

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, MAY 2, 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 [April 18, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Farmland and Open Space Preservation Board – Resolution to Approve the Ranking of the 2022 Farmland and Open Space Preservation Programs [Application Cycle Ranking](#) and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties
2. Prosecuting Attorney's Office – Resolution to Deactivate the Domestic Violence Coordinator Position (229055) and Create a Position Number for a [Victim/Witness Assistant](#)
3. Treasurer's Office – Resolution to Provide the Ingham County Land Bank Fast Track Authority with [Capacity Building Funding](#)
4. Circuit Court – Circuit Court General Trial Division [Reorganization](#) (*Discussion*)
5. Health Department – Resolution to Reorganize the [Billing & Reporting Unit](#) within Ingham County Health Department
6. Innovation & Technology Department – Resolution to Authorize Planned Annual Continuing Education Program for [MUNIS](#)
7. Road Department
 - a. Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 [Local Road Program](#)
 - b. Resolution to Authorize Architectural and Engineering Design Services with [Hubbell, Roth & Clark, Inc.](#) for Roof Replacement Projects for the Ingham County Road Department
 - c. Resolution to Authorize the Purchase of Roto Milling Services from [Michigan Paving and Materials](#) for the Ingham County Road Department

8. Human Resources Department
 - a. Resolution to Approve Managerial & Confidential [Reclassification](#) Requests
 - b. Notice of Emergency Purchase Order for Recruiting Services with [Trillium Staffing Solutions](#)
9. Controller's Office
 - a. Resolution to Approve an Agreement with [Kolt Communications](#) for Public Relations Services
 - b. Resolution Updating Various [Fees](#) for County Services Committee Departments for Services Provided by the County
10. Board of Commissioners Office
 - a. Resolution Affirming the Eligibility of [Per Diem Payments](#) for Commissioners Serving on Certain Statutory and/or Agency Boards
 - b. Resolution Honoring [Larry Silsby](#), Aurelius Township Supervisor

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

April 18, 2023

Draft Minutes

Members Present: Celentino, Sebolt, Lawrence, Maiville, and Ruest.

Members Absent: Peña and Grebner.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, Eric Thelen, Laura Bartley, Tirstan Walters, Kaitlyn Hetfield, 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 April 4, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE APRIL 4, 2023 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Peña and Grebner.

Additions to the Agenda

Substitute –

5. Facilities Department – Resolution to Authorize an Agreement with Wolverine Building Group for the Historical Mason Courthouse Clock Tower and Tunnel Restoration and Repairs and to Authorize an Agreement with RedGuard Fire & Security for the Fire Panel Replacement at the Veterans Memorial Courthouse and Grady Porter Building

Limited Public Comment

None.

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

2. Drain Commissioner
 - a. Resolution to Authorize an Agreement for the Construction of Part of the Gardens Drain by the Ingham County Road Department while Constructing Its Project on Cedar Street from Holbrook Drive to College Road
 - b. Resolution Pledging Full Faith and Credit to 2023 Drainage District Notes
3. 55th District Court – Resolution to Authorize the Addition of a 0.5 FTE Court Officer Position in the 55th District Court

5. Facilities Department – Resolution to Authorize an Agreement with Wolverine Building Group for the Historical Mason Courthouse Clock Tower and Tunnel Restoration and Repairs and to Authorize an Agreement with RedGuard Fire & Security for the Fire Panel Replacement at the Veterans Memorial Courthouse and Grady Porter Building
6. Road Department
 - a. Resolution to Authorize an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project
 - b. Resolution to Authorize an Engineering Consultant Services Agreement with RS Engineering, LLC for Bridge Design Services of the Waldo Road Bridge Over Deer Creek Drain (SN 3918) and Hoxie Road Bridge Over Wolf Creek (SN 3907)
 - c. Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Lake Lansing Road Project
7. Controller's Office
 - a. Resolution to Reorganize Financial Services and Controller's Office

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Peña and Grebner.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Peña and Grebner.

1. Interviews – Equal Opportunity Committee

Tirstan Walters interviewed for the Equal Opportunity Committee.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO RECOMMEND THE APPOINTMENT OF TIRSTAN WALTERS TO THE EQUAL OPPORTUNITY COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Peña and Grebner.

Toya Williams was not present for the Equal Opportunity Committee interview.

4. Health Department – Resolution to Reorganize the Billing & Reporting Unit within Ingham County Health Department (*Discussion*)

Eric Thelen, Ingham County Health Department Chief Financial Officer, and Laura Bartley, Ingham County Health Department Billing Manager, provided an overview of the Ingham County Health Department billing and reporting unit reorganization.

Commissioner Sebolt asked for confirmation that the reorganization was going to be one job description sprinkled among several other positions.

Ms. Bartley stated confirmation. She further stated they would replace the Billing Specialist with the Enrollment Specialist and taking the Billing Specialist duties to the Billing and Reimbursement Clerks.

Mr. Thelen stated it allowed employees to move from a tier 1 to a tier 2 and advance their careers within the same unit. He further stated they had lost four people in this unit and it impacts their billing, collectables, and receivables since they did not have the capacity to keep up.

Mr. Thelen stated this reorganization would allow the unit more flexibility and all of them to move forward.

Commissioner Sebolt asked how many clerks there were.

Ms. Bartley stated there were seven Billing and Recording Clerks. She further stated the reorganization would identify four Billing and Reimbursement Clerks and three Charge Entry Clerks.

Ms. Bartley stated the Health Department reviewed and accepted all of the charges that came from the Health Centers . She further stated they would bill that out, post the payments, provide provider enrollment and credentialing, and assign more tasks.

Commissioner Sebolt asked if the position being eliminated was being divided into two major categories and four Clerks would take one category and the other Clerks would take the other.

Ms. Bartley clarified that the duties for the position being replaced with the Enrollment Specialist would fall to the Billing and Reimbursement Clerks. She further stated she had extracted some of the duties of the Billing and Recording Clerk position to identify some of the Charge Entry job duties.

Ms. Bartley stated the Charge Entry Clerk would be entry level and would be able to move up to Billing and Reimbursement Clerk.

Commissioner Sebolt stated his understanding.

Chairperson Celentino asked for confirmation that there were letters of support from the United Auto Workers (UAW) and the Ingham County Employees' Association (ICEA).

Ms. Bartley stated confirmation.

Chairperson Celentino asked for explanation on how the reorganization was to be funded by the Ingham County Health Department Operations.

Mr. Thelen stated he hoped there would be increased efficiencies in their billing rates and other opportunities, like building Dermatology and Podiatry, which were avenues they had not originally counted on. He further stated that would help with the additional cost.

Chairperson Celentino asked Gregg Todd, Ingham County Controller, if he had anything else to add.

Mr. Todd stated Mr. Thelen explained it well. He further stated the reorganization would expand their capability to bill.

Mr. Todd stated even though the billing was not Health Department specific, but it would come into the County to help offset the cost.

7. Controller's Office
b. County Services County Fees (*Discussion*)

Gregg Todd, Ingham County Controller, provided an overview on the 2024 update of County fees for County Services Departments.

Chairperson Celentino asked for clarification on the Non-County Resident Notary Fee and how it would violate state statute.

Mr. Todd stated he would get clarification from the Clerk's Office and report back.

Chairperson Celentino asked for confirmation that the Clerk wanted the Birth Verification charge to remain \$10.

Mr. Todd stated confirmation.

Chairperson Celentino asked what the current charge for the Marriage Ex Parte was.

Mr. Todd stated he would confirm with the Clerk's Office. He further stated it was difficult to read the information in the packet due to the small font.

Mr. Todd stated the Marriage Waiver License would be raised to \$100 and he would confirm with the Clerk's Office what the price was increasing from.

Mr. Todd stated the Non-Concealed Pistol License (CPL) Fingerprinting charge would be set at \$60, the State of Michigan took \$43.25 and the incoming revenue to the County would be \$16.75. He further stated he would confirm more information with the Clerk's Office on that item.

Mr. Todd stated he would clarify the previously mentioned fees at the next County Services Committee meeting. He further stated he and Becky Bennett, Ingham County Board of Commissioners Director, would provide the information received from the Clerk's Office via email to the County Services Committee.

Discussion.

Commissioner Sebolt stated, if he was reading the table correctly, it appeared the Non-CPL Fingerprinting was a new charge so the original charge would have been \$0.

Mr. Todd stated confirmation.

Commissioner Lawrence asked what a Marriage Ex Parte was. She further stated she was familiar with what Ex Parte was in her line of work but was intrigued by the name of the service.

Mr. Todd stated he would confirm with the Clerk's Office and report back. He further stated he knew it was the most complicated processes the Clerk's Office manages.

8. Board of Commissioners – Resolution Proclaiming April 28 as “Workers Memorial Day” in Ingham County

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

Commissioner Sebolt disclosed that his daytime employer, The American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), in a department that was not his, did engage in the efforts to get local governments to pass such resolutions.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Peña and Grebner.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:28 p.m.

**MAY 2, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. **Farmland and Open Space Preservation Board – Resolution to Approve the Ranking of the 2022 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties**

This resolution approves the 2022 rankings for the FOSP applications and the FOSP Board to proceed with negotiations on the top ranked properties.

This program is millage funded.

See memo for details.

2. **Prosecuting Attorney's Office – Resolution to Deactivate the Domestic Violence Coordinator Position (229055) and Create a Position Number for a Victim/Witness Assistant**

This resolution provides the full faith and credit of the County for the 2023 Drainage District notes, which have historically been borrowed from local banks, without the full faith and credit of the County. The recent failures of Silicon Valley Bank and Signature Bank have resulted in banks being unwilling to purchase these notes without the full faith and credit of the County being pledged as backup security for the payment of the notes. As the notes are paid for either through the bond issuance for a full project or maintenance assessments, there is no financial impact to the County.

See memo for details.

3. **Treasurer's Office – Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding**

This resolution approves transfers from the Delinquent Tax Revolving Fund in the amount of \$400,000/year for the 2023-2025 fiscal years. These funds provide the Land Bank with needed operational funding to help maintain and manage properties.

See memo for details.

5. **Health Department – Resolution to Reorganize the Billing & Reporting Unit within Ingham County Health Department**

This resolution authorizes a reorganization of the ICHD's Billing and Reporting Unit. The total cost increase resulting from this reorganization will not exceed \$46,489.

See memo for details.

6. Innovation & Technology Department – Resolution to Authorize Planned Annual Continuing Education Program for MUNIS

This resolution authorizes additional training from Tyler Technologies for our MUNIS software. We are switching software providers, but we will need to rely on MUNIS for a few more years so the training is critical to ensure we have the resources to work efficiently with the system.

\$13,025 funding is available through IT's Staff Development and Training Fund.

See memo for details.

7a. Road Department – Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 Local Road Program

This resolution authorizes agreement with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 Local Road Program. The Road Department is responsible for a capped amount of up to 50% of the costs for each township.

See memo for details.

7b. Road Department – Resolution to Authorize Architectural and Engineering Design Services with Hubbell, Roth & Clark, Inc. for Roof Replacement Projects for the Ingham County Road Department

This resolution approves an agreement with Hubbell, Roth & Clark, Inc. for architectural and engineering design services for roof replacements at the Sign and Signal Shop and Metro District locations.

Funding for the \$48,530 is available in the Road Department 2023 budget.

See memo for details.

7c. Road Department – Resolution to Authorize the Purchase of Roto Milling Services from Michigan Paving and Materials for the Ingham County Road Department

This resolution authorizes the purchase of roto milling and pulverizing services from Michigan Paving and Materials for one year at an as-needed hourly rate of \$650/hr for 6'6" minimum mill, \$350/hr for 3' minimum mill, \$250/hr for skid steer mounted 18" wide mill, and a \$200 mobilization fee.

Funding is available in the Road Department 2023 budget.

See memo for details.

8a. Human Resources – Resolution to Approve Managerial & Confidential Reclassification Requests

This resolution approves MC reclassifications of the Community Health Center Manager positions from MC 11 to MC 12 and Health Centers Operations Director from MC 13 to MC 14.

See memo for details.

8b. Human Resources – Emergency Purchase Order for Recruiting Services with Trillium Staffing Solutions

This emergency PO approves the purchase of recruiting services from Trillium Staffing for the soon to be vacant CFO at the Health Department (Eric Thelen is retiring). Total cost not to exceed is \$22,849.25 (20% of compensation).

See memo for details.

9a. Controller's Office – Resolution to Approve an Agreement with Kolt Communications for Public Relations Services

This resolution approves an agreement with Kolt Communications for Public Relations services at a rate of \$3,000/month for a period of one year (\$36,000). The fee for this service will be provided through the savings generated from the Financial Services/Controller's Office reorganizations.

See memo for details.

9b. Controller's Office – Resolution Updating Various Fees for County Services Committee Departments for Services provided by the County

This resolution approves the fees recommended and discussed at the last County Services meetings. To clarify the Clerk recommended fees, see chart below:

Location of Service	Fee Description	2021 Fee	2024 Calc. Fee	2024 Initial Prop. Fee	Department Recomm.
Clerk	Certified Copy - 1st Copy	\$30.00	\$34.55	\$34.00	\$30.00
Clerk	Certified Copy State only recorde - 1st copy (4)	\$30.00	\$12.04	\$12.00	\$30.00
Clerk	Certified Copy State Only Record - Add'l Copies	\$10.00		\$12.00	\$15.00
Clerk	Certified Copy Senior Citizen State only (4)	\$10.00	\$12.04	\$12.00	\$0.00
Clerk	Certified Copy - Add'l Copies	\$10.00	\$12.09	\$12.00	\$15.00
Clerk	Expedited Svc - copies of Vital Records	\$40.00	\$46.07	\$45.00	\$45.00
Clerk	Marriage Solemnize	\$50.00	\$63.84	\$55.00	\$50.00
Clerk	Notarization of Documents - County resident	\$5.00	\$6.44	\$6.00	\$5.00
Clerk	Notarization of Documents - non-County resident	\$10.00	\$12.88	\$12.00	\$10.00
Clerk	Marriage Witness Fee	\$15.00	\$19.32	\$18.00	\$20.00
Clerk	Veteran ID Cards (7)	\$10.00	\$12.15	\$12.00	\$10.00
Clerk	Copy of CPL Application (MCL 28.425b(17))	\$1.00	\$1.18	\$1.00	\$1.00
Clerk	Birth Written Verification (not a certificate)	\$10.00	\$11.30	\$11.00	\$10.00
Clerk	Marriage Ex Parte	\$50.00			\$100.00
Clerk	Fingerprinting (non-CPL)**	\$ -			\$60.00
Clerk	Marriage License Waiver	\$25.00			\$100.00

See memo for details.

10a. Board of Commissioners Office – Resolution Affirming the Eligibility of Per Diem Payments for Commissioners Serving on Certain Statutory and/or Agency Boards

This resolution affirms the eligibility of per diem payments for Commissioners serving on certain statutory and/or agency boards.

See memo for details.

10b. Board of Commissioners Office – Resolution Honoring Larry Silsby, Aurelius Township Supervisor

This resolution honors Larry Silsby.

ADDITIONAL ITEMS:

4. Circuit Court – Circuit Court General Trial Division Reorganization (Discussion)

Agenda Item 1

To: County Services Committee
From: Stacy Byers, Director, Ingham County Farmland And Open Space Preservation Board
Date: April 17, 2023
Subject: Approval Of 2022 Application Cycle Ranking

BACKGROUND

This resolution approves the 2022 application cycle ranking and establishes a priority for the top applications. In 2012, the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2022 ranked applications will go through the Purchasing Departments' Bid process to negotiate easement values.

MSU RS&GIS evaluates the applications, both new and old, and places them in ascending order according to the "model" score. The "model" is the system developed by MSU that utilizes the FOSP Board's approved selection criteria by assigning numerical values to each criterium.

FISCAL IMPACT

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2023 budget.

STRATEGIC PLANNING IMPACT

Goal A. Service to residents, strategy 3., a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program. Approving the 2022 score and rank helps to further that goal.

RECOMMENDATION

The FOSP Board recommends approval of the 2022 score and rank and proceeding to negotiate on the top ranked properties.

Introduced by County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RANKING OF THE 2022 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills and renewed that millage in 2018 for the purpose of funding the Farmland and Open Space Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2022 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2022 Farmland and Open Space Application Ranking as attached, and approves the Farmland and Open Space Preservation Board to proceed with negotiations on the top ranked properties.

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

Applicant	Agricultural Productivity	Size of Parcel(s)	Additional Agricultural Income	Proximity to Livestock Farms	Proximity to Sanitary or Water
Powell	14.0	15.0	15.0	5.0	10.0
Beery	14.2	10.1	15.0	5.0	7.0
Kirkpatrick	14.3	9.1	15.0	3.0	10.0
Osterle 1	16.2	15.0	15.0	3.0	7.0
Osterle 5	14.4	11.9	15.0	3.0	5.0
Osterle Trust 2	10.8	15.0	15.0	5.0	5.0
Osterle 6	14.2	14.9	15.0	0.0	5.0
Ricketts 2	16.4	7.2	0.0	3.0	10.0
Osterle 4	14.4	8.7	15.0	0.0	5.0
Launstein FL3	10.7	15.0	15.0	5.0	10.0
Rogers J	14.8	15.0	15.0	0.0	5.0
Balmer	14.9	9.1	15.0	0.0	5.0
Cavanaugh	7.0	15.0	15.0	5.0	5.0
Waldron	16.0	13.8	0.0	0.0	10.0
Lyon 3	17.0	12.0	0.0	3.0	5.0
Osterle Trust 1	14.5	7.3	15.0	0.0	7.0
Launstein FL3 1	11.5	12.9	15.0	3.0	5.0
Cheney #2	11.1	15.0	0.0	0.0	10.0
Osterle 2	16.2	9.9	15.0	5.0	5.0
Launstein Boyko 2	14.0	15.0	0.0	3.0	5.0
Ricketts 1	14.3	7.9	0.0	3.0	5.0
Hackworth Burley	4.0	15.0	15.0	5.0	5.0
Kubiak Farms 4	14.8	15.0	15.0	5.0	5.0
Haynes #4	15.7	8.0	0.0	3.0	5.0
Osterle 3	14.7	6.8	15.0	0.0	10.0
Minnis Trust	9.5	15.0	0.0	0.0	10.0
Every 2	14.7	9.3	0.0	0.0	10.0
DeForest	11.7	15.0	0.0	0.0	7.0
Wamhoff	14.9	6.7	0.0	0.0	7.0
Hill	15.0	4.2	15.0	0.0	5.0
Chamberlain	15.7	13.5	0.0	0.0	5.0
Taylor	14.7	15.0	0.0	5.0	0.0
Blair	14.5	7.1	0.0	0.0	7.0
Minnis D 1	15.4	4.0	15.0	0.0	5.0
Fortman	13.2	6.1	0.0	0.0	7.0
Minnis D	15.1	7.1	15.0	0.0	5.0
Rogers MD	12.2	15.0	0.0	0.0	5.0
Clark	15.3	5.2	15.0	0.0	5.0
Osterle 2 1	15.0	3.3	15.0	0.0	10.0
Otis, Mullins	11.2	7.8	0.0	5.0	10.0
Linn J	10.8	4.0	15.0	0.0	5.0
Bigg	9.9	10.2	0.0	0.0	7.0
Graf	9.6	15.0	15.0	5.0	0.0
Ware	12.3	7.6	0.0	0.0	7.0
Irwin	14.5	7.4	0.0	0.0	10.0
Miner 2	15.6	5.0	0.0	5.0	10.0
Hekler	13.9	6.8	0.0	0.0	7.0
Kubiak Farms 3	17.2	3.5	15.0	3.0	5.0
Bryde	5.7	8.8	0.0	0.0	5.0
Warfle	15.0	4.7	15.0	0.0	5.0
Cheney R	13.4	4.0	0.0	0.0	5.0
Launstein FL1	14.6	7.1	0.0	0.0	5.0
Mayes	12.3	0.0	0.0	0.0	10.0
Kubiak Farms 2	14.1	8.0	15.0	0.0	5.0
HunterBrooke Lar	15.8	9.0	0.0	0.0	5.0
Cheney D	4.7	8.0	0.0	0.0	10.0
Miner 1	18.9	4.5	0.0	5.0	5.0
Stewart	11.1	0.0	0.0	0.0	10.0
Bergeon #2	15.9	0.0	0.0	0.0	5.0

Proximity to Population Center	Road Frontage	Location to Protected Property	Block Applications	Additional Agricultural Characteristics	MAEAP Verified
25.0	8.0	20.0	8.0	0.0	0.0
25.0	0.0	20.0	0.0	5.0	5.0
20.0	4.0	20.0	0.0	0.0	0.0
10.0	8.0	0.0	8.0	0.0	5.0
10.0	8.0	5.0	8.0	0.0	5.0
0.0	8.0	15.0	6.0	0.0	5.0
10.0	4.0	5.0	8.0	0.0	5.0
20.0	4.0	20.0	0.0	0.0	0.0
10.0	6.0	5.0	8.0	0.0	5.0
8.0	8.0	5.0	0.0	0.0	0.0
0.0	8.0	10.0	8.0	0.0	0.0
20.0	6.0	0.0	0.0	0.0	5.0
0.0	8.0	10.0	0.0	5.0	5.0
0.0	6.0	20.0	6.0	0.0	0.0
5.0	4.0	20.0	5.0	0.0	0.0
10.0	6.0	5.0	0.0	0.0	5.0
6.0	6.0	5.0	5.0	0.0	0.0
10.0	6.0	15.0	0.0	0.0	0.0
0.0	6.0	5.0	0.0	0.0	5.0
4.0	6.0	10.0	5.0	5.0	0.0
15.0	6.0	15.0	0.0	0.0	0.0
0.0	6.0	10.0	6.0	0.0	0.0
2.0	8.0	0.0	0.0	0.0	0.0
2.0	6.0	20.0	0.0	5.0	0.0
8.0	0.0	5.0	0.0	0.0	5.0
20.0	4.0	5.0	0.0	0.0	0.0
10.0	8.0	10.0	0.0	0.0	0.0
0.0	8.0	15.0	5.0	0.0	0.0
0.0	6.0	20.0	6.0	0.0	0.0
15.0	0.0	0.0	0.0	0.0	5.0
0.0	4.0	20.0	0.0	0.0	0.0
0.0	8.0	15.0	0.0	0.0	0.0
10.0	6.0	5.0	8.0	0.0	0.0
2.0	0.0	15.0	0.0	0.0	0.0
25.0	0.0	5.0	0.0	0.0	0.0
0.0	4.0	10.0	0.0	0.0	0.0
0.0	6.0	10.0	8.0	0.0	0.0
0.0	0.0	15.0	0.0	0.0	0.0
2.0	0.0	5.0	0.0	0.0	5.0
0.0	6.0	15.0	0.0	0.0	0.0
20.0	0.0	0.0	0.0	0.0	0.0
0.0	6.0	20.0	0.0	0.0	0.0
0.0	8.0	0.0	0.0	0.0	0.0
25.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	20.0	0.0	0.0	0.0
0.0	6.0	10.0	0.0	0.0	0.0
10.0	0.0	5.0	8.0	0.0	0.0
2.0	4.0	0.0	0.0	0.0	0.0
4.0	6.0	20.0	0.0	0.0	0.0
0.0	4.0	0.0	0.0	5.0	0.0
2.0	4.0	20.0	0.0	0.0	0.0
6.0	4.0	10.0	0.0	0.0	0.0
0.0	4.0	15.0	5.0	0.0	0.0
0.0	4.0	0.0	0.0	0.0	0.0
15.0	0.0	0.0	0.0	0.0	0.0
8.0	4.0	10.0	0.0	0.0	0.0
0.0	6.0	5.0	0.0	0.0	0.0
8.0	0.0	15.0	0.0	0.0	0.0
8.0	0.0	15.0	0.0	0.0	0.0

Final Score	
120.0	
106.3	
95.4	
87.2	
85.3	
84.8	
81.1	
80.6	
77.1	
76.7	
75.8	
75.0	
75.0	
71.8	
71.0	
69.8	
69.4	
67.1	
67.1	
67.0	
66.2	
66.0	
64.8	
64.7	
64.5	
63.5	
62.0	
61.7	
60.6	
59.2	
58.2	
57.7	
57.6	
56.4	
56.3	
56.2	
56.2	
55.5	
55.3	
55.0	
54.8	
53.1	
52.6	
51.9	
51.9	
51.6	
50.7	
49.7	
49.5	
48.7	
48.4	
46.7	
46.3	
46.1	
44.8	
44.7	
44.4	
44.1	
43.9	

Included Parcels
33-03-03-16-300-001, 33-03-03-16-300-004, 33-03-03-20-200-003, 33-03-03-21-100-002
33-25-05-34-200-008, 33-25-05-34-400-001, 33-25-05-34-400-006
33-09-09-04-200-014
33-10-10-21-400-003, 33-10-10-22-300-001, 33-10-10-27-100-013
33-10-10-21-200-010, 33-10-10-22-100-001
33-15-15-19-400-003, 33-15-15-20-100-027, 33-15-15-20-100-028, 33-15-15-20-300-004
33-10-10-15-300-006
33-09-09-04-200-002
33-10-10-21-200-001
33-10-10-23-300-008, 33-10-10-23-400-008, 33-10-10-24-300-010, 33-10-10-24-300-011, 33-10-10-26-100-001, 33-10-10-26-100-002, 33-10-10-26-100-003, 33-10-10-26-100-004, 33-10-10-26-100-005, 33-10-10-26-100-006, 33-10-10-26-100-007, 33-10-10-26-100-008, 33-10-10-26-100-009, 33-10-10-26-100-010, 33-10-10-26-100-011, 33-10-10-26-100-012, 33-10-10-26-100-013, 33-10-10-26-100-014, 33-10-10-26-100-015, 33-10-10-26-100-016, 33-10-10-26-100-017, 33-10-10-26-100-018, 33-10-10-26-100-019, 33-10-10-26-100-020, 33-10-10-26-100-021, 33-10-10-26-100-022, 33-10-10-26-100-023, 33-10-10-26-100-024, 33-10-10-26-100-025, 33-10-10-26-100-026, 33-10-10-26-100-027, 33-10-10-26-100-028, 33-10-10-26-100-029, 33-10-10-26-100-030, 33-10-10-26-100-031, 33-10-10-26-100-032, 33-10-10-26-100-033, 33-10-10-26-100-034, 33-10-10-26-100-035, 33-10-10-26-100-036, 33-10-10-26-100-037, 33-10-10-26-100-038, 33-10-10-26-100-039, 33-10-10-26-100-040, 33-10-10-26-100-041, 33-10-10-26-100-042, 33-10-10-26-100-043, 33-10-10-26-100-044, 33-10-10-26-100-045, 33-10-10-26-100-046, 33-10-10-26-100-047, 33-10-10-26-100-048, 33-10-10-26-100-049, 33-10-10-26-100-050, 33-10-10-26-100-051, 33-10-10-26-100-052, 33-10-10-26-100-053, 33-10-10-26-100-054, 33-10-10-26-100-055, 33-10-10-26-100-056, 33-10-10-26-100-057, 33-10-10-26-100-058, 33-10-10-26-100-059, 33-10-10-26-100-060, 33-10-10-26-100-061, 33-10-10-26-100-062, 33-10-10-26-100-063, 33-10-10-26-100-064, 33-10-10-26-100-065, 33-10-10-26-100-066, 33-10-10-26-100-067, 33-10-10-26-100-068, 33-10-10-26-100-069, 33-10-10-26-100-070, 33-10-10-26-100-071, 33-10-10-26-100-072, 33-10-10-26-100-073, 33-10-10-26-100-074, 33-10-10-26-100-075, 33-10-10-26-100-076, 33-10-10-26-100-077, 33-10-10-26-100-078, 33-10-10-26-100-079, 33-10-10-26-100-080, 33-10-10-26-100-081, 33-10-10-26-100-082, 33-10-10-26-100-083, 33-10-10-26-100-084, 33-10-10-26-100-085, 33-10-10-26-100-086, 33-10-10-26-100-087, 33-10-10-26-100-088, 33-10-10-26-100-089, 33-10-10-26-100-090, 33-10-10-26-100-091, 33-10-10-26-100-092, 33-10-10-26-100-093, 33-10-10-26-100-094, 33-10-10-26-100-095, 33-10-10-26-100-096, 33-10-10-26-100-097, 33-10-10-26-100-098, 33-10-10-26-100-099, 33-10-10-26-100-100, 33-10-10-26-100-101, 33-10-10-26-100-102, 33-10-10-26-100-103, 33-10-10-26-100-104, 33-10-10-26-100-105, 33-10-10-26-100-106, 33-10-10-26-100-107, 33-10-10-26-100-108, 33-10-10-26-100-109, 33-10-10-26-100-110, 33-10-10-26-100-111, 33-10-10-26-100-112, 33-10-10-26-100-113, 33-10-10-26-100-114, 33-10-10-26-100-115, 33-10-10-26-100-116, 33-10-10-26-100-117, 33-10-10-26-100-118, 33-10-10-26-100-119, 33-10-10-26-100-120, 33-10-10-26-100-121, 33-10-10-26-100-122, 33-10-10-26-100-123, 33-10-10-26-100-124, 33-10-10-26-100-125, 33-10-10-26-100-126, 33-10-10-26-100-127, 33-10-10-26-100-128, 33-10-10-26-100-129, 33-10-10-26-100-130, 33-10-10-26-100-131, 33-10-10-26-100-132, 33-10-10-26-100-133, 33-10-10-26-100-134, 33-10-10-26-100-135, 33-10-10-26-100-136, 33-10-10-26-100-137, 33-10-10-26-100-138, 33-10-10-26-100-139, 33-10-10-26-100-140, 33-10-10-26-100-141, 33-10-10-26-100-142, 33-10-10-26-100-143, 33-10-10-26-100-144, 33-10-10-26-100-145, 33-10-10-26-100-146, 33-10-10-26-100-147, 33-10-10-26-100-148, 33-10-10-26-100-149, 33-10-10-26-100-150, 33-10-10-26-100-151, 33-10-10-26-100-152, 33-10-10-26-100-153, 33-10-10-26-100-154, 33-10-10-26-100-155, 33-10-10-26-100-156, 33-10-10-26-100-157, 33-10-10-26-100-158, 33-10-10-26-100-159, 33-10-10-26-100-160, 33-10-10-26-100-161, 33-10-10-26-100-162, 33-10-10-26-100-163, 33-10-10-26-100-164, 33-10-10-26-100-165, 33-10-10-26-100-166

3-04-04-25-100-001, 33-04-04-25-100-002, 33-04-04-25-100-005, 33-04-04-26-100-003, 33-04-04-26-200-001

Fitzgerald	12.2	5.6	15.0	0.0	5.0
Swan	15.3	10.0	0.0	0.0	5.0
Pidd Family 1	12.8	11.5	0.0	0.0	0.0
Nelton Jr.	15.9	0.0	0.0	0.0	10.0
Launstein Boyko 1	14.8	5.0	0.0	0.0	10.0
Launstein FL2	13.3	4.2	0.0	0.0	5.0
Boring	7.6	15.0	0.0	0.0	0.0
Livingstone 2	11.7	8.3	0.0	0.0	0.0
Osterle Trust 3	15.0	0.0	15.0	0.0	0.0
Collar	15.2	4.0	0.0	0.0	5.0
Morehouse	17.0	10.8	0.0	0.0	0.0
Henney	6.3	6.4	0.0	0.0	5.0
Baumer	15.0	0.0	0.0	3.0	0.0
Brake	15.6	7.5	0.0	0.0	5.0
Kubiak Farms 1	9.5	7.0	15.0	0.0	0.0
Smith	16.6	8.2	0.0	0.0	0.0
Leonard	3.5	4.9	0.0	0.0	5.0
Pidd Family 2	4.0	15.0	0.0	0.0	0.0
Zimmerman	12.5	8.1	0.0	0.0	5.0
Ball	15.3	0.0	0.0	0.0	5.0
Livingstone 1	2.1	7.6	0.0	0.0	0.0
Andrus	16.9	6.5	0.0	0.0	0.0
Klicker	17.0	4.0	0.0	0.0	0.0
Weiland	8.0	5.4	0.0	0.0	0.0

0.0	6.0	0.0	0.0	0.0	0.0
2.0	6.0	5.0	0.0	0.0	0.0
0.0	4.0	15.0	0.0	0.0	0.0
2.0	0.0	15.0	0.0	0.0	0.0
8.0	0.0	5.0	0.0	0.0	0.0
0.0	4.0	15.0	0.0	0.0	0.0
0.0	8.0	5.0	0.0	5.0	0.0
0.0	0.0	20.0	0.0	0.0	0.0
0.0	0.0	5.0	0.0	0.0	5.0
15.0	0.0	0.0	0.0	0.0	0.0
0.0	6.0	0.0	0.0	5.0	0.0
0.0	6.0	15.0	0.0	0.0	0.0
0.0	0.0	20.0	0.0	0.0	0.0
4.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0
0.0	4.0	0.0	0.0	0.0	0.0
0.0	0.0	15.0	0.0	0.0	0.0
0.0	4.0	5.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0
4.0	0.0	0.0	0.0	0.0	0.0
0.0	4.0	10.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	5.0	0.0	0.0	0.0

43.8	
43.3	
43.3	
42.9	
42.8	
41.5	
40.6	
40.0	
40.0	
39.2	
38.8	
38.7	
38.0	
32.1	
31.5	
28.8	
28.4	
28.0	
25.6	
24.3	
23.7	
23.4	
21.0	
18.4	

33-04-04-14-200-005, 33-04-04-14-200-009
33-11-11-02-100-001
33-16-16-12-100-003
33-14-14-09-400-008
33-10-10-28-100-018
33-14-14-14-200-009
33-15-15-13-400-001, 33-15-15-24-200-001, 33-15-15-24-400-002, 33-16-16-19-100-001
33-16-16-30-400-004
33-15-15-22-400-007
33-06-06-26-400-001
33-15-15-27-300-004, 33-15-15-34-100-002, 33-15-15-34-100-006
33-14-14-12-300-027
33-09-09-20-400-026
33-04-04-15-100-002
33-04-04-01-300-015, 33-04-04-01-300-016
33-04-04-04-200-012
33-14-14-11-400-015
33-16-16-28-400-001
33-15-15-32-400-004, 33-15-15-33-300-014
33-04-04-16-200-005
33-16-16-29-100-002
33-04-04-03-100-007
33-12-12-12-400-008
33-16-16-16-400-008

Applicant	Conservation Area	Riparian Land	Wetlands	Aquifer recharge	Forestland	Otherland	Rare Species	Physically significant	Parcel Size
Cochran	6.0	20.0	9.0	0.0	2.9	5.9	2.5	0.0	20.0
Peterson Trust	6.0	20.0	9.6	8.3	9.2	0.4	0.0	0.0	8.1
Barnett	8.0	20.0	12.5	0.0	8.5	1.3	0.0	0.0	18.2
Dayton Trust	0.0	20.0	8.1	0.0	0.2	4.0	0.0	0.0	20.0
Lewis	8.0	20.0	6.9	3.9	5.6	0.4	2.5	0.0	20.0
Davis	8.0	20.0	2.9	0.6	2.3	0.0	2.5	0.0	20.0
Artz	8.0	20.0	6.7	0.0	4.3	1.1	2.5	0.0	20.0
Lyon 2	6.0	20.0	6.5	0.0	5.3	0.1	0.0	0.0	15.8
Adams	6.0	20.0	18.3	0.0	1.1	8.9	2.5	0.0	11.2
Andres	8.0	20.0	14.0	0.0	7.2	1.7	0.0	0.0	12.4
Sheff	8.0	20.0	0.4	0.0	2.9	6.9	2.5	0.0	8.0
Thomas	8.0	20.0	7.6	0.0	4.7	5.3	2.5	0.0	8.2
Launstein OS1	6.0	0.0	17.8	0.0	3.2	6.0	2.5	0.0	7.6
Rumorhr Trust	0.0	20.0	4.9	0.0	8.0	0.0	0.0	0.0	5.4
Austin	0.0	0.0	3.6	1.7	5.2	0.5	2.5	0.0	9.9
Wild	6.0	20.0	3.0	0.0	3.2	1.3	0.0	0.0	13.1
Khoury	4.0	0.0	10.6	0.0	3.0	7.0	0.0	0.0	4.6
Craig 2	0.0	0.0	16.3	0.0	3.3	6.3	2.5	0.0	4.4
Schrauben	0.0	0.1	10.8	0.0	7.1	0.6	0.0	0.0	8.3
Jeffrey	6.0	20.0	3.1	0.0	2.5	0.6	0.0	0.0	16.4
Gruber	0.0	0.0	1.2	6.0	0.1	3.4	2.5	0.0	8.0
Imlay	6.0	0.0	2.2	0.0	0.1	7.5	0.0	0.0	16.2
Harris	6.0	0.0	2.6	6.3	3.6	2.7	0.0	0.0	7.9
Stewart 2	6.0	0.0	0.5	0.0	2.6	0.7	0.0	0.0	16.2
Bergeon and Oste	6.0	0.0	3.6	0.0	7.6	0.0	0.0	0.0	7.5
Every	6.0	0.0	0.1	0.0	3.2	0.0	0.0	0.0	15.0
Lyon 2 1	8.0	0.0	0.0	0.5	0.7	0.3	0.0	0.0	16.7
Bond Family LLC	0.0	0.0	6.4	0.0	0.9	2.9	2.5	0.0	7.6
Hill	6.0	0.0	3.2	0.0	2.4	1.6	0.0	0.0	10.0
Craig 1	0.0	0.0	0.0	0.0	7.3	0.4	2.5	0.0	1.0
McCarthy	6.0	0.0	0.2	0.0	4.3	0.0	2.5	0.0	11.8
Nack	6.0	0.0	7.3	0.0	4.6	1.2	0.0	0.0	7.3
Culver	6.0	0.0	3.3	0.0	3.4	6.4	2.5	0.0	2.1
Benjamin	0.0	0.0	0.5	0.0	0.0	0.0	0.0	0.0	12.7

Block Applicants	Proximity to Population Center	Road Frontage	Location to Protected	Final Score	
0.0	20.0	2.0	4.0	92.3	
0.0	15.0	0.0	10.0	86.6	
1.5	0.0	2.0	4.0	76.1	
0.0	20.0	0.5	0.0	72.8	
0.0	0.0	1.0	4.0	72.3	
3.0	0.0	2.0	10.0	71.4	
2.1	0.0	1.8	4.0	70.5	
0.8	8.0	1.6	6.0	70.0	
0.0	0.0	0.1	0.0	68.0	
1.5	0.0	1.6	0.0	66.4	
0.0	0.0	1.6	10.0	60.3	
0.0	0.0	2.0	0.0	58.3	
0.0	4.0	2.0	6.0	55.2	
0.0	5.0	1.8	10.0	55.1	
0.0	20.0	1.6	10.0	55.0	
0.0	0.0	0.0	8.0	54.5	
0.0	20.0	1.0	4.0	54.2	
0.0	20.0	0.6	0.0	53.5	
0.0	20.0	1.2	4.0	52.0	
0.0	0.0	1.6	0.0	50.3	
0.0	20.0	2.0	6.0	49.3	
0.0	8.0	2.0	6.0	48.1	
0.0	10.0	1.0	8.0	48.0	
1.2	10.0	1.5	8.0	46.7	
1.2	8.0	0.7	6.0	40.7	
0.7	8.0	1.6	4.0	38.7	
0.8	0.0	1.2	10.0	38.2	
0.0	15.0	1.3	0.0	36.6	
0.5	10.0	0.9	0.0	34.7	
0.0	20.0	0.5	0.0	31.7	
0.0	0.0	1.2	4.0	30.0	
0.0	0.0	2.0	0.0	28.3	
0.0	0.0	0.1	0.0	23.9	
0.0	0.0	2.0	0.0	15.2	

Included Parcels
33-06-06-02-300-014, 33-06-06-03-400-006, 33-06-06-10-200-005, 33-06-06-11-100-002
33-25-05-35-300-011, 33-25-05-35-300-013
33-15-15-28-400-008, 33-15-15-33-100-004, 33-15-15-33-100-005
33-25-05-19-200-006
33-16-16-10-300-006, 33-16-16-15-100-004, 33-16-16-15-100-006, 33-16-16-16-200-006, 33-16-16-16-200-007
33-13-13-32-200-002, 33-13-13-33-100-003, 33-13-13-33-100-004
33-15-15-22-100-016
33-09-09-24-200-011
33-16-16-35-200-004, 33-16-16-35-200-015
33-15-15-32-200-003, 33-15-15-33-100-002
33-09-09-19-300-009, 33-09-09-19-400-006
33-12-12-26-100-001
33-10-10-25-400-023
33-09-09-17-200-012
33-06-06-09-200-009, 33-06-06-09-200-012
33-16-16-32-100-003
33-25-05-27-100-021
33-25-05-16-300-028
33-25-05-19-400-025
33-12-12-04-100-010, 33-12-12-04-100-016
33-03-03-22-300-004
33-10-10-19-300-003
33-03-03-13-300-004
33-10-10-02-400-019
33-10-10-02-200-012, 33-10-10-02-200-013
33-06-06-35-400-006
33-09-09-17-400-010
33-03-03-35-226-005
33-06-06-25-200-012
33-25-05-16-100-026, 33-25-05-16-100-027
33-11-11-29-200-009
33-08-08-12-351-007
33-13-13-08-100-027
33-08-08-23-400-003

Agenda Item 2

TO: Board of Commissioners, Law & Courts, County Services, and Finance Committees
FROM: Nicole Matusko, Chief Assistant Prosecutor
DATE: April 18, 2023
SUBJECT: **Deactivate the Position Number for Domestic Violence Coordinator (#229055) and Create a Position Number for a Victim Witness Assistant**

For the meeting agenda of Law & Courts for April 27, 2023

BACKGROUND

For the 2023 budget, the Board of Commissioners approved “the conversion of a grant funded domestic violence advocate position to a full-time county funded position.” This request is to deactivate the grant-funded position number (Position #229055) and to create a victim witness assistant that will be assigned a dedicated domestic violence caseload. This process will allow our victim witness unit to be a cohesive unit of advocates housed under the same union as the lead that are able to provide seamless services and referrals more effectively to our community.

In March 2022, there was a significant change to the Victims of Crime Act (VOCA) grant. This grant had funded a domestic violence advocate position in our office since 1999. The role of this advocate was limited by the federal grant requirements and often our county-funded advocates had to complete tasks that were not included in the grant funding. Over the course of the past few years, our office has seen an increase in domestic violence cases and an overall rise in lethality factors. Below are the number of domestic violence cases submitted during the budget process for 2023:

2018: 2,338 cases
2019: 2,332 cases
2020: 2,447 cases
2021: 2,452 cases

In 2021, our VOCA grant position provided services to 1,149 individuals. Services included referrals to community resources, personal accompaniment to court, emotional support, shelter services, and general assistance navigating the criminal justice system. In 2020, our office received a Stop Violence against Women (STOP) Grant that now funds a 100% dedicated domestic violence prosecutor however does not have funding for a comparable advocate. This prosecutor focuses on felony cases with high lethality factors, repeat offenders, and bringing accountability to those offenders that previously our office was unable to dedicate the resources to prosecute. For the last year, our domestic violence unit prosecutors and our current three adult victim advocates have been attempting to fulfill the role of this dedicated advocate however having each advocate support approximately 383 individuals or take on approximately an additional 800 cases per year is not sustainable. Our office appreciates that the approval of this position acknowledged the hard work necessary for our advocates to be effective in the community.

The current job description for the grant-funded position of “Domestic Violence Coordinator” is outdated and inconsistent with the duties of our victim witness advocates. This job description was not available during the 2023 budget process. When it was located and reviewed, it appears it was limited by the grant requirements. In addition, as it was adopted in 2001 and appears to have never been modified as it does not include many of the duties our former grant funded advocate was performing upon her departure. Our office is seeking to deactivate

the outdated “Domestic Violence Coordinator” position number and create a victim witness assistant position number. The job description and duties of a victim witness assistant are detailed and extensive. These duties are consistent with the role of an advocate within our office. A copy of this job description is also attached for reference.

Currently our adult victim witness advocates are assigned a caseload by an alpha-split of the offender’s last name. Our office also has an advocate with a dedicated caseload to assist in juvenile court matters. Consistent with the approval in the 2023 budget, this newly created position number would sit to replace the domestic violence coordinator. This would allow a dedicated advocate to handle domestic violence/intimate partner violence cases. This is consistent with the position that the Board of Commissioners approved for this year’s budget.

Allowing a position number in the same union with the same duties allows for cross training as well as coverage when an advocate is out of the office. In addition, this would allow movement within the victim witness unit if an advocate were to need relief from handling the specialized topic due to workplace burnout or vicarious trauma. This also allows our office to assign advocates based upon interest and qualifications. The current separation of the “domestic violence coordinator” from the other advocates has created a situation where a non-union member may be required to do work outside of their own collective bargaining agreement. It also places one member into a position with an inability to change “assignments” if the operational need arises.

ALTERNATIVES

Without this change, our victim witness unit will be comprised of three advocates with the same job description and one advocate with a job description limited by a grant our office no longer receives. The current job description of the “Domestic Violence Coordinator” does not encompass all of the critical services offered by our victim witness unit. If we are unable to fill this position, the services we provide to victims in our community will be lacking given the significant caseload handled by our previously funded grant advocate.

FINANCIAL IMPACT

This position was approved in the 2023 budget. There will be no increased financial impact on the prosecutor’s budget for 2023 or moving forward. This position was approved as ICEA County Professional 04. The Victim Witness Assistant is UAW level G. The costs both immediately and long-term will be less.

<u>Victim Witness Assistant (UAW G)</u>			<u>Grant Funded Domestic Violence Coordinator (ICEA County Professional 04)</u>			
	<u>Level 1</u>	<u>Level 5</u>		<u>Level 1</u>	<u>Level 5</u>	
Salary	44,049	52,532	Salary	46,712	56,092	
Unemployment	220	263	FICA	3,503	4,207	
FICA	3,370	4,019	Dental	936	936	
Liability	607	724	Vision	135	135	
Health	19,002	19,002	PHP MED	19,002	19,002	
Retiree Chargeback	3,586	3,586	MERS 0202	14,266	17,131	
Retiree Health Trust	1,982	2,364	MERS 0202	467	561	
Workers Comp	18	21	Liability	644	773	
Dental	936	936	Work Comp	19	22	
Vision	135	135	Disabil 60	61	73	
Separation	881	1,051	Unemployment	234	280	
Life	90	90	Retee Chg B	3,585	3,585	
Disability	57	68	Separate	934	1,112	

Retirement	11,003	13,122		Ret/Hlth/T	2,102	2,524	
Retirement	440	525		Life 40K	120	120	
TOTAL:	86,337	98,437			92,719	106,563	

OTHER CONSIDERATIONS

Our office currently receives funding for one dedicated assistant prosecuting attorney (APA) for domestic violence and intimate partner violence cases. This funding is under the STOP grant. Our domestic violence advocate works closely with the STOP APA, and the other members of the DV/Sexual Assault Unit, to provide support, notification, and court assistance to all victims serviced by the STOP grant. The STOP grant focuses on felony level prosecution of domestic violence and intimate partner violence.

Our office met with members of Human Resources and they recommend handling this matter consistent with this request. Our office also discussed this matter with the UAW and the union is supportive with handling this matter consistent with this request.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the Deactivation of the Domestic Violence Coordinator Position Number and Creation of a Victim Witness Assistant Position Number.

Nicole Matusko

From: Teresa Carter
Sent: Sunday, April 16, 2023 10:54 AM
To: Nicole Matusko
Subject: RE: DV Victim Witness Assistant

Thank you Nicole for discussing this with me, Yes the Union is in agreement with this process and to bring the DV Victim Witness Assistant in as a UAW position as a G.

Teresa Carter
Unit Chair
Local 2256

From: Nicole Matusko <pa_matusko@ingham.org>
Sent: Sunday, April 16, 2023 10:44 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: DV Victim Witness Assistant

Teresa,

As I believe you're aware, for the 2023 budget, the Board of Commissioners approved "the conversion of a grant funded domestic violence advocate position to a full-time county funded position." About a month ago, I located the old job description for the DV Coordinator. I met with HR last week to discuss this as I had some concerns for our office given the position number for the prior DV Coordinator was tied to an outdated/granted limited job description that was inconsistent with the job in practice and was placed in a different union as the other advocates within the victim witness unit – including our lead who would train this person.. HR recommended going through the resolution process to deactivate the old position number for the DV Coordinator and then reactivate a VW Assistant position number or ask the county to create a new position number for the county-funded position which would be the same as a Victim Witness Assistant (UAW G).

I am submitting a request is to deactivate the grant-funded position number (Position #229055) and to create or reactivate a victim witness assistant. There appears to be an inactive Victim Witness Assistant position number available (Position #229050). Our office believes this will allow our victim witness unit to be a cohesive unit of advocates housed under the same union as the lead that are able to provide seamless services and referrals more effectively to our community. Our office will continue to have an assigned advocate for the DV cases within the unit.

HR asked me to reach out to you to see if the UAW would support handling this position in this manner. I do believe it best supports our current Victim Witness Unit and will serve the office better moving forward.

If you have any questions or concerns, please let me know!

Nicole

Nicole Matusko

Chief Assistant Prosecuting Attorney
Ingham County Prosecutor's Office
nmatusko@ingham.org / (517) 483-6231

**INGHAM COUNTY
JOB DESCRIPTION**

DOMESTIC VIOLENCE UNIT COORDINATOR

General Summary:

Under the general supervision of the Victim Witness Coordinator, provides direct services to the victims of domestic violence. Recruits, trains and maintains a group of volunteer s who work as advocates with victims of domestic violence. Refers victims to community agencies and support institutions. Provides victims information on legal services available for their protection, safety, and support. Compiles statistics and information for reports and audits.

Essential Functions:

1. Provides direct services to the victims of domestic violence including an overview of the criminal justice system. Provides the victim transportation to and from court for appearances and provides other support and assistance as may be necessary.
2. Refers the victim to community agencies and other resources such as shelters, job training and family counseling.
3. Recruits, trains, and maintains a group of volunteer who work as advocates for victims of domestic violence. Educates volunteers on the criminal justice system, problems of domestic violence and the available community resources to help prevent abuse.
4. Provides crisis intervention to victims of domestic assault addressing immediate and long-term needs. Explains office policy regarding criminal charges.
5. Provides victims information on legal services available for their protection, safety and support. Provides victims with emotional support and reassurance.
6. Provides notification of pre-trials, trials, pleas and sentencing. Explains the process and meaning of various steps in the proceedings.
7. Completes performance reports and audit information, which may be required for grant monies. Maintains records of activities associated with the program and prepares grant reports.
8. Provides public education through public speaking and other means on safety planning related to domestic assault and related issues.
9. Attends conferences and workshops related to domestic violence. Networks with other service providers to stay abreast of ongoing effo lts to address victim assistance programs.

Other Functions:

10. 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: Two to three years of college-level coursework in criminal justice or a human service related area. Bachelor's Degree preferred.

Experience: One or more years of experience working with law enforcement, the courts, or related social service providers. Experience related to domestic violence prosecution and victim advocacy is desirable. One or more years of working with victims of domestic violence preferred. Experience in grant writing and reporting desirable.

Other Requirements: Possession of a valid Michigan's 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: [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]:

Ability to access filing systems.

Ability to enter and retrieve information from computer systems.

Ability to travel and access all courtrooms.

Working Conditions:

Works in an office setting.

Travels to and from courtrooms throughout the County.

DOMESTIC VIOLENCE UNIT COORDINATOR (1/22/01)

**INGHAM COUNTY
JOB DESCRIPTION**

VICTIM/WITNESS ASSISTANT

General Summary:

Under the supervision of the Assistant Chief Prosecutor, ensures implementation of victims' rights as mandated by law, includes attending court hearings, trials, and witness management. Provides crisis intervention and emotional support to victims and/or witnesses regarding criminal justice.

Essential Functions:

1. Sends informational packets to victims of crime to inform the victim of the charges filed and their rights under the Crime Victims' Rights Act. Provides victims with impact statement to complete and return if they choose to take advantage of their rights under law.
2. Informs victims, by letter or telephone, of court dates and actions taken. Ensures that statutory requirements regarding notification are fulfilled at each step during prosecution of the case.
3. Advises victims of hearings and final dispositions which includes providing forms to be completed by the victim and assists with the preparation of such statements.
4. Assists victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provides victims with information that may assist in filing a claim.
5. Meets and/or assists victims in preparing for court and provides support by familiarizing them with the court process. Serves subpoenas to victims during scheduled meetings and to other witnesses outside of the office with the assistance of the prosecuting attorney.
6. Attends hearings and trials with victims as requested.
7. Schedules appointments with the assistant prosecutors for victims and explains court procedures and their rights to these individuals.
8. Interviews victims and/or families of victims to discuss the case and possible plea agreements and acts as liaison between the victim and the prosecutor.
9. Provides crisis intervention and assistance to victims in obtaining Personal Protection Orders, handles threats, and shelter referrals or counseling.
10. Assists assistant prosecutors and police agencies with problem witnesses. With police support, serves
11. May supervise grant paid employees, interns, and volunteers, includes making work assignments and reviewing work products.
12. Coordinates travel arrangements for witnesses attending court from outside the area. Provides transportation to court as necessary.
13. May assist in grant writing for the victim/witness unit.
14. Serves on boards and councils to provide input on victim's issues. Makes presentations to community groups, local police departments, hospitals, and other organizations on victim's rights and the County's victim/witness program.

15. Regular attendance and punctuality are standards of performance required for this position.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of two years of college level coursework in criminal justice or a human services field is required.

Experience: A minimum of one year of experience in a Prosecutor's office or other legal setting which would provide familiarity with the judicial system.

Other Requirements: None

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is 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.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) sitting. This position's physical requirements require regular stamina (21-50% of the time) traversing, typing, repetitive movements of the wrists, hands, or fingers. This position's physical requirements require periodic stamina (5-20% of the time) standing, carrying, reaching, grasping and handling. This position's physical requirements require little to no stamina (less than 5%) lifting, pushing, pulling, pinching.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

September 2014
UAW G

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO DEACTIVATE THE DOMESTIC VIOLENCE COORDINATOR POSITION
(229055) AND CREATE A POSITION NUMBER FOR A VICTIM/WITNESS ASSISTANT**

WHEREAS, Position No. 229055, Domestic Violence Coordinator, was approved to be converted from a grant-funded position to a county-funded position for the 2023 budget; and

WHEREAS, the Ingham County Prosecutor's Office (ICPO) no longer is restricted by the grant funding for the Domestic Violence Coordinator position and now seeks to convert this position to a Victim/Witness Assistant position, UAW G (salary range: \$44,049-52,532), to better address operational needs; and

WHEREAS, ICPO will have a dedicated Victim Witness Assistant to handle domestic violence cases consistent with the budget approval request in 2023; and

WHEREAS, the previous position of Domestic Violence Coordinator was compensated at the ICEA – Prof Level 04 (salary range: \$46,712-56,092) and a Victim/Witness Assistant is compensated at the position, UAW G (salary range: \$44,049-52,532), without fringe benefits; and

WHEREAS, the Human Resources Department is aware of ICPO's request and suggested the resolution process as the proper mechanism to convert the Domestic Violence Coordinator position number to a Victim/Witness Assistant position number; and

WHEREAS, the UAW has been consulted and supports the process of creating a Victim/Witness Assistant position, UAW G (salary range: \$44,049-52,532), to fill the role of the approved county-funded domestic violence advocate; and

WHEREAS, the deactivation of the previous grant position and creation of a Victim/Witness Assistant position, UAW G (salary range: \$44,049-52,532), would have no financial impact as this position was previously approved in the 2023 budget process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the deactivation of Position Number 229055 (Domestic Violence Coordinator) and the creation of a new position number assigned as a Victim/Witness Assistant position, UAW G (salary range: \$44,049-52,532).

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

Agenda Item 3

FROM: Ingham County Treasurer Alan Fox

TO: Ingham County Board of Commissioners

RE: Capacity Building Resolution for Ingham County Land Bank

DATE: April 24, 2023

BACKGROUND

The Ingham County Land Bank was created by the Board of Commissioners pursuant to Michigan law in 2005. State law provided some provisions for revenue for Land Banks that soon proved to be inadequate. Property acquired by the Land Bank through property tax foreclosure is usually blighted, unsuitable for construction or not economically viable. Sales of property rarely cover the costs of acquisition, maintenance and disposal. The property tax provisions provide revenue for only about 8% of the Ingham County Land Bank's expenses.

These issues are not unique to Ingham County. To my knowledge every active Land Bank in the state receives funds from the county that established it.

Since at least Fiscal Year 2012 the Board of Commissioners has allocated \$400,000 per year from the Delinquent Tax Revolving Fund to fund Land Bank operations. In 2018 through 2022 that amount was increased to \$700,000 per year to retire debts incurred in prior years.

The Treasurer, the Land Bank, the Michigan Association of County Treasurers and the Michigan Association of Land Banks are working together to establish a state fund for county land bank operations. In the meantime, the Legislature has appropriated funds for blight elimination and for other purposes Land Banks may apply for. The Board of Commissioners has approved funding for two significant Land Bank projects through the Ingham County Housing Trust Fund. These sources of funds will give the Land Bank the ability to move ahead on a number of critical projects, but all require staffing and planning ahead of when funds are made available. As the projects get underway, the need to maintain property in inventory continues.

PROPOSAL

The proposed resolution provides \$400,000 per year for years 2023 through 2025 for Land Bank operations and capacity building. The additional \$300,000 per year provided for years 2018 through 2022 is no longer needed. The funds will come from the Delinquent Tax Revolving Fund for years for which there is no bond debt left to pay.

My judgment is that any state proposal to provide stable funding for Land Banks will not begin functioning before 2025. If such a system is adopted I will report to the Board of Commissioners and could recommend reduction or elimination of this funding.

ALTERNATIVE

Although the Ingham County Land Bank has done very well so far applying for available state funds for demolition and for housing construction, the burden on existing staff is noticeable even before administration of the projects for which funds have been approved has begun. We will miss opportunities to do more for the housing needs of Ingham County residents if the request is not approved.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PROVIDE THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY
WITH CAPACITY BUILDING FUNDING**

WHEREAS, in 2005 the County, County Treasurer and the Michigan Land Bank Fast Track Authority entered into an agreement to establish an Ingham County Land Bank; and

WHEREAS, the Land Bank has grown to be a significant economic development tool in Ingham County and is the major public responder to the plight of property thrown into tax foreclosure; and

WHEREAS, the need exists for capacity at the Land Bank to deal with management and disposition of the Land Bank's inventory of property; and

WHEREAS, the Land Bank has significant physical assets with value to unlock and redeploy in the future, but faces property management and disposition challenges currently; and

WHEREAS, the funding provided by state law for Michigan Land Banks does not provide adequate resources to manage property or to apply for funds to properly dispose of property.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an annual transfer of \$400,000 for the 2023-2025 fiscal years to the Ingham County Land Bank to be paid for out of the Delinquent Tax Revolving Fund proceeds for tax years 2020 through 2022 respectively.

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

Agenda Item 4

TO: Law & Courts and County Services Committees

FROM: Scott LeRoy, *Interim* Circuit Court Administrator

RE: Reorganization of Circuit Court General Trial Division

Please find attached two proposed job descriptions: Project Manager – Circuit Court and Training Coordinator – Circuit Court. The two new positions would replace the IT Liaison and the Court Appointed Assignment Clerk. The reorganization includes both positions remaining with the respective bargaining units; Project Manager – Circuit Court would remain with the ICEA and the Training Coordinator – Circuit Court would remain with the UAW. The reorganization will add critical resources to the Circuit Court and is supported by the Chief Circuit Court Judge, Chief Probate Court Judge, Probate Court Administrator, County Clerk, Human Resources Director, Deputy Court Controller and the IT Director.

DATE: April 20, 2023

TO: Scott Leroy, Interim Circuit Court Administrator

FROM: Joan Clous, Human Resources Generalist- Labor & Employee Specialist

SUBJECT: Memo of Analysis for the Reorganization of the Circuit Court General Trial Division

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

IT Liaison (130070) ICEA Court 6 (\$54,488.42 - \$65,426.81) will now be Project Manager – Circuit Court and will be placed at ICEA Court 10 (\$76,833.06 - \$92,254.72)

Court Appointed Counsel Clerk (130033) UAW F (\$41,636.28 - \$49,652.19) will now be Training Coordinator – Circuit Court and will be placed at UAW I (\$49,311.78 - \$58,836.68)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed reorganization. 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.

Scott Leroy

To: Joan Clous
Subject: RE: Reorg results

From: Joan Clous <JClous@ingham.org>
Sent: Friday, March 3, 2023 3:58 PM
To: Scott Leroy <SLeroy@ingham.org>
Subject: Reorg results

Scott,

We met today to discuss the reorg request you made.

Circuit Court General Trial Division

Project Mgr. ICEA Pro 10 (76,825.69 to 92,245.43)
Training Coord. UAW I (49,311.78 to 58,836.68)
Please let me know if you have any questions. If not I will send to the union for their input.

Thanks,
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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From: [Joan Clous](#)
To: [Scott Leroy](#)
Subject: FW: Reorg - Circuit Court
Date: Thursday, April 20, 2023 8:35:00 AM
Attachments: [image006.png](#)
[image001.png](#)
[image003.png](#)

Scott,

Here is the UAW approval.

Joan

From: Teresa Carter <TCarter@ingham.org>
Sent: Tuesday, April 11, 2023 9:17 PM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Reorg - Circuit Court

Hello Joan

Yes the Union is in agreement with the below reorg for the Circuit Court.

Thank you

Teresa Carter
Unit Chair
Local 2256

From: Joan Clous <JClous@ingham.org>
Sent: Tuesday, April 11, 2023 2:27 PM
To: Teresa Carter <TCarter@ingham.org>
Subject: Reorg - Circuit Court

Teresa,

We factored this position as part of a reorg for the Circuit Court

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	135	150	120	50	90	110	60	85	10	10
10	970	UAW I								

Is this good to go?

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

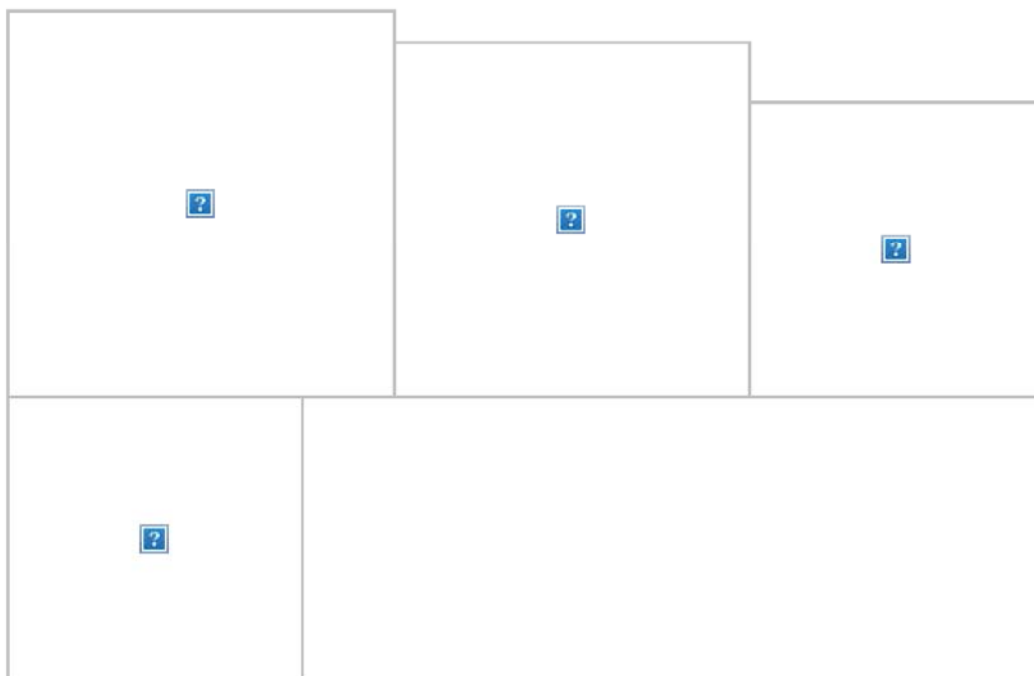
517-887-4374 – Office

517-930-2075 - Cell

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

From: [Joan Clous](#)
To: [Scott Leroy](#)
Subject: FW: Reorg Results
Date: Thursday, April 20, 2023 8:35:42 AM
Attachments: [image005.png](#)
[image006.png](#)
[image008.png](#)

Scott,

Here is the ICEA Court approval.

Joan

From: Luke Cloud <LCloud@ingham.org>
Sent: Wednesday, April 19, 2023 3:16 PM
To: Joan Clous <JClous@ingham.org>
Cc: Jeffrey Donahue (JDonahue@WhiteSchneider.com) <JDonahue@WhiteSchneider.com>
Subject: RE: Reorg Results

Hello Joan, The ICEA Court Professional Union is in support of the reorganization related to the Project Manager-Circuit/Probate Court position to pay grade 10.

From: Joan Clous <JClous@ingham.org>
Sent: Wednesday, April 19, 2023 9:48 AM
To: Luke Cloud <LCloud@ingham.org>
Subject: Reorg Results

Hi,

We factored this position as part of a reorganization of the Circuit Court

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
190	180	165	140	105	90	130	115	115	10	10
10	1260	ICEA 10								

Let me know if you are in agreement.

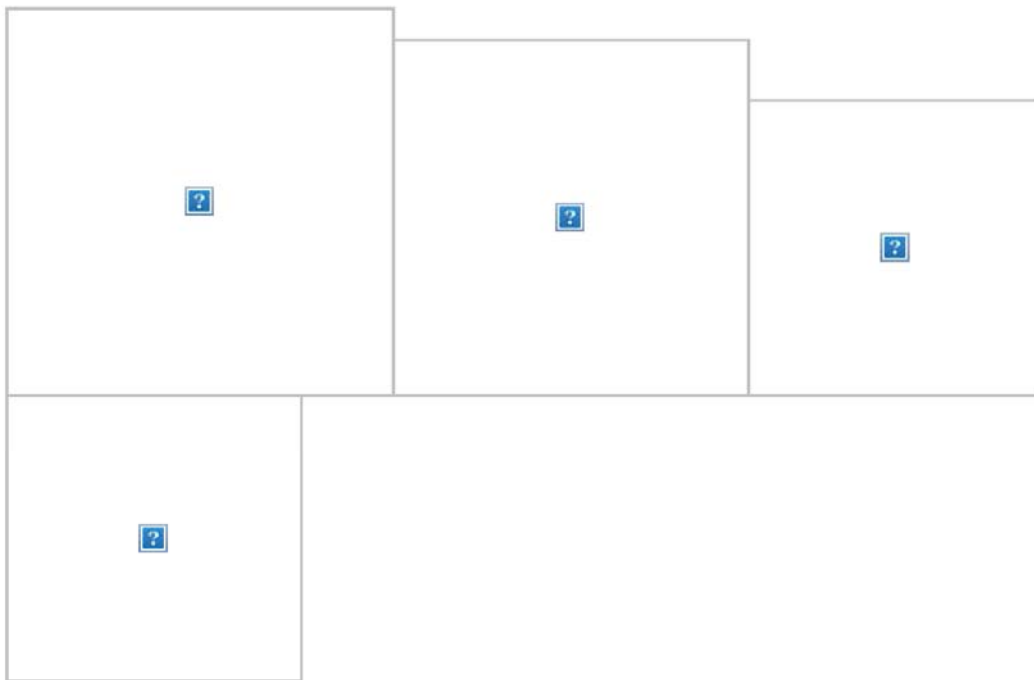
Joan

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

INGHAM COUNTY JOB DESCRIPTION

PROJECT MANAGER – CIRCUIT/PROBATE COURT

General Summary:

Under the supervision of the Circuit Court Administration, will implement technology and other initiatives that range from minor changes in procedure to large scale projects, long term initiatives, and other technology improvements in the Circuit Court and Probate Court. Will research and help design best practices in court management. Position will work in conjunction with Circuit and Probate Court management and other Department Heads to assure all new initiatives are in accordance with County policies, court rules, and applicable statutes. Provides leadership and works with staff to develop a high performance, customer service-oriented work environment that supports the Court's and department's mission, objectives, and service expectations; provides leadership and participants in programs and activities that promote a positive employee relations environment. Supervises the Training Coordinator and other personnel as assigned

Essential Functions:

1. Establishes project requirements, priorities, and deadlines, and communicates with stakeholders accordingly.
2. Coordinates all infrastructure technology resources, including staff, equipment, vendors, and consultants, across one or more projects.
3. Drafts Board resolutions and executes contracts related to projects.
4. Serves as primary liaison between client stakeholders, user groups, and the project team developing the solution.
5. Identifies and manages the resolution of issues.
6. Maintains a detailed project plan and updates the project plan to accurately reflect the project status.
7. Manages project activities and ensures all project phases are documented appropriately.
8. Develops and oversee changes to project plans.
9. Ensures the quality of project deliverables.
10. Ensures projects are completed in accordance with all technology risk, architecture, and other relevant enterprise-wide guidelines.
11. Shares internal and external best practices.
12. Plans, executes, and supervises assigned special projects.
13. Responsible for maintain the Circuit Court and Probate Court websites.

Works with a multiple of complex agencies and positions including but not limited to:

Facilities Manager
Judges of the Circuit and Probate Courts

Probate Court Administrator
County Clerk
Prosecuting Attorney's Office
Public Defender's Office
Law Enforcement
Juvenile Detention
Data Coordinator
Legal Assistance Center
State Court Administrative Office
National Center for State Courts
Private Vendors
IT

Other Functions:

With respect to Probate Court related responsibilities, the position will report directly to the Probate Court Administrator

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

Employment Qualifications:

Education: A bachelor's degree in Administration, Human Services, Public Administration or Criminal Justice and three years' experience in project implementation required.

Experience: Two to three years' experience working for courts, with extensive experience managing projects and implementing change is necessary.

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.

License and Certifications: National Center for State Courts Certified Court Manager is preferred.

Physical Requirements: Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

May be required to provide own transportation to attend meetings, events, etc. throughout the county and state.

Working Conditions:

Work is performed in a normal office environment. Sometimes the work will need to be handled in urgent situations which would require working evenings and weekends.

**INGHAM COUNTY
JOB DESCRIPTION
(ELIMINATED)**

CIRCUIT COURT TECHNOLOGY LIAISON

General Summary:

Under the supervision of Deputy Circuit Court Administrator/General Trial Division, is responsible for planning, developing, implementing, managing and evaluating information and technology services for the Circuit Court. Acts as a liaison with Ingham County IT Department, technology vendors and other state and local government agencies to identify, advocate and implement court information and technology projects to enhance the operations of the Courts. Provides support for the operation and maintenance of Courts information technology systems; identifies Court technology needs and provides input to assist in hardware and software design and implementation. Trains staff in proprietary software or County standard software used.

Essential Functions:

1. Provides knowledge, input and advice to Court staff on the most recent advances and improvements in court technology, including cost-benefit analysis of alternate methodologies and resources.
2. Provides leadership in the creation and maintenance of the Circuit Court website in conjunction with the IT department and coordinates the utilization of web application technology to communicate Court functions.
3. Utilizes the Court's case management system and other resources to collect information and assist in the preparation of reports for the Michigan Supreme Court, State Court Administrative Office, State of Michigan, Ingham County and the Court.
4. Establishes workflow systems and procedures, analyzes work processes and defines objectives for work performance for staff involved with court information technology. Prepares training and procedure manuals and other materials for Court staff and provides instruction regarding technology policies and procedures.
5. Serves as a liaison with IT and all technology vendors on behalf of the Court. Serves as a liaison to the general public regarding requests for information and data.
6. Assists Court staff with the support, diagnosis, and resolution of problems encountered in the operation of the Court systems prior to escalating to IT help desk.
7. Supports the Court end-user, citizens, and/or customer community related to technical support issues of Court systems, websites and/or other related functions.
8. Conducts planning with Court staff to determine future needs relative to IT services. Provides input to IT department on business related workflows and requirements for software/database systems and development.
9. Coordinates implementation of new technologies, computer moves, system upgrades and system maintenance with the Court and the IT Department. Assists with acceptance testing of new software installations, enhancements and upgrades.
10. Responsible for processing large batch jobs for electronic or print communications and functions related to Court output files from systems.

11. Determines departmental shared file structure and works with IT department to implement and maintain. Communicates issues related to IT services to IT staff, and may maintain record of issues encountered by users.
12. Maintains an inventory list of computers, printers, and software for the Court in coordination with the IT department.
13. Recommends, writes, edits, proofs, and releases brochures, fliers, articles, press releases, organizational reports, newsletters, annual reports, and other related materials on behalf of the Court for technology projects.
14. Maintains current technical knowledge through attending workshops and seminars and reading related publications. Confirms software business requirements comply with local, state or federal mandates.

Other Functions:

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

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

Employment Qualifications:

Education/Experience: A Bachelor degree in Management Information Systems, Media Arts, Communications, Business Administration, Criminal Justice or a related field and 1 year experience in media and/or technology related experience preferable in a court or government setting.

OR

Education/Experience: An Associate Degree in Management Information Systems, Media Arts, Communications or related field and a minimum of 2 years media and/or technology related experience, preferable in a court or government setting.

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)

Desirable Knowledge, Skills and Abilities:

1. Knowledge of various computer programs including word processing, database, spreadsheet, and desktop applications.
2. Knowledge of web planning, development and design using multiple disciplines such as client and server side scripting, authoring, communication, animation, video, photography and marketing.
3. Knowledge in media networking principles and applications.
4. Knowledge of data communication systems capabilities and operations.
5. Knowledge of general Court policies and procedures.
6. Ability to maintain the confidentiality of court proceedings.

7. Ability to establish and maintain working relationships with the Circuit Court Judges, Managers, Court staff, County departments, government officials, other professionals and the public.

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, and reaching.
- This position's physical requirements require regular stamina in sitting, standing, walking, typing, enduring repetitive movements of the wrists, hands or finger.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***ICEA Court Pro 06
June 2015***

**INGHAM COUNTY
JOB DESCRIPTION**

TRAINING COORDINATOR – CIRCUIT COURT

General Summary:

Under the supervision of the Circuit/Probate Court Projects Manager, works with Circuit Court management and Office Coordinators to develop and implement a comprehensive onboarding and training plan. Coordinates with state and federal agencies on regulations and best practice. Responsible for an ongoing and evolving training curriculums for Circuit Court employees.

Essential Functions:

1. Ensures policy and procedures are updated on a regular basis and are in line with county policy, state and federal regulation, and statutes.
2. Coordinates training of new staff on policy and procedures, best practices and assists with orientating new staff to the Circuit Court and other county facilities.
3. Coordinates with Circuit Court Departments to develop a cohesive onboarding process and establish bench marks for 30, 60 and 90 days.
4. Trains all new Circuit Court and Probate Court staff on the case management systems, electronic and legacy document management systems, and other related court software necessary to complete job duties.
5. Maintains interpreter list for the Circuit Court, secures interpreter services for parties of General Trial Division cases, and prepares appointment orders.
6. Assist the Project Manager with all infrastructure technology resources, including staff, equipment, vendors, and consultants, across one or more projects.
7. Coordinates the creation and implementation of a training schedule for all new and existing staff, along with staff who require annual training for state and federal regulations
8. Coordinates regular safety training for Judges and Court staff and ensures all Circuit Court Divisions have a safety plan in place.
9. Coordinates and maintains a list of back up duties for Circuit Court staff and ensures back up employees are properly trained.
10. Coordinates the curriculum for the court's online training software.
11. Manages project activities and ensures all project phases are documented appropriately.
12. Shares internal and external best practices.
13. Other duties as assigned

Other Functions:

Employment Qualifications :

Education: Associates Degree in a related field.

Experience: Two years of experience in working in court systems with knowledge of court information and document management systems.

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 *[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]:*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.

**INGHAM COUNTY
JOB DESCRIPTION
(ELIMINATED POSITION)**

COURT APPOINTED COUNSEL CLERK - CIRCUIT COURT

General Summary:

Under the supervision of the Deputy Court Administrator of the General Trial Division, appoints attorneys to indigent adult felony defendants pursuant to the Ingham County Court Appointed Counsel Plan; maintains the interpreter list, secures interpreter services, and prepares interpreter appointment orders; audits court appointed attorney, interpreter, private investigator and expert witness billings and responds to any questions or problems related to such billings. Compiles court appointed counsel payment and performance data and reports annually to the State Court Administrative Office and General Trial Division Judges, respectively.

Essential Functions:

1. Appoints attorneys for General Trial Division and felony appeal matters pursuant to the Ingham County Court Appointed Counsel Plan and maintains all appointment rosters for the General Trial Division.
2. Processes vouchers for court appointed and Michigan Assigned Appellate Counsel System (MAACS) attorneys, including verifying attorney assignments, auditing services billed by attorneys, logging vouchers and payment of vouchers, updating client account information, and following-up on any questions or problems related to such vouchers.
3. Prepares orders appointing attorneys and contribution orders reimbursing the County for court appointed attorney fees.
4. Maintains interpreter list for the Circuit Court, secures interpreter services for parties of General Trial Division cases, and prepares appointment orders.
5. Processes private investigator and expert witness invoices, including auditing the invoices by comparing the invoice to the order and submitting the invoices to Administrative Assistant for payment.
6. Maintains and compiles court appointed counsel payment data and reports annually to the State Court Administrative Office as directed by MCR 8.123(F)
7. Maintains and compiles court appointed counsel performance data and reports annually to the Circuit Court General Trial Division Judges.
8. Responds to telephone calls from attorneys, clients and the courts, and answers inquiries related to the collection counsel and interpreter appointments and other related issues, and refers other calls to appropriate staff or department.
9. Serves as back-up to other Staff members in their absence.

Other Functions:

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

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

Employment Qualifications:

Education: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less college.

Experience: One year related legal, court or criminal justice system experience providing familiarity with bookkeeping and collection.

Other Requirements:

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

Working Conditions:

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

Physical Requirements:

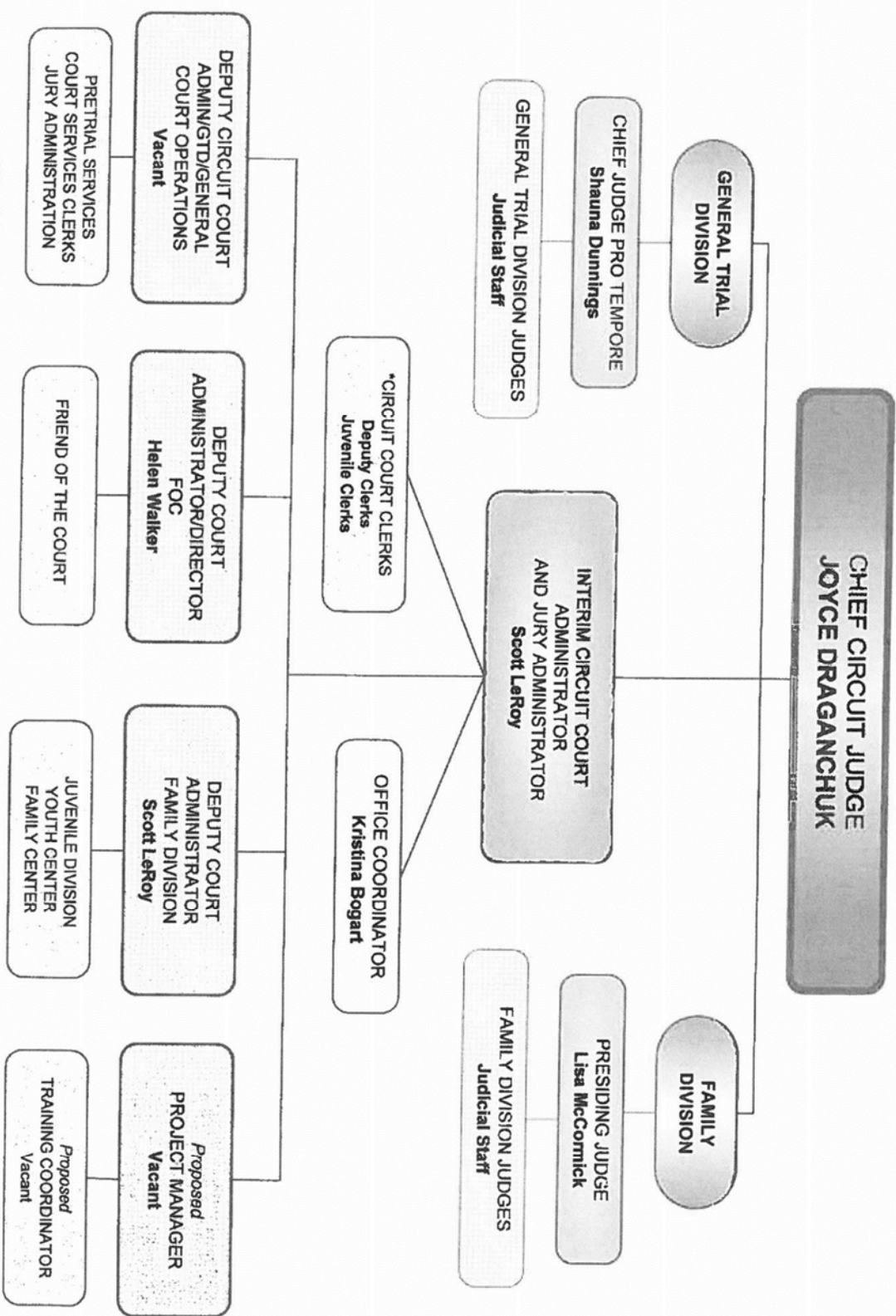
- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping and pinching.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**UAW – F
September 2017**

Ingham County Circuit Court

DRAFT



Agenda Item 5

TO: Board of Commissioners Human Services, County Services, and Financial Services Committee

FROM: Dr. Adenike Shoyinka, MD. Medical Health Officer

DATE: March 29th, 2023

SUBJECT: Ingham County Health Department Billing & Reporting Unit Reorganization

BACKGROUND

Ingham County Health Department (ICHHD) wishes to reorganize the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489. As employee recruitment and retention are of paramount importance and with the increasing volume and complexity of billing for services provided by ICHHD, the proposed reorganization will allow ICHHD's Billing Unit to adapt to the ever-changing challenges associated with billing services. Additionally, many of the affected positions have not been re-evaluated for approximately ten years. These factors facilitate a review of the unit to ensure capacity is available and the flexibility to complete required duties exists. In addition, the reorganization will enable the unit to become more flexible and efficient, while providing more coverage of tasks during staff vacancies.

ALTERNATIVES

Choosing not to reorganize the Billing and Reporting unit could result in continued gaps in ICHHD's billing services and continued inefficiency of staffing coverage.

FINANCIAL IMPACT

Projected costs of this reorganization will be between \$39,069 (Step 1) and \$46,849 (Step 5). The increased costs will be funded by ICHHD operations.

STRATEGIC PLANNING IMPACT

This reorganization supports the County's goal of attracting and retaining exceptional employees.

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize approval of the attached Resolution to reorganize ICHHD's Billing and Reporting Unit effective upon approval for an amount not to exceed \$46,489.

Agenda Item 5

TO: Laura Bartley, Billing and Reporting Manager Joan
FROM: Clous, Human Resources Specialist
DATE: March 16, 2023
RE: Support for reorganization of the Billing and Reporting Department

Per your request, Human Resources has reviewed the information that was provided by the Billing & Reporting Department to reorganize the department.

Provider Enrollment & Credentialing Coordinator (601436) ICEA County Pro 6 (\$54,482.70-\$65,419.97) will be reclassified as a Credentialing & Privileging Coordinator ICEA County Pro 7 (\$59,627.50 - \$71,599.41).

Billing Specialist (601384) ICEA County Pro 6 (\$54,482.70 - \$65,419.97) will be referred to as Enrollment Specialist ICEA County Pro 6 with no change in level.

Coding Specialist (601303) UAW H (\$46,618.32 - \$55,603.90) will be reclassified to a Billing & Coding Coordinator UAW I (\$49,311.78 - \$58,836.68)

Billing & Reporting Clerk (601278, 601038, 601039 & 601063) UAW E (39,407.29 - \$46,971.90) will be reclassified to Billing & Reimbursement Clerk UAW G (\$44,048.79 - \$52,531.56)

Billing & Reporting Clerk (601023, 601489 & 601343) UAW E (39,407.29 - \$46,971.90) will be reclassified to Charge Entry Clerk UAW F (\$41,636.28 - \$49,652.19)

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

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

From: Laura Bartley

Sent: Wednesday, March 29, 2023 8:36 AM

To: Eric Thelen

Subject: FW: Reorg of the Billing & Reporting Dept.

From: Joan Clous <JClous@ingham.org>

Sent: Thursday, March 16, 2023 10:29 AM

To: Laura Bartley <LBartley@ingham.org>

Subject: FW: Reorg of the Billing & Reporting Dept.

Here is the ICEA County Pro's approval.

From: Desiree Cook <DCook@ingham.org>

Sent: Friday, March 10, 2023 10:25 AM

To: Joan Clous <JClous@ingham.org>

subject: RE: Reorg of the Billing & Reporting Dept.

Approved. Thank you.

From: Joan Claus <JClous@ingham.org>

Sent: Friday, March 10, 2023 8:41AM

To: Desiree Cook <DCook@ingham.org>

Subject: FW: Reorg of the Billing & Reporting Dept.

Desiree,

Is the union good with these changes?

Thanks,

Joan

From: Joan Claus

Sent: Monday, February 27, 2023 2:13 PM

To: Desiree Cook <DCook@ingham.org>

Subject: Reorg of the Billing & Reporting Dept.

Desiree,

Provider Enrollment & Credentialing Coordinator (Redlined 8) will now be Provider Enrollment & Credentialing Coordinator (ICEA 7)

1	2	3	4	5	6	7	8a	8b	9	10	11	
190	180	125	120	75	70	110	60	115	10	10	10	1075

Billing Specialist will now be Enrollment Specialist will stay at an ICEA 6

1 2 3 4 5 6 7 8a 8b

9 10 11

190 135 115 100 50 70 90 85 85 10 10 10 950

Please let me know if you have any questions.

Joan

(a)Joan Clous MPA, SHRM-CP

Human Resources Specialist - Labor & Employee Relations

Ingham County

5303 5. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374-

Office

517-930-2075 -Cell

517-887-4396- Fax

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From: Laura Bartley

Sent: Wednesday, March 29, 2023 8:35 AM

To: Eric Thelen

Subject: FW: REorg or Billing & Reporting

From: Joan Clous

<JClous@ingham.org> Sent:

Thursday, March 16, 2023 10:29 AM

To: Laura Bartley

<LBartley@ingham.org> subject:

FW: REorg or Billing & Reporting

Here is the UAW's support

From: Teresa Carter <TCarter@ingham.org>

Sent: Thursday, March 9, 2023 10:53 PM

To: Joan Clous <JClous@ingham.org>

Subject: RE: REorg or Bliiing & Reporting

Joan the Union is in agreement with the below ReOrg.

Thank you

From: Joan Clous
<JClous@ingham.org> Sent: Tuesday,
February 28, 2023 8:21AM To: Teresa
Carter <TCarter@ingham.org>
SUBject: RE: REorg or Billing &
Reporting

Sorry about that.

From: Teresa Carter <TCarter@ingham.org> Sent: Monday, February 27,
2023 4:20 PM To: Joan Clous
<JClous@ingham.org> Subject: RE:
REorg or Billing & Reporting

Hey Joan did you send me the new job descriptions for these?

TERESA CARTER
OFFICE COORDINATOR

•BIB.ST. HSOL.111 48854
PHONE: m1» &7&-8874
EMAIL: 1Clllla@lt8HIMJII

From: Joan Clous
<JClous@ingham.org> Sent:
Monday, February 27, 2023 3:24
PM To: Teresa Carter <TCarter@ingham.org> Subject: RE: REorg or
Billing & Reporting

Yes, the Charge entry clerk and the Billing & Reimbursement Clerk are being created from the Billing and Reporting Clerk.

From: Teresa Carter <TCarter@ingham.org> Sent: Monday, February 27, 2023 3:04 PM To: Joan Clous <JClous@ingham.org> Subject: RE: REorg or Billing & Reporting

Hello Joan

One question, are the Charge Entry Clerk a new position?

TERESA CARTER
OFFICE COORDINATOR

From: Joan Claus
<JClous@ingham.org> Sent:
Monday, February 27, 2023 2:06
PM To: Teresa Carter <TCarter@ingham.org> Subject: REorg or
Billing & Reporting

Teresa,

We meet to discuss the reorg of the Billing and Reporting section of the Health

Dept. Coding Specialist (UAW H) will now be called Billing & Coding

Coordinator (UAW I).

1	2	3	4	5	6	7	8a	8b	9	10	11	
65	135	140	120	90	90	130	85	85	10	10	10	970

Billing and Reporting Clerk (UAW E) is being split into two positions Billing & Reimbursement Clerk (UAW G)

1	2	3	4	5	6	7	8a	Sb	9	10	11	
65	90	100	80	50	90	90	85	85	10	10	10	765

Charge Entry Clerk (UAW F)

1	2	3	4	5	6	7	Sa	8b	9	10	11	
65	65	85	80	50	90	70	85	85	10	10	10	705

The department would like to interview employees for placement within the two new positions instead of posting. Please let me know if you have any questions.

Joan Oous 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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ICEA County Pro's Approval

Provider Enrollment & Credentialing Coordinator (Redlined 8) will now be Provider Enrollment & Credentialing

_____ |

1	2	3	4	5	6	7	8a	8b	9
190	180	125	120	75	70	110	60	115	10

Billing Specialist will now be Enrollment Specialist - Will stay at an ICEA 6

1	2	3	4	5	6	7	8a	8b	9
190	135	115	100	50	70	90	85	85	10

Coordinator (ICEA 7)

10	11
10	10

1075

10	11
10	10

950

**INGHAM COUNTY
JOB DESCRIPTION**

BILLING AND CODING COORDINATOR

General Summary:

With the direction from the Billing and Reporting Manager, acts as a senior billing person. Responsible for training, coordinating and monitoring the duties of billing and support staff to ensure all activities are completed in a timely manner. Assists with the adherence of the Department's coding and documentation policies. Participates in medical chart/record audits for coding compliance according to federal and state regulations and guidelines. Prepares reports of findings and works with staff to provide education and training on accurate coding and documentation practices. Assists with developing materials used for training staff.

Essential Functions:

1. Organizes and prioritizes the duties of billing support staff to ensure all activities are completed in a timely manner. As a senior billing staff, works with support staff to explain situation, and respond to questions related to the billing and payment entry process.
2. Assists the Billing and Reporting Manager with developing staff training.
3. Provides in person onboarding/training to new and existing Billing and Reporting staff.
4. Identifies issues with coding submissions and works to achieve corrections and performance improvements.
5. Provides training to health care and behavioral health providers with regards to coding and billing requirements.
6. Audits medical record documentation to identify miscoded and under/up coded and training on accurate coding practices and compliance issues.
7. Uploads claims into current software system for processing.
8. Monitors electronic payment files to ensure timely posting of payments. Acts as back-up to the Billing and Reimbursement Clerks as well as Charge Entry Clerks.
9. Keeps updated on all changes to insurance requirements based on contracts, industry standards and new regulations. Reviews and interprets state documentation and policies related to program benefits and billing.
10. Works in conjunction with the Centralized Service Manager for training and support to front end staff.
11. Evaluates and responds to requests from the Electronic Health Record Team
12. Builds, adapts and monitors reports utilized by Billing and Reporting staff

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: High School graduation or equivalent with specialized or technical training generally acquired through seminars. Workshops, which cumulatively is viewed as equivalent to 12 credits or less of college.

Certification: Certified Professional Coder (CPC) or equivalent required or the ability to obtain CPC Apprentice Status within 12 months of hire. Plus a Certified Professional Medical Auditor (CPMA) preferred.

Experience: 2 to 4 years in Medical Billing or a Medical Office setting with medical terminology, medical billing and reimbursement.

Other Requirements: None

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

Working Conditions:

4. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
5. This position is required to travel for meetings and appointments.
6. Works in office conditions
7. Hybrid work from home.

Physical Requirements:

- This position requires the ability to sit, stand, walk, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching.
- This position's physical requirements require regular stamina in sitting, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**INGHAM COUNTY
JOB DESCRIPTION**

BILLING AND REIMBURSEMENT ~~REPORTING~~ CLERK

General Summary:

Under the supervision of the Billing and Reporting Manager, this position is responsible for entering payments, monitoring, identifying and resolving issues related to account receivables. Examines account receivable reports to determine unpaid claims, investigating unpaid third party claims for possible rebilling.

Essential Functions:

1. Keeps up to date on all changes to insurances based on contracts, industry, or new regulations.
2. Monitors and posts electronic funds transfers and electronic remittance advices and status of manual insurance payment entry for timely processing.
3. Works through and finds solutions for denials and zero payments from third party payers.
4. Monitors and addresses Claim Remedy rejections.
5. Processes first and third party paper payments, posts to system.
6. Runs payment reports, and reconciles to payments received and entered.
7. Runs error and rejection reports by insurance carrier and makes necessary adjustments or corrections. Assures claims are disputed or rebilled in a timely fashion.
8. Runs and works the Account Receivable reports by insurance carrier finding resolutions as to non-payment or account or making appropriate adjustments.
9. Prepares, records, and maintains Billing and Reporting spreadsheets for tracking purposes. 10Acts as back up for Charge Entry Clerk.

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.

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

Employment Qualifications:

Education: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college. Certified Professional Coder (CPC) preferred.

Experience: 1 to 2 years' experience with medical terminology, 1 to 2 years' experience with payment posting and denial follow up. Knowledge and experience of computer software and billing systems.

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 office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to stoop, kneel, and crouch to retrieve and put away supplies and materials.
- Ability to use a step stool to reach supplies.

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

Working Conditions:

- Works in office conditions.
- Hybrid work from home.

UAW G
February 2023

**INGHAM COUNTY
JOB DESCRIPTION**

CHARGE ENTRY CLERK

General Summary:

Under the supervision of the Billing and Reporting Manager, this position is responsible for charge-entry review as well as entering all daily charges not loaded into the EHR. Responsible for sending tasks to providers and medical staff when charts are not complete. Reviews patient balances and credits. Runs appropriate reports for front-end edits, patients pending Medicaid coverage, and encounters without charges.

Essential Functions:

1. Performs required daily charge entry review for all Medical and Dental charges.
2. Sends correspondence to providers and acts as a resource regarding incomplete charts.
3. Responsible for building prenatal packages for billing.
4. Runs and works Medicaid Pending report.
5. Opens and distributes mail. Opens and distributes faxes.
6. Responds to phone and mail correspondence in a timely, professional manner. Prepares and sends bill statements to patients as well as receives and posts payments from patients.
7. Assists with bad-debt write-off adjustments on aged patient accounts.
8. Reviews disputed balance with patients. Runs unbilled, claim edits, kept appointment with no charge and hold reports as pertains to Charge Entry.
9. Responsible for record retention of the Billing and Reporting Unit. Transfer required retained information from the Unit to on-site storage. Prepares records to be transferred from on-site to off-site storage.

Other Functions:

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

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

Employment Qualifications:

Education: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college.

Experience: Six months to one year of experience with medical terminology and computer software and equipment.

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 office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to stoop, kneel, and crouch to retrieve and put away supplies and materials.
- Ability to use a step stool to reach supplies.

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

Working Conditions:

- Works in office conditions.
- Hybrid work from home

UAW F
February 2023

**INGHAM COUNTY
JOB DESCRIPTION
CREDENTIALING AND PRIVILEGING COORDINATOR**

General Summary:

Under the supervision ~~direction~~ of the Billing and Reporting ~~Collections~~ Manager, this position's concentration is the coordination and maintenance of Credentialing and Privileging activities, as well as shared responsibility of payer enrollments for practitioners within the Community Health Center network. Creates initial provider profiles in software tools and tracks license keys. Provides weekly and monthly tracking notifications of various practitioner related groups. Works with internal and external sources to secure and maintain group insurance participation and contracts, credential monitoring, malpractice coverage and provides support for individual practitioner insurance enrollment as needed.

Essential Functions:

1. Responsible for the credentialing and privileging, both initially and biennially of licensed and certified staff [directly hired and contractual] by ensuring required documentation is complete and accurate and uploaded securely within required software systems.
2. Serves as primary contact for primary source credential verification vendor(s).
3. Interacts with state agencies and NCQA to stay current on licensing and full credentialing and privileging requirements, where applicable.
4. Incorporates credential verification data into staff's profile and/or database; performs profile audit review for completion and compliance; communicates any missing/erroneous requirements; and preps profile for Committee/Board review. Coordinates appeal meetings as needed.
5. Meets monthly with the Medical Director/Credential Committee to review proposed staff credentialing/privileging files in preparation of file presentation at monthly Board Meeting/
6. Prior to hire, performs review of selected hire/contractual candidate verifying information found in LARA, OIG and the MI Sanction List.
7. Is a point of contact for Employment and Service verifications for the HRSA Bureau of Work Force loan repayment programs.
8. Conducts monthly audits of payer rosters to identify accurate PCP stature of listed practitioners and ensure corrections are performed at payer level.
9. Facilities CAQH attestations and creates CAQH profiles on those practitioners without Assists with special projects as necessary.
10. Receives and processes for approval Student Experience applications. For tracking purposes, enters student information into software system and notes approved by CMO.
11. Executes and converts collaborative and practice agreements between mid-levels and physicians as referenced by the CMO.
12. Maintains rapport and coordinates malpractice policies between insurance vendor, County and individual practitioners. Oversees annual renewal ensuring timeliness and invoice payment.
13. Services as liaison for residents, performing software setup, license tracking and applicable insurance enrollments.
14. Performs health center facility/group insurance payer enrollments, tracking and disseminating results to Billing Specialist.
15. Acts as backup to the Enrollment Specialist.
16. May assist with administrative reviews and related processes.

Other Functions:

- Performs other duties as assigned.

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's degree is required. Preference for Business Administration, Medical Office Management or other related field.

Experience: 3 to 5 years' experience with provider credentialing is required. Certified Provider Credentialing Specialist [CPCS] preferred.

Other Requirements: None

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- Works in office conditions
- Hybrid work from home.

***ICEA PRO 7
February 2023***

INGHAM COUNTY JOB DESCRIPTION

ENROLLMENT SPECIALIST

General Summary:

Under the direction of the Billing and Collections Manager, this position's concentration will be to coordinate the payer enrollment activities for the community health center network with a shared responsibility of practitioner credentialing. Responsible for enrolling health care professionals and will work with internal and external vendors to secure and maintain group insurance participation contracts. Serve as the primary contact with contractual enrollment services.

Essential Functions:

1. Serves as primary contact for verification of health care professionals' payer enrollment.
2. Responsible for the initiation of enrollment applications and maintenance of enrollment agreements thereof, for each health care professionals with contracted insurance carriers. Responsible for working with insurance carriers to ensure all enrollment requirements are met and documentation is secured, available and maintained
3. Incorporates enrollment verification data into Data Enrollment site for health care professionals/payer contracts. Responsible for loading initial and updated information regarding health care professionals/payer contract status in Data Enrollment site.
4. Follow-up with further investigation when needed to resolve insurance enrollment issues.
5. Responsible for payer update and maintenance of effective dates in the billing software.
6. Monitor claim edit reports for correctness of provider/insurance/location enrollment.
7. Acts as a back up to the Credentialing and Privileging Coordinator.
8. Assist with monitoring, updates, and re-attestation of the health care professionals CAQH files. Create and monitor reports via Data Enrollment site regarding upcoming expiration dates of for health care professionals' documents. Update re-attestation dates in Data Enrollment site.
9. Adds payers to insurance portals
10. Assists with special projects as necessary.
11. Acts as a resource for the Billing and Reimbursement Coordinator

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's degree is required. Preference for Business Administration, Medical Office Management or other related field.

Experience: A minimum of 2 years experience in medical insurance billing including Medicaid, Medicare and commercial insurances is required. Some experience with provider credentialing and enrollment is required. Certified Provider Credentialing Specialist preferred.

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:

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

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

Working Conditions:

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

ICEA PRO – 06
February 2023

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE THE BILLING & REPORTING UNIT WITHIN THE INGHAM COUNTY HEALTH DEPARTMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489; and

WHEREAS, employee recruitment and retention are of paramount importance; and

WHEREAS, the volume and complexity of billing for services provided by ICHD has increased; and

WHEREAS, these factors facilitate a review of the unit to ensure capacity is available and the flexibility to complete required duties exists; and

WHEREAS, some of the affected positions have not been re-evaluated for approximately ten years; and

WHEREAS, the ICEA Professional Union and UAW Union was consulted and provided their support for the reorganization; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize approving the reorganization of ICHD's Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the proposed reorganization of the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489.

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

<u>Position #</u>	<u>Position Title</u>	<u>Action</u>
601436	Provider Enrollment & Cred. Coord. to Credentialing & Privileging Coordinator	ICEA Prof 06 to ICEA Prof 7 and updated job description – no impact on budget as current employee is at an ICEA Prof 08
601384	Billing Specialist to Enrollment Specialist	ICEA Prof 6 to ICEA Prof 6 and updated job description
601303	Coding Specialist to Billing & Coding Coordinator	UAW H to UAW I and updated job description
601278	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601038	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601039	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description

601063	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601023	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description
601489	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description
601343	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description

The financial impact associated with the reorganization (including wages & fringes) is as following

<u>Position #</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
601303	UAW H; \$104,390	UAW I: \$108,910	\$4,520
601278	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601038	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601039	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601063	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601023	UAW E: \$92,323	UAW F: \$96,070	\$3,747
601489	UAW E: \$92,323	UAW F: \$96,070	\$3,747
601343	UAW E: \$92,323	UAW F: \$96,070	\$3,747

Total Cost of Reorganization: \$46,849

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

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

Agenda Item 6

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

FROM: Deb Fett, CIO

DATE: April 18, 2023

SUBJECT: Planned Annual Continuing Education Program for MUNIS
For the meeting agendas of May 2nd, 3rd, and 9th, 2023

BACKGROUND

Tyler Technologies is the company that supports the MUNIS system Ingham County uses for our financial and central office functions. While Ingham County is looking into a replacement for MUNIS, there is still a great need to use the product effectively. An optimistic estimate of implementing a new system would be approximately 2 years from now. Until such time, we will need to use our current system effectively. This request is to authorize obtaining training from Tyler for our current MUNIS system.

ALTERNATIVES

As this training is particular to a specific software in use there are no alternative vendors.

FINANCIAL IMPACT

The funding for the \$11,025 plus potential estimated travel of \$2,000 will come from the County's Innovation and Technology Department's County Staff Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS

As MUNIS is at the heart of most County financial activities, it benefits us all to use it in the most efficient manner possible.

STRATEGIC PLANNING IMPACT

This resolution supports multiple overarching long term objectives:

1. Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.
2. Support employee and professional development.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Tyler Technologies for MUNIS Planned Annual Continuing Education Program in the amount not to exceed \$13,025.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PLANNED ANNUAL CONTINUING EDUCATION PROGRAM
FOR MUNIS**

WHEREAS, Tyler Technologies is the company that supports the MUNIS system Ingham County uses for our financial and central office functions; and

WHEREAS, as MUNIS is at the heart of most County financial activities, it benefits everyone to use it in the most efficient manner possible; and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training including travel expenses from Tyler Technologies in an amount not to exceed \$13,025.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960080.

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.

Agenda Item 7a

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: April 18, 2023

SUBJECT: Proposed Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 Local Road Program

For the Meeting Agendas of May 2, 3 and 9

BACKGROUND

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

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

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

Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships have coordinated with the Road Department to schedule work for the 2023 construction season. The attached table provides details regarding the 2023 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township, and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining townships, so additional resolutions may be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$316,642.20 for these six townships is included in the adopted 2023 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department, except for the cold milling work proposed in Lansing Township, as it requires specialty equipment. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

OTHER CONSIDERATIONS

This is the third group of Local Road Program agreements. Others may be forthcoming as townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH ALAIEDON, BUNKERHILL,
INGHAM, LANSING, LEROY, AND STOCKBRIDGE TOWNSHIPS
FOR THE 2023 LOCAL ROAD PROGRAM**

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

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

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

WHEREAS, Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships have coordinated with the Road Department to schedule work for the 2023 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2023 construction season, except for the cold milling work in Lansing Township, which will be performed by a specialty contractor; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

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

WHEREAS, the Road Department's capped match contribution in the total amount of \$316,642.20 combined for these six townships is included in the adopted 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 Local Road Program.

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

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

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

2023 Local Road Program (LRP)

Township	Match Balance Thru 2022	2023 ICRD Match Allocation	Total 2023 Match Available	Proposed 2023 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Alaiedon	\$0.00	\$45,000.00	\$45,000.00	Asphalt wedging, overlay, and shoulder widening on Dobie Road (Willoughby Rd to Sandhill Rd) and asphalt pads on Harper Road (Wolverine Rd to Every Rd)	\$160,740.00	\$115,740.00	\$45,000.00
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Nims Road (Fitchburg Rd to Meridian Rd) and asphalt pads on Hollard Road (Freiermuth Rd to Parman Rd)	\$108,927.00	\$75,627.00	\$33,300.00
Ingham	\$35,682.20	\$33,300.00	\$68,982.20	Asphalt wedging and overlay of Potter Road from Dexter Trail to as far as possible towards the Ingham Township line, for a budget of \$137,964.40	\$137,964.40	\$68,982.20	\$68,982.20
Lansing	\$98,171.17	\$60,000.00	\$158,171.17	Cold milling operations and asphalt overlay on Eastfield Road (Hartwick Dr to Willow St), Oakcliff Lane (Ravenswood Dr to Briarwood Dr), Ravenswood Drive (Briarwood Dr to Willow St), and Pickwick Place (Ravenswood Dr to Briarwood Dr). Asphalt wedging and overlay of Clement Road (St Joseph St to Kalamazoo St).	\$182,120.00	\$91,060.00	\$91,060.00
Leroy	\$0.00	\$45,000.00	\$45,000.00	Asphalt wedging and overlay of Dennis Road (Searls Rd to Kane Rd)	\$121,467.00	\$76,467.00	\$45,000.00
Stockbridge	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Kinsey Road (Brogan Rd to M-36), Budd Road (Milner Rd to Oakley Rd), Milner Road (Dexter Trail to M-52), and Chapman Road (Morton Rd to O'Brien Rd)	\$302,659.00	\$269,359.00	\$33,300.00

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: April 18, 2023

SUBJECT: Architectural and Engineering Design Services for Roof Replacements for the Ingham County Road Department

For the agendas on May 2 and 3

BACKGROUND

The purpose of this memorandum is to request approval to enter into an agreement for architectural and engineering design services for roof replacements at two Ingham County Road Department facilities. The Road Departments Sign and Signal Shop roof was original built in 1976, was first patched in 2005 and has been re-patched several times since then to try and control the leaks. The second structure is a pole building at the Road Departments Metro District location. The roof of the pole building has failed and is allowing water to enter the building.

Bids for architectural and engineering design services were solicited and evaluated by the Ingham County Purchasing Department in Request for Proposal #80-23 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to enter into an agreement with Hubbell, Roth & Clark Inc.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this agreement.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Hubbell, Roth & Clark Inc. for Architectural and Engineering Design Services for Roof Replacement at the Ingham County Road Department locations.

Agenda Item 7b

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: April 12, 2023

RE: Memorandum of Performance for RFP No. 80-23 Architectural and Engineering Design Services for Roof Replacements

Per your request, the Purchasing Department sought proposals from experienced and qualified architectural and engineering consultants for the purpose of entering into a professional services contract for replacement of two (2) roofs, one located at the Ingham County Road Department's Western Garage (Sign/Signal Shop Building) and the other located at the Metro Garage (small unnamed building).

Each project is a two-phased approach: Phase I – Programming & Schematic Design Services, includes but is not limited to, holding meetings regarding requirements, goals and desired outcomes, developing a conceptual design and preliminary construction budget; and, Phase II – Construction Administration Services, includes but is not limited to, holding meetings for final drawings and details, designing and preparing final plans and drawings, providing technical specifications for the bid documents, attending meetings, addressing all field conditions and questions, overseeing and coordinating the renovations of the project and developing a punch list and other documents for closeout.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	133	44
Vendors responding	1	1

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 and submit 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 VENDORS' COSTS

Vendor Name	Hubbell, Roth & Clark Inc.
Local Preference	Yes, Holt MI
<i>Sign/Signal Shop Building – Western Garage</i>	
Phase I - Preliminary Design Services NTE Cost	\$3,685.00
Phase I - Number of Meetings	2
Phase II – Construction Services NTE Cost	\$20,320.00
Phase II - Number of Meetings	4
Grand Total	\$24,005.00
<i>Small Building Roof - Metro Garage</i>	
Phase I - Preliminary Design Services NTE Cost	\$3,245.00
Phase I - Number of Meetings	2
Phase II – Construction Services NTE Cost	\$21,280.00
Phase II - Number of Meetings	6
Grand Total	\$24,525.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
WITH HUBBELL, ROTH & CLARK, INC. FOR ROOF REPLACEMENT PROJECTS FOR THE
INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department has two structures in need of roof replacements; and

WHEREAS, the Purchasing Department recently released Request for Proposal #80-23 and received competitive bid proposals for the purpose of providing architectural and engineering services for roof replacement for the Ingham County Road Department locations; and

WHEREAS, bids for architectural and engineering services were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with Hubbell, Roth & Clark Inc.; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with these services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes purchase orders with Hubbell, Roth & Clark, Inc. located at 2101 Aurelius Road, Suite 2, Holt, MI 48842 for providing architectural and engineering services at the rates detailed in the proposal responses to Request for Proposal #80-23, for an amount not exceed \$48,530.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Hubbell, Roth and Clark Inc. on behalf of the Road Department.

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

Agenda Item 7c

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: April 18, 2023

SUBJECT: Proposed Resolution Authorizing the Purchase of Roto Milling & Pulverizing Services

For the agendas on May 2 and 3

BACKGROUND

The Road Department utilizes roto milling and pulverizing services on road construction projects throughout the county.

The purpose of this memorandum is to request approval to purchase roto milling services from Michigan Paving and Materials.

Bids for Roto Milling & Pulverizing were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid #106-23 as shown per the Memorandum of Performance. The Purchasing Department and the Road Department are in concurrence to enter into an agreement for roto milling services with Michigan Paving and Materials. Services will be requested on an as-needed, unit price basis for a period of one-year. No bids were received for pulverizing services.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

No other considerations at this time.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Michigan Paving and Materials for roto milling services.

Agenda Item 7c

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: April 13, 2023

RE: Memorandum of Performance for RFP No. 106-23 2023 Roto Milling & Pulverizing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for providing roto milling and pulverizing services for the Ingham County Road Department on an as-needed basis for the period of one (1) year.

The scope of work includes, but is not limited to, providing all services and related materials to complete the roto milling and pulverizing work in accordance with the 2020 MDOT Standard Specifications for Construction. The Contractor will work with the Director of Operations and/or their designee to compile a listing of roads to be completed.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	57	11
Vendors responding	1	0

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 and submit 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 VENDORS' COSTS

Vendor Name	Michigan Paving & Materials	
Local Preference	No, Lansing (Clinton County) MI	
Description	Hourly Rate	Hourly Rate
	(less than 5 hours)	(min. of 5 hours)
6' 6" Minimum Mill	\$650.00	\$650.00
3' Minimum Mill	\$350.00	\$350.00
Skid Steer Mounted 18" Wide Mill	\$250.00	\$250.00
Pulverizing	No Bid	No Bid
Mobilization Fee	\$200.00	\$200.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF ROTO MILLING SERVICES FROM MICHIGAN PAVING AND MATERIALS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department utilizes roto milling and pulverizing services on road construction projects throughout the county; and

WHEREAS, the Purchasing Department recently released Request for Proposal #106-23 and received bid proposals for the purchase of roto milling and pulverizing services for a period of one (1) year; and

WHEREAS, bids for roto milling and pulverizing were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with Michigan Paving and Materials; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with the purchase of roto milling and pulverizing services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes purchase orders with the following:

Michigan Paving and Materials located at 16777 Wood Street, Lansing, Michigan 48906

for providing roto milling services to the Road Department on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Request for Proposal #106-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Michigan Paving and Materials to purchase roto milling services as needed and budgeted, on behalf of the Road Department.

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: April 18, 2023
SUBJECT: Resolution to Approve Managerial & Confidential Reclassification Requests

For the meeting agendas of May 2 and May 3

BACKGROUND

The Managerial and Confidential Personnel Group Manual is effective January 1, 2022 through December 31, 2024 and includes a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for several employees in this group. 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 MANAGERIAL & CONFIDENTIAL RECLASSIFICATION REQUESTS

WHEREAS, the Managerial and Confidential Personnel Group Manual is effective January 1, 2022 through December 31, 2024 and includes a process for employee submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the process for reclassification requests for employees in this group; 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>
601297	Community Health Center Manager	Move from MC 11 to MC 12
601197	Community Health Center Manager	Move from MC 11 to MC 12
601288	Community Health Center Manager	Move from MC 11 to MC 12
601079	Health Centers – Operations Director	Move from MC 13 to MC 14

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

<u>Position Title</u>	<u>2023 Current Grade, Step 5</u>	<u>2023 Proposed Grade, Step 5</u>	<u>Difference</u>
CHC Manager	MC 11: 92,321.60	MC 12: 99,121.01	6,799.41
CHC Manager	MC 11: 92,321.60	MC 12: 99,121.01	6,799.41
CHC Manager	MC 11: 92,321.60	MC 12: 99,121.01	6,799.41
Health Cntr. Ops. Dir.	MC 13: 106,038.86	MC 14: 114,246.27	8,207.41
TOTAL:			28,605.64

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 8b

TO: Board of Commissioners County Services Committee
FROM: Sue Graham, Human Resources Director
DATE: April 24, 2023
SUBJECT: Emergency Purchase Order for Recruiting Services with Trillium Staffing Solutions
For the meeting agendas of May 1 and May 2

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

Eric Thelen, Ingham County Health Department Chief Financial Officer (CFO) will retire on May 15th 2023, after serving the health department for 25 years. The CFO position has been posted since February with no applicants that met the basic minimum requirements. In light of the difficulty we have experienced in recruiting candidates for the position and with budget season upon us, we require the services of Trillium Staffing Solutions for the active recruitment of the Chief Financial Officer.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary and issued to Trillium Staffing Solutions for \$22,849.25 (20% of compensation).

Agenda Item 9a

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: April 19, 2023
SUBJECT: Resolution to Approve an Agreement with Kolt Communications for Public Relations Services
For the meeting agendas of May 2, 3

BACKGROUND

The Board of Commissioners has shown interest in contracting with a public relations firm to help promote/advertise County initiatives and news-worthy events. Due to the Financial Services/Controller's Office reorganization, approximately \$50,000 in annual savings will be available for such a service. The fee would include the services of Robert Kolt or any approved associate to provide unlimited hours of communication/Public Relations services to Ingham County.

Upon a recommendation from Commissioner Lawrence, we contacted Robert Kolt from Kolt Communications. Mr. Kolt is excited about the opportunity to work with the County and has proposed a one year agreement at \$3,000/month for a total of \$36,000 beginning in June 1, 2023. Kolt Communications has a number of clients including: Lansing School District, Haslett Public Schools, Capital Region International Airport, Consumers Energy, Lansing Regional Chamber of Commerce, Bekum America, Olivet College, Mid-Michigan Travel Coalition, Institute for Leadership Fitness, and Greenstone Farm Credit Services.

In order to expedite this service, an RFP was not issued so this would be a sole source procurement.

ALTERNATIVES

A part-time position could be created for this, or if the Commissioners are uncomfortable with sole sourcing the agreement, we could issue an RFP.

FINANCIAL IMPACT

The fee for this service will be provided through the savings generated from the Financial Services/Controller's Office reorganizations.

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 AN AGREEMENT WITH KOLT COMMUNICATIONS
FOR PUBLIC RELATIONS SERVICES**

WHEREAS, the Ingham County Board of Commissioners is interested in contracting with a public relations firm to help promote/advertise County initiatives and news-worthy events; and

WHEREAS, Kolt Communications comes highly recommended and has a number of active clients including Lansing School District, Haslett Public Schools, Capital Region International Airport, Consumers Energy, and Lansing Regional Chamber of Commerce, which they provide similar services to; and

WHEREAS, Kolt Communications has agreed to provide unlimited hours of communication/Public Relations services to Ingham County for a fixed fee of \$3,000 per month for a term of one year for a price not to exceed \$36,000; and

WHEREAS, the funding for this agreement is available through the savings created by the Financial Services and Controller's Office reorganizations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the agreement with Kolt Communications for public relations services to Ingham County for a one-year term beginning June 1, 2023 at a rate of \$3,000 per month with a not to exceed amount of \$36,000.

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

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

Agenda Item 9b

TO: County Services and Finance Committees

FROM: Jill Bauer, Budget Analyst

DATE: April 20, 2023

SUBJECT: Resolution Updating Various Fees for the County Services Committee Departments for Services Provided by the County

This resolution will authorize the adjustment of various fees for the County Services Departments. These fees would be effective for all departments on January 1, 2024. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department, which has been the process again for 2024. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from the County Services Departments as part of the process of making these recommended adjustments. A full analysis of each fee was presented to the County Services and Finance Committees at the previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$141,834 and will be recognized in the 2024 Controller Recommended Budget.

Please feel free to contact me if you have any questions regarding this information.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES COMMITTEE
DEPARTMENTS FOR SERVICES PROVIDED BY THE COUNTY**

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the Controller’s Office will be reviewing and making recommendations on a three-year rotation by Committee; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year, unless the Board of Commissioners agrees with the departments recommendations and explanations; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller's recommendations including the target percentages, along with recommendations of the various County Services Department's staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2024.

ATTACHMENT A

**2024 County Fees
County Services Committee**

Location of Service	Fee Description	2021 Fee	2024 Fee
Clerk	Certified Copy - Add'l Copies	\$10.00	\$15.00
Clerk	Expedited Svc - copies of Vital Records	\$40.00	\$45.00
Clerk	Marriage Witness Fee	\$15.00	\$20.00
Clerk	Marriage Ex Parte	\$50.00	\$100.00
Clerk NEW	Fingerprinting Non-CPL -State gets 43.25 & county gets 16.75	\$0.00	\$60.00
Clerk	Marriage License Waiver	\$25.00	\$100.00
Drain Comm.	Photography	\$305.00	\$325.00
Drain Comm.	Topography	\$595.00	\$625.00
Drain Comm.	Floodplain/wetland	\$120.00	\$130.00
Drain Comm.	Preliminary Comm. Site Plan Review (2)	\$725.00	\$750.00
Drain Comm.	Preliminary Plat Review (2)	\$725.00	\$750.00
Drain Comm.	Plat and Commercial Drainage Review		
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$725.00	\$750.00
Drain Comm.	Additional acre	\$82.00	\$90.00
Drain Comm.	Re-submission Admin fee	\$240.00	\$250.00
Drain Comm.	Plat Drain Administration Fee	\$2,540.00	\$2,600.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$525.00	\$550.00
Drain Comm.	Drain Crossing Permit- (Residential)	\$140.00	\$150.00
Drain Comm.	Tap in Permit - Residential	\$110.00	\$120.00
Drain Comm.	Tap-in Permit - Commercial	\$440.00	\$450.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1 acre or less	\$640.00	\$660.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre (3)	\$64.00	\$66.00

Location of Service	Fee Description	2021 Fee	2024 Fee
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1 acre or less (3)	\$560.00	\$580.00
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre (3)	\$56.00	\$58.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1 acre or less (3)	\$480.00	\$500.00
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre (3)	\$48.00	\$50.00
Drain Comm.	Soil Erosion Permit Transfer	\$100.00	\$115.00
Drain Comm.	Soil Erosion Permit Renewal (3)	1/2 of orig fee	1/2 of orig fee
Drain Comm.	Escrow account-Less than 1/2 acre	\$595.00	\$620.00
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,740.00	\$1,800.00
Drain Comm.	Escrow account - 1 or more up to 5 acres	\$3,440.00	\$3,600.00
Drain Comm.	Escrow account - 5 to 10 acres	\$5,665.00	\$5,800.00
Drain Comm.	Escrow account - each add'l 10 acres	\$2,865.00	\$2,950.00
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$275.00	\$320.00
Drain Comm.	Soil Erosion Permit - 9 month duration	\$265.00	\$300.00
Drain Comm.	Soil Erosion Permit - 6 month duration	\$220.00	\$240.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$350.00	\$375.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection 6 months duration	\$51.00	\$55.00
Drain Comm.	Violation and Cease&Desist Order	\$320.00	\$350.00
Drain Comm.	Title Search - Drain Assessments	\$5.00	\$6.00
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	\$13.00	\$15.00
Equalization	Digitally Produced Paper Maps- Parcel Layer		
Equalization	8.5" x 11"	\$6.00	\$7.00
Equalization	11" x 17"	\$13.00	\$15.00
Equalization	17" x 22"	\$20.00	\$23.00
Equalization	22" x 34"	\$27.00	\$30.00

Location of Service	Fee Description	2021 Fee	2024 Fee
Equalization	28" x 40"	\$33.00	\$35.00
Equalization	34" x 44"	\$40.00	\$45.00
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer		
Equalization	8.5" x 11"	\$13.00	\$15.00
Equalization	11" x 17"	\$27.00	\$30.00
Equalization	17" x 22"	\$40.00	\$45.00
Equalization	22" x 34"	\$53.00	\$60.00
Equalization	28" x 40"	\$66.00	\$70.00
Equalization	34" x 44"	\$80.00	\$85.00
Equalization	Custom Maps	varies	varies
Equalization	BS&A Export	\$500.00	\$500.00
Equalization	Ingham County Plat Book	\$15.00	\$15.00
RoD	Laredo product,0-250 minutes,chrq/month	\$54.00	\$59.00
RoD	Laredo Min. Overage for 0-250 min. plan	\$0.22	\$0.14
RoD	Laredo product, 250-1000 mins.-chrq/mo.	\$110.00	\$115.00
RoD	Laredo Min. Ovrq for 250-1000 min. plan	\$0.17	\$0.20
RoD	Laredo product,1001-3000 mins-chrg/mo	\$215.00	\$220.00
RoD	Laredo Min. Ovrq for 1000-3000 min. plan	\$0.14	\$0.16
RoD	Laredo product,Unltd mins-chrg/mo.	\$265.00	\$275.00
ROD	Monarch - Streaming Service ** Never on list but charged	\$0.34	\$0.54
Treasurer	NSF Checks	\$34.00	\$35.00

Agenda Item 10a

TO: County Services and Finance Committees

FROM: Becky Bennett, Director
Board of Commissioners' Office

DATE: April 20, 2023

Resolution #22-556 authorized Commissioner compensation for 2023 and 2024, which included the payment of per diems for Commissioners appointed to certain statutory and/or agency boards, provided that a per diem payment is not prohibited by the specific statute.

This resolution affirms the statutory and/or agency boards that are eligible to receive per diem payments.

Commissioners who receive per diem payments as members of other boards/commissions not included in this resolution will continue to receive per diem payments from that agency or department.

Per Resolution #22-556, Commissioners are eligible to receive a maximum of eighty (80) per diem payments per year.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AFFIRMING THE ELIGIBILITY OF PER DIEM PAYMENTS
FOR COMMISSIONERS SERVING ON CERTAIN
STATUTORY AND/OR AGENCY BOARDS**

WHEREAS, Resolution #22-556 authorized Commissioner compensation for 2023 and 2024; and

WHEREAS, included in this resolution is a per diem payment for Commissioners appointed to a statutory or agency board by the County Board of Commissioners, provided that a per diem payment is not prohibited by the specific statute in question; and

WHEREAS, Corporation Counsel has reviewed the statutory and/or agency boards to determine if Commissioners are prohibited from receiving a per diem payment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby affirms that Commissioners appointed to the following statutory and/or agency boards are eligible to receive per diem payments for attendance at meetings:

- Capital Area Michigan (WORKS) Board
- Capital Area Regional Transportation Study Committee
- Capital Area Transportation Authority Board
- Capital Region Airport Authority
- Community Health Center Board
- Community Services Administration Board of Directors
- Convention Visitors Bureau of Greater Lansing
- Farmland and Open Space Preservation Board
- Ingham County Chapter, Michigan Townships Association
- Ingham Health Plan Corporation
- Lansing Area Safety Council
- Local Emergency Planning Committee
- Lansing Economic Area Partnership Board
- Michigan Association of Local Public Health Board
- McLaren Board of Directors
- MSU E District Extension Council
- Mid-State Health Network Substance Use Disorder Advisory Committee
- Tri-County Aging Consortium
- Tri-County Regional Planning Commission

BE IT FURTHER RESOLVED, that this per diem payment applies to Commissioners only, and only those that have been appointed as a member to the above-stated boards/commissions by the Board of Commissioners.

BE IT FURTHER RESOLVED, that Commissioners are appointed to statutory and/or agency boards for the conduct of County business and to represent the interests and views of Ingham County and shall report back to the Board of Commissioners or appropriate Liaison Committee when necessary regarding actions or policies that may impact the County.

BE IT FURTHER RESOLVED, that in accordance with Resolution #22-556 Commissioners may receive a maximum of eighty (80) per diems per year, which also includes per diems for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board.

BE IT FURTHER RESOLVED, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day and shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that boards/commissions that currently allow for the payment of per diems to Commissioners serving as members are not included as part of this resolution and those Commissioners shall continue to receive per diem payments from that department or agency.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING LARRY SILSBY, AURELIUS TOWNSHIP SUPERVISOR

WHEREAS, Larry Silsby was born on April 18, 1939, he graduated from Mason High School and later married Judith Emens in 1962; and

WHEREAS, Larry dedicated his life to farming, family and the community; and

WHEREAS, as a retired dairy farmer, he became a member of the Farm Bureau, the Masonic Lodge, and the Mason Methodist Church; and

WHEREAS, Larry served as a member of the Mason School Board, an Assessor for Aurelius Township and held the position of Aurelius Township Trustee for four years; and

WHEREAS, in 1984 Larry became the Aurelius Township Supervisor, where he flourished as he served in a role that he loved for over 30 years, until his death; and

WHEREAS, although Larry experienced many successes throughout his career as Supervisor, one of his proudest accomplishments was the Glenna Droscha Park which he achieved with other Aurelius Township officials; and

WHEREAS, as Supervisor for Aurelius Township, he left a lasting impression on all those that he encountered as he went above and beyond to find ways to assist all those who visited the township offices.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Larry Silsby for over 30 years of service as Aurelius Township Supervisor and for dedicating his life to serving the community and improving the lives of the citizens of Ingham County.

BE IT FURTHER RESOLVED, that Larry's hard work, dedication and honesty will have an everlasting impact on the many lives he has touched, he will live forever in the hearts of his co-workers, friends and family – especially his loving wife Judy and his children.