were checked; and

WHEREAS, based on the number of qualified technicians, years of knowledge and time to services calls, the Facilities Department came to a unanimous decision; and

WHEREAS, the Facilities Department recommends an agreement with Elevator Service LLC, who submitted a responsive and responsible proposal of \$132,420 for the full-service elevator repair and maintenance for three years (36-month term); and

WHEREAS, funds are available in the appropriate 931100 contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Elevator Service LLC., 4150 Hunsaker Drive, East Lansing, MI 48823, corporate address of 823 Ottawa NW, Grand Rapids, Michigan 49503, for full-service elevator repair and maintenance at multiple County buildings for a three year (36-month term) not to exceed amount of \$132,420 with a two-year renewal option.

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 7b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: June 6, 2023

RE: Resolution to Authorize a Purchase Order to Seelye Group LTD, to Replace the Flooring in the Conference Rooms, First Floor Offices and Breakrooms at the Hilliard Building

For the meeting agendas of: June 20 & 21

BACKGROUND

The carpet in the three conference rooms, first floor offices and breakrooms in the Hilliard Building is worn, faded and has outlived its life expectancy and needs to be replaced. The flooring in the breakrooms will be replaced with LVT (luxury vinyl tile) as those areas are prone to carpet staining. Seelye Group LTD, who is on the MiDeals contract, therefore three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$93,477.01 for the flooring replacement. We are requesting a contingency of \$4,700 for any uncovered conditions. The grand total is \$98,177.01.

ALTERNATIVES

The alternative would be to place this on hold, risking higher prices.

FINANCIAL IMPACT

Funds are available in the approved 2023 CIP line item # 245-90210-976000-23F12

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
245-90210-976000-23F12	\$110,000	\$110,000	\$98,177.01	\$11,822.99
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group LTD, to replace the carpet in the conference rooms, first floor offices and replace the breakrooms with LVT at the Hilliard Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP LTD.
TO REPLACE THE FLOORING IN THE CONFERENCE ROOMS, FIRST FLOOR OFFICES
AND BREAKROOMS AT THE HILLIARD BUILDING**

WHEREAS, the carpet in the three conference rooms, first floor offices, and breakrooms in the Hilliard Building is worn, faded, has outlived its life expectancy, and needs to be replaced; and

WHEREAS, the flooring in the breakrooms will be replaced with LVT (luxury vinyl tile) as those areas are prone to carpet staining; and

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

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order to Seelye Group LTD., who submitted a proposal of \$93,477.01 to replace the flooring in the three conference rooms, first floor offices and breakrooms at the Hilliard Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$4,700 for any uncovered conditions; and

WHEREAS, funds are available in the 2023 approved CIP General Fund line item #245-90210-976000-23F12 which has a balance of \$110,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group LTD., 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the flooring in the three conference rooms, first floor offices and breakrooms at the Hilliard Building for an amount not to exceed \$98,177.01 which includes the \$4,700 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 8

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: June 6, 2023
SUBJECT: Resolution to Approve UAW TOPS, ICEA County Professional, and ICEA Court Professional Reclassification Requests

For the meeting agendas of June 20 and June 21

BACKGROUND

The UAW Technical, Office, Paraprofessional & Service Employees collective bargaining agreement, the ICEA County Professional Employees collective bargaining agreement, and the ICEA Court Professional Employees collective bargaining agreement are effective January 1, 2022 through December 31, 2024. Each includes a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for employees in these groups. These reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the County's goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE UAW TOPS, ICEA COUNTY PROFESSIONAL,
AND ICEA COURT PROFESSIONAL RECLASSIFICATION REQUESTS**

WHEREAS, the UAW Technical, Office, Paraprofessional & Service Employees collective bargaining agreement, the ICEA County Professional Employees collective bargaining agreement, and the ICEA Court Professional Employees collective bargaining agreement are effective January 1, 2022 through December 31, 2024.

WHEREAS, the Human Resources Department has executed the process for reclassification requests for employees in these groups; and

WHEREAS, these reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
142045	Family Services Enforcement Coord. - FOC	Move from UAW F to UAW G
142050	Records Court Clerk- FOC	Move from UAW D to UAW F
142051	Records Court Clerk- FOC	Move from UAW D to UAW F
142052	Records Court Clerk- FOC	Move from UAW D to UAW F
142053	Records Court Clerk- FOC	Move from UAW D to UAW F
142069	Records Court Clerk- FOC	Move from UAW D to UAW F
601511	340B Program Coordinator to Pharmacy Services Manager	Move from County Pro 7 to County Pro 9
130069	Mental Health Court – Court Services Coordinator	Move from Court Pro 5 to Court Pro 7
130049	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
130050	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
130065	Sr. Pretrial Services Investigator	Move from Court Pro 8 to Court Pr 10
130067	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
130071	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
130074	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
130075	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
142009	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142010	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142013	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142014	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142011	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9

142012	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142015	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142016	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9

	2023	2023	
<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Family Svcs. Enf. Coord.	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Pharmacy Services Mgr.	Co Pro 7: 71,599.41	Co Pro 9: 85,410.98	13,811.57
MHC – Ct. Svcs. Coord.	Ct Pro 5: 60,401.06	Ct Pro 7: 71,606.08	11,205.02
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Sr. Pretrial Services Inv.	Ct Pro 8: 78,103.65	Ct Pro 10: 92,254.72	14,151.07
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
TOTAL:			204,603.65

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.

Agenda Item 9

TO: County Services Committee

FROM: Gregg Todd, Controller

DATE: June 6, 2023

SUBJECT: Authorization to Start a Managerial and Confidential Ingham County Director of Finance & Budget above Step 2

For the Meeting Agenda of June 20

BACKGROUND

We recently interviewed a candidate to fill the vacant Director of Finance and Budget position which is classified as Grade 16. The successful candidate is highly qualified and has over 20 years of experience in governmental accounting and finance. The candidate has requested to be compensated at Grade 16, Step 4. The Human Resources Department reviewed the candidate's resume against the requested salary and is in support of the compensation level.

Managerial and Confidential Employees 2023 Salary range for Grade 16:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
16	110,968.13	116,151.03	121,575.15	127,254.39	133,235.36

ALTERNATIVES

The candidate has indicated a willingness to accept the offer to fill the position at Grade 16, Step 4. If no agreement regarding salary is reached, then the existing posting will remain open.

FINANCIAL IMPACT

The Director of Finance and Budget is a newly created position, which was assumed at Step 5 for budgetary purposes, so the requested salary would be within the budget amount.

RECOMMENDATION

Based on the qualifications of the candidate, the Controller's Office recommend the County Services Committee authorize placement of the candidate at Grade 16, Step 4 of the Managerial and Confidential salary schedule.