CHAIRPERSON BRYAN CRENSHAW

VICE-CHAIRPERSON VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM ROBIN NAEYAERT FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
BRYAN CRENSHAW
MARK POLSDOFER
EMILY STIVERS
ROBERT PEÑA
RANDY SCHAFER

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, SEPTEMBER 21, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT https://ingham.zoom.us/j/89160266022.

Agenda

Call to Order
Approval of the September 14, 2022 Minutes
Additions to the Agenda
Limited Public Comment

- <u>Clerk's Office</u> Resolution to Create a <u>Deputy Elections Director Position</u> in the Clerk's <u>Office</u>
- 2. <u>Prosecuting Attorney's Office</u> Resolution to Authorize an Agreement Between the Michigan Department of Health and Human Services and the Ingham County Prosecutors Office Under the 2023FY Stop Violence Against Women Grant
- 3. Circuit Court Family Division
 - a. Resolution to Authorize a Contract with Peckham for Vocational Services at the Ingham Academy and an Adjustment to the 2023 Budget
 - b. Resolution to Authorize a Contract with Highfields for Behavioral Support Services at the Ingham Academy and an Adjustment to the 2023 Budget
 - c. Resolution to Authorize an Amendment to the 2022 Contract with Ingham Intermediate School District for Educational Instruction at the Ingham Academy
- 4. <u>9-1-1 Dispatch Center</u>
 - a. Resolution to Authorize the Purchase of Pre-Employment Testing Services from Select Advantage
 - b. Resolution to Authorize the Renewal of Quality Performance Review with Priority Dispatch for the Ingham County 9-1-1 Center
- 5. <u>Sheriff's Office</u> Resolution to Authorize a Contract with <u>Smart Communication</u> to Provide Inmate Communication Technology within the Ingham County Correctional Facility
- 6. <u>Potter Park Zoo</u> Resolution to Authorize Converting Position #692030 from .5 FTE Level 300 to 1.0 FTE Level I

7. Parks Department

- a. Resolution to Authorize a Purchase Order to Bowman Contracting and Concrete for Concrete Disc Golf Tee Pads at Lake Lansing North County Park
- b. Resolution to Authorize a Contract with Crawford Door Company Inc. for Supplying and Installing a Garage Door at Hawk Island County Park
- c. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF21-0118
- d. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF21-0057
- e. Resolution to Authorize an Amendment to the Contract with Laux Construction, LLC for Lake Lansing Boat Launch Fencing
- f. Resolution to Authorize a Contract with Northern Michigan Spray Foam for Supplying and Installing Spray Insulation at Hawk Island County Park

8. <u>Health Department</u>

- a. Resolution to Authorize an Agreement with Ascension Pharmacy for Participation in the 340B Drug Discount Program
- b. Resolution to Authorize an Agreement with Atlas Meds Pharmacy Inc. for Participation in the 340B Drug Discount Program
- c. Resolution to Authorize an Agreement with Central Pharmacy for Participation in the 340B Drug Discount Program
- d. Resolution to Amend Resolution #22-102 Authorizing an Agreement with the Michigan Department of Labor and Economic Opportunity
- e. Resolution to Renew a Representational Agreement with Daudi & Kroll P.C. for Kamar Alnerabieh
- f. Resolution to Amend Resolution #22-028 Authorizing an Agreement with Dignified Aging Project
- g. Resolution to Authorize COVID-19 Regional Health Equity Council Backbone Organization Grant Sub-Agreements with the Capital Area Health Alliance and TCB Consulting, LLC
- h. Resolution to Authorize an Increase of Position #601181 (Dentist) from 0.5 FTE to 0.75 FTE
- i. Resolution to Authorize Amendment #4 to the 2021-2022 Emerging Threats
 Master Agreement with the Michigan Department of Health and Human Services
 for the Delivery of Public Health Services Under the Comprehensive Agreement
- j. Resolution to Authorize an Agreement with Kulik Strategic Advisers for the Development of a Health Department Strategic Plan
- k. Resolution to Convert a WIC Health Program Assistant Position to a Community Health Representative II Position
- 1. Resolution to Authorize an Agreement with AB Staffing Solutions
- 9. <u>Financial Services Department</u> Resolution to Approve the Reorganization of Financial Services Department

10. <u>Innovation and Technology Department</u>

- a. Resolution to Approve the Purchase of Consulting Hours from Sentinel to Help Implement Microsoft Teams
- b. Resolution to Approve Renewal of PACC/PAAM Licensing and Support
- c. Resolution to Approve the Renewal of DarkTrace

11. <u>Facilities Department</u>

- a. Resolution to Authorize a Purchase Order to Hopkins Mechanical Services, LLC., for Repairs to the Hydronic Heating System at the Hilliard Building
- b. Resolution to Authorize a Purchase Order to Myers Plumbing & Heating Inc., to Rebuild the Boiler Pump and Valve Replacement at the Human Services Building
- c. Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Cafeteria Flooring at the Ingham County Family Center
- d. Resolution to Authorize a Purchase Order for Probate Court First Floor Offices

 Carpet Replacement at the Veterans Memorial Courthouse
- e. Resolution to Authorize a Purchase Order for the Replacement Tractor at the Veterans Memorial Courthouse and Grady Porter Building
- 12. <u>Road Department</u> Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with Meridian Township for the MSU to Lake Lansing Connector Trail, Phase 1 Project
- 13. <u>Human Resources Department</u> Resolution to Approve Modifications to the 2022-2024 Managerial and Confidential Employee Personnel Manual

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.

FINANCE COMMITTEE September 14, 2022

Draft Minutes

Members Present: Grebner, Crenshaw, Peña, Polsdofer, Schafer, and Stivers (Arrived at 6:04

p.m.).

Members Absent: Tennis.

Others Present: Sheriff Scott Wriggelsworth, Darin Southworth, Chauncey Shattuck,

Morgan Cole, William Fowler, Gregg Todd, Jill Bauer, Michael Townsend,

Kylie Rhoades, and others.

The meeting was called to order by Chairperson Grebner 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/89160266022

Approval of the August 17, 2022 Minutes

CHAIRPERSON GREBNER STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE AUGUST 17, 2022 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Stivers and Tennis.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Overview of Liaison Committee Recommendations

Michael Townsend, Budget Director, provided an overview of the Liaison Committee Recommendations.

Commissioner Schafer stated that he was in agreement for the need to improve the equipment used for Board of Commissioners meetings. He further asked for clarification if a total allocation of \$50,000 was an excessive amount.

Chairperson Grebner stated that the original \$25,000 would start the process and include a consultation for ideas. He further stated that he believed that the improvements would include the installation of new equipment and furniture.

Commissioner Stivers arrived at 6:04 p.m.

Chairperson Grebner asked for clarification on the payroll base and how a typical position inflated in cost. He further stated that Ingham County was paying higher nominal wages due to inflation.

Gregg Todd, Ingham County Controller, stated that the average increase was around 7.5 to 8% across the board for salary increases. He further stated that Ingham County had kept up with the rate of inflation.

Chairperson Grebner stated that the COVID-19 Pandemic had placed items on the budget that had not previously been there, and forced Ingham County to run a little lean as positions had not been filled. He further stated that as a result Ingham County's base budget was around \$95,000,000.

Chairperson Grebner asked for clarification if the Controller believed that it was a realistic number. He further asked if the pension contributions or healthcare costs increased by 8% as well.

Mr. Todd stated that the pension contributions had not increased by 8%.

Mr. Townsend stated that the healthcare costs had increased by less than 5%.

Chairperson Grebner stated that he believed that Ingham County would find out in a year or so that the base had not increased by 8%. He further asked for clarification on the number of Full Time Employee positions that had been added since January 1, 2022.

Mr. Todd stated that the Controller's Office added the DEI Director, the Treasurer's Office added a Housing Trust Fund position, and the Financial Services Department had added a position. He further stated that both the Treasurer's Office and the Financial Services department had added positions which were funded by the American Rescue Plan (ARP).

Mr. Todd stated that the positions would be funded by the General Fund once the ARP funds were gone.

Chairperson Grebner asked for clarification if the employees were told that the position would be eliminated once the ARP funds were no longer available.

Mr. Todd stated that the employees were not told that. He further stated that he believed there were ten positions in total which would be funded by the General Fund at some point.

Chairperson Grebner stated that it was a remarkably status quo budget despite it being a time of tremendous turmoil and uncertainty.

Mr. Townsend stated that the packet had included a breakdown of staffing.

Chairperson Grebner asked for clarification on the liquidity of the General Fund.

Mr. Todd stated that the balance stood at \$95,000,000 for the current year, and was \$87,000,000 in 2021.

Chairperson Grebner asked if there had been an impact on the reserve.

Mr. Todd stated that the reserve balance held steady.

Discussion.

2. Review and Action on County Services Committee Recommendations

Chairperson Grebner stated that the County Services Committee had recommended \$25,000 to increase the pool of funds available to get started on equipment, furniture, and software upgrades for Board of Commissioners meetings.

Commissioner Schafer asked for clarification on when the equipment had last been updated.

Chairperson Grebner stated that the Board of Commissioners' Room still had cameras and recording equipment which had not been plugged in for many years. He further stated that he believed the equipment had not been updated in 20 years.

Commissioner Schafer asked if \$50,000 was enough funding.

Chairperson Grebner stated that he believed it would cost more than \$50,000 but believed that it would be a multiple year process.

Commissioner Crenshaw stated that the funds were for the consultation and would potentially include the installation of equipment to improve the audio and video for Zoom.

Chairperson Grebner stated that he believed the inclusion of monitors would improve the quality as it would allow the Commissioners to see the people. He further stated that updated furniture at the Mason Courthouse was needed so that the room could be an accessible community meeting room.

3. Review and Action on Human Services Committee Recommendations

Commissioner Schafer asked for clarification on where the number for Community Agencies had come from.

Commissioner Crenshaw stated that Commissioner Tennis had indicated that Community Agencies had requests that were over \$400,000.

Mr. Townsend stated that the requests were received by July 31st, and then \$200,000 was set aside to meet as much of the requests as they could. He further stated that the Board of Commissioners had traditionally gone over the \$200,000 amount and used funds from the Contingency Fund.

Mr. Townsend stated that the Human Services Committee had recommended a one time allocation of \$100,000 in order to meet more of the requests.

Commissioner Schafer asked if the Human Services Committee would have the opportunity to go back through the requests to review and decide.

Chairperson Grebner asked if the \$200,000 had been a continuation of the budget that had already been submitted.

Mr. Townsend stated that the \$200,000 was what had been set aside and budgeted for each year.

Chairperson Grebner asked for clarification on the total amount of funds that had been spent on Community Agencies for the current year.

Mr. Townsend stated that a total of \$215,550 had been spent. He further stated that \$200,000 had originally been budgeted, and the additional \$15,000 had come from the Contingency Fund.

4. Review and Action on Law & Courts Committee Recommendations

Sheriff Scott Wriggelsworth, Ingham County Sheriff, stated that the original request made at the Law and Courts Committee had included two fully loaded tactical vehicles. He further stated that they had reduced the request to only include one vehicle, which brought the request down to \$174,000.

Sheriff Wriggelsworth stated that the goal was to have every patrol car equipped with all necessary equipment to assist in the event of an active violence incident.

Chairperson Grebner asked for clarification on how many sets of equipment were needed.

Sheriff Wriggelsworth stated that there would be 22 total sets. He further stated that it would include the Annex Courtroom and Veterans Memorial Courthouse, as well as 20 patrol cars.

Sheriff Wriggelsworth stated that one of the cars would be the tactical vehicle which would be driven by a member who is specially trained on the tactical team.

Chairperson Grebner asked if five of the vehicles were from Delhi Township.

Sheriff Wriggelsworth stated that eight vehicles were in Delhi Township.

Chairperson Grebner asked if there was a contract with Webberville.

Sheriff Wriggelsworth stated that they did have a contract with Webberville, and had one vehicle there.

Chairperson Grebner asked if the cost might be charged back to Webberville and Delhi Township.

Sheriff Wriggelsworth stated that the Webberville car should be equipped, and that they could respond to the City of Williamston, Williamstown Township, or even another county. He further stated that Delhi Township bordered Lansing and other major areas.

Sheriff Wriggelsworth stated that Ingham County could try to charge Delhi Township and Webberville, but that it would be up to their local boards if they wanted to have that equipment in the cars. He further stated that the Delhi Township contract expired at the end of 2022 and the Webberville contract in 2023.

Chairperson Grebner stated that the cost could be included in the contracts. He further stated that the cost could be calculated per car and officer.

Commissioner Crenshaw asked for clarification on the Z list total.

Jill Bauer, Administrative Analyst, stated that the Z list total was \$299,000.

Chairperson Grebner asked for clarification on how much gear was in the typical car, and the cost.

Darin Southworth, Ingham County Chief Deputy Sheriff, stated that it was approximately \$5,000 per car.

Commissioner Schafer stated that he would like to commend the Sheriff's Department, as there were very few departments that would come back and reduce their request. He further stated that the tactical teams would be able to go anywhere within Ingham County in the event of an active shooter.

Commissioner Schafer stated that it was the most important thing that Ingham County could do to protect the children and communities. He further expressed his thanks to the Sheriff's Department.

Chairperson Grebner asked if the City of Lansing or East Lansing had tactical response vehicles.

Sheriff Wriggelsworth stated that Lansing had two. He further stated that he did not believe that East Lansing had one.

Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget
 None.

6. Adoption of Finance Recommended Budget

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET AND Z LIST ITEMS AS PRESENTED.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

<u>Announcements</u>

Commissioner Peña stated that the City of Lansing would honor Hispanic Heritage month on September 16, 2022 at 12:00 p.m. He further stated that the event would be held at City Hall lobby and would include Latin music and dancing.

Commissioner Peña stated that Ingham County Cultural Diversity, Equity and Inclusion Committee would host Unity in the Community at Hawk Island Park from 4:00 to 7:00 p.m. on September 16, 2022. He further encouraged those present to come and enjoy the splash pad, as well as a pulled pork sandwich.

Commissioner Schafer stated that Tom Krug had recently passed. He further stated that Mr. Krug had worked at Ingham County for many years, and had represented the law enforcement community as a Union Representative.

Commissioner Schafer asked Commissioner Crenshaw to acknowledge his passing at the next Board of Commissioners meeting.

Commissioner Crenshaw stated that Director Becky Bennett had informed him of Mr. Krug's passing, and that it would be acknowledged at the next meeting.

Commissioner Schafer stated that Mr. Krug had contributed a lot of tremendous things to

Ingham County.		_

Public Comment

Discussion.

None.

Adjournment

The meeting was adjourned at 6:32 p.m.

SEPTEMBER 21, 2022 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office recommends approval of the following resolutions:

1. <u>Clerk's Office</u> – Resolution to Create a Deputy Elections Director Position in the Clerk's Office

This resolution authorizes the creation of a Deputy Elections Director position in the Clerk's Office. The heightened scrutiny of elections, especially the 2024 Presidential Election, has the Clerk concerned about her ability to staff and provide management for elections at the proper level.

While it would have been beneficial to have this position as part of the 2023 budget cycle, I cannot argue against providing additional support for our election process. Total cost for the MC 9 position at Step 5 is \$144,082

See memo for details.

2. <u>Prosecuting Attorney's Office</u> - Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutor's Office under the 2023FY STOP Violence against Women Grant

This resolution will accept an award from the STOP (Services, Training, Officers, and Prosecutors) Grant program in the amount of \$138,953 for the time period of October 1, 2022 through September 30, 2023. This grant is awarded to county prosecutors to develop and strengthen the criminal justice system's response to violence against women. Funding in the amount of \$104,215 will be used for the salary and benefits for a full time assistant prosecuting attorney for 2023 to work solely on domestic violence cases and intimate partner violence. The remaining \$34,738 is an in kind contribution requirement of the Prosecutor's Office that will be achieved by matching salaries and fringes of supervising attorneys for the project.

See memo for details.

3a. <u>Circuit Court – Family Division</u> – Resolution to Authorize a Contract with Peckham for Vocational Services at the Ingham Academy and an Adjustment to the 2023 Budget

This resolution will authorize an agreement between the 30th Circuit Court Juvenile Division and Peckham, Inc. for vocational services at the Ingham Academy for the time period of October 1, 2022 through September 30, 2025, at a cost not to exceed \$326,626.55 per year.

Funds for this contract are included in the Juvenile Division's 2023 budget in the amount of \$319,542. The budget was developed prior to the conclusion on the RFP process. In their proposal, Peckham submitted a budget of \$356,828.34, as it would be providing additional vocational programming. The Court and Peckham met to review the contract services and negotiated an annual contract amount of \$326,626.55. The funds for this contract come from the Juvenile Justice Millage, and are matched minimally at 50% by the State Child Care Fund. This resolution will also approve the necessary budget adjustments to reflect the increased cost of the contracts.

See memo for details.

3b. <u>Circuit Court – Family Division</u> – Resolution to Authorize a Contract with Highfields for Behavioral Support Services at the Ingham Academy and an Adjustment to the 2023 Budget

This resolution will authorize an agreement between the 30th Circuit Court Juvenile Division and Highfields for Behavioral Support Services at the Ingham Academy for the time period of October 1, 2022 through September 30, 2025, at a cost not to exceed \$729,684 per year.

Funds for this contract are included in the Juvenile Division's 2023 budget in the amount of \$722,405. The budget was developed prior to the conclusion of the RFP process. In their proposal, Highfields submitted a budget of \$755,168.05; however this was based on serving up to 80 youth. As the program is not at capacity, the Court elected to reduce the capacity and negotiated an annual contract amount with Highfields for \$729,684. The funds for this contract come from the Juvenile Justice Millage, and are matched minimally at 50% by the State Child Care Fund. This resolution will also approve the necessary budget adjustments to reflect the increased cost of the contracts.

See memo for details.

3c. <u>Circuit Court – Family Division</u> – Resolution to Authorize an Amendment to the 2022 Contract with Ingham Intermediate School District for Educational Instruction at the Ingham Academy

This resolution will authorize an amendment to the agreement between the 30th Circuit Court Juvenile Division and Ingham Intermediate School District (IISD) for the fiscal year of October 1, 2021 through September 30, 2022, to increase the maximum allowable expenditure from \$501,686 to \$630,000.

IISD provides educational services at the Ingham Academy. During the County's budget process, the Juvenile Division requests budgets for the upcoming year and IISD provides a detailed line item budget to the Juvenile Division, which is a breakdown of the total costs expected for the year, less the per pupil revenue, which offsets the bottom line cost to the County. The per pupil count occurs after the submission of their budget. This year the program was under capacity, which created a significant shortfall. While this has occurred in previous years, IISD is often able to cut costs and still invoice the County at or under the contract amount through responsible fiscal management. However, this year the shortfall was too extensive as the program was significantly under capacity. The additional cost to amend the contract may be as much as \$128,314. The additional monies will come from line item transfers within the existing Juvenile Division Budget.

See memo for details.

4a. <u>9-1-1 Dispatch Center</u> – Resolution to Authorize the Purchase of Pre-Employment Testing Services from Select Advantage

This resolution will authorize an expenditure not to exceed \$4,150 from the 9-1-1 Emergency Telephone Dispatch Services fund for testing of dispatch applicants with Select Advantage. Pre-employment testing is a valuable part of the hiring process used by the 9-1-1 Center. As the newest hires were interviewed about the hiring process to evaluate it, they explained how cumbersome they found this testing process with the current vendor NTN. After reviewing multiple products, the 9-1-1 Center selected Select Advantage. With this product, testing will still be able to be done remotely if necessary, but with a less cumbersome process. Some current 9-1-1 employees have taken this test with positive feedback. Select Advantage charges a flat rate regardless of the number of applicants and there is a component included for a supervisor position. The annual cost for Select Advantage testing is \$3,900 which includes support and unlimited applicant testing for both supervisor and dispatcher/telecommunicator. There will also be a one-time setup fee of \$250.

See memo for details.

4b. <u>9-1-1 Dispatch Center</u> – Resolution to Authorize the Renewal of Quality Performance Review with Priority Dispatch for the Ingham County 9-1-1 Center

This resolution will authorize a renewal of the contract with Priority Dispatch for Quality Performance Review services in an amount not to exceed \$10,735 for the time period October 23, 2022, through March 31, 2023. The Center uses the Priority Dispatch Emergency Medical Dispatch (EMD) program for processing all medical calls. One of the program requirements is that a percentage of calls where ProQA EMD is used be evaluated in a quality assurance program. This resolution seeks approval to renew the Quality Performance Review (QPR) program used with Priority Dispatch.

The 2023 budget includes a new position to, among other things, research and review these medical calls. The six month renewal period will give the Center time to fill the gap until the new staff member is hired and trained.

See memo for details.

5. <u>Sheriff's Office</u> – Resolution to Enter Agreement with Smart Communications to Provide Inmate Communication at the Ingham County Jail

This resolution will authorize an agreement with Smart Communication to provide inmate communication and technology in the Ingham County Correctional Facility at the new Justice Complex for three years beginning on the date of contract execution with an auto renew for an additional two – one year extensions if desired by the County and agreed to by the vendor.

Ingham County has a contract with Securus Technology for inmate communication technology within the Ingham County Jail that is expiring. Through the County's RFP process, the Sheriff's Office has selected Smart Communication as its preferred vendor.

Smart Communication's proposal includes a reduction in the price per minute (\$0.20 per minute) over the current rate (\$0.21 per minute with Securus Technology) and offers the lowest per minute rate for premium content on their other platforms, including inmate tablets. In addition, Smart Communication has included two free messages per week for every inmate. This contract will generate revenue for the County to offset the cost of operating the jail at an estimated \$300,000 annually.

See memo for details.

6. Potter Park Zoo – Resolution to Authorize Converting Position #692030 from .5 FTE Level 300 to 1.0 FTE Level I

This resolution increases the UAW Zoo Account Clerk position (#692020) from .5 FTE Level 300 to 1.0 FTE Level I. Increasing the position from part-time to full-time will provide the additional resources necessary to oversee and maintain the revenue management system. This position conversion takes into consideration operational needs, budgetary constraints, and employee recruitment and retention. Converting position #692030 from .5 FTE Level 300 to 1.0 FTE Level I will increase the total cost with salary and fringe benefits by \$45,079 annually at Step 8. There are sufficient funds in the Zoo budget to cover the total increase.

7a. <u>Parks Department</u> -Resolution to Authorize a Purchase Order to Bowman Contracting and Concrete for Concrete Disc Golf Tee Pads at Lake Lansing North County Park

This resolution approves issuing a purchase order with Bowman Contracting and Concrete for a total amount not to exceed of \$7,500 for concrete work at Lake Lansing North County Park. Funds are available in the Parks budget for this project.

7b. <u>Parks Department</u> - Resolution to Authorize a Contract with Crawford Door Company Inc. for Supplying and Installing a Garage Door at Hawk Island County Park

This resolution approves entering into a contract with Crawford Door Company, Inc. for the base bid in the amount of \$5,168 for supplying and installing a 16' x 10' garage door at Hawk Island County Park. Funds are available in the Parks budget for this project.

7c. <u>Parks Department</u> - Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF21-0118

This resolution authorizes the grant agreement and associated budget transfers for Michigan Natural Resources Trust Fund Grant #TF21-0118 to provide for needed accessibility improvements at Hawk Island Park.

7d. Parks Department -Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF21-0057

This resolution authorizes the grant agreement and associated budget transfers for Michigan Natural Resources Trust Fund Grant #TF21-0057 to provide for needed accessibility improvements at Lake Lansing North.

7e. Parks Department - Resolution to Authorize an Amendment to the Contract with Laux Construction, LLC for Lake Lansing Boat Launch Fencing

This resolution authorizes a contract amendment with Laux Construction for an additional \$19,099.71 from the Ingham County Trails and Parks Millage fund balance to upgrade fencing at the Lake Lansing boat launch.

7f. Parks Department - Resolution to Authorize a Contract with Northern Michigan Spray Foam for Supplying and Installing Spray Insulation at Hawk Island County Park

This resolution authorizes a contract with Northern Michigan Spray Foam for the base bid in the amount of \$9,500 for supplying and installing spray insulation at Hawk Island County Park. Funds are available in the Parks budget for this project.

8a. <u>Health Department</u> - Resolution to Authorize an Agreement with Ascension Pharmacy for Participation in the 340B Drug Discount Program

This resolution authorizes entering into an agreement with Ascension Pharmacy for its participation in the 340B drug discount program, effective October 1, 2022 through September 30, 2023, with a one-year auto-renewal thereafter. There is no cost to participate in this agreement. This agreement will generate \$38,600 in annual savings, based on the volume of existing patients who presently receive prescription medications from Ascension Pharmacy.

8b. <u>Health Department</u> - Resolution to Authorize an Agreement with Atlas Meds Pharmacy Inc. for Participation in the 340B Drug Discount Program

This resolution authorizes entering into an agreement with Atlas Meds Pharmacy for its participation in the 340B drug discount program, effective October 1, 2022 through September 30, 2023, with a one-year autorenewal thereafter. There is no cost to participate in this agreement. This agreement will generate \$70,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Atlas Meds Pharmacy.

8c. <u>Health Department</u> - Resolution to Authorize an Agreement with Central Pharmacy for Participation in the 340B Drug Discount Program

This resolution authorizes entering into an agreement with Central Pharmacy for its participation in the 340B drug discount program, effective October 1, 2022 through September 30, 2023, with a one-year auto-renewal thereafter. There is no cost to participate in this agreement. This agreement will generate \$179,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Central Pharmacy.

8d. <u>Health Department</u> - Resolution to Amend Resolution #22-102 Authorizing an Agreement with the Michigan Department of Labor and Economic Opportunity

This resolution amends Resolution #22-102 with Michigan Department of Labor and Economic Opportunity (MDLEO), by decreasing the agreement from \$173,382 to \$109,582, effective October 1, 2021 through September 30, 2022.

8e. <u>Health Department</u> - Resolution to Renew a Representational Agreement with Daudi & Kroll P.C. for Kamar Alnerabieh

This resolution authorizes the renewal of the representation agreement with Daudi & Kroll P.C. effective October 1, 2022 through September 30, 2023, for an amount not to exceed \$5,000.

8f. <u>Health Department</u> - Resolution to Amend Resolution #22-028 Authorizing an Agreement with Dignified Aging Project

This resolution **authorizes amending Resolution #22-028** by adding the monkeypox vaccination, changing the mileage reimbursement plan, and increasing the amount of the contract/agreement by \$10,000 in an amount not to exceed \$70,000 effective October 1, 2022 through September 30, 2023.

8g. <u>Health Department</u> - Resolution to Authorize COVID-19 Regional Health Equity Council Backbone Organization Grant Sub-Agreements with the Capital Area Health Alliance and TCB Consulting, LLC

This resolution authorizes subcontracts with the Capital Area Health Alliance, in an amount not to exceed \$12,111, and TCB Consulting, LLC, in an amount not to exceed \$12,450, for the COVID-19 Regional Health Equity Council Backbone Organization Grant from the Michigan Public Health Institute (MPHI) and Michigan Department of Health and Human Services (MDHHS), effective August 1, 2022 through September 30, 2022. Subcontracts will be fully paid from grant funds awarded by MPHI/MDHHS.

8h. <u>Health Department</u> - Resolution to Authorize an Increase of Position #601181 (Dentist) from 0.5 FTE to 0.75 FTE

This resolution authorizes an increase of the Dentist position #601181 from 0.50 FTE to 0.75 FTE, effective October 1, 2022 for an amount not to exceed \$62,120. Costs will be covered by the revenue generated by additional visits.

8i. <u>Health Department</u> - Resolution to Authorize Amendment #4 to the 2021-2022 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement

This resolution authorizes a revised 2021 – 2022 Emerging Threats Agreement with the Michigan Department of Health and Human Services for the delivery of emerging threats services under the Comprehensive Agreement Process. The increased funds consist of the following specific change to program budgets:

Monkeypox Virus Response: increase of 50,000 from \$0.00 to \$50,000 U4U Tuberculosis Services: increase of \$1,852 from \$0.00 to \$1,852

8j. <u>Health Department</u> - Resolution to Authorize an Agreement with Kulik Strategic Advisers for the Development of a Health Department Strategic Plan

This resolution authorizes entering into an agreement with Kulik Strategic Advisers for the development of a health department strategic plan, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$32,288. Funds are included in the Health Department's budget for this project.

8k. <u>Health Department</u> - Resolution to Convert a WIC Health Program Assistant Position to a Community Health Representative II Position

This resolution authorizes converting WIC's Health Program Assistant Position (position #601106) to a Community Health Representative II position, and shall be effective upon approval. The increased costs of \$3,875 will be absorbed by the Health Department budget.

81. <u>Health Department</u> - Resolution to Authorize an Agreement with AB Staffing Solutions

This resolution authorizes entering into an agreement with AB Staffing Solutions to provide staffing to serve up to (30) hours per week as medical lead, prep, and/or vaccinator for Ingham County residents, effective October 1, 2022 through January 31, 2023, at rate of \$55.00 to \$110.00 per hour based on the role, for a total amount not to exceed \$228,800. The cost of this agreement will be covered by COVID Immunization funding approved through Resolution #22-397.

9. <u>Financial Services Department</u> – Resolution to Approve the Reorganization of Financial Services Department

This reorganization, which was a discussion item at the August CS meeting (and does now include email support from the union), includes changes in Accountant position from ICEA Pro Grade 7 to 8, Payroll Administrator MC 6 to 7, and Lead Sr. Accountant from ICEA Pro Grade 9 to MC 12 with a job title change to Deputy Finance Director.

See memo for details.

10a. <u>Innovation and Technology Department</u> – Resolution to Approve the Purchase of Consulting Hours from Sentinel for Microsoft Teams Support

This resolution approves additional consulting hours from Sentinel to help the County implement Microsoft Teams. Teams centralizes work allowing team members to collaborate seamlessly regardless of department membership even allowing people outside the County to contribute to a team. File sharing is streamlined, and, with team conversations and instant messaging, communication is easier and more meaningful. This will not replace Zoom for the departments/offices that want to continue to utilize Zoom.

The funding for the \$26,314 plus \$2,000 potential travel expense contingency is:

- Innovation and Technology Department Fund #636-25810-802000 \$20,000
- Innovation and Technology Department Consultants Fund #636-95800-802000 \$8,314

See memo for details.

10b. <u>Innovation and Technology Department</u> – Resolution to Approve Renewal of PACC/PAAM Licensing and Support

This resolution approves the renewal of the PACC/PAAM licensing and support, which the Prosecutor's Office relies on for case tracking, victims' rights notifications, and warrant charging guidance information.

The funding for the \$5,566 total will come from the County's LOFT Fund.

See memo for details.

10c. <u>Innovation and Technology Department</u> – Resolution to Approve the Renewal of DarkTrace

This resolution approves the renewal of DarkTrace, a cybersecurity appliance that was inspired by the self-learning intelligence of the human immune system. The current contract expires October 1, 2022.

The funding for the \$131,000 total for the appliance and 4 years of service is budgeted and will come from the County's Innovation and Technology Department's Network Maintenance Fund.

See memo for details.

11a. <u>Facilities Department</u> – Resolution to Authorize a Purchase Order to Hopkins Mechanical Services, LLC., for Repairs to the Hydronic Heating System at the Hilliard Building

This resolution authorizes a PO with Hopkins Mechanical Services for repairs to the hydronic heating system at the Hilliard Building. The hydronic heating system that heats both the Hilliard Building and Mason Courthouse has valves and pipes that are leaking, seized up, and need to be replaced. Three proposals were received and Hopkins Mechanical Services, LLC, submitted the lowest responsive and responsible proposal of \$6,100 to replace the failing valves and pipes.

Facilities is requesting a contingency of \$2,000 for any uncovered conditions for a total cost of \$8,100, which is available in the Maintenance Repair Line Item.

See memo for details.

11b. <u>Facilities Department</u> – Resolution to Authorize a Purchase Order to Myers Plumbing & Heating Inc., to Rebuild the Boiler Pump and Valve Replacement at the Human Services Building

This resolution authorizes a purchase order with Myers Plumbing & Heating to rebuild the boiler pump at HSB, which is leaking. Myers submitted the lowest responsive proposal for \$9,086.

Funds are available in the Maintenance Repair budget.

See memo for details.

11c. <u>Facilities Department</u> – Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Cafeteria Flooring at the Ingham County Family Center

This resolution authorizes a PO to the Seelye Group, Ltd., for the replacement of the cafeteria flooring at the Family Center. Seelye Group Ltd., who is on the MiDeals contract and therefore does not need three quotes, submitted a proposal of \$18,472.09 which includes the flooring replacement as well as moisture mitigation and prevention services.

Facilities is requesting a \$2,000 contingency for any uncovered conditions for a total of 20,472.09. Funding is available in the approved 2022 CIP.

See memo for details.

11d. <u>Facilities Department</u> – Resolution to Authorize a Purchase Order for Probate Court First Floor Offices Carpet Replacement at the Veterans Memorial Courthouse

This resolution authorizes a PO with the Seelye, Group, Ltd., for the carpet replacement in the Probate Court Offices on the first floor of the Veterans Memorial Courthouse. The carpets are worn, faded, pulling apart and becoming a trip hazard and past its life expectancy. Seelye Group, Ltd., who is on the MiDeals contract and therefore does not need three quotes, submitted a proposal of \$17,604.96 to replace the carpet.

Facilities is requesting a \$2,000 contingency for any uncovered conditions for a total of 19,604.96. Funding is available in the approved 2022 CIP.

See memo for details.

11e. <u>Facilities Department</u> – Resolution to Authorize a Purchase Order for the Replacement Tractor at the Veterans Memorial Courthouse and Grady Porter Building

This resolution authorizes a PO with Hutson Inc., for a replacement John Deere tractor for the grounds at the VMC and Grady Porter Building. This tractor is used year-round for both mowing and snow removal. Electric mowers were looked at but could none that are equivalent to what Facilities' needs could be found.

Deere & Company via Hutson Inc., who is on the MiDeals Contract and therefore does not need three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$34,478.90 for the replacement tractor. Funding is available in the approved 2022 CIP.

See memo for details.

12. Road Department – Resolution to Authorize a 2nd Party Agreement with the Michigan Department of Transportation and a 3rd Party Agreement with Meridian Township for the MSU to Lake Lansing Connector Trail, Phase 1 Project

This resolution approves a Second-Party Agreement between Ingham County and Michigan Department of transportation (MDOT) and a Third-Party Agreement between Ingham County and Meridian Township for the MSU to Lake Lansing Connector Trail, Phase 1. Meridian Township received Trails and Parks Millage funds for this project; there is no cost to Ingham County.

See memo for details.

13. <u>Human Resources Department</u> – Resolution to Approve Modifications to the 2022-2024 Managerial and Confidential Employee Personnel Manual

This resolution approves modifications to the 2022-2024 Managerial and Confidential employee manual. On August 30th, the MC Steering Committee met and proposed the following changes/updates to the manual:

- Update language in Section C. Compensation Levels: Employees may submit a request for reclassification of their position not more than once every 12 months to the Human Resources Department. Reclassification resulting in an upward movement in grade will apply back to the first full pay period on or after the date the higher classified functions were submitted for reclassification unless prohibited by law. Reclassification resulting in a downward movement in grade will not result in a decrease in pay for the incumbent.
- Update language in Section F. Dental Insurance: Dental insurance coverage shall start the first day of the month following date of hire.
- Update language in Section G. Vision Insurance: Vision insurance coverage shall start the first day of the month following date of hire.
- Update language in Section J. Leaves of Absence Funeral Leave: include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, and grandchild in the definition of family contained in paragraph 4(a), eliminating paragraph 4(b) (up to 5 days leave, three of which are with pay).
- Update language in Section Q. Travel Allowance: delete paragraph 2 referencing repayment of travel costs upon voluntary separation within 6 months of the travel.
- Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade).
- Delete references to Assistant Public Defenders throughout the document.

See memo for details.

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: August 23, 2022

SUBJECT: Create A Deputy Elections Director Position in the County Clerk's Office

BACKGROUND

The adjoining resolution would create a Deputy Elections Director within the County Clerk's office. This position will fulfill several critical duties for the County Clerk, including acting as a backup in the case of an absence of the Elections Director.

Elections were deemed critical infrastructure by the United States Department of Homeland Security in 2017 and yet they are primarily a people-driven process. As such, it is critical to have adequate staff and ensure that they are well-trained in order to continue to provide safe and secure elections to the voters of Ingham County.

With the 2024 Presidential election on the horizon, it is more important than ever to ensure that the elections division of the Clerk's office is prepared to handle the unique challenges that that year will bring. The County Clerk's office will need to prepare for increased voter communications, responding to mis- and dis-information, increased turnout, and the possibility of recounts and other post-election activities.

This position creation takes budgetary restraints, employee recruitment and retention, and ongoing future needs into consideration.

FINANCIAL IMPACT

The Human Resources/Clerk repointing results were sent to Director Townsend in the Budget Office, who calculated the financial impact of each change. The total maximum cost at the top of the wage scale would be \$144,082 for salary, benefits, and incidental expenses.

Current Position	MC 09	MC 09
	Step 1	Step 5
	Total Cost	Total Cost
Deputy Elections	\$123,982	\$144,082
Director		
TOTAL	\$123,982	\$144,082

RECOMMENDATIONS

I respectfully recommend approval of the creation of this position.

TO: Clerk Byrum

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

Joan Clout, Human Resources Generalist – Labor Relations

DATE: August 22, 2022

RE: Memo of Analysis for New Classification

Human Resources can confirm the following information:

Per your request, Human Resources has created a new classification titled Deputy Elections Director – County Clerk.

After analysis, the classification has a community of interest with the Managerial and Confidential group and is appropriately compensated at an MC 09.

I have attached the job description.

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

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

INGHAM COUNTY JOB DESCRIPTION

DEPUTY ELECTIONS DIRECTOR – COUNTY CLERK

General Summary:

Under the broad administrative direction of the County Clerk and the Elections Director, serves as a confidential assistant to the County Clerk and serves as the Deputy to the Elections Director in the Clerk's office with responsibilities that include the review of filing and petitions, ballot preparation and distribution, computer tabulation, order and providing election supplies, training election workers, certifying election results, and coordinating all other aspects of elections. Review and determine compliance with campaign finance laws, notify candidates of violations and fines owed. Implements Election web-based initiatives. Assists the County Clerk and Chief Deputy County Clerk in fulfilling their statutory duties as Clerk of the Board of Commissioners. Assists with vital records transactions.

Essential Functions:

- 1. Coordinates voting activities with cities and townships by providing officials with information concerning the voting process and campaign financing and notifies them of requirements as set forth by law, rules and Secretary of State notices and guidelines.
- 2. Develops procedures, policies and standard operating procedures based on current laws and rules to accept election filings, voter registration applications, absent voter ballot applications, and campaign finance documents and ensures timely and accurate processing and review.
- 3. Drafts and issues notices of violations, fines, and various other letters and electronic communications regarding elections and campaign finance. Assists with the management of online Campaign Finance database. Completes mailings of proof ballots, certificates of nomination, canvasses, permanent absent voter list applications, etc. Processes incoming permanent absent voter ballot application list applications and distributes information pertaining to those applications as well as deceased individuals to local clerks in a timely fashion.
- 4. Collects and assimilates information needed for ballot preparation and assists in completion of the preparation, editing and proofing of ballots generated on ballot printing software.
- 5. Acts as backup for all Recording Secretary duties in the absence or vacancy of the Recording Secretary.
- 6. Assists in the supervision of temporary elections staff, which includes the hiring, and oversight of dozens of individuals, and assigns and reviews tasks relating to data entry, correspondence, filing, record retention, and election supply fulfillment.
- 7. Programs necessary technology to conduct election and coordinates election web-based services, ensures that ADA-compliant voting machines are properly programmed, creates and proofs paper ballots, requests supplies and the printing of created ballots.
- 8. Discusses problems, concerns and election law requirements with local clerks, candidates, and the general public.
- 9. Consults with the State Elections Bureau regarding election matters. Aids in the planning and organization of the duties and activities of the County Board of Canvassers and the County Election Commission. Staffs the Ingham County Board of Canvassers on the Clerk's behalf, as necessary.

- 10. Compiles orders for all election, voter registration, and campaign finance supplies, including supplies for voting machines. Verifies billings, distributes supplies to local jurisdictions and maintains inventory. Creates and maintains election materials to be produced in-house for use by local and County Clerks.
- 11. Develops forms, documents, informational brochures, and training materials and provides training for election inspectors and candidates. Organizes distribution of materials and supports the hosting of webbased and in-person training opportunities.
- 12. Generates educational content for the public regarding voting rights, elections, and other informational subject matter that may include written newsletters, press releases, mailings, email notifications, social media content and associated infographics, videos, and images.
- 13. Responsible for inventory management of confidential election programming materials with local clerks. Also responsible for election records retention per state retention schedule.
- 14. Performs post-election procedural audits and hand tallies for prescribed elections for local clerks in jurisdictions within Ingham County. as directed.
- 15. Compiles costs and bills local jurisdictions for items relating to elections. Maintains an invoice log and records payments as they are received.
- 16. Provides assistance to the County Clerk and Chief Deputy County Clerk in fulfilling their statutory duties as Clerk of the Board of Commissioners and other relevant boards and commissions. Assures timely and accurate preparation of minutes. Assures staffing to meetings and records processing, record votes and actions on agenda items. Directs preparation and maintenance of files for all Board actions, including minutes, resolutions, indexing, and completion of special requests as directed by the County Clerk. Maintains resolutions of continuing effect original contracts and resolution files.
- 17. Drafts training manuals for election equipment and assists in training poll workers and local election staff on election procedures and equipment.
- 18. Trains candidates and campaign treasurers in campaign finance laws and procedures to encourage compliance with the Michigan Campaign Finance Act. Creates and distributes materials and supports hosting of web-based and in-person training opportunities. Attends all necessary trainings and conferences relating to elections as directed by the County Clerk or Elections Director.
- 19. In the absence of the County Clerk, Chief Deputy County Clerk, and Elections Director, represents the County Clerk's Office to the media on election issues and at election-related meetings of various boards and commissions.
- 20. Responds to constituent and election official inquiries and determines the best solutions within rules, regulations and County procedures. Coordinates with County Clerk, Chief Deputy County Clerk, and Elections Director on election-related communications.
- 21. Receives, analyzes for errors and if applicable, processes various documents relating to the processing of concealed weapon license applications, for proper documentation and completeness. These include new applications, renewal applications, and emergency applications. Assist customers with completing the Concealed Pistol License application process by taking and submitting fingerprints to the Michigan State Police.

- 22. Reviews proposed legislative bills, ballot initiatives, and administrative rules at the County, State and Federal levels. Advises the Elections Director and County Clerk regarding their effects on election administration.
- 23. Prepares and organizes data into reports for use in the Clerk's office and dissemination to officials and general public. Contributes County data to state and national reports.
- 24. Supports the Elections Director and Recording Secretary to oversee the technological aspects of meetings for which the County Clerk must maintain the record, including but not limited to software to allow for hybrid meeting availability and audio recordings.
- 25. Serves as a backup for the Deputy County Clerk position for some vital records transactions and functions.

Other Functions:

- Performs other duties as directed and/or delegated by the County Clerk, Elections Director, and Chief Deputy County Clerk.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their job description
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: Bachelor Degree required.

Experience: One to Three years of experience providing a familiarity with the State election laws and election procedures. Experience preferred with computer systems related to that used in the elections process.

Other Requirements:

- Must be able to work intermittent evenings and extended hours.
- Must be able to obtain State of Michigan Election Certification within 6 months of hire date.
- Must have excellent interpersonal and communication skills with an emphasis on customer service.
- Must be able to resolve disagreements, disputes, or conflicts that assist the customer yet stay within the confines of law and policy. Leads training and educational sessions involving new policies and changes as a result of law.
- Must be able to perform high quality and complex managerial and bookkeeping functions.
- Must have excellent computer skills and the ability to learn new systems quickly.
- Must have excellent time management skills.
- Must have possession of a valid Michigan driver's license.
- Must be free of Federal or State felony conviction as well as any misdemeanors relating to breach of trust, fraud, embezzlement, or dishonesty in carrying out a responsibility involving public trust.

 Must be able to be commissioned as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.

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

Working Conditions:

- 1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
- 2. This position is required to travel for meetings and appointments.

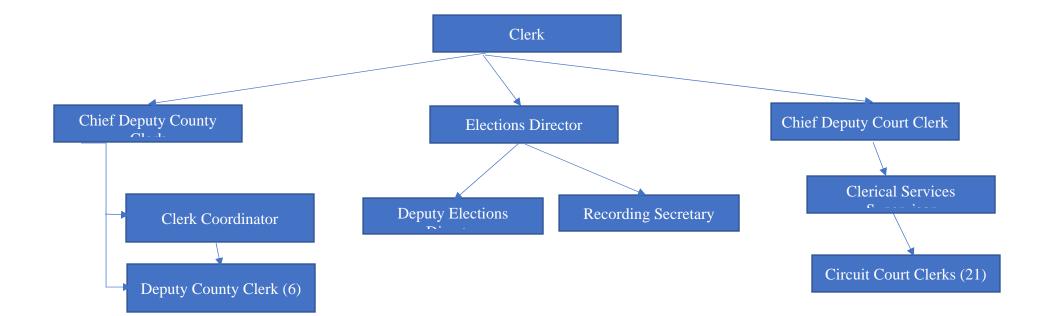
Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers
- This position requires the ability to use a step ladder to access files, supplies and office equipment.
- This position requires the ability to work in confined spaces with cramped body positions.
- 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 primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, 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.)

August 2022 MC 09

	MCF 9 Step 1	MCF 9 Step 5
Wages	\$63,830	\$76,638
Unemployment	319	383
FICA	4,883	5,863
Health	19,002	19,002
Dental	936	936
Vision	135	135
Retirement	21,881	26,271
Retirement	1,596	1,916
Future Retiree Health	2,872	3,449
Life	150	150
Work Comp	2,553	3,066
Disability	83	100
Current Retiree Health	3,585	3,585
Liability	880	1,056
Separation	1,277	1,533
Total Cost	\$123,982	\$144,082
Total Goot	Ψ123,302	Ψ1-1-1,002



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A DEPUTY ELECTIONS DIRECTOR POSITION IN THE CLERK'S OFFICE

WHEREAS, the roles and responsibilities of the County Clerk's office staff change periodically due to a myriad of reasons; and

WHEREAS, elections have been deemed critical infrastructure by the United States Department of Homeland Security in January 2017; and

WHEREAS, elections have become increasingly more involved to prepare for and have required additional time to effectively administer; and

WHEREAS, it is the assessment of the County Clerk that a Deputy Elections Director will allow her office to better facilitate smooth, safe, and secure elections including the 2024 Presidential election; and

WHEREAS, the Human Resources Department was consulted and the proposed job description for the proposed position was reviewed and pointed; and

WHEREAS, employee recruitment and retention are of paramount importance in a tight job market and creating this position now will provide adequate time to hire and train an employee in this position to be prepared for the 2024 election cycle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the creation of the proposed position within the County Clerk's office.

BE IT FURTHER RESOLVED, that the financial impact associated with the added salary is as follows:

2022 2022

Position Title Salary Grade, Step 1 Salary Grade, Step 5

Deputy Elections Director MC 9: \$63,830 \$76,638

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget and changes to the Approved Positions List as authorized by this resolution.

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: August 18, 2022

SUBJECT: Resolution to Authorize an Agreement between the Michigan Department of Health and Human

Services and the Ingham County Prosecutor's Office under the 2023FY STOP Violence against

Women Grant

For the September 15th and September 21st Agendas

BACKGROUND

The Michigan Department of Health and Human Services (MDHHS) has awarded the Ingham County Prosecutor's Office (ICPO) a grant for up to \$104,215 under the STOP (Services, Training, Officers, and Prosecutors) Violence against Women Act of 1994. This is the fourth year that ICPO has received the grant. The STOP Grant is awarded to county prosecutors to develop and strengthen the criminal justice system's response to violence against women. This particular grant is for a focused, coordinated, and multidisciplinary approach to holding domestic violence offenders accountable. To that end, ICPO has collaborated with the Lansing Police Department (LPD) and the 54-A District Court to accomplish the goals of this grant. Under this grant, ICPO currently employs a full-time assistant prosecuting attorney assigned solely to the prosecution of domestic violence and intimate partner violence.

ALTERNATIVES

None.

FINANCIAL IMPACT

The STOP grant award is for a total of \$138,953. However, actual funding is \$104,215 for the salary and benefits of the full-time assistant prosecuting attorney assigned to the grant. There is an "in kind" contribution requirement of ICPO for \$34,738 that will be accomplished by matching salaries and fringes of supervising attorneys for the project. Hence, the total value of the agreement is \$138,953. There is no monetary contribution required of the county.

OTHER CONSIDERATIONS

The grant requires meaningful coordination and collaboration with other criminal justice agencies. To accomplish this goal, the 54-A District Court, LPD, and ICPO have engaged in a "focused deterrence" approach for domestic violence offenders in the City of Lansing. Focused deterrence aims to deter acts of intimate partner violence by imposing specific sanctions for engaging in criminal acts and specific benefits for not offending.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES AND THE INGHAM COUNTY PROSECUTORS OFFICE UNDER THE 2023FY STOP VIOLENCE AGAINST WOMEN GRANT

WHEREAS, the Ingham County Prosecutor's Office (ICPO) has been approved to receive grant funds up to an amount of \$104,215 from the STOP (Services, Training, Officers, and Prosecutors) Violence Against Women Grant program administered by the Michigan Department of Health and Human Services (MDHHS) for the period of October 1, 2022 through September 30, 2023; and

WHEREAS, the primary goal of the STOP Grant is to develop and strengthen the criminal justice system's response to violence against women and to enhance victim services; and

WHEREAS, the total grant award of \$138,953 will be broken down as follows: \$104,215 of the grant award will fund the salary and fringe benefits for a full-time assistant prosecuting attorney dedicated to the prosecution of domestic violence and intimate partner violence; there is a \$34,738 in kind contribution requirement of ICPO which will be fulfilled by matching salary and fringe benefits from supervising attorneys for the grant; and

WHEREAS, in achieving the goals and objectives of the grant program, the ICPO will work in collaboration with the 54-A District Court for the City of Lansing and the Lansing Police Department, both of whom also received grant awards under this program, to utilize a focused deterrence approach to the issue of domestic violence and intimate partner violence within the City of Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners has accepted \$138,953 awarded by the STOP Grant program which begins on October 1, 2022 and ends on September 30, 2023.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2023 budget consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Sara Deprez, Juvenile Programs Director

DATE: September 6, 2022

SUBJECT: Resolution Authorizing entering into a three year contract with Peckham, Inc.

BACKGROUND

The resolution attached with this memo is requesting authorization for the Circuit Court Juvenile Division to enter into a three-year contract with Peckham for to provide vocational programming to the youth assigned to Ingham Academy. If approved, the contract will be October 1, 2022 to September 30, 2025.

The Juvenile Division contracts with three partner agencies for programming at the Ingham Academy. In July, 2022, a request for proposals was sent to solicit qualified and experienced vendors to conduct a community-based, comprehensive, vocational training program for students, ages 14-18, attending the Ingham Academy. Peckham, the current service provider, submitted a proposal and the Court would like to continue services at Ingham Academy with them.

ALTERNATIVES

If the resolution is not approved, there will not be vocational programming provided to the youth assigned to the Ingham Academy.

FINANCIAL IMPACT

Funds for this contract have been approved in the Juvenile Division's 2023 budget. However, the amount approved was \$319,542. This amount was recommended prior to the conclusion on the RFP process. In their proposal, Peckham submitted a budget of \$356,828.34, as it would be providing additional vocational programming. The Court and Peckham met to review the contract services and negotiated an annual contract amount of \$326,626.55. The funds for this contract come from the Juvenile Justice Millage, and are matched minimally at 50% by the State Child Care Fund.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The County enter into a three-year agreement with Highfields for behavioral support services at Ingham Academy at a cost not to exceed \$326,828.34 annually.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH PECKHAM FOR VOCATIONAL SERVICES AT THE INGHAM ACADEMY AND AN ADJUSTMENT TO THE 2023 BUDGET

WHEREAS, the Ingham Academy is a day treatment program for delinquent youth under the jurisdiction of the Ingham County Circuit Court's Juvenile Division; and

WHEREAS, Ingham County made a Request for Proposals in July of 2022, soliciting qualified and experienced vendors to enter into a contract to conduct a community-based, comprehensive, vocational training program for students, ages 14-18, attending the Ingham Academy; and

WHEREAS, the current contracted vendor for vocational services, Peckham, Inc., submitted a proposal in response to the County's request; and

WHEREAS, given the County has a longstanding relationship working collaboratively with Peckham on various programs, including the Ingham Academy, Peckham was the vendor selected; and

WHEREAS, Peckham, Inc. will provide vocational services for the youth assigned to Ingham Academy at a cost of \$326,626.55, per year, for a total of three years; and

WHEREAS, the funding for Ingham Academy comes from the Juvenile Justice Millage and is reimbursed minimally at 50% by the State's Child Care Fund; and

WHEREAS, \$319,542 was requested for this contract in the 2023 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement between the 30th Circuit Court Juvenile Division and Peckham, Inc. for the time period of October 1, 2022 through September 30, 2025, at a cost not to exceed \$326,626.55 per year.

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

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

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Sara Deprez, Juvenile Programs Director

DATE: September 6, 2022

SUBJECT: Resolution Authorizing entering into a three year contract with Highfields

BACKGROUND

The Juvenile Division contracts with three partner agencies for programming at the Ingham Academy. In July, 2022, a request for proposals was sent to solicit qualified and experienced vendors to provide behavioral intervention and support services at the Ingham Academy for a period of three years. Since the onset of the Ingham Academy, Highfields has been the community partner providing these services and the Court would like to enter into a three-year contract for Highfields to continue the services.

If approved, the contract will be October 1, 2022 to September 30, 2025.

ALTERNATIVES

If the resolution is not approved, there will not be behavioral support services or transportation provided to the youth assigned to the Ingham Academy.

FINANCIAL IMPACT

Funds for this contract have been approved in the Juvenile Division's 2023 budget. However, the amount approved was \$722,405. This amount was recommended prior to the conclusion on the RFP process. In their proposal, Highfields submitted a budget of \$755,168.05; however this was based on serving up to 80 youth. As the program is not at capacity, the Court elected to reduce the capacity and negotiated an annual contract amount with Highfields for \$729,684. The funds for this contract come from the Juvenile Justice Millage, and are match minimally at 50% by the State Child Care Fund.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The County enter into a three-year agreement with Highfields for behavioral support services at Ingham Academy at a cost not to exceed \$729,684 annually.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH HIGHFIELDS FOR BEHAVIORAL SUPPORT SERVICES AT THE INGHAM ACADEMY AND AN ADJUSTMENT TO THE 2023 BUDGET

WHEREAS, the Ingham Academy is a day treatment program for delinquent youth under the jurisdiction of the Ingham County Circuit Court's Juvenile Division; and

WHEREAS, Ingham County made a Request for Proposals in July of 2022, soliciting qualified and experienced vendors to provide annual behavioral intervention and support services for to up to 80 youths assigned to Ingham Academy for a time frame of three years; and

WHEREAS, the current contracted vendor for behavioral services, Highfields, submitted a proposal in response to the County's request; and

WHEREAS, given the County has a longstanding relationship working collaboratively with Highfields on various programs, including the Ingham Academy, Highfields was the vendor selected; and

WHEREAS, Highfields, Inc. will provide behavioral support and transportation for the youth assigned to Ingham Academy at a cost of \$729,684, per year, for a total of three years; and

WHEREAS, the funding for Ingham Academy comes from the Juvenile Justice Millage and is reimbursed minimally at 50% by the State's Child Care Fund; and .

WHEREAS, \$722,405 was requested for this contract in the 2023 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement between the 30th Circuit Court Juvenile Division and Highfields for the time period of October 1, 2022 through September 30, 2025, at a cost not to exceed \$729,684 per year.

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

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

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Sara Deprez, Juvenile Programs Director

DATE: September 6, 2022

SUBJECT: Resolution Authorizing an Amendment to the Agreement with Ingham Intermediate School

District

BACKGROUND

The Juvenile Division contracts with three partner agencies for programming at the Ingham Academy. The educational services are done by Ingham Intermediate School District (IISD). During the County's budget process, the Juvenile Division requests budgets for the upcoming year from each of the vendors. IISD provides a detailed line item budget to the Juvenile Division, which is a breakdown of the total costs expected for the year, less the per pupil revenue, which off sets the bottom line cost to the County.

The per pupil count (often referred to as "count day") occurs after the submission of their budget, which assumes the program will be at capacity and we will be able to get the full reimbursement for each student. This year the program was under capacity, which created a significant shortfall. While this has occurred in previous years, IISD is often able to cut costs and still invoice the County at or under the contract amount through responsible fiscal management. However, this year the shortfall was too extensive as the program was significantly under capacity.

ALTERNATIVES

None.

FINANCIAL IMPACT

The additional cost to the Juvenile Division to amend the contract with Ingham Intermediate School District for educational services at Ingham Academy may be as much as \$128,314. There was \$501,686 budgeted and approved during the 2022 fiscal year, however, the cost will be much closer \$630,000. These funds will come from the Juvenile Justice Millage, matched by the Child Care Fund. The additional monies will come from line item transfers in the existing Juvenile Division Budget.

STRATEGIC PLANNING IMPACT

This supports the overarching long-term objective of providing appropriate evidence-based treatment and sanctions for at-risk youth and juveniles

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The County amend the agreement with Ingham Intermediate School District for educational services at Ingham Academy at a cost not to exceed \$630,000.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE 2022 CONTRACT WITH INGHAM INTERMEDIATE SCHOOL DISTRICT FOR EDUCATIONAL INSTRUCTION AT THE INGHAM ACADEMY

WHEREAS, the Ingham Academy is a day treatment program for delinquent youth under the jurisdiction of the Ingham County Circuit Court's Juvenile Division; and

WHEREAS, the Ingham Intermediate School District provides educational services for the youth attending the Ingham Academy; and

WHEREAS, the Board approved entering into a contract with Ingham Intermediate School District at of cost of \$501,686 for the 2022 budget year in Resolution #21-578; and

WHEREAS, while the total cost of education services for the Ingham Academy greatly exceeds the contracted amount, it is offset by the per pupil allowance from the State; and

WHEREAS, the contract amount assumes the maximum revenue will be received for all students and that the program will be at capacity on the per pupil count day; and

WHEREAS, the program was not at capacity, creating a shortfall in the funds used to offset the total cost for Ingham Intermediate School District; and

WHEREAS, in the fiscal years 2021 and 2020, the contractual services line item was underspent by a total of \$468,315.60, 50% of which was returned to the Juvenile Justice Millage fund balance; and

WHEREAS, the funding for Ingham Intermediate School District's services, beyond the State revenue, comes from the Juvenile Justice Millage and is reimbursed minimally at 50% by the State's Child Care Fund; and

WHEREAS, the cost of services for Ingham Intermediate School District for the 2022 budget year will not exceed \$630,000; and

WHEREAS, the additional funds needed will come from other line items in the Juvenile Division's Budget which prevented a request for new dollars.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to the agreement between the 30th Circuit Court Juvenile Division and Ingham Intermediate School District for the fiscal year of October 1, 2021 through September 30, 2022, to increase the maximum allowable expenditure from \$501.686 to \$630.000.

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

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

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Barb Davidson, Director 9-1-1

DATE: September 6, 2022

SUBJECT: Resolution to authorize the purchase of pre-employment testing from Select Advantage for the 911 Center

For the meeting agenda of Law & Courts Sept. 15, 2022, and Finance Sept. 21, 2022

BACKGROUND

The Board approved the purchase and contract with Ergometrics/NTN on September 18, 2012, and we have regularly extended this contract. Pre-employment testing is a valuable part of the hiring process used by the 9-1-1 Center. As we interviewed our newest hires about our hiring process to evaluate it, they explained how cumbersome they found this testing process. We have also run into some issues with billing. We are charged on a per-test basis and if the process/rules of setting up the test are not met or there is a problem, we are charged for that test regardless of whether someone takes it or not. While NTN has worked with us on problems, we decided to look for other alternatives. After reviewing multiple products, we selected Select Advantage. With this product, we will still be able to test remotely if needed but without such a cumbersome process. We had some of our current employees take this test with positive feedback. It's a flat rate regardless of the number of applicants we put through the process and there is a component included for a supervisor position. We currently have a vacant supervisor position and would like to put this into the selection process for a supervisor.

ALTERNATIVES

We could continue with NTN. We also can continue to seek other options. Others were rejected because they came at a higher price and we lose the ability to continue to test remotely, if needed. If we aren't seeing desired results, we can reevaluate.

FINANCIAL IMPACT

The annual cost for Select Advantage testing is \$3,900 which includes support and unlimited applicant testing for both supervisor and dispatcher/telecommunicator positions. There will also be a one-time setup fee of \$250.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to utilize Select Advantage for our pre-employment testing.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF PRE-EMPLOYMENT TESTING SERVICES FROM SELECT ADVANTAGE

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, pre-employment testing is a valuable part of the hiring process used by the 9-1-1 Center; and

WHEREAS, Ingham County Central Dispatch needs to continue to have the option to test dispatcher applicants virtually while doing so with a process that isn't cumbersome and is a tool we can use to evaluate candidates for possible employment with our agency; and

WHEREAS, the cost for this testing service is an annual fee of \$3,900 which includes an unlimited number of applicants and online support; and

WHEREAS, there is an additional one-time setup fee of \$250; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an expenditure not to exceed \$4,150 from the 9-1-1 Emergency Telephone Dispatch Services fund for testing of dispatch applicants with Select Advantage.

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

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

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Barbara Davidson, Director 9-1-1

DATE: September 6, 2022

SUBJECT: Renewal of Quality Performance Review for EMD with Priority Dispatch

For meeting agendas of Law & Courts Sept. 15, 2022, and Finance Sept. 21, 2022

BACKGROUND

We use the Priority Dispatch Emergency Medical Dispatch (EMD) program for processing all medical calls received at the 9-1-1 Center. We use the ProQA EMD software and back that up with EMD cards. One of the program requirements is that a percentage of calls where ProQA EMD is used be evaluated in a quality assurance program. This resolution seeks approval to renew the Quality Performance Review (QPR) program we use with Priority Dispatch. The terms of this renewal are from October 23, 2022 to March 31, 2023 and involve their evaluators reviewing 25 medical calls per week during that term of service.

ALTERNATIVES

The alternative was to create a full-time position within the 9-1-1 Center to research and review these medical calls. This additional position has been approved for the 2023 budget. We believe this renewal period will give us the opportunity to fill the gap while we find, hire, and train this new staff member.

FINANCIAL IMPACT

This is a 5% increase from the previous year. The renewal term is priced at \$10,735.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our Quality Performance Review with Priority Dispatch.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RENEWAL OF QUALITY PERFORMANCE REVIEW WITH PRIORITY DISPATCH FOR THE INGHAM COUNTY 9-1-1 CENTER

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of Priority Dispatch's Emergency Medical Dispatch ProQA Program, under Resolution #14-081, and ProQA continues to be used for all medical calls received; and

WHEREAS, the program standards for the Priority Dispatch, ProQA EMD program require a percentage of all medical calls be reviewed for quality assurance, and Ingham County 9-1-1 meets these standards by using the Priority Dispatch Quality Performance Review services; and

WHEREAS, a quote for renewal of Quality Performance Review services from Priority Dispatch has been provided by Priority Dispatch for a term of October 23, 2022, through March 31, 2023, at a cost of \$10,735.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a renewal of the contract with Priority Dispatch for Quality Performance Review services in an amount not to exceed \$10,735, as outlined by the Proposal/Sales quotation, #Q-62482.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$10,735 from the 9-1-1 Fund balance for the total cost of this contract.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign a Quality Performance Review services agreement with Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.

TO: Law & Courts, and Finance Committees of the Ingham County Board of Commissioners

FROM: Captain Robert Earle, Jail Administrator

DATE: September 2, 2022

SUBJECT: Resolution to Authorize an Agreement with Smart Communications to Provide Inmate

Communication at the Ingham County Jail

For the meeting agenda of September 15 and September 21, 2022

BACKGROUND

Ingham County has a contract with Securus Technology for inmate communication technology within the Ingham County Jail that is expiring. The Sheriff's Office worked with the Purchasing Department and sought proposals from vendors through the RFP Process. The Sheriff's Office has selected Smart Communication as it's preferred vendor.

ALTERNATIVES

The Sheriff's Office is obligated to provide lines of communication for inmates within the Ingham County Jail. Smart Communication offers the most robust and comprehensive proposal to meet the requirement while increasing educational and other programming options. Selecting a different vendor could reduce programming opportunities, potential for increase in cost to family/friends, increase of contraband into the Jail and/or increase workload of Corrections Staff.

FINANCIAL IMPACT

Smart Communication's proposal includes a reduction in the price per minute (\$0.20 per minute) over the current rate (\$0.21 per minute with Securus Technology) and offers the lowest per minute rate for premium content on their other platforms, including inmate tablets. In addition, Smart Communication has included two free 'SmartInmate' messages per week for every inmate. Smart Communication's proposal includes profit sharing and commission rates for Ingham County higher than the current vendor. This commission revenue will offset the of operating the jail at an estimated \$300,000 annually. This is an average of \$150,000/year higher than present.

STRATEGIC PLANNING IMPACT

This agreement with Smart Communication supports the objectives of the County's 5 year strategic plan by increasing ways for those incarcerated to communicate with the outside world, increasing opportunities for rehabilitation, and reduction in recidivism. This agreement also enhances safety and security of the Correctional Facility through expanded technology all while improving impact on the County's annual budget.

OTHER CONSIDERATIONS

The Sheriff's Office is obligated to provide ways for incarcerated individuals to communicate with the outside world. The industry has greatly expanded these opportunities to include more than just phone services. Video visitation, e-messaging, electronic mail, and visit-now options increase these opportunities for connection. Studies have shown a strong connection to family/friends is an important part of rehabilitation and re-entry into our community. Along with these connections, the industry has expanded this technology to include educational and entertainment content.

We are seeking a three (3) year contract with Smart Communications with an auto renew for an additional two – one (1) year extensions if desired by the County and agreed to by the vendor.

The timing of the current contract expiration along with the preliminary schedule of occupancy of the new Ingham County Justice Complex provides an opportunity for new equipment and this new technology to be installed and ready for use by those incarcerated. Awarding the contract now will ensure an easy and smooth transition to the new vendor with this new technology equipment.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with Smart Communications.

TO: Darin Southworth, Chief Deputy, Sheriff's Office

FROM: James Hudgins, Director of Purchasing

DATE: July 28, 2022

RE: Memorandum of Performance for RFP No. 46-22 Inmate Communications

Per your request, the Purchasing Department sought proposals from vendors experienced in providing communication products and services for internal and external inmate communications, inmate education, and recreation.

The scope of work includes, but is not limited to, installing all new and time-tested equipment and software for inmate telephones, hand held devices, video visitation equipment, recording, software and all public pay video visitation equipment, maintaining and repairing equipment, in addition to generating reports for tracking, investigations, operations management, and budget management.

The Purchasing Department can confirm the following:

Function	Overall Number of	Number of Local	
	Vendors	Vendors	
Vendors invited to propose	21	1	
Vendors responding	9	0	

Summary of vendors submitting proposals and local preference:

Vendor Name	Local Preference
Turnkey Corrections	No, River Falls WI
Stellar Services LLC	No, Stoughton WI
Viapath Technologies	No, Mobile AL
IC Solutions	No, San Antonio TX
Securus Technologies LLC	No, Carrollton TX
CTEL Consolidated Telecom	No, Iving TX
APDS Corporate	No, New York NY
Combined Public Communications	No, Highland Heights KY
Smart Communications	No, Seminole FL

You are now ready to complete the final steps in the process: 1) evaluate the submissions; 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 <u>jhudgins@ingham.org</u> or by phone at 676-7309.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH SMART COMMUNICATION TO PROVIDE INMATE COMMUNICATION TECHNOLOGY WITHIN THE INGHAM COUNTY CORRECTIONAL FACILITY

WHEREAS, the Sheriff's Office has a responsibility and duty to provide avenues of communication for those incarcerated at the Ingham County Correctional Facility; and

WHEREAS, the current contract with Securus Technology is set to expire for the current facility on January 31, 2023; and

WHEREAS, the Sheriff's Office will be occupying the new Ingham County Justice Complex on or about December 2022 or January 2023; and

WHEREAS, through the RFP process, Smart Communications was selected as the preferred vendor; and

WHEREAS, the agreement will reduce the amount family/friends/inmates will pay for phone calls from the Ingham County Correctional Facility; and

WHEREAS, the agreement will expand availability of technology for those incarcerated; and

WHEREAS, Smart Communication is proposing a contract for three (3) years with an auto renew for an additional two – one (1) year extensions if desired by the County and agreed to by the vendor; and

WHEREAS, the agreement with Smart Communication has zero cost to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Smart Communication to provide inmate communication and technology in the Ingham County Correctional Facility for three (3) years beginning on the date of contract execution with an auto-renew for an additional two one-year (1) extensions, if desired by the County and agreed to by the vendor.

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

TO: Human Services, County Services, and Finance Committees

FROM: Cynthia Wagner, Potter Park Zoo Director

DATE: September 6, 2022

SUBJECT: Authorization to Convert Position #692030 (Account Clerk) from .5 FTE Level 300 to 1.0 FTE

Level I

For the meeting agendas of September 19, 20, and 21, 2022

BACKGROUND

The current part-time Account Clerk position will become vacant soon. Potter Park Zoo wishes to increase the UAW Zoo Account Clerk position (#692020) from .5 FTE Level 300 to 1.0 FTE Level I. Increasing the position from part-time to full-time will provide the additional resources necessary to oversee and maintain the revenue management system.

This position conversion takes into consideration operational needs, budgetary constraints, and employee recruitment and retention.

ALTERNATIVES

The position could remain .5 FTE Level 300, however this would decrease the Zoo's capacity to fully utilize the revenue management system.

FINANCIAL IMPACT

Converting position #692030 from .5 FTE Level 300 to 1.0 FTE Level I will increase the total cost with salary and fringe benefits by \$45,079 annually at Step 8. There are sufficient funds in the Zoo budget to cover the total increase.

Current Position	P/T Step 8
Account Clerk Level 300 .5 FTE	\$42,981
TOTAL	\$42,981

New Position	F/T Step 8
Account Clerk Level I 1.0 FTE	\$88,060
TOTAL	\$88,060

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of maintaining and improving existing parkland, facilities, and features, specifically section A.1 (f) of the Ingham County Action Plan.

OTHER CONSIDERATIONS

The UAW Zoo Unit is in support of the proposed position conversion from part-time to full-time and job description update increasing the position from Level 300 to Level I. The Potter Park Zoo Board is in support of the proposed position conversion.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize position #692030 UAW Zoo Account Clerk to be increased from .5 FTE Level 300 to 1.0 FTE Level I.

TO: Cynthia Wagner, Zoo Director

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

Joan Clous, Human Resources Generalist – Labor Relations

DATE: August 25, 2022

RE: Memo of Analysis for Position number 692030

Human Resources can confirm the following information:

1. Position number 692030 is currently an Account Clerk – PPZ – Part-Time position. The position will soon become vacant. The Zoo Director has updated the job description to accurately reflect the duties that are being performed. After analysis, the salary would move from a UAW 300 to UAW Zoo 1. The position will also be converted from a Part-Time position to a Full-Time position. I have attached a copy of the job description.

I have sent the UAW-Zoo chair notice and they support the changes.

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

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

 From:
 Kyle Hensley

 To:
 Elisabeth Bliesener

 Cc:
 Cynthia Wagner; Joan Clous

 Subject:
 RE: Account Clerk - PPZ

Date: Thursday, August 25, 2022 6:26:05 AM

The Union agrees with the changes.

Thanks
Kyle Hensley
UAW Zoo Unit Chair

From: Elisabeth Bliesener < EBliesener@ingham.org>

Sent: Wednesday, August 24, 2022 5:22 PM **To:** Kyle Hensley <KHensley@ingham.org>

Cc: Cynthia Wagner < CWagner@ingham.org>; Joan Clous < JClous@ingham.org>

Subject: Account Clerk - PPZ

Hi Kyle

Cindy has updated the job description for the Account Clerk position — see attached, track changes and a clean copy. She would like to convert this position from a part-time position to a full-time position. After analysis, the position did change salary from a UAW Zoo 300 to a UAW Zoo 1 (previously named as 400)

Does the Union agree to the updated JD and the salary placement.

Let me know if you have any questions.

Thanks,

Beth Bliesener Ingham County Human Resources 517-887-4375

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

INGHAM COUNTY JOB DESCRIPTION

ACCOUNT CLERK - Potter Park Zoo

General Summary:

Under the supervision of the Customer Services Manager and Zoo Director, performs a variety of bookkeeping, accounting, payroll, clerical and administrative support. Coordinates accounts payables. Complies and analyzes information for the department's accounting activities and budget. Processes payroll and Personnel Action Request forms using a computerized system. Oversees all aspects of the point of sale system. Responds to inquiries from employees and the public.

Essential Functions:

- 1. Coordinates the accounts payable function of the department. Researches and responds to questions regarding payments.
- 2. Prepares accounts payable for payment by checking the accuracy and propriety of all invoices and verifying that they have been approved by authorized personnel and have adequate support documentation.
- 3. Processes payroll and Personnel Action Request forms using a computerized system. Reviews and processes time cards and enters data to the County payroll system and handles payroll matters and questions for the office.
- 4. Processes Procurement-card statements, cash receipting of admissions, parking, and shelter revenues, bank reconciliations, processes payables for all zoo invoices.
- 5. Oversees all aspects of the point of sale system including equipment, software updates, data entry, reporting, and vendor billings & communication. Works as liaison between internal and external stake holders responsible for day to day functionality of point of sale in matters pertaining to hardware, support, and training.
- 6. Performs data entry of invoices, contract entry, purchase order requisitions, and reports. Initiates various reports from data entry such as budget status and attendance reports.
- 7. Provides clerical support to staff. Example includes, but not limited to, data entry, proofreading, faxing, copying, processing outgoing mail, distributing incoming mail, maintaining office supplies and equipment and other administrative duties.
- 8. Assists in maintaining office filing systems. Assists in the scanning, indexing and maintenance of electronic files.

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 <u>do not</u> include <u>all of</u> the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a High School Diploma or equivalent is required.

Experience: A minimum of 2 years' experience in accounting, bookkeeping, finance, or a related field is required. Possesses intermediate computer skills and ability to provide necessary visualizations.

Other Requirements:

- Skill in preparing and maintaining records and reports.
- Ability to demonstrate technical knowledge and proficiency with computer hardware and software specific to the point of sale systems in use.
- Ability to communicate effectively and follow verbal and written instructions.
- Must possess and maintain a valid 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)

Working Conditions:

- 1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
- 2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, reach, 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, kneeling, lifting, carrying, and reaching.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the writs, hands or fingers.
- This position performs light work requiring the ability to exert 30 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.)

August 2022 UAW ZOO

Salary Scale: UAW Zoo 1 (400)

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONVERTING POSITION #692030 FROM .5 FTE LEVEL 300 TO 1.0 FTE LEVEL I

WHEREAS, Potter Park Zoo wishes to convert a .5 FTE Level 300 Account Clerk position (#692030) from .5 FTE Level 300 to 1.0 FTE Level I; and

WHEREAS, increasing position #692030 from .5 FTE to 1.0 FTE will allow Potter Park Zoo to provide effective oversight of the point of sale system daily operations; and

WHEREAS, updating the job description to accurately reflect duties was determined by the Ingham County Human Resources Department to raise position #692030 from Level 300 to Level I; and

WHEREAS, the current UAW Zoo Level 300 .5 FTE Account Clerk position has a salary range of \$20,501 to \$24,035 and \$40,961 to \$51,031 at Level I 1.0 FTE; and

WHEREAS, the 2022 personnel cost projections provided by the budget department show a total (wage and fringe) annual cost increase of \$45,079 at Step 8 of Level I; and

WHEREAS, there are sufficient funds in the Zoo Fund, #25869200, for the proposed position conversion; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and the Potter Park Zoo Advisory Board support the proposed updated job description and position conversion.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the updated job description, and authorizes a conversion of the following Potter Park Zoo Account Clerk position #692030:

UAW Zoo Level 300 .5 FTE Account Clerk position to UAW Zoo Level I 1.0 FTE Account Clerk position

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

TO: Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: September 6, 2022

SUBJECT: Purchase order with Bowman Contracting and Concrete

For the meeting agenda of September 19, 2022 Human Services and September 21, 2022 Finance

BACKGROUND

The Parks Department solicited proposals from qualified and experienced contractors for the purpose of a purchase order for the pouring of 18 disc golf concrete tee pads at Lake Lansing North County Park. The Parks staff recommends that a purchase order be issued to Bowman Contracting and Concrete.

ALTERNATIVES

The alternative is to not complete the project leaving the 18 hole disc golf course at Lake Lansing North incomplete.

FINANCIAL IMPACT

There are funds available in line item 208-75200-974000.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their September 12, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County to award a purchase order to Bowman Contracting and Concrete.

Use this form for pure		REQUISITIO	N	
Vendor Bowma Name: Mike B	n Contracting and Concrete	Date: 8/17/22		
Ship to: LLN Disc	Golf 6260 E. Lake Dr. Haslett, MI 48840		Call	ready for pick-up.
Quantity	Descriptio		Unit Cost	
18	Pour and finish 18 dis			7500
	LD Clark = \$	19,500		
	Other companies I s	ent RFP to:		
	Risner Concrete, JH Concrete	e, Hosford Concrete		
	Bearstone Concrete, and	d Able Concrete		
	but had no replies from any of these.			
Indicate Park and Account Name to be charged: (E.g. HI Maintenance)				
LLN Disc Golf Project 7500			7500	
Requested B	y: CFE			
Submission of the	is requisition form signed with either y al purchasing procedures and policies	our initials or signature c	ertifies that you	have followed county
Approved By	+50			
	or this request must be provi	ded:		
FOR OFFICE USE		Order Information	1	
ALTERNATION OF THE PROPERTY.	ning P.O. request? Yes (Purchasin	g Dept. has entered one)	No (I need	i one entered)
2. Is this a fixed a	sset purchase? Yes (over \$5,000)	No (less than \$5,000)		
3. Date	Request for Purchase	Order input.	Initials	-

Budget transfer request complete.

Initials

Date

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO BOWMAN CONTRACTING AND CONCRETE FOR CONCRETE DISC GOLF TEE PADS AT LAKE LANSING NORTH COUNTY PARK

WHEREAS, the Parks Department solicited proposals from qualified and experienced contractors for the purpose of a purchase order for the pouring of 18 disc golf concrete tee pads at Lake Lansing North County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Parks staff recommends that a purchase order be awarded to Bowman Contracting and Concrete.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves issuing a purchase order with Bowman Contracting and Concrete for a total amount not to exceed of \$7,500 for concrete work at Lake Lansing North County Park.

BE IT FURTHER RESOLVED, that there is \$7,500 available in line item 208-75200-974000 for the project.

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

TO: Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: September 6, 2022

SUBJECT: Contract with Crawford Door Company, Inc.

For the meeting agenda of September 19 2022 Human Services and September 21, 2022 Finance

BACKGROUND

The Parks Department operates a snow tubing park at Hawk Island County Park. Staff solicited proposals from qualified and experienced garage door installation contractors to enter into a contract for the purpose of supplying and installing a 16' x 10' garage door in a new snow tubing storage building presently being constructed.

ALTERNATIVES

Do not install garage door.

FINANCIAL IMPACT

Crawford Door Company, Inc. a registered, local vendor, was the lowest responsive bid in compliance with the Ingham County Purchasing Policy. The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Crawford Door Company, Inc. for the base bid \$5,168. There are funds available in line item 228-75999-976000-20P11 for this project as detailed below:

Project	Beginning	Current	Requested	Remaining
	Allocation	Balance	Amount	Balance
Garage Door	\$114,580	\$38,976.63*	\$5,168	\$33,808.63

^{*}Balance if resolution XXXX, running concurrently is passed

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their September 12, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County to enter into a contract with Crawford Door Company, Inc.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH CRAWFORD DOOR COMPANY INC. FOR SUPPLYING AND INSTALLING A GARAGE DOOR AT HAWK ISLAND COUNTY PARK

WHEREAS, the Ingham County Parks Department operates a snow tubing facility at Hawk Island County Park; and

WHEREAS, Capital Improvement funds were previously allocated for a new snow tube storage building; and

WHEREAS, the Parks Department solicited proposals from qualified and experienced contractors to enter into a contract for the purpose of supplying and installing a 16'x10' garage door in the new snow tube storage building; and

WHEREAS, Crawford Door Company, Inc., a registered, local vendor was the lowest responsive bid in compliance with the Ingham County Purchasing Policies; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Crawford Door Company, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Crawford Door Company, Inc. for the base bid in the amount of \$5,168 for supplying and installing a 16' x 10' garage door at Hawk Island County Park.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-976000-20P11.

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

TO: Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: September 6, 2022

SUBJECT: Hawk Island Park Boardwalk and Fishing Pier Grant #TF21-0118

For the meeting agenda of September 19, 2022 Human Services and September 21, 2022 Finance

BACKGROUND

Resolution #21-166 authorized the submission of a Michigan Natural Resources Trust Fund Grant for accessibility improvements at Hawk Island Park. The Michigan Natural Resources Trust Fund recommended this project for funding. This resolution authorizes the acceptance of the project agreement for the Michigan Natural Resources Trust Fund grant as Ingham County Parks successfully received this \$300,000 grant from the Michigan Department of Natural Resources (MDNR).

Attached is the Project Agreement and boundary map of the project area. The project will include the following improvements: remove existing boardwalk along the northeast side of the pond, new floating docks with fishing extensions and boardwalk approaches, new 10-foot wide path, and amenities.

ALTERNATIVES

This project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility and enhance the user experience. The only alternative is to not accept the grant.

FINANCIAL IMPACT

The MDNR provided notice that the grant will be awarded in the amount of \$300,000. This resolution authorizes the Controller/Administrator to transfer the rest of the project amount of \$300,000 from the Michigan Department of Natural Resources and \$493,100 from the Trails and Parks Millage Fund Balance to be available in line item 228-62800-967000-TR084 for a total project cost of \$793,100.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Ingham County Parks Commission supported this resolution at their September 12, 2022 meeting.

RECOMMENDATION

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



Michigan Department of Natural Resources - Grants Management

Michigan Natural Resources Trust Fund Development Project Agreement

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between Ingham County in the county of Ingham County, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, P.A. 451 of 1994, as amended and under Article IX, Section 35 of the Michigan Constitution. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In Public Act 151 of 2022, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE.

The purpose of this Agreement is to provide funding in exchange for completion of the project named below. This Agreement is subject to the terms and conditions specified herein. Project Title: Hawk Island Park Boardwalk and Fishing Pier Project #: TF21-0118 Grant Amount: \$300,000.00 38% PROJECT TOTAL: \$793,100.00 \$493,100.00 Match Amount: 62% End Date: 07/31/2024 Date of Execution by DEPARTMENT Start Date: As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the required attachments by 09/18/2022 or the Agreement may be cancelled by the DEPARTMENT. This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it. The Agreement is considered executed when signed by the DEPARTMENT. The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies. and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein. **GRANTEE** SIGNED By [Print Name]: Title: Organization: **DUNS Number** CV0048161 SIGMA Address ID SIGMA Vendor Number

Date of Execution by DEPARTMENT

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

Grants Section Manager

SIGNED

By:

GRANTEE CONTACT

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiGrants, which is accessed through www.michigan.gov/dnr-grants, unless otherwise instructed by the DEPARTMENT. Primary points of contact pertaining to this agreement shall be:

DEPARTMENT CONTACT

	MNRTF Grant Program Manager
Name/Title	Name/Title
	Grants Management/DNR Finance & Operations
Organization	Organization
	525 W. Allegan Street, Lansing, MI 48933
Address	Address
	P.O. Box 30425, Lansing, MI 48909
Address	Address
	517-284-7268
Telephone Number	Telephone Number
	DNR-Grants@michigan.gov
E-mail Address	E-mail Address

- 2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number TF21-0118 uploaded to MiGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
- 3. The time period allowed for project completion is from 07/20/2022 through 07/31/2024, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
- 4. The words "project area" shall mean the land and area described in the uploaded legal description and shown on the uploaded boundary map.
- 5. The words "project facilities" shall mean the following individual components, as further described in the application.

Boardwalk
Fishing Pier or Dock
Landscaping
Recycle Bin(s)
Signage
Trail 8' wide or more

- 6. The DEPARTMENT will:
 - a. grant to the GRANTEE a sum of money equal to Thirty-Eight percent (38%) of Seven Hundred and Ninety-Three Thousand One Hundred dollars (\$793,100.00), which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed Three Hundred Thousand dollars (\$300,000.00).

TF21-0118 Page 2 of 8 PR1915 (Rev. 06/10/2020)

- b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
 - i. Payments will be made on a reimbursement basis at Thirty-Eight percent (38%) of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
 - iii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiGrants website, including but not limited to copies of invoices, cancelled checks, EFTs, list of volunteer and/or force account time and attendance records.
 - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
 - iv. The final 10% of the grant amount will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide Four Hundred and Ninety-Three Thousand One Hundred dollars (\$493,100.00) in local match. This sum represents Sixty-Two percent (62%) of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- with the exception of engineering costs as provided for in Section 8, incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans, specifications and bid documents
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
 - ii. Within 180 days following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
 - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Act, Act 453 of 1976, as amended; and the 2013 Access Board's Final Guidelines for Outdoor Developed Areas.
 - vii. Bury all new utilities within the project area.
 - viii.Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, to regulate the

TF21-0118 Page 3 of 8 PR1915 (Rev. 06/10/2020)

- use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
- e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
- f. adopt such ordinances and/or resolutions necessary to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
- g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.
- furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
- maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable, and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project
- j. erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color and design of this sign shall be in accordance with DEPARTMENT specifications.
- k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
- 8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning January 1, 2022 and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
- To be eligible for reimbursement, the GRANTEE shall comply with DEPARTMENT requirements. At a minimum, the GRANTEE shall:
 - a. Submit a progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
 - c. Submit a complete request for final reimbursement within 90 days of project completion and no later than 10/31/2024. If the GRANTEE fails to submit a complete final request for reimbursement by 10/31/2024, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
- 10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.
- 11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.

- 12. The project area and all facilities provided thereon, as well as the land and water access ways to them, shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof because of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
- 13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title shall not be subject to: 1) any possibility of reversion or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservation or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
 - a. Received an exemption from the DEPARTMENT before the execution of this Agreement, and
 - b. Received prior approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated
 - c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
- 14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
- 15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
- 16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
 - a. The GRANTEE agrees that lands in the project area are being acquired with MNRTF assistance and shall be maintained in public outdoor recreation use in perpetuity. No portion of the project area shall be converted to other than public outdoor recreation use without the approval of the DEPARTMENT. The DEPARTMENT shall approve such conversion only upon such conditions as it deems necessary to assure the substitution by GRANTEE of other outdoor recreation properties of equal or greater market value and of reasonably equivalent usefulness and location. Such substituted land shall become part of the project area and will be subject to all the provisions of this Agreement.
 - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.
 - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
- 17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater market value, and of equal or greater usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater market value and of equal or greater usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
- 18. The GRANTEE acknowledges that:
 - a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and

TF21-0118 Page 5 of 8 PR1915 (Rev. 06/10/2020)

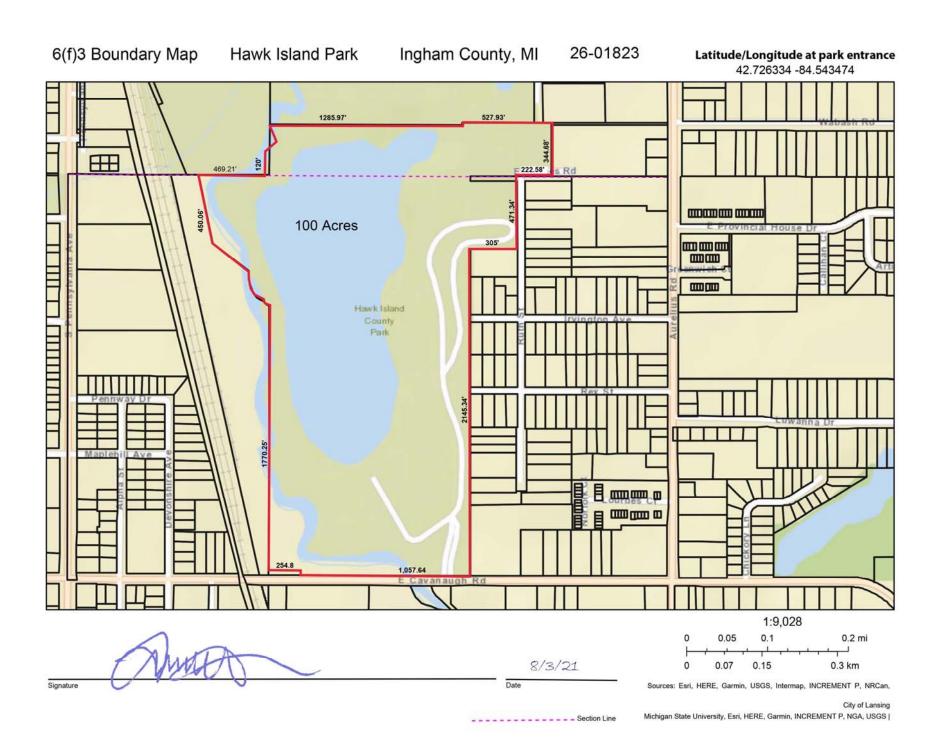
- b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE and
- c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing the project site.
- 19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
- 20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
- 21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
 - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
 - b. If any portion of the project area is a facility, documentation that Department of Environment, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
- 22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
- 23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
- 24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
- 25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
- 26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
- 27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
- 28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:

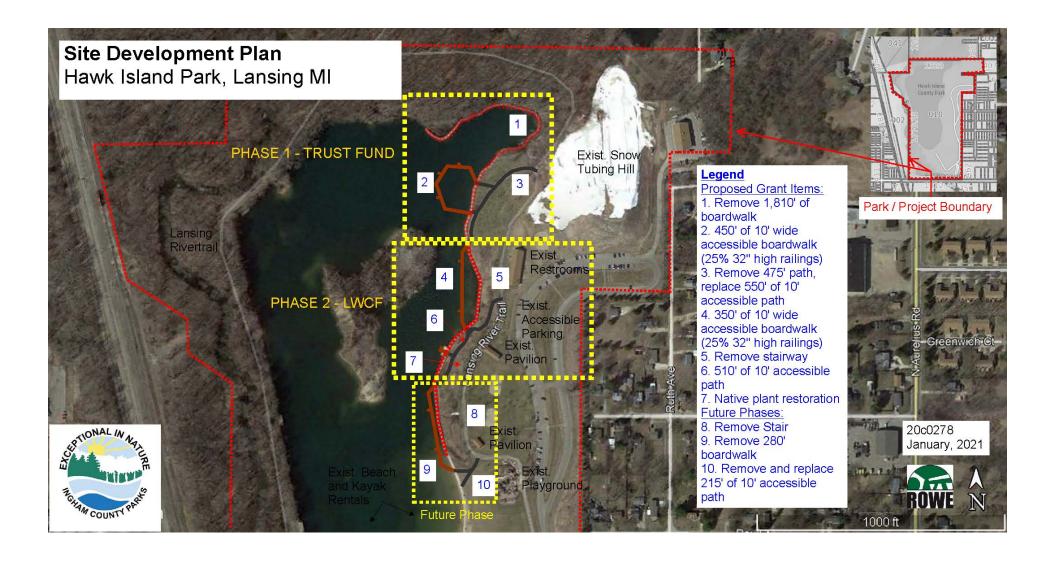
TF21-0118 Page 6 of 8 PR1915 (Rev. 06/10/2020)

- a. Terminate this Agreement; and/or
- b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
- c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and Recreation Passport Grant Program; and/or
- d. Require repayment of grant funds already paid to GRANTEE; and/or
- e. Require specific performance of the Agreement.
- 29. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
- 30. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
- 31. The GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
- 32. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
- 33. The DEPARTMENT shall terminate this Agreement and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Licensing and Regulatory Affairs pursuant to Public Act No. 278 of 1980.
- 34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
- 35. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.
 - If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the next page.

SAMPLE RESOLUTION (Development)

	Upon motion made by	, seconded by	, the
followin	ng Resolution was adopted:		
Agreer		, Michigan, does hereby accept the igan Department of Natural Resources, and that the does hereby specifically agree, but not by way of limitation, as f	
1.	To appropriate all funds neces	ssary to complete the project during the project period and to pro(\$) dollars to match the grant authorized by	
2.		cial accounts, documents, and records to make them available t t reasonable times.	o the
3.	To construct the project and p terms of said Agreement.	provide such funds, services, and materials as may be necessary	y to satisfy the
4.	To regulate the use of the fact the public on equal and reason	ility constructed and reserved under this Agreement to assure thonable terms.	e use thereof by
5.	To comply with any and all ter portions of this Resolution."	rms of said Agreement including all terms not specifically set fort	h in the foregoin
	llowing aye votes were recorder		
	OF MICHIGAN)) ss		
	e above is a true and correct co	, Clerk of the, Michigan, do opy of the Resolution relative to the Agreement with the Michigan was adopted by the at a r	Department of
		Signature	
		Title	
		Date	





Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT #TF21-0118

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the total amount of \$300,000 for the grant application titled Hawk Island Park Improvements #TF21-0118 to the Michigan Natural Resources Trust Fund for accessibility improvements throughout the park for people of all abilities at Hawk Island Park; and

WHEREAS, these improvements will include a removal of existing boardwalk along the northeast side of the pond, new floating docks with fishing extensions and boardwalk approaches, new 10-foot wide path, and amenities; and

WHEREAS, a financial commitment of \$493,100 will come from the Trails and Parks Millage Fund Balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the agreement for Grant #TF21-0118 for accessibility improvements at Hawk Island Park as received from the Michigan Department of Natural Resources (Department), and that the Ingham County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

- 1. To appropriate all funds necessary to complete the project during the project period and to provide four hundred ninety-three thousand one hundred (\$493,100) dollars to match the grant authorized by the Department.
- 2. To maintain satisfactory financial accounts, documents, and records to make them available to the Department for auditing at reasonable times.
- 3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
- 4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
- 5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to make available the project amount of \$300,000 from the Michigan Department of Natural Resources in line item 228-62800-967000-TR084 and transfer \$493,100 from the Trails and Parks Millage fund balance to line item 228-62800-967000-TR084 for a total project cost of \$793,100.

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

TO: Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: September 6, 2022

SUBJECT: Lake Lansing North Boardwalk/Trail Grant #TF21-0057

For the meeting agenda of September 19, 2022 Human Services and September 21, 2022 Finance

BACKGROUND

Resolution #21-168 authorized the submission of a Michigan Natural Resources Trust Fund Grant for accessibility improvements at Lake Lansing North. The Michigan Natural Resources Trust Fund recommended this project for funding. This resolution authorizes the acceptance of the project agreement for the Michigan Natural Resources Trust Fund grant as Ingham County Parks successfully received this \$300,000 grant from the Michigan Department of Natural Resources (MDNR).

Attached is the Project Agreement, a boundary map of the project area, and a legal description. The project will include the following improvements: removal/replacement of existing boardwalk; improvement of the path for Americans with Disabilities Act (ADA) accessibility with crushed stone surface, new entrance gate, sign, and amenities.

ALTERNATIVES

This project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility and enhance the user experience. The only alternative is to not accept the grant.

FINANCIAL IMPACT

The MDNR provided notice that the grant will be awarded in the amount of \$300,000. This resolution authorizes the Controller/Administrator to transfer the rest of the project amount of \$300,000 from the Michigan Department of Natural Resources and \$281,500 from the Trails and Parks Millage Fund Balance to be available in line item 228-62800-967000-TR087 for a total project cost of \$581,500.

Resolution #20-562 authorized \$289,000 for this project in line item 228-62800-967000-TR087.

Other funds, not grant eligible, will be required to complete the project including a topographical survey in the amount of \$7,500 (the total topographical amount is \$15,000, the other half of the amount will be included in the land and water conservation fund request resolution). The topographical survey will be required to properly design the project with proper grading and layout of the proposed improvements.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Ingham County Parks Commission supported this resolution at their September 12, 2022 meeting.

RECOMMENDATION

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



Michigan Department of Natural Resources - Grants Management

Michigan Natural Resources Trust Fund Development Project Agreement

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between Ingham County in the county of Ingham County, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, P.A. 451 of 1994, as amended and under Article IX, Section 35 of the Michigan Constitution. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In Public Act 151 of 2022, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE.

The purpose of this Agreement is to provide funding in exchange for completion of the project named below. This Agreement is subject to the terms and conditions specified herein.

	ke Lansing Park North			Project #: TF21-0057	
Grant Amount:	\$300,000.00	52%		PROJECT TOTAL: \$581,500.00	
Match Amount:	\$281,500.00	48%			
Start Date:	Date of Executio	n by DEPARTMENT	End Date:	07/31/2024	
DEPARTMENT with Agreement is not e	the required attachment of the thick	ents by 09/18/2022 or the A	greement may be ned it, and the Di	sign the Agreement and return it to the e cancelled by the DEPARTMENT. This EPARTMENT has signed it. The	
•		eir signatures that they are a	•	n this Agreement on behalf of their agencies endices, as set forth herein.	,
GRANTEE					
SIGNED				_	
By [Print Name]:				_	
Title:				_	
Organization:				_	
DUNS Number				-	
CV0048161					
SIGMA Vendor Nu	ımber	SIGMA Address ID		-	
MICHIGAN DEPA	RTMENT OF NATURA	L RESOURCES			
SIGNED				-	
Ву:				_	
Grants	s Section Manager				
	Date of Ev	eqution by DEPARTMENT		-	

TF21-0057 Page 1 of 8 PR1915 (Rev. 06/10/2020)

GRANTEE CONTACT

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiGrants, which is accessed through www.michigan.gov/dnr-grants, unless otherwise instructed by the DEPARTMENT. Primary points of contact pertaining to this agreement shall be:

DEPARTMENT CONTACT

	MNRTF Grant Program Manager
Name/Title	Name/Title
	Grants Management/DNR Finance & Operations
Organization	Organization
	525 W. Allegan Street, Lansing, MI 48933
Address	Address
	P.O. Box 30425, Lansing, MI 48909
Address	Address
	517-284-7268
Telephone Number	Telephone Number
	DNR-Grants@michigan.gov
E-mail Address	E-mail Address

- 2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number TF21-0057 uploaded to MiGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
- 3. The time period allowed for project completion is from 07/20/2022 through 07/31/2024, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
- 4. The words "project area" shall mean the land and area described in the uploaded legal description and shown on the uploaded boundary map.
- 5. The words "project facilities" shall mean the following individual components, as further described in the application.

Bench(es)
Boardwalk
Entry Gate
Rain Garden with Native Plants
Signage
Trail 8' wide or more

- The DEPARTMENT will:
 - a. grant to the GRANTEE a sum of money equal to Fifty-Two percent (52%) of Five Hundred and Eighty-One Thousand Five Hundred dollars (\$581,500.00), which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed Three Hundred Thousand dollars (\$300,000.00).

TF21-0057 Page 2 of 8 PR1915 (Rev. 06/10/2020)

- b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
 - i. Payments will be made on a reimbursement basis at Fifty-Two percent (52%) of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
 - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiGrants website, including but not limited to copies of invoices, cancelled checks, EFTs, list of volunteer and/or force account time and attendance records.
 - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
 - iv. The final 10% of the grant amount will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide Two Hundred and Eighty-One Thousand Five Hundred dollars (\$281,500.00) in local match. This sum represents Forty-Eight percent (48%) of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- with the exception of engineering costs as provided for in Section 8, incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans, specifications and bid documents
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:
 - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
 - ii. Within 180 days following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
 - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Act, Act 453 of 1976, as amended; and the 2013 Access Board's Final Guidelines for Outdoor Developed Areas.
 - vii. Bury all new utilities within the project area.
 - viii.Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT, to regulate the

TF21-0057 Page 3 of 8 PR1915 (Rev. 06/10/2020)

- use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
- e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.
- f. adopt such ordinances and/or resolutions necessary to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
- g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.
- furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
- maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable, and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
- j. erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color and design of this sign shall be in accordance with DEPARTMENT specifications.
- k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
- 8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning January 1, 2022 and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
- To be eligible for reimbursement, the GRANTEE shall comply with DEPARTMENT requirements. At a minimum, the GRANTEE shall:
 - a. Submit a progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
 - c. Submit a complete request for final reimbursement within 90 days of project completion and no later than 10/31/2024. If the GRANTEE fails to submit a complete final request for reimbursement by 10/31/2024, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
- 10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.
- 11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.

- 12. The project area and all facilities provided thereon, as well as the land and water access ways to them, shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof because of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
- 13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title shall not be subject to: 1) any possibility of reversion or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservation or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
 - a. Received an exemption from the DEPARTMENT before the execution of this Agreement, and
 - b. Received prior approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated
 - c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
- 14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
- 15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
- 16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
 - a. The GRANTEE agrees that lands in the project area are being acquired with MNRTF assistance and shall be maintained in public outdoor recreation use in perpetuity. No portion of the project area shall be converted to other than public outdoor recreation use without the approval of the DEPARTMENT. The DEPARTMENT shall approve such conversion only upon such conditions as it deems necessary to assure the substitution by GRANTEE of other outdoor recreation properties of equal or greater market value and of reasonably equivalent usefulness and location. Such substituted land shall become part of the project area and will be subject to all the provisions of this Agreement.
 - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.
 - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
- 17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater market value, and of equal or greater usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater market value and of equal or greater usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
- 18. The GRANTEE acknowledges that:
 - a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and

TF21-0057 Page 5 of 8 PR1915 (Rev. 06/10/2020)

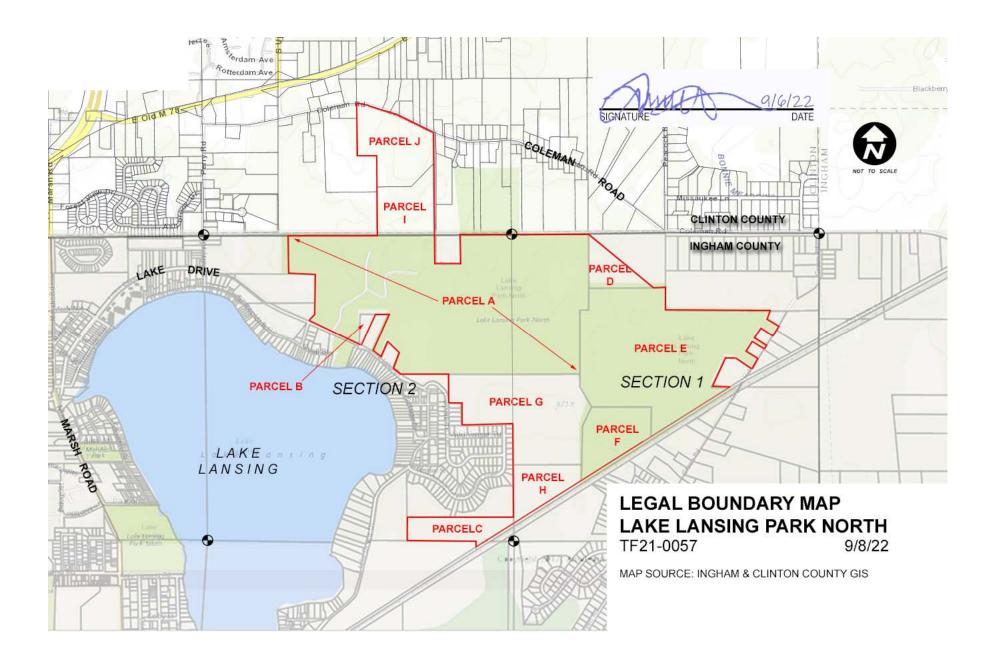
- b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE and
- c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing the project site.
- 19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
- 20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
- 21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
 - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
 - b. If any portion of the project area is a facility, documentation that Department of Environment, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
- 22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
- 23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
- 24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
- 25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
- 26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
- 27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
- 28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:

TF21-0057 Page 6 of 8 PR1915 (Rev. 06/10/2020)

- a. Terminate this Agreement; and/or
- b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
- c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and Recreation Passport Grant Program; and/or
- d. Require repayment of grant funds already paid to GRANTEE; and/or
- e. Require specific performance of the Agreement.
- 29. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
- 30. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
- 31. The GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
- 32. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
- 33. The DEPARTMENT shall terminate this Agreement and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Licensing and Regulatory Affairs pursuant to Public Act No. 278 of 1980.
- 34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
- 35. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.
 - If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the next page.

SAMPLE RESOLUTION (Development)

	Upon motion made by	, seconded by	, the					
followin	ng Resolution was adopted:							
Agreer		, Michigan, does hereby accept the igan Department of Natural Resources, and that the does hereby specifically agree, but not by way of limitation, as f						
1.	To appropriate all funds neces	ssary to complete the project during the project period and to pro(\$) dollars to match the grant authorized by						
2.		cial accounts, documents, and records to make them available t treasonable times.	o the					
3.	To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.							
4.	To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.							
5.	To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."							
	llowing aye votes were recorder							
	OF MICHIGAN)) ss							
	e above is a true and correct co	, Clerk of the, Michigan, do opy of the Resolution relative to the Agreement with the Michigan was adopted by the at a r	Department of					
		Signature						
		Title						
		Date						



PROPOSED IMPROVEMENTS:

- 1. PROPOSED BOARDWALK
 - REPLACE EXISTING BOARDWALK WITH 8' WIDE BOARDWALK ON HELICAL PIERS.
- 2. PROPOSED BENCH & INTERPRETIVE SIGN ON BOARDWALK BUMP OUT.
- 3. PROPOSED CRUSHED STONE PATH
 - ADA ACCESSIBLE, 8' WIDE,

- 4. PROPOSED ELECTRIC ENTRANCE GATE.
- 5. PROPOSED ENTRANCE SIGN.
- 6. LANDSCAPING WITH NATIVE PLANTINGS.
- 7. PROPOSED FITNESS STATION. *
- 8. MILE MARKERS (

LAKE LANSING PARK NORTH BOARDWALK / TRAIL IMPROVEMENTS



Ingham County Parks http://pk.ingham.org



EX. PAVED PATH

EX. NATURE PATH

PROPOSED CRUSHED

STONE PATH

PROPOSED

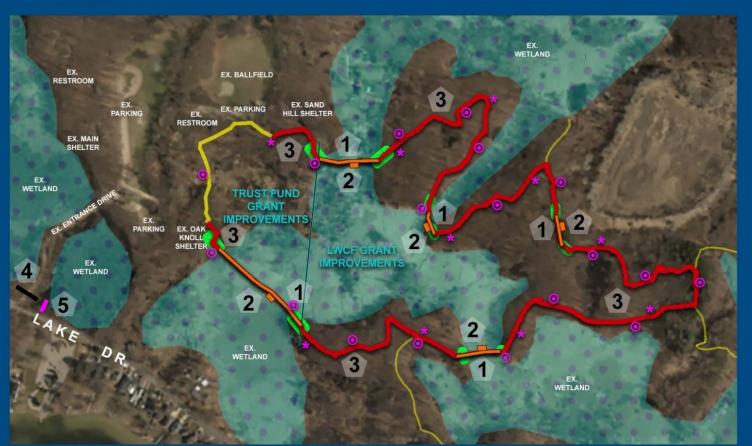
BOARDWALK

REPLACEMENT



DATE: 2/5/2021 JOB # 129747SG2020





Parcels of land in Sections 1 and 2, T4N – R1W, Meridian Township, Ingham County, Michigan more particular described as follows:

Parcel A:

Beginning at the North 1/4 corner of Section 2, thence N89°14'10"W, 1220 feet, thence S0°35'05"W 658.37 feet, thence East to point 663.23 feet South and 1888.90 feet East of the Northwest corner of Section 2, also being 770 feet more or less West of North-South 1/4 line of Section 2, thence South 700.92 feet, thence S38°08'00'W to the North right-of-way line of Lake Drive, thence Southerly along said right-of-way to the North-South 1/4 line of Section 2, thence North along the North-South 1/4 line to the W 1/8 corner of the Northeast 1/4 of Section 2, thence S88°56'00"E along the North 1/8 line of the Northeast 1/4 485 feet, thence S23°55'00''W 699.08 feet to the Northerly line of Quail Street, thence S46°37'00''E along the North line of Quail Street 196 feet, thence N21°23'00'E 300 feet, thence S46°37'00'E 290 feet, thence S20°00'45"W to the centerline of Lake Drive, along said centerline on a curve left 174.44 feet having a radius of 1432.5 feet chord bearing N50°45'10" W 174.34 feet, thence S89°25'51" E 637.52 feet, thence S89°47'06'E 1317.49 feet to the East line of Section 2, thence S 89°04'33'E 1170.52 feet, thence N01°05'25"E 1105.29 feet, thence S89°18'25"E to the center of the Northwest ¼ of Section 1, thence North along the 1/8 line to the North 1/8 corner of the Northwest 1/4 of Section 1, thence West to the Northeast corner of Section 2, thence N88°57'29"W along the North line of Section 2 896.98 feet, thence S01°5'12"W 510 feet, thence N88°57'29"W 427 feet, thence N01°5'12'E 510 feet to the North line of Section 2, thence West along the North Section line to the North 1/4 corner of Section 2 and the point of beginning on the Northwest ¼ of Section 1 and North ½ of Section 1. 236 acres, more or less. Tax Parcel Number: 33-02-02-02-226-007 (except land lying Southerly of Lake Drive, aka Lake Lansing Boat Launch property)

and,

Parcel B:

Commencing at the West 1/8 post of the Northeast ¼ of Section 2 and running S88°56'00'E along the North 1/8 line of said section 254.4 feet, thence S23°49'00'W 639.8 feet to the Northerly line of Lake Drive, thence Westerly along the North line of Lake Drive to the West ¼ line of the Northeast ¼ of Section 2, thence North along said ¼ line to the point of beginning. 1.8 acres more or less. Tax Parcel Number: 33-02-02-251-001

and,

Parcel C:

That part of the East 60 acres of the South ½ of the Southeast fractional ¼ of Section 2 lying North of the GTRR right-of-way, except the Consumers Power right-of-way, also except commencing at the Southeast corner of Section 2, thence N01°08'22"E on the East section line 451.08 feet to the point of beginning, thence S89°50'53"W 1832.39 feet to the Southwest corner of outlot "D" Trails South at Lake Lansing Subdivision, thence N00°40'18"E along East line of said subdivision 817.19 feet to southerly right-of-way line of Lake Drive, thence N53°46'45"E along right-of-way 89.42 feet to Southerly line of Sunset Cove Subdivision, thence N89°58'29"E 483.43 feet, thence N89°47'57"E 1284.55 feet, more or less, to the East line of Section 2, thence S01°08'22"W on the East section line 870 feet to the point of beginning. 18.4 acres more or less.

Tax Parcel Number: 33-02-02-02-476-007

and.

TF21-0057, Legal Description, Page 1 of 3

Lake Lansing North Park Improvements

Ingham County

Source: Ingham County & Clinton County GIS

Spicer Group, Inc 230 South Washington Avenue Saginaw, MI 48607 (989) 754-4717

Parcel D:

Commencing at the North \(^1\) corner of Section 1, thence South on the North-South \(^1\) line 933.58 feet, thence West 200 feet, thence parallel to and 396 feet North of the North 1/8 line of Section 1 to the point of beginning, continuing West to the West line of the Northeast 1/4 of Section 1, thence North to the North 1/8 corner of the Northwest ¼ of Section 1, thence Southeasterly to the point of beginning. 12 acres, more or less.

Tax Parcel Number: 33-02-02-01-100-011

and.

Parcel E:

Commencing at the Northeast corner of Section 1, thence S01°07'51''W along the East section line 1322.06 feet to the East 1/8 corner of the Northeast 1/4 of Section 1, thence N88°54'47'W along the Northerly 1/8 line 808.24 feet to the point of beginning, thence S31°35'15"W 159.52 feet, thence S58°24'45"E 230 feet to the centerline of Green Road, thence S31°15'00"W on the centerline 207.53 feet, thence N57°26'42"W 242 Feet, thence S33°03'18"W 200 feet, thence S57°27'04"E 240.14 feet to the centerline, thence S33°35'17"W on the centerline 70 feet, thence N56°56'42"W 239.49 feet, thence S33°03'18"W 203.50 feet, thence S56°56'50'E 237.60 feet to the centerline of Green Road, thence S33°35'18"W on the centerline 205.78 feet, thence N56°20'28"W 326.50 feet, thence N75°48'58"W 175 feet, thence S25°54' 32"W 591.52 feet to the East-West 1/4 line of Section 1, thence S89°04'33"E along said ¼ line 299.90 feet to the Northerly right-of-way line of the Consumers Power Company right-ofway, thence along a curve to the left Southwesterly 18.36 feet on the right-of-way having a 9689.2 feet radius and along a chord of 18.36 feet bearing S59°07 38'W, thence S59°03'54"W on the right-of-way 1606.67 feet, thence N01°11'04'E 527.35 feet, thence N89°04'33"W 1035 feet, thence N23°16'11''W 362.36 feet to a point on the East-West ¼ line of Section 1, said point being S89°04'33"E 1169.97 feet from the West ¼ corner of Section 1, thence N01°05'25'E parallel with the West 1/8 line of Section 1 1325.29 feet to the North 1/8 line of Section 1, thence S89°14'32"E on the 1/8 line 150 feet to the interior 1/8 corner of the Northwest 1/4, thence N01°05'25"E on the on West 1/8 line 396 feet, thence S89°14'31"E 1324.19 feet to the North-South ¼ line, thence S01°13'46"W on the ¼ line 396 feet, thence S88°54'47"E on the North 1/8 line 1835.40 feet to the point of beginning. 121.83 acres, more or less. Tax Parcel Number: 33-02-02-01-100-010

and,

Parcel F:

Commencing at the Southwest corner of Section 1, thence N01°08'21"E along the West section line 317.75 feet to the right-of-way line of the NYC Railroad, thence N59°03'54"E on the right-of-way 1379.24 feet to the point of beginning, thence N01°11'4"E 935.39 feet, thence N25°33'10"E 363 54 feet, thence S89°04'33"E 1035 feet, thence S01°11'04"W 527.35 feet to the North right-of-way line of the NYC Railroad, thence S59°03'54"W on the right-of-way 1399.41 feet to the point of beginning, subject to the Consumers Power Company right-of-way. 23.82 acres more or less. Tax Parcel Number: 33-02-02-01-375-001

and,

TF21-0057, Legal Description, Page 2 of 3

Lake Lansing North Park Improvements

Ingham County

Source: Ingham County & Clinton County GIS

Spicer Group, Inc. 230 South Washington Avenue Saginaw, MI 48607 (989) 754-4717

Parcel G:

A part of Sections 1 and 2 of T4N, R1W, described as beginning at the most Northeasterly corner of Plat of Trails at Lake Lansing No. 3, said plat also being the Northeast corner of Port Commons in said plan, thence S89°47'06"E 1126.05 feet to the East line of Section 2, thence S89°04'33"E 1170.52 feet, thence South 220 feet, more or less, to the East-West ¼ line of Section 1, thence Southeasterly 362.49 feet to a point on the East line of the West ½ of the Southwest ¼ of Section 1, point being 330 feet South of the Northeast corner of the West ½ of the Southwest ¼ of Section 1, thence Southwesterly 362.49 feet to a point 660 feet South and 150 feet West of the Northeast corner of the West ½ of the Southwest ¼, thence South to the South 1/8 line of Section 1, thence West to the West line of Section 1, thence N01°08'22'E on the East line of Section 2 to the Northeast corner of Lot 84 Trails at Lake Lansing No. 3, thence N89°47'06"W 188.11 feet, thence S01°08'22"W 9.60 feet, thence N89°47'06"W 703.03 feet, thence N00°14'21"W 380 feet, thence N89°47'06"W 215 feet, thence N00°14'21"W 478 feet to the point of beginning. 57.6 acres more or less.

Tax Parcel Number: 33-02-02-01-326-003

and,

Parcel H:

That part of the Southwest ¼ lying North of the GTW Railroad except Consumers Power Company right-of-way and except the East 150 feet thereof Section 1. 15.25 acres more or less. Tax Parcel Number: 33-02-02-01-351-003

and also, parcels of land in Section 35, T5N, R1W, Bath Charter Township, Clinton County Michigan more particular described as follows:

Parcel I:

Commencing at the Southeast corner of the West ½ of the Southeast ¼ of Section 35, T5N, R1W, thence North 1200 feet, more or less, thence S45°00'00"W 640 feet, thence West 600 feet, thence South 790 feet, more or less, thence East 1000 feet to the point of beginning. 20.02 acres more or less. Tax Parcel Number: 010-035-400-020-00

and,

Parcel J:

That part of the West $\frac{1}{2}$ of the Southeast $\frac{1}{4}$, South of the Coleman Road right-of-way, except the West $\frac{1}{2}$ of the Southwest $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 35 T5N, R1W, and except commencing at the Southeast corner, thence North 1200 feet, thence S45°00'00''W 640 feet, more or less, thence West 600 feet, more or less, thence South 790 feet, more or less, thence East 1000 feet, more or less, to the point of beginning. 34.36 acres more or less.

Tax Parcel Number: 010-035-400-020-01

TF21-0057, Legal Description, Page 3 of 3

Lake Lansing North Park Improvements

Ingham County Source: Ingham County & Clinton County GIS

Spicer Group, Inc 230 South Washington Avenue Saginaw, MI 48607 (989) 754-4717

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT #TF21-0057

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the total amount of \$300,000 for the grant application titled Lake Lansing North Improvements #TF21-0057 to the Michigan Natural Resources Trust Fund for accessibility improvements throughout the park for people of all abilities at Lake Lansing North; and

WHEREAS, these improvements will include a removal/replacement of existing boardwalk, improvement of the path for Americans with Disabilities Act (ADA) accessibility with crushed stone surface, new entrance gate and sign, and amenities; and

WHEREAS, a financial commitment of \$289,000 will come from the Trails and Parks Millage Fund Balance, of which \$281,500 is required by the Project's Grant Agreement and an additional \$7,500 for the topographic survey.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the agreement for Grant #TF21-0057 for accessibility improvements at Lake Lansing North as received from the Michigan Department of Natural Resources (Department), and that the Ingham County Board of Commissioners does hereby specifically agree, but not by way of limitation, as follows:

- 1. To appropriate all funds necessary to complete the project during the project period and to provide two hundred eighty-nine thousand (\$289,000) dollars to match the grant authorized by the Department, (of which \$281,500 is required by the Project's Grant Agreement and authorizes an additional \$7,500 for the topographic survey totaling \$289,000).
- 2. To maintain satisfactory financial accounts, documents, and records to make them available to the Department for auditing at reasonable times.
- 3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
- 4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
- 5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments to make available the project amount of \$300,000 from the Michigan Department of Natural Resources in line item 228-62800-967000-TR087.

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

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

FROM: Tim Morgan, Parks Director

DATE: September 6, 2022

SUBJECT: Amendment to the contract with Laux Construction, LLC for Lake Lansing Boat Launch

Fencing

For the meeting agenda of September 19, 2022 Human Services and September 21, 2022 Finance Committee

BACKGROUND

The Purchasing Department solicited proposals from experienced vendors for the purpose of entering into a contract for making improvements to the Lake Lansing Boat Launch. This general scope of work consists of removing and replacing a concrete boat ramp, automatic gate, fencing, and repairs.

The Board of Commissioners approved Resolution #22-145 authorizing a contract with Laux Construction, LLC for the improvements at Lake Lansing Boat Launch.

As part of this project, in an effort to be good neighbors, the Ingham County Parks is requesting the upgrade from the originally quoted 1,064 linear feet of black chain link fencing to black aluminum fencing and two gates along neighboring properties which then will match the fencing along the front of the boat launch site.

ALTERNATIVES

To keep the contract as originally approved.

FINANCIAL IMPACT

Requesting an amendment of an additional \$19,099.71 from the Ingham County Trails and Parks Millage fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their September 12, 2022 meeting.

RECOMMENDATION

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH LAUX CONSTRUCTION, LLC FOR LAKE LANSING BOAT LAUNCH FENCING

WHEREAS, Resolution #22-145 authorized a contract with Laux Construction, LLC in the amount of \$324,257.15 including a substitution for an emergency gate in the amount of \$2,200 for a total construction cost not to exceed \$326,457.15; and

WHEREAS, the Ingham County Parks, as part of the Lake Lansing Boat Launch improvement project, is requesting additional funding to upgrade fencing along neighboring properties.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an additional \$19,099.71 from the Ingham County Trails and Parks Millage fund balance to complete the project.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$19,099.71 from the Ingham County Trails and Parks Millage fund balance into line item 228-62800-967000-TR086.

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

FROM: Tim Morgan, Parks Director

DATE: September 6, 2022

SUBJECT: Contract with Northern Michigan Spray Foam

For the meeting agenda of September 19, 2022 Human Services and September 21, 2022 Finance

BACKGROUND

The Parks Department operates a snow tubing park at Hawk Island County Park. Staff solicited proposals from qualified and experienced spray foam insulation contractors to enter into a contract for the purpose of supplying and installing spray insulation in a new snow tubing storage building presently being constructed.

ALTERNATIVES

Do not install insulation resulting in heat loss and increased utilities cost.

FINANCIAL IMPACT

Northern Michigan Spray Foam, was the lowest responsive bid in compliance with the Ingham County Purchasing Policy. The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Northern Michigan Spray Foam for the base bid \$9,500. There are funds available in line item 228-75999-976000-20P11 for this project as detailed below:

Project	Beginning	Current	Requested	Remaining
	Allocation	Balance	Amount	Balance
Spray insulation	\$114,580	\$48,476.63	\$9,500	\$38,976.63

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their September 12, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Northern Michigan Spray Foam.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH NORTHERN MICHIGAN SPRAY FOAM FOR SUPPLYING AND INSTALLING SPRAY INSULATION AT HAWK ISLAND COUNTY PARK

WHEREAS, the Ingham County Parks Department operates a snow tubing facility at Hawk Island County Park; and

WHEREAS, Capital Improvement funds were previously allocated for a new snow tube storage building; and

WHEREAS, the Parks Department solicited proposals from qualified and experienced spray insulation contractors to enter into a contract for the purpose of supplying and installing spray insulation in the new snow tube storage building; and

WHEREAS, Northern Michigan Spray Foam was the lowest responsive bid in compliance with the Ingham County Purchasing Policies; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Northern Michigan Spray Foam.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Northern Michigan Spray Foam for the base bid in the amount of \$9,500 for supplying and installing spray insulation at Hawk Island County Park.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-976000-20P11.

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 5, 2022

SUBJECT: Authorization to Enter into an Agreement with Ascension Pharmacy for Participation in the 340B

Drug Discount Program.

For the Meeting Agendas of September 19, 2022 and September 21, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Ascension Pharmacy for its participation in the CHC's 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023 with a one-year auto-renewal thereafter. The 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use. Public Law 102-585 – Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufactures may charge covered entities. The 340B program offers opportunities to purchase discounted drugs for use during patient visits, for dispensing from a covered entity owned pharmacy, or for dispensing via contract arrangement with a retail pharmacy. ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit.

ALTERNATIVES

Not entering into this agreement would result in a loss of potential savings utilizing the 340B program through Ascension Pharmacy.

FINANCIAL IMPACT

There is no cost to participate in this agreement. This agreement will generate \$38,600 in annual savings, based on the volume of existing patients who presently receive prescription medications from Ascension Pharmacy.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering an agreement with Ascension Pharmacy for its participation in the 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023, with a one-year auto-renewal thereafter.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ASCENSION PHARMACY FOR PARTICIPATION IN THE 340B DRUG DISCOUNT PROGRAM

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Ascension Pharmacy for its participation in the CHC's 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023 with a one-year auto-renewal thereafter; and

WHEREAS, the 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use; and

WHEREAS, Public Law 102-585 – Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufacturers may charge covered entities; and

WHEREAS, the 340B program offers opportunities to purchase discounted drugs for use during patient visits, for dispensing from a covered entity owned pharmacy, or for dispensing via contract arrangement with a retail pharmacy; and

WHEREAS, the ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit; and

WHEREAS, there is no cost to participate in this agreement and this agreement will generate \$38,600 in annual savings based on the volume of existing patients who presently receive prescription medications from Ascension Pharmacy; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Ascension Pharmacy for its participation in the 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023 with a one-year auto-renewal thereafter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Ascension Pharmacy for its participation in the 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023, after which, the agreement shall renew automatically for a period of one year, unless terminated by either party.

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

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 5, 2022

SUBJECT: Authorization To Enter into an Agreement with Atlas Meds Pharmacy Inc. for participation in the

340B drug discount program.

For the Meeting Agendas of September 19, 2022 and September 21, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Atlas Meds Pharmacy Inc. for its participation in the CHC's 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023 with a one-year auto-renewal thereafter. The 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use. Public Law 102-585 – Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufactures may charge covered entities. The 340B program offers opportunities to purchase discounted drugs for use during patient visits, for dispensing from a covered entity owned pharmacy, or for dispensing via contract arrangement with a retail pharmacy. ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit.

ALTERNATIVES

Not entering into this agreement would result in a loss of potential savings utilizing the 340B program through Atlas Meds Pharmacy Inc.

FINANCIAL IMPACT

There is no cost to participate in this agreement. This agreement will generate \$70,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Atlas Meds Pharmacy Inc.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering into an agreement with Atlas Meds Pharmacy Inc. for its participation in the 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023, with a one-year auto-renewal thereafter.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ATLAS MEDS PHARMACY INC. FOR PARTICIPATION IN THE 340B DRUG DISCOUNT PROGRAM

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Atlas Meds Pharmacy Inc. for its participation in the CHC's 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023 with a one-year auto-renewal thereafter; and

WHEREAS, the 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use; and

WHEREAS, Public Law 102-585 – Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act limits the amount that manufacturers may charge covered entities; and

WHEREAS, the 340B program offers opportunities to purchase discounted drugs for use during patient visits, for dispensing from a covered entity owned pharmacy, or for dispensing via contract arrangement with a retail pharmacy; and

WHEREAS, the ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit; and

WHEREAS, there is no cost to participate in this agreement and this agreement will generate \$70,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Atlas Meds Pharmacy Inc.; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Atlas Meds Pharmacy Inc. for its participation in the 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023 with a one-year auto-renewal thereafter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Atlas Meds Pharmacy for its participation in the 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023, after which, the agreement shall renew automatically for a period of one year, unless terminated by either party.

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

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 5, 2022

SUBJECT: Authorization to Enter into an Agreement with Central Pharmacy for participation in the 340B

drug discount program.

For the Meeting Agendas of September 19, 2022 and September 21, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Central Pharmacy for its participation in the CHC's 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023 with a one-year auto-renewal thereafter. The 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use. Public Law 102-585 – Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act limits the amount that manufactures may charge covered entities. The 340B program offers opportunities to purchase discounted drugs for use during a patient visit, for dispensing from a covered entity owned pharmacy, or for dispensing via contract arrangement with a retail pharmacy. ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit.

ALTERNATIVES

Not entering into this agreement would result in a loss of potential savings utilizing the 340B program through Central Pharmacy.

FINANCIAL IMPACT

There is no cost to participate in this agreement. This agreement will generate \$179,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Central Pharmacy.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering into an agreement with Central Pharmacy for its participation in the CHC's 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023 with a one-year auto-renewal thereafter.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CENTRAL PHARMACY FOR PARTICIPATION IN THE 340B DRUG DISCOUNT PROGRAM

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Central Pharmacy for its participation in the CHC's 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023 with a one-year auto-renewal thereafter; and

WHEREAS, the 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use; and

WHEREAS, Public Law 102-585 – Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act limits the amount that manufacturers may charge covered entities; and

WHEREAS, the 340B program offers opportunities to purchase discounted drugs for use during the patient visit, for dispensing from a covered entity owned pharmacy, or for dispensing via contract arrangement with a retail pharmacy; and

WHEREAS, ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit; and

WHEREAS, there is no cost to participate in this agreement and this agreement will generate \$179,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Central Pharmacy; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Central Pharmacy for its participation in the 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023 with a one-year auto-renewal thereafter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Central Pharmacy for its participation in the 340B Drug Discount Program, effective October 1, 2022 through September 30, 2023, after which, the agreement shall renew automatically for a period of one year, unless terminated by either party.

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

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 06, 2022

SUBJECT: Authorization to Amend Agreement with Michigan Department of Labor and Economic

Opportunity for AmeriCorps State Program to Accept Additional Funds

For the Meeting Agendas of September 19, 2022, and September 21, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #22-102 with Michigan Department of Labor and Economic Opportunity (MDLEO) by decreasing the agreement from \$173,382 to \$109,582 effective October 1, 2021 through September 30, 2022.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The total decrease of the amendment will be \$63,800.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #22-102 with Michigan Department of Labor and Economic Opportunity (MDLEO), by decreasing the agreement from \$173,382 to \$109,582, effective October 1, 2021 through September 30, 2022.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #22-102 AUTHORIZING AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #22-102 with Michigan Department of Labor and Economic Opportunity (MDLEO) by decreasing the agreement for the AmeriCorps grant award, in the amount of \$63,800 from \$173,382 to \$109,582, effective October 1, 2021 through September 30, 2022; and

WHEREAS, all other terms of the agreement will remain the same; and

WHEREAS, the total cost of the amended agreement shall not exceed \$109,582; and

WHEREAS, and the Health Officer recommends that the Ingham County Board of Commissioner's authorize amending Resolution #22-102 with Michigan Department of Labor and Economic Opportunity (MDLEO), by decreasing the agreement from \$173,382 to \$109,582 effective October 1, 2021 through September 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #22-102 authorizing an agreement with Michigan Department of Labor and Economic Opportunity (MDLEO), by decreasing the agreement to \$109,582, effective October 1, 2021 through September 30, 2022.

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

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to sign the MDLEO Agreement electronically after approval as to form by the County Attorney.

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 9, 2022

SUBJECT: Authorization to Renew Representation Agreement with Daudi & Kroll P.C. for Kamar Alnerabieh

For the meeting agendas of September 19, 2022 and September 21, 2022

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to renew the representation agreement with Daudi and Kroll P.C. (D&K) effective October 1, 2022 through September 30, 2023 for an amount not to exceed \$5,000. Per Resolution #20 – 457, D&K currently provides legal services on behalf of Dental Hygienist, Kamar Alnerabieh, as the employee and Ingham County as the employer for her PERM Labor Certification with the U.S. Department of Labor (DOL) and I-140 Immigration Petition. D&K may jointly represent Ingham County and the employee in connection with the requested immigration services. Renewing this agreement is mutually beneficial to the County and to the employee, as the County retains a revenue generating provider position, and the employee will be able to pursue their permanent immigration status. The current representation agreement is set to expire on September 30, 2022.

ALTERNATIVES

Choosing not to renew this agreement would result in the Dental Hygienist's position being jeopardized.

FINANCIAL IMPACT

The employer paid fees for assisting with the preparation and filing of this PERM labor certification with the DOL and filing of I-140 Immigrant Petition are as follows: \$2,500 due at the time of agreement execution; \$1,000 due at the time of filing the Labor Certification with DOL, and up to \$1,500 due upon approval of Labor and Certification to commence I-140 petition filing. These fees, totaling \$5,000, shall be used towards D&K's legal fees. Each installment shall be a flat-fee for that particular step, shall be nonrefundable, and shall be earned upon receipt. The employer is responsible for the filing fees required by DOL and the United States Citizenship and Immigration Services (USCIS). D&K makes no guarantees as to the success or failure of the legal services with DOL and/or USCIS. The legal fees shall be shared between D&K and the Law Offices of Behzad Ghassemi for legal services performed. Any legal and/or filing fees for employees to file an I-485 Application to Register Permanent Residence or Adjust Status shall be at employee's sole expense. The cost of this agreement will be funded through the FY '23 CHC operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes the renewal of the representation agreement with Daudi and Kroll P.C. effective October 1, 2022 through September 30, 2023, for an amount not to exceed \$5,000.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW A REPRESENTATIONAL AGREEMENT WITH DAUDI & KROLL P.C. FOR KAMAR ALNERABIEH

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to renew the representation agreement with Daudi & Kroll P.C. (D&K) effective October 1, 2022 through September 30, 2023, for an amount not to exceed \$5,000; and

WHEREAS, per Resolution #20 – 457, D&K currently provides legal services on behalf of the Dental Hygienist, Kamar Alnerabieh, as the employee and Ingham County as the employer for her PERM Labor Certification with the U.S. Department of Labor (DOL) and I-140 Immigration Petition; and

WHEREAS, D&K may jointly represent Ingham County and the employee in connection with the requested immigration services; and

WHEREAS, renewing this agreement is mutually beneficial to the County and to the employee, as the County retains a revenue generating provider position, and the employee will be able to pursue their permanent immigration status; and

WHEREAS, the employer paid fees for assisting with the preparation and filing of this PERM labor certification with the DOL and filing of I-140 Immigrant Petition are as follows: \$2,500 due at the time of agreement execution; \$1,000 due at the time of filing the Labor Certification with DOL, and up to \$1,500 due upon approval of Labor and Certification to commence I-140 petition filing; and

WHEREAS, these fees, totaling \$5,000, shall be used towards D&K's legal fees and will be funded through the 2023 CHC operating budget; and

WHEREAS, each installment shall be a flat-fee for that particular step, shall be nonrefundable, and shall be earned upon receipt; and

WHEREAS, the legal fees shall be shared between D&K and the Law Offices of Behzad Ghassemi for legal services performed; and

WHEREAS, the employer is responsible for the filing fees required by DOL and the United States Citizenship and Immigration Services (USCIS) and D&K makes no guarantees as to the success or failure of the legal services with DOL and/or USCIS; and

WHEREAS, any legal and/or filing fees for employees to file an I-485 Application to Register Permanent Residence or Adjust Status shall be at employee's sole expense; and

WHEREAS, the CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorizes renewing the representation agreement with Daudi & Kroll P.C. effective October 1, 2022 through September 30, 2023, for an amount not to exceed \$5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of the representation agreement with Daudi & Kroll P.C. effective October 1, 2022 through September 30, 2023, for an amount not to exceed \$5,000.

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 1, 2022

SUBJECT: Resolution to Amend Agreement with Dignified Aging Project

For the Meeting Agendas of September 19, 2022 and September 21, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #22-028 with Dignified Aging Project (DAP) by adding the monkeypox vaccine, changing the mileage reimbursement plan, and increasing the agreement by \$10,000, for a total amount not to exceed \$70,000, effective October 1, 2022 through September 30, 2023. As residents of long-term care facilities and those who are homebound have been disproportionately affected by the COVID-19 pandemic and often face transportation barriers or an inability to travel to a vaccination site, this amendment will allow DAP to provide both COVID-19 and seasonal influenza, as well as monkeypox vaccinations to Ingham County residents, including homebound residents. Allowing DAP to provide nursing staff will also help to increase the number of vaccinators in Ingham County, and provide COVID-19, seasonal influenza, and monkeypox vaccinations to residents at a faster rate. ICHD wishes to further amend this agreement by changing the mileage reimbursement to cover mileage from ICHD to the patient's home and back to ICHD, and by increasing the mileage reimbursement to the current IRS rate (from \$0.57 per mile to \$0.625). ICHD will continue to require any vendor partnering with Ingham County to be fully vaccinated at or above Ingham County's current vaccination rate.

ALTERNATIVES

ICHD could partner with other agencies to fill the need for additional vaccinators, but this would slow down the vaccination process while ICHD searched for other vendors, as there is already an existing agreement with DAP.

FINANCIAL IMPACT

All costs for this agreement will be covered by both Michigan Department of Health and Human Services (MDHHS) grant funds accepted through Resolution #22-397 and/or from the Fiscal Year 2023 Health Department operating budget. The mileage reimbursement rate increase will go into effect October 1, 2022.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information provided, I respectfully recommend that the Ingham County Board of Commissioners authorizes amending Resolution #22-028 with DAP by adding monkeypox vaccine, changing the mileage reimbursement plan, and increasing the amount by \$10,000 in an amount not to exceed \$70,000 effective October 1, 2022 through September 30, 2023.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #22-028 AUTHORIZING AN AGREEMENT WITH DIGNIFIED AGING PROJECT

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #22-028 with Dignified Aging Project (DAP) by adding the monkeypox vaccination, changing the mileage reimbursement plan, and increasing the agreement by \$10,000, for a total amount not to exceed \$70,000 effective October 1, 2022 through September 30, 2023; and

WHEREAS, residents of long-term care facilities and those who are homebound have been disproportionately affected by the COVID-19 pandemic and often face transportation barriers or an inability to travel to a vaccination site; and

WHEREAS, this amendment will allow Dignified Aging Project to provide COVID-19, seasonal influenza, and the monkeypox vaccinations to Ingham County residents, including homebound residents, if desired at the same time; and

WHEREAS, ICHD wishes to further amend Resolution #22-028 by eliminating the provision that "mileage will only be included for home to worksite or worksite to home after 30 miles" and changing reimbursement to cover travel from ICHD to the patient's home(s) and back to ICHD at the current IRS mileage rate (from \$0.57 per mile to \$0.625); and

WHEREAS, allowing DAP to provide nursing staff will also help to increase the number of vaccinators in Ingham County, and get COVID-19, seasonal influenza, and monkeypox vaccines to residents at a faster rate; and

WHEREAS, included in this amendment and approved through Resolution #21-440, any vendor partnering with Ingham County must also be fully vaccinated at or above Ingham County's current vaccination rate; and

WHEREAS, all costs of this amendment, will be covered by both Michigan Department of Health and Human Services (MDHHS) grant funds accepted through Resolution #22-397 and/or from the 2023 Health Department Operating Budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #22-028 by adding the monkeypox vaccination, by changing the mileage reimbursement plan, and by increasing the amount of the contract/agreement by \$10,000 in an amount not to exceed \$70,000 effective October 1, 2022 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #22-028 by adding the monkeypox vaccination, changing the mileage reimbursement plan, and increasing the amount of the contract/agreement by \$10,000 in an amount not to exceed \$70,000 effective October 1, 2022 through September 30, 2023.

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 1, 2022

SUBJECT: Authorization to Enter into COVID-19 Regional Health Equity Council Backbone Organization

Grant Sub-agreements with Capital Area Health Alliance and TCB Consulting, LLC

For the meeting agendas of September 19, 2022 and September 21, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to subcontract \$24,561 in grant funding which was awarded through the COVID-19 Regional Health Equity Council Backbone Organization Grant from the Michigan Public Health Institute (MPHI) and the Michigan Department of Health and Human Services (MDHHS), effective August 1, 2022 through September 30, 2022. This initiative was approved through Resolution #22-396. This \$24,561 in funding will be used to launch and support a Regional Health Equity Council which will address health inequities and social determinants of health in Ingham County.

ALTERNATIVES

ICHD could support the Health Equity Council (HEC) independently, however, these partnerships/subcontracts were vital components of the grant application and discussed with the MPHI and MDHHS prior to the award.

FINANCIAL IMPACT

Subcontracts will be fully paid from grant funds awarded by MPHI/MDHHS and will be allocated in the following amounts:

- Capital Area Health Alliance, in an amount not to exceed \$12,111 to support regular weekly work from Capital Area Health Alliance (CAHA), a grant co-applicant; and
- TCB Consulting, LLC, in an amount not to exceed \$12,450 to provide monthly training and support group facilitation.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into subcontracts with the CAHA, in an amount not to exceed \$12,111, and TCB Consulting, LLC, in an amount not to exceed \$12,450, for the COVID-19 Regional Health Equity Council Backbone Organization Grant from the MPHI and MDHHS, effective August 1, 2022 through September 30, 2022.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE COVID-19 REGIONAL HEALTH EQUITY COUNCIL BACKBONE ORGANIZATION GRANT SUB-AGREEMENTS WITH THE CAPITAL AREA HEALTH ALLIANCE AND TCB CONSULTING, LLC

WHEREAS, Ingham County Health Department (ICHD) wishes to subcontract \$24,561 in grant funding which was awarded through the COVID-19 Regional Health Equity Council Backbone Organization Grant from the Michigan Public Health Institute (MPHI) and the Michigan Department of Health and Human Services (MDHHS) effective August 1, 2022 through September 30, 2022; and

WHEREAS, this initiative was approved through Resolution #22-396; and

WHEREAS, this \$24,561 in funding will be used to launch and support a Regional Health Equity Council which will address health inequities and social determinants of health in Ingham County; and

WHEREAS, ICHD wishes to enter into sub-agreements with the following partners in the following amounts to support this initiative:

- Capital Area Health Alliance (CAHA), in an amount not to exceed \$12,111 to support regular weekly work from CAHA, a co-applicant; and
- TCB Consulting, LLC, in an amount not to exceed \$12,450 to provide monthly training and support group facilitation; and

WHEREAS, these partnerships were vital components of the grant application and discussed with MPHI and MDHHS prior to issuance of the award; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into agreements with the CAHA, in an amount not to exceed \$12,111, and TCB Consulting, LLC, in an amount not to exceed \$12,450, effective August 1, 2022 through September 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreements with CAHA, in an amount not to exceed \$12,111, and TCB Consulting, LLC, in an amount not to exceed \$12,450, effective August 1, 2022 through September 30, 2022.

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

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

TO: Human Services, County Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 3, 2022

SUBJECT: Authorization to Increase Position #601181 from 0.5 FTE to 0.75 FTE

For the Meeting Agendas of September 19, September 20 and September 21, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to increase the status of the Dentist position #601181 at Forest Dental Center (FCHC) from a .50 FTE to a 0.75 FTE, effective October 1, 2022 in an amount not to exceed \$62,120. Dentists are essential healthcare clinicians who provide trusted and needed integrated dental care to Ingham County's most vulnerable populations. This position will be primarily responsible for diagnosing dental disease or injury, establishing treatment plans, and performing fillings, extractions, and related procedures. An increase in dental FTE translates to an increase in access to dental care.

ALTERNATIVES

ICHD's CHCs could choose not to increase the FTE for this position, which would result in an increasing number of patients without essential dental care.

FINANCIAL IMPACT

The increased cost related to increasing this position from .50 FTE to 0.75 FTE is \$62,120.00 (.50 FTE MC Grade D Step 5 is \$129,967; .75 FTE MC Grade D Step 5 is \$192,087. The additional costs will be covered by additional visits and revenue associated with the increase in FTE.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes increasing position #601181 from .50 FTE to 0.75 FTE, effective October 1, 2022 for an amount not to exceed \$62,120.

Personnel cost analysis -K Drake request 8/05/22 Position #: 601181

		.50 FTE MC Grade D Step 5	.75 FTE MC Grade D Step 5	Difference
70400 0	SALARY	81,680	122,520	40,840
	UNEMPLYMT	424	609	185
	FICA/MEDICARE	6,478	9,315	2,837
	DENTAL	936	936	0
	VISION	135	135	0
	HLTH WAIVER	2,996	4,494	1,498
	MERS 0101H	28,000	42,000	14,000
	RTEE CHG B	3,586	3,586	0
_	SEPARATE	1,694	2,435	741
	RET/HLTH/T	3,811	5,717	1,906
	LIFE 30K	150	225	75
	WORKERS' COMP	77	115	38
O		129,967	192,087	62,120
	Salary Fringes	81,680 48,287	122,520 69,567	40,840 <u>21,280</u> <u>62,120</u>
		129,967	192,087	62,120

Notes:

Calculation based on FY '23 wages and fringe documents

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN INCREASE OF POSITION #601181 (DENTIST) FROM 0.5 FTE TO 0.75 FTE

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to increase the status of the Dentist position #601181 at Forest Dental Center (FCHC) from a .50 FTE to a 0.75 FTE, effective October 1, 2022; and

WHEREAS, dentists are essential healthcare clinicians who provide trusted and needed, integrated dental care to Ingham County's most vulnerable populations; and

WHEREAS, this position will be primarily responsible for diagnosing dental disease or injury, establishing treatment plans, and performing fillings, extractions, and related procedures; and

WHEREAS, an increase in dental FTE translates to an increase in access to dental care; and

WHEREAS, the increased cost related to increasing this position from .50 FTE to 0.75 FTE is \$62,120 (.50 FTE MC Grade D Step 5 is \$129,967; .75 FTE MC Grade D Step 5 is \$192,087); and

WHEREAS, the additional costs will be covered by additional visits and revenue associated with the increase in FTE; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorizes an increase of the Dentist position #601181 from .50 FTE to 0.75 FTE, effective October 1, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase of the Dentist position #601181 (MC Grade D) from 0.50 FTE to 0.75 FTE, effective October 1, 2022.

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

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

TO: Human Services and Finance Committee

FROM: Linda S. Vail, Health Officer

DATE: August 25, 2022

SUBJECT: FY 22 State of Michigan Emerging Threats Comprehensive Agreement Amendment # 4

For the meeting agendas of September 19, 2022 and September 21, 2022

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The Board of Commissioners approved the 2021-2022 Emerging Threats Comprehensive Agreement through Resolution #21-419, Amendment #1 through Resolution #21-586, Amendment #2 through Resolution #22-184, and Amendment #3 through Resolution #22-359.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this agreement will increase the FY '22 amended grant amount from \$4,396,242 to \$4,448,094 an increase of \$51,852. The revised resolution makes the following specific change to the budget:

Monkeypox Virus Response: increase of 50,000 from \$0.00 to \$50,000 U4U Tuberculosis Services: increase of \$1,852 from \$0.00 to \$1,852

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this Emerging Threats agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2021 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE 2021-2022 EMERGING THREATS MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County has entered into a 2021 – 2022 Emerging Threats Agreement authorized in Resolution #21-419 and Amendment #1 in Resolution #21-586, Amendment #2 in Resolution #22-184, and Amendment #3 in Resolution #22-359; and

WHEREAS, MDHHS has proposed Amendment #4 to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the revised Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2021 – 2022 Emerging Threats Agreement with the Michigan Department of Health and Human Services for the delivery of emerging threats services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of Agreement shall be October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the scope of services included in this Agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall increase from \$4,396.242 to \$4,448.094, an increase of \$51,852.

BE IT FURTHER RESOLVED, that the increase funds consist of the following specific change to program budgets:

Monkeypox Virus Response: increase of 50,000 from \$0.00 to \$50,000 U4U Tuberculosis Services: increase of \$1,852 from \$0.00 to \$1,852

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

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2021-2022 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 1, 2022

SUBJECT: Resolution to Enter Agreement with Kulik Strategic Advisers for the Development of a Health

Department Strategic Plan

For the Meeting Agendas of September 19, and September 21, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Kulik Strategic Advisers for the development of a strategic plan, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$32,288. Funding for the strategic plan will be from the Health Department's Operating Budget for FY 2023. As a Nationally Accredited Health Department, ICHD is committed to the Strategic Planning process which provides the opportunity to assess the current environment, create a vision for the future, and set a plan into motion. This process involves identifying clear objectives, strategies, and initiatives, while prioritizing resources in order to meet those goals. Strategic Planning will further allow ICHD to set and align priorities with the community, define organizational needs, strengthen operations, and optimize performance in order to enhance growth and development. As ICHD experienced a significant and prolonged disruption to typical public health and health center operations due to the COVID-19 global pandemic, there have been many changes in priorities, staffing, and community initiatives. This disruption further necessitates the need for ICHD to commit to strategic planning. A Strategic Plan will not only communicate these identified priorities, but will provide a platform for future decision making.

Kulik Strategic Advisers will provide a final Strategic Plan which will include:

- Identified strategic priorities, goals, and objectives
- A Health Equity and Social Justice lens/approach
- Alignment with Community Health Improvement Plan
- Alignment with the strategic planning standards of the Public Health Accreditation Board (PHAB)

Additionally, the Strategic Plan must contain:

- Executive Summary
- Measurable Outcomes and Population-level Indicators
- Implementation and Monitoring Strategy
- Performance Management Plan or Linkage

ALTERNATIVES

Choosing not to enter into this agreement would result in a missed opportunity for ICHD to realign priorities and identify current needs and strategies in a post-pandemic environment.

FINANCIAL IMPACT

The funding to pay for this agreement will come from the Health Department's FY '23 operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes approval of the attached resolution to enter into an agreement with Kulik Strategic Advisers for Strategic Planning work for the Health Department, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$32,288.

TO: Anne Barna, Deputy Health Officer, Health Department

FROM: James Hudgins, Director of Purchasing

DATE: July 19, 2022

RE: Memorandum of Performance for RFP No. 72-22 Strategic Planning for the Ingham County

Health Department

Per your request, the Purchasing Department sought proposals from qualified and experienced consultative, planning, and facilitation firms for the development of a three-year strategic plan for the Ingham County Health Department (ICHD) that will guide its future strategic direction.

The scope of work includes, but is not limited to, developing, implementing, and facilitating stakeholder and public involvement in the planning process, identifying strategic priorities, setting goals and objectives with a health equity and social justice approach and aligning with Community Health Improvement Plan and planning standards of the Public Health Accreditation Board (PHAB). The successful proposer will report to the Deputy Health Officer of Administration and the Innovation and Planning Manager of ICHD.

The Purchasing Department can confirm the following:

Function	Overall Number of Number of Local	
	Vendors	Vendors
Vendors invited to propose	26	6
Vendors responding	4	0

A summary of the vendors' costs:

Vendor Name	Local Preference	Maximum Contract Amount
Sbrand Solutions	No, FL	\$31,750.00
Kulik Strategic Advisers (KSA)	No, GA	\$32,288.00
Zilo International Group LLC	No, CO	\$32,500.00
Ascendient	No, MD	\$59,700.00

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 <u>jhudgins@ingham.org</u> or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH KULIK STRATEGIC ADVISERS FOR THE DEVELOPMENT OF A HEALTH DEPARTMENT STRATEGIC PLAN

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Kulik Strategic Advisers for the development of a health department strategic plan, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$32,288; and

WHEREAS, funding for the strategic plan will be from the Health Department's Operating Budget for 2023; and

WHEREAS, as a Nationally Accredited Health Department, ICHD is committed to the Strategic Planning process which provides the opportunity to assess the current environment, create a vision for the future, and set a plan into motion; and

WHEREAS, this process involves identifying clear objectives, strategies, and initiatives, while prioritizing resources in order to meet those goals; and

WHEREAS, strategic planning will further allow ICHD to set and align priorities with the community, define organizational needs, strengthen operations, and optimize performance in order to enhance growth and development; and

WHEREAS, as ICHD experienced a significant and prolonged disruption to typical public health and health center operations due to the COVID-19 global pandemic, there have been many changes in priorities, staffing, and community initiatives; and

WHEREAS, this disruption further necessitates the need for ICHD to commit to strategic planning; and

WHEREAS, a Strategic Plan will not only communicate these identified priorities, but will provide a platform for future decision making; and

WHEREAS, Kulik Strategic Advisors will provide a final Strategic Plan which will include:

- Identified strategic priorities, goals, and objectives
- A Health Equity and Social Justice lens/approach
- Alignment with Community Health Improvement Plan
- Alignment with the strategic planning standards of the Public Health Accreditation Board (PHAB); and

WHEREAS, the Strategic Plan must also contain:

- Executive Summary
- Measurable Outcomes and Population-level Indicators
- Implementation and Monitoring Strategy
- Performance Management Plan or Linkage; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with Kulik Strategic Advisers for the development of a health department strategic plan, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$32,288.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Kulik Strategic Advisers for the development of a health department strategic plan, effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$32,288.

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

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

TO: Human Services, County Services, and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 5, 2022

SUBJECT: Authorization to Convert Women Infant and Children's Health Program Assistant Position to a

Community Health Representative II Position

For the Meeting Agendas of September 19, September 20, and September 21, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Women Infants & Children's (WIC) Division wishes to convert the current Health Program Assistant position to a Community Health Representative II position, effective upon approval. The Health Program Assistant position (position #601106), as currently defined, limits the duties of the position to exclude what is fully needed to efficiently operationalize and maintain the client caseload of the WIC Program. The Health Program Assistant position is outdated and no longer serves the needs of the WIC Program which has modernized, and is operationalized using an electronic medical record system which requires a support role capable of a higher degree of complexity than the Health Program Assistant position is designed for. The role of the Community Health Representative II better suits the needs of the WIC clinic. Converting the Health Program Assistant position to a Community Health Representative II, better fits the needs of the clinic and enhances the program's ability to meet policies set forth by the State and Federal government. As this position is currently vacant, ICHD wishes to use this vacancy period to make these changes.

ALTERNATIVES

There are no alternatives that will allow ICHD's WIC to remain compliant with State WIC Policies and operate efficiently.

FINANCIAL IMPACT

The financial impact to make this change will total 3,875 per year. The Health Program Assistant position is a UAW Technical, Office, Paraprofessional Service Grade C, and the Community Health Representative II position is UAW-Technical, Office, Paraprofessional Service Grade D position. The increased costs related to this position conversion will be covered by the FY '23 WIC budget.

STRATEGIC PLANNING IMPACT

This position change supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan- Expand access to healthcare for county residents.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a conversion of position #601106 for the WIC's Health Program Assistant position to a Community Health Representative II position effective upon approval.

TO: Tracie Bolton, WIC Program Coordinator

FROM: Joan Clous, Human Resources Specialist

DATE: August 5, 2022

RE: Support for conversion of Health Program Assistant (UAW-C) to a Community Health

Representative II (UAW-D)

Per your request, Human Resources has reviewed the position conversion request and is in support of the change.

After analysis, the position of Health Program Assistant with a salary range of UAW C (\$33,991.30 to \$40,505.60) and will be converted to a Community Health Representative UAW D (\$36,267.11 to \$43,194.87) The UAW has been notified. They support the conversion.

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.

INGHAM COUNTY JOB DESCRIPTION

HEALTH PROGRAMS ASSISTANT

General Summary:

Performs a variety of clerical tasks to assist in the processing of a variety of health department records and providing clerical support to other staff. Answers questions on departmental procedures, scheduling, and related matters. Types a variety of forms and documents, completes various documents with information from the client or from file documentation and assists in maintaining record keeping systems. Performs data entry. Performs a variety of clerical support tasks.

Essential Functions:

- 1. Answers questions in person and by telephone regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Takes messages and schedules appointments for other staff, testing, and for programs or clinics. May serve as receptionist and greet the public in person as well as by telephone. Assists clients in filling out forms and reviews documents for proper completion.
- 2. Types various correspondence, reports, forms and other documents, using word processing software, following established procedures or specific instructions. Proofs documents. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, flyers, newsletters, training materials and other documents.
- 3. Prepares and types a variety of forms and other documents such as health charts, case notes, program outlines, and various other documents.
- 4. Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation.
- 5. Operates computer terminal for entry of data such as service activity data, billing information, supplies used, client records, case notes, payments, vouchers, client information, changes and deletions of demographic information, and other data.
- 6. Processes various transactions that are unique to the program of assignment, includes reviewing documentation for completeness and accuracy, entering data to computer, completing forms or transactions, collecting fees and issuing receipts, and following up as required.
- 7. Opens and distributes incoming mail. Sorts, weighs, and meters out-going mail and records postage charges to the proper account. Assists with processing bulk mailings.
- 8. Performs a variety of clerical support tasks such as making copies, opening, sorting and distributing mail, sending faxes, and related tasks.

Other Functions:

- May perform the duties of a Clinical assistant/Technician by conducting initial interviews, preparing clients for examinations, administering standardized tests, and recording results.
- 2. May attend meetings to take notes and summarize important points, decisions, and work assignments.

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.

Experience: Six months of clerical experience.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications <u>should</u> <u>not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general guidelines</u> 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 office files.

Ability to enter and retrieve information from computer.

Ability to access charts and other records and documents.

Ability to operate copy machines and other office equipment.

Stooping, kneeling, and crouching to retrieve and put away supplies and materials.

May require the ability to lift and carry equipment weighing up to 30 lbs.

May require the ability to climb ladders and step stools to access shelves.

Working Conditions:

Works in office conditions.

HEALTH PROGRAMS ASSISTANT (1/11/99) UAW-C

INGHAM COUNTY JOB DESCRIPTION

COMMUNITY HEALTH REPRESENTATIVE II

General Summary:

Performs a variety of moderately complex clerical tasks to assist in the processing of a variety of health department records and providing clerical support to other staff. Enrolls clients in programs and answers questions on departmental procedures, eligibility requirements, scheduling, and related matters. Types a variety of forms and documents, completes various documents with information from the client or from file documentation, and assists in maintaining record keeping systems. Performs data entry and creates reports.

Essential Functions:

- 1. Greets the public in person as well as by telephone. Answers questions regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Takes messages and schedules appointments for staff and schedules clients for testing, for programs, or clinics. Assists clients in filling out forms and reviews documents for proper completion.
- 2. Receives clients and their families at a clinic or screening site. Coordinates initial interview, screens for insurance coverage, gathers background information, and assists in the completion of various forms and applications. May triage patients. Processes various applications to verify client information, checking data for accuracy and completeness. Contacts clients to verify and update information and verify appointments. Makes appointments, collects donations, and refers clients to other providers.
- 3. Monitors client folders assuring that proper documents are completed to ensure appropriate client billing of account. Adjusts and records all related documents, orders, costs for services rendered, and related fees as needed.
- 4. Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation.
- 5. Operates computer terminal for entry of data such as service activity data, billing information, supplies used, immunization records, case notes, payments, vouchers, client information, changes and deletions of demographic information, and other data.
- 6. Prepares, sorts, processes and files a variety of forms, applications, documents and records in accordance with departmental procedures and program guidelines.
- 7. Types correspondence, reports, forms and other documents, using word processing software, following established procedures or specific instructions. Proof reads documents. May type documents requiring a knowledge of medical terminology and medical transcription. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, training materials and other documents.
- 8. May perform routine bookkeeping tasks such as reviewing invoices and receivables, receipting donations, tracking expenditures, and receipting payments for services.
- 9. Provides outreach and education to clients and medical staff regarding program guidelines and health department services through mailings, displays, telephone contact and in person.

10. Performs a variety of clerical support tasks such as making copies, opening, sorting and distributing mail, sending faxes, taking messages, and related tasks.

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.

Experience: One year of general clerical experience is required. May require experience and training in various 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 <u>should not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general guidelines</u> 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 charts and other records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Stooping, kneeling, and crouching to retrieve and put away supplies and materials.
- May require the ability to travel throughout the county to various clinic locations.
- May require the ability to lift and carry equipment weighing up to 35 lbs.
- May require the ability to climb stairs to access work sites.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations

will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office and clinic conditions.
- May work in various off-site locations throughout the county.
- May be exposed to communicable diseases, blood, and other bodily fluids.

Personnel cost analysis for position conversion Position #: 601106

		Hlth Program Asst UAW TOPS Grade C Step 5	CHR II UAW TOPS Grade D Step 5	Difference
70400 0	SALARY	41,316	44,059	2,743
71400 0	UNEMPLYMT	207	220	14
71500 0	FICA/MEDICAR E	3,161	3,370	210
71610 0	DENTAL	936	936	0
71620 0	VISION	135	135	0
71602 0	PHP MED	21,880	21,880	0
71800 0	MERS 0101H	10,321	11,006	685
71850 0	MERS HYBRID	413	441	27
71603 5	RTEE CHG B	3,585	3,585	0
71645 0	SEPARATE	826	881	55
71604 0	RET/HLTH/T	1,859	1,983	123
71710 0	DISABILITY	54	57	4
71700 0	LIFE 30K	120	120	0
72200 0	WORKERS' COMP	202	216	13
		85,014	88,889	3,875
	Salary Fringes	41,316 43,699 85,014	44,059 <u>44,830</u> 88,889	2,743 1,132 3,875

Notes:

Calculation based on FY '23 wages and fringe documents PHP Med cost are based on a 2 person rate

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT A WIC HEALTH PROGRAM ASSISTANT POSITION TO A COMMUNITY HEALTH REPRESENTATIVE II POSITION

WHEREAS, Ingham County Health Department's (ICHD) Women Infants & Children's (WIC) Division wishes to convert the current Health Program Assistant position (position #601106) to a Community Health Representative II position, effective upon approval; and

WHEREAS, the Health Program Assistant position, as currently defined, limits the duties of the position to exclude what is fully needed to efficiently operationalize and maintain the client caseload of the WIC Program; and

WHEREAS, the Health Program Assistant position is outdated and no longer serves the needs of the WIC Program which has modernized, and is operationalized using an electronic medical record system which requires a support role capable of a higher degree of complexity than the Health Program Assistant position is designed for; and

WHEREAS, the role of the Community Health Representative II better suits the needs of the WIC clinic; and

WHEREAS, converting the Health Program Assistant position to a Community Health Representative II, better fits the needs of the clinic and enhances the program's ability to meet policies set forth by the State and Federal government; and

WHEREAS, as this position is currently vacant, ICHD wishes to use this vacancy period to make this conversion; and

WHEREAS, the financial impact to make this change will be \$3,875 per year and will be covered by the 2023 WIC operating budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes converting WIC's Health Program Assistant Position to a Community Health Representative II position, and shall be effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting position #601106 - WIC's Health Program Assistant Position UAW C (\$33,991.30 to \$40,505.60) to a Community Health Representative II position UAW D (\$36,267.11 to \$43,194.87), effective upon approval of this resolution.

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

TO: Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 6, 2022

SUBJECT: Authorization to Enter Agreement with AB Staffing Solutions

For the Meeting Agendas of September 19, 2022 and September 21, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with AB Staffing Solutions to provide staff as needed up to thirty (30) hours per week either as medical lead, float prep, and/or vaccinator for Ingham County residents, to staff Conference Room A, after hours, and weekend community-wide vaccination clinics effective October 1, 2022 through January 31, 2023, at \$55.00 to \$110.00 per hour based on the role for a total amount not to exceed \$228,800. This agreement will help to ensure that ICHD can increase capacity to meet the demand for COVID-19, Monkeypox, and other required immunizations to prevent and mitigate transmission of preventable diseases.

ALTERNATIVES

Failure to enter into this agreement would result in a decreased availability of community-wide vaccinations for Ingham County residents.

FINANCIAL IMPACT

The cost of this agreement will be covered by COVID Immunization funding approved through Resolution #22-397.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering into an agreement with AB Staffing Solutions to provide staff to serve up to (30) hours per week as medical lead, prep & or vaccinator for Ingham County residents, effective October 1, 2022 through January 31, 2023, at a rate of \$55.00 to \$110.00 per hour based on the role for a total amount not to exceed \$228,800.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH AB STAFFING SOLUTIONS

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with AB Staffing Solutions to provide staffing to serve thirty (30) hours per week as medical lead, prep, and/or vaccinator for Ingham County residents, effective October 1, 2022 through January 31, 2023, at a rate of \$55.00 to \$110.00 per hour based on the role for a total amount not to exceed \$228,800; and

WHEREAS, this agreement will help to ensure that ICHD can increase capacity to meet the demand for COVID-19, Monkeypox, and other required immunizations to prevent and mitigate transmission of preventable diseases; and

WHEREAS, the cost of this agreement will be covered by COVID Immunization funding approved through Resolution #22-397; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into to an agreement with AB Staffing Solutions to provide staffing to serve thirty (30) hours per week as medical lead, prep & or vaccinator for Ingham County residents, effective October 1, 2022 through January 31, 2023, at rate of \$55.00 to \$110.00 per hour based on role, for a total amount not to exceed \$228,800.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with AB Staffing Solutions to provide staffing to serve up to (30) hours per week as medical lead, prep, and/or vaccinator for Ingham County residents, effective October 1, 2022 through January 31, 2023, at rate of \$55.00 to \$110.00 per hour based on the role, for a total amount not to exceed \$228,800.

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

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

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

FROM: Tori Meyer, Director Financial Services

DATE: August 8, 2022

SUBJECT: Approval of Reorganization for the Financial Services Department

MEETINGS: August 16 and August 17, 2022

BACKGROUND

Financial Services has in the past and continues to have difficulty in attracting quality employees and retaining them. Job positions have not been reassessed for more than ten years. Financial staff compensation does not appear to be competitive with the local job market. Demands for the job responsibilities have become more complex with changes in federal and state regulations and increased audit requirements.

ALTERNATIVES

- 1. Approve the reorganization to aid in the hiring and retention of quality staff.
- 2. Disapprove the reorganization and continue to struggle with employee hiring and retention.

FINANCIAL IMPACT

Annual cost in wages and fringe benefits will amount to \$64,785.

STRATEGIC PLANNING IMPACT

Maintain the County's financial reserves at adequate levels.

RECOMMENDATION

I respectfully request the approval of the reorganization in the Financial Services Department.

TO: Tori Meyer, Financial Services Director

FROM: Joan Clous, Human Resources Specialist

DATE: 3/09/2022

RE: Support for Reorganization for the Financial Services Department

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

Accounts Payable – UAW G no change.

Sr. Lead Accountant - ICEA Pro 9 title change to Senior Accountant no level change.

Accountant ICEA Pro 7 (\$58,458.33 to \$70,195.50) will now be Accountant ICEA Pro 8 (\$63,763.66 to \$76,564.20).

Payroll Coordinator MC 6 (\$49,372.03 to \$59,276.88) will now be Payroll Administrator MC 7 (\$53,476.64 to \$64,208.34).

Deputy Finance Director will be placed within the MC group at a MC 12 (\$80,939.25 to \$97,177.46)

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:
 Desiree Cook

 To:
 Joan Clous

 Subject:
 RE: Accountant FS

Date: Friday, April 08, 2022 7:28:00 AM

Attachments: image001.pnq image002.png

image004.png

I approve. Thank you. Was waiting for response back from them.

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, April 7, 2022 8:45 AM
To: Desiree Cook <DCook@ingham.org>

Subject: RE: Accountant FS

Here are the changes

From: Desiree Cook < DCook@ingham.org>
Sent: Thursday, April 7, 2022 8:44 AM
To: Joan Clous < JClous@ingham.org>

Subject: RE: Accountant FS

Did the JD change?

From: Joan Clous < JClous@ingham.org > Sent: Thursday, April 7, 2022 8:39 AM
To: Desiree Cook < DCook@ingham.org >

Subject: Accountant FS

Desiree,

The Accountant FS has been reclassified as part of a reorganization in the Financial Services Department from an ICEA Pro 7 to an ICEA Pro 8. Is the union in support?

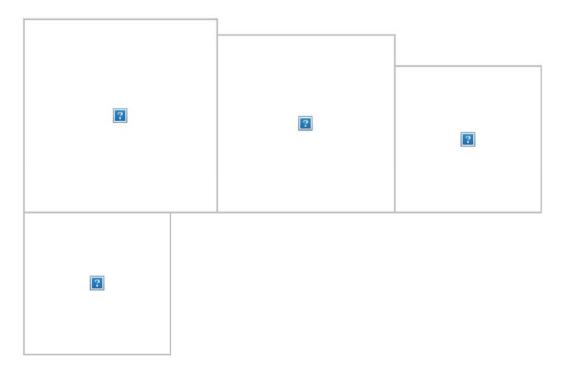
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102 Lansing MI 48911 517-887-4374 – Office 517-930-2075 - Cell 517-887-4396 – Fax



"Success is a project that is always under construction." $^{\sim}$ Pat Summit

INGHAM COUNTY JOB DESCRIPTION

SENIOR ACCOUNTANT Financial Services

General Summary:

Under the supervision of the Director of Financial Services, the Lead Senior Accountant backs up the Deputy Finance Director for financial reporting to MERS (Michigan Employees Retirement System) and providing security access/permissions within the financial software. Responsible for all financial reporting requirements of the American Rescue Plan Act grant program. Rakes a lead role in preparing footnotes for the annual audit. Monitors and balances the general ledger monthly as well as analyzes various accounts and prepares journal entries. Performs all staff accountant functions, grant accounting, and provides technical assistance to other county departments.

Essential Functions:

- 1. Acts as back –up to Deputy Finance Director in financial reporting to MERS.
- 2. Acts as back-up to the Deputy Finance Director for providing security/permissions within the financial software.
- 3. Responsible for financial reporting of the American Rescue Plan Act (ARPA) grant program.
- 4. Responsible for fiduciary grant accounting of the Homeland Security Grant program.
- 5. Works daily in the general ledger system reviewing, analyzing, preparing and posting journal entries from multiple departments within the County.
- 6. Prepares and enters journal entry account corrections and performs various general ledger reconciliations, and detailed spreadsheets to departments to support account balances. Communicates and follows-up with department questions and issues.
- 7. Summarizes year-end accruals for revenues and expenses. Provides technical assistance to operating departments. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.
- 8. Responsible for preparation of grant reports other than ARPA and HSG grants. Establishes procedure to maintain compliance with grant requirements.
- 9. Prepares accounting work, including year-end adjustments, audit work papers, financial statements, and preparation of the footnotes for the annual audit.
- 10. Analyzes budget variances and provides budget adjustments to the Budget Department.
- 11. Serves as a liaison to external auditors and grantor agencies. Provides information, documentation and reports as requested.
- 12. Sets up and maintains payroll codes for departments, charging distributions, payment codes, fringe benefit rates and accounts payable for the payroll system.
- 13. Ability to void checks in the general ledger software.

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.
- Computer literacy, including thorough working knowledge of spreadsheets, presentation, database, and accounting management applications software.
- Strong organizational skills.
- Thorough knowledge of statutory and other legally mandated standards governing public sector accounting and auditing practices and financial accountability, including GAAP and GASB, as well as OMB A-87 and A-133.

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

Employment Qualifications:

Education & Experience:

Bachelor's degree in Accounting, Business Administration or Finance combined with three (3) years professional experience in governmental accounting.

(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 <u>should not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general guidelines</u> that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

- 1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
- **2.** This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in crawling.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs 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.)

December 16, 2021 ICEA Pro 9

INGHAM COUNTY JOB DESCRIPTION DEPUTY FINANCE DIRECTOR

General Summary:

Under the supervision of the Director of Financial Services, performs managerial and administrative duties to assist the Director of Financial Services in supervising the day-to-day operations of the Financial Services Department. Participates in the design, development and implementation of policies and practices to maintain industry best practices. Takes the lead in preparing the Schedule of Expenditures Federal Awards (SEFA) and plays a key role in preparing, supervising and reviewing the annual audit. Must have a strong understanding of the GASB (Governmental Accounting Standards Board). Responsible for the financial reporting to MERS (Michigan Employees Retirement System) and for grant accounting programs. Trains accounting staff, and provides technical assistance to other county departments.

Essential Functions:

- 1. Acts on behalf of the Director of Financial Services in his/her absence.
- 2. Participates in the hiring process, orients and trains staff, makes work assignments and reviews work products for accuracy.
- 3. Provides oversight for managers, professional staff, and support staff in accordance with established County policies and procedures, Governmental Accounting Standards, and applicable statutes and regulations.
- 4. Assists Director of Financial Services in specific state, federal and debt reporting requirements.
- 5. Responsible for preparation of grant reports. Establishes procedure to maintain compliance with grant requirements.
- 6. Prepares accounting work, including year-end adjustments, audit work papers, financial statements, and preparation of the footnotes for the annual audit.
- 7. Participates in the establishment, implementation and revision of policies, procedures and practices.
- 8. Analyzes budget variances and provides budget adjustments to the Budget Department.
- 9. Responsible for security access/permissions within financial software product.
- 10. Balances and monitors the general ledger on a monthly basis.
- 11. Responsible for closing the year in the financial software, making sure that the general ledger is balanced and accurate.
- 12. Maintains accounting structure within the financial software in accordance with the Michigan State Uniform Chart of Accounts.
- 13. Serves as a liaison to external auditors and grantor agencies. Provides information, documentation and reports as requested.

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 <u>do not</u> include <u>all</u> of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education & Experience:

Bachelor's degree in Accounting, Business Administration or Finance combined with five (5) years professional experience in governmental accounting.

Other Requirements:

- Computer literacy, including thorough working knowledge of spreadsheet, presentation, database, and accounting management applications software.
- Strong organizational and managerial skills.
- Thorough knowledge of statutory and other legally mandated standards governing public sector accounting and auditing practices and financial accountability, including GAAP and GASB, as well as OMB A-87 and A-133.

(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 <u>should</u> <u>not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general</u> <u>guidelines</u> that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

- 1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
- 2. This position is required to travel for meetings and appointments.

Physical Requirements:

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

PAYROLL ADMINISTRATOR

General Summary:

Under the direct supervision of the Director of Financial Services, is responsible for the biweekly payroll. The duties also include scheduling special pays such as longevity and sick payouts; determining eligibility; and incorporating special pays into the bi-weekly payroll. The Payroll Administrator is primarily responsible for finding and correcting payroll data entry errors; researching payroll tax questions; testing payroll software upgrades and new programs and resolving payroll software malfunctions. Provide training and back up support for timesheet entry personnel. Monthly, quarterly, and year-end reports required by Federal, State, and other agencies, including W-2s and retirement reports, are prepared by the Payroll Administrator. This position serves as the MUNIS payroll function leader.

Essential Functions:

- 1) Receives times cards from County departments after data entry and balancing have been performed. Performs timesheet entry and balancing of timesheets cards for several small County Departments and occasionally for selected larger departments.
- 2) Prepares special pay, including longevity, sick leave payments, per diem, retirement, and salary adjustments. Enters unusual exceptions, reconciles key payroll balances, sets parameters, and process pay runs. Verifies special pay, salary adjustments, retirement deductions, garnishments, levies, and other types of compensation and deductions.
- 3) Runs payroll edit report, balances, and ensures accuracy of payroll. Runs vacation and sick leave accumulations, and creates check and direct deposit print files.
- 4) Verifies withholdings and creates wire forms for Treasurer's Office subject to review and approval of the Director of Financial Services. Requests monthly wire for State withholding.
- 5) Enters tax information to spreadsheet for quarterly 941 reporting. Reconciles with software and creates 941 reports.
- 6) Runs payroll related reports as needed and balances to excel spreadsheet. Researches and rectifies any balance errors.
- 7) Creates and submits quarterly reports to governmental agencies.
- 8) Enters changes to W-4 elections.
- 9) Trains and provides back-up support for timesheet entry personnel. Provides technical assistance and troubleshoots for system problems relating to payroll processing.
- 10) Responds to employee payroll inquiries, including wage assignments, levies, garnishments, accruals, change of address, timesheet discrepancies and other deductions.

- 11) Calculates and distributes wage verification forms, garnishments documents and related reports. Maintains withholding records.
- 12) Notifies Treasurer's Office to stop payment and reissue payroll checks as needed.
- 13) Tests new releases and attends software training.
- 14) Balances yearly and quarterly reports for W-2s for mailing. Manage requests to replace W-2s upon request through the year.
- 15) Processes garnishments and calculates maximum legal deductions and levies within time constraints.
- 16) Calculate County's payroll based monthly liabilities as requested.
- 17) Must stay current with federal and state payroll regulations and ensure that County payroll system is in compliance with all requirements.
- 18) Works closely with HR Employee Data Analyst.
- 19) Prepares and reports Judges monthly and annual information to State and Retirement vendor.
- 20) Compile and prepare payroll remittances for Accounts Payable.
- 21) Resolve returned ACH notices from Treasurer's Office.
- 22) Process pay runs in urgent situations, outside of the bi-weekly pay runs.
- 23) Must have an analytical mind with good math skills, excellent attention to detail and strong communication skills.

Other Functions:

1. 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 employee may be expected to perform.)

Employment Qualifications:

Education: Associate's degree in Accounting with Bachelor's degree preferred.

Experience: Three to five years of payroll administration with progressively more responsibility in payroll software systems.

(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 <u>should not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general guidelines</u> that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

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

2. This position is required to travel for meetings and appointments.

Physical Requirements:

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

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

January 27, 2022 MC 7

INGHAM COUNTY JOB DESCRIPTION

ACCOUNTS PAYABLE COORDINATOR - FS

General Summary:

Under the supervision of the Director of Financial Services, maintains the accounts payable function. Prints and distributes checks and maintains records of payments to vendors and employees. Responds to inquiries from vendors regarding payment. Prepares activity reports as required. Provides administrative support such as answering and screening calls, and preparing and maintaining a variety of record systems and documents. Responsible for auditing all invoices for payments as to accuracy and compliance with Ingham County policy. Enters invoices for payment processing.

Essential Functions

- 1. Prepares vouchers and invoices for payment. Verifies accuracy and propriety of invoices, including ensuring invoices are signed and approved by appropriate department head. Verifies that account coding is accurate and that attached documentation supports the voucher amount. Responsible for solving discrepancies.
- 2. Processes travel expense reimbursements in accordance with the board Travel Policy. Ensures correct mileage rate is applied, ensures documentation in purpose of the audit.
- 3. Inputs information from vouchers into the proper accounts utilizing financial software. Processes two check runs per week. Responds to calls from vendors regarding payment of invoices and statements.
- 4. Assists county departments with questions regarding vendors, invoices, and related concerns.
- 5. Processes and generates 1099 forms annually.
- 6. Responsible for training new hires on invoice entry and journal voucher preparation in accordance with Board polices.
- 7. Responsible for preparing and submitting claims paid to County Clerk for approval by the Board of Commissioners.
- 8. Responsible for maintaining contracts and ensuring monthly payments against contracts are accurate and comply with the terms in the contract.
- 9. Investigate checks returned by postal system and responsible for resolving address updates to ensure payment.
- 10. Prepare slips and mailing of checks for our mailing service vendor.
- 11. Works with Treasurers office to request stop payments on checks.
- 12. Responsible for communicating transfer requests for utility bank accounts with Treasurers office.
- 13. Responsible for communicating transfer request for Retainage bank accounts with Treasurers office.
- 14. Notifies purchasing department to request new vendors.
- 15. Responsible for updating vendor database with current and accurate information.

- 16. Ensures compliance with board policy regarding P card purchases.
- 17. Responsible for filing of vouchers after each check run.
- 18. Responsible for pulling/refiling of vouchers and documentation for annual audit as requested by external audit firm.
- 19. Maintains vouchers in accordance with statutory record retention schedule and responsible for disposal of said vouchers.
- 20. Process payments for county wide building utilities and maintains record of monthly payments with company credit card and responsible for activity on all utility websites.
- 21. Responsible for trouble-shooting software glitches that occur in Accounts Payable module.

Other Functions:

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

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

Employment Qualifications:

Education: High school graduation required with Associate's degree preferred.

Experience: Two to three years of accounts payable administrations with progressively more responsibility in software systems.

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 <u>should not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general guidelines</u> that should be considered along with other job-related selection or promotional criteria)

<u>Working Conditions:</u> 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, traverse, 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%) in sitting, handling, grasping, typing and enduring repetitive movements of the wrists, hands or fingers. This position's physical requirements require regular stamina (21-50% of the time) in carrying, pushing, and pulling. This position's physical requirements require periodic stamina (5-20% of the time) in standing and traversing.
- 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.)

January 27, 2022 UAW G

INGHAM COUNTY JOB DESCRIPTION

ACCOUNTANT, FINANCIAL SERVICES

General Summary

Under the supervision of the Director of Financial Services, monitors and balances the general ledger monthly as well as analyzes various accounts and prepares journal entries. Prepares monthly billings and financial reporting for the different grant programs, and assists with annual audited financial statements through the responsibility of their assigned funds. Provides technical assistance to other departments with regards to accounting problems and projects. Each Financial Accountant position will encompass most of the job functions listed below, no one position will encompass 100% of the functions listed.

Essential Functions

- 1. Works daily in the general ledger financial software. Balances and monitors the general ledger on a monthly basis. Reviews internally generated reports for accuracy. Reviews general ledger for compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- 2. Accesses information from general ledger, fixed assets, payroll, human resources, accounts payable and accounts receivable.
- 3. Responsible for voiding checks in financial software, ensuring proper documentation and authorization.
- 4. Responsible for grant program financial reporting and deadlines. May perform complex, specialized grant accounting functions, prepares expense spreadsheets, comparing grant expenditures to the annual grant budget and complies with periodic financial reporting and reimbursement submittal requirements.
- 5. Performs monthly bank reconciliations in a timely manner.
- 6. Prepares monthly sales and use tax returns for the County. Enters into Michigan Treasury Online. Prepares vouchers for payment of sales and use tax for remittance to State.
- 7. Communicate and follow-up with department questions and issues.
- 8. Prepares accounting work, including year-end adjustments, audit work papers, financial statements, and preparation of the footnotes for the annual audit.
- 9. Analyzed budget variances and provides budget adjustments to the Budget Department.
- 10. Serves as a liaison to external auditors and grantor agencies. Provides information, documentation and reports as requested.
- 11. Serves as a backup Payroll Administrator and can process payroll, when needed.
- 12. Maintains spreadsheet for current tax collections and delinquent tax collections. Reconciles tax collection records to the general ledger. Prepares and enters journal entries to properly allocate summer and winter tax collections to the general ledger.
- 13. Maintains fixed asset system, accounting for disposal of fixed assets, conducting physical inventories of fixed assets and recording monthly depreciation. Reconciles fixed asset records with general ledger.
- 14. Responsible for Act-51 reporting for the Road Department.
- 15. Responsible for statistical data reported in annual audited financial statements.
- 16. Maintains receivable for retiree healthcare collections. Reconciles health insurance Premium invoices to employee database.

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.
- Computer literacy, including thorough working knowledge of spreadsheet, presentations, database, and accounting management applications software.
- Strong organizational skills.

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

Employment Qualifications

Education & Experience:

Bachelor's degree in Accounting, Business Administration or Finance combined with two (2) years professional experience in governmental accounting.

Other Requirements: None listed.

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 <u>should not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general guidelines</u> that should be considered along with other job-related selection or promotional criteria.

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

Working Conditions:

- 1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
- 2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in crawling.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, pushing, pulling reaching, grasping and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands, or fingers.
- This position performs 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 Pro 8 March 2022

Finance

	ICEA 7 Step 1	ICEA 7 Step 5	ICEA 9 Step 1	ICEA 9 Step 5
Wages	\$58,458	\$70,196	\$63,764	\$76,564
	000	054	0.40	
Unemployment	292	351	319	383
FICA	4,472	5,370	4,878	5,857
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	20,238	24,302	22,075	26,507
Retirement	1,461	1,755	1,594	1,914
Future Retiree Health	2,631	3,159	2,869	3,445
Life	118	118	118	118
Work Comp	2,017	2,422	2,200	2,641
Disability	76	91	83	100
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	798	958	870	1,045
Separation	1,023	1,228	1,116	1,340
Total Cost	\$115,242	\$133,607	\$123,543	\$143,572
	MCF 5 Step 1	MCF 5 Step 5	MCF 7 Step 1	MCF 7 Step 5
Wages	\$45,856	\$55,058	\$53,477	\$64,208
Unemployment	229	275	267	321
FICA	3,508	4,212	4,091	4,912
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	14,147	16,985	16,498	19,808
Retirement	1,146	1,376	1,337	1,605
Future Retiree Health	2,064	2,478	2,406	2,889
Life	144	144	144	144
Work Comp	1,582	1,899	1,845	2,215
Disability	60	72	, 70	83
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	626	751	730	876
Separation	802	964	936	1,124
Total Cost	\$93,821	\$107,872	\$105,457	\$121,845
	MCF 12 Step 1	MCF 12 Step 5		
Wages	\$80,939	\$97,177		
Unemployment	405	486		
FICA	6,192	7,434		
Health	19,002	19,002		
Dental	936	936		
Vision	135	135		
Retirement	24,970	29,979		
Retirement	2,023	2,429		
Future Retiree Health	3,642	4,373		
Life	144	144		
Work Comp	2,792	3,353		
Disability	105	126		
Current Retiree Health	3,585	3,585		
Liability	1,104	1,326		
Separation	1,416	1,701		
Total Cost	\$147,391	\$172,187		

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE REORGANIZATION OF FINANCIAL SERVICES DEPARTMENT

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

WHEREAS, the positions in the Financial Services Department have not been re-evaluated for more than ten years; and

WHEREAS, the responsibilities for the positions have expanded to include the Affordable Care Act, Sarbanes-Oxley Act, increased audit requirements, and other federal and state regulations; and

WHEREAS, the ICEA Professional union organization was consulted and provided their support for the reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Financial Services Department.

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

Position Number	Position Title	<u>Action</u>
201009	Payroll Administrator	MC 06 to MC 07 and update current job description
253010	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201006	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201005	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201004	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201002	Lead Sr Accountant to Deputy Finance Director	Prof Grade 09 to MC 12, change job title, and update current job description

The financial impact associated with the proposed reorganization (including wages and fringe benefits) is as follows:

Position Title	Current Grade, Step 5	Proposed Grade, Step 5	Difference
Payroll Administrator	MC 06: \$114,314	MC 07: \$121,845	\$7,531.00
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965.00
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965.00
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965.00
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965.00

Deputy Finance Director PROF 09: \$154,793 MC 12: \$172,187 \$17,394.00

Total Cost of this Reorganization:

\$64,785.00

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 a part of this reorganization above are effective the first full pay date following the date each was submitted to the Human Resources Department.

TO: Board of Commissioners

FROM: Deb Fett, CIO

DATE: September 1, 2022

SUBJECT: A Project to Implement Microsoft Teams through Sentinel For the agendas of September 20, September 21, and September 27

BACKGROUND

In 2021, Ingham County successfully completed a migration to the Microsoft Exchange Online platform for email. The next step in our initiative to further utilize our investment in Office 365 cloud products is to fully implement Microsoft Teams. Teams is a business communication and collaboration platform that excels in environments where employees in differing business units need to work together on projects without the limitations common to traditional siloed information architecture. Teams also centralizes work allowing team members to collaborate seamlessly regardless of department membership even allowing people outside the County to contribute to a team. File sharing is streamlined and, with team conversations and instant messaging, communication is easier and more meaningful. When implementing Teams, a robust well thought out design is critical to adoption and ultimate project success. Due to the importance of building on a strong foundation, the Innovation and Technology Department (IT) needs a partner with extensive experience in deploying Teams in a large enterprise. Anticipating this need, consulting time was budgeted for the purpose of ensuring a transition that is as smooth as possible. We have worked with Sentinel to determine how to do this efficiently and in a cost-effective manner under the National Cooperative Purchasing Alliance (NCPA) contract of which Ingham County is a member.

ALTERNATIVES

We could attempt to do this without consultants, but the process would take longer and potentially have configuration errors that could leave us with performance or security problems.

FINANCIAL IMPACT

The funding for the \$26,314 plus \$2,000 potential travel expense contingency will be divided as follows:

- Innovation and Technology Department Fund #636-25810-802000 \$20,000
- Innovation and Technology Department Consultants Fund #636-95800-802000 \$8,314

STRATEGIC PLANNING IMPACT

This authorization supports Goal D – Information Technology, specifically Strategy 1 – Support well-trained IT managers and staff current with emerging trends and best practices.

OTHER CONSIDERATIONS

Sentinel has worked with IT successfully over the years and has experts in the implementation of Microsoft Teams. Their assistance will save our team many hours of trial and error and make the official project much smoother and more secure. Although unlikely, a travel expense contingency is requested just in case.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached scope of work from Sentinel in the amount of \$26,314 with a contingency of \$2,000 for potential travel expense.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF CONSULTING HOURS FROM SENTINEL TO HELP IMPLEMENT MICROSOFT TEAMS

WHEREAS, Ingham County has a need for assistance in the implementation of Microsoft Teams that may be beyond the County's in-house expertise; and

WHEREAS, the Innovation and Technology Department has worked with Sentinel in the past and is pleased with their support, finding them to be the most reasonable and efficient option; and

WHEREAS, the requested amount is available in the 2022 budget; and

WHEREAS, Sentinel is a participant in the National Cooperative Purchasing Alliance Contract which provides the best pricing available to Ingham County and is the vendor of choice for providing these services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize purchasing consulting hours from Sentinel in the amount not to exceed \$26,314 with a contingency of \$2,000 for any unavoidable travel expense.

BE IT FURTHER RESOLVED, that \$20,000 of the cost will be paid from the Innovation and Technology Fund account (636-25810-802000) and the remaining \$8,314 cost will be paid from the Innovation and Technology's Network Fund Consulting account (636-95800-802000).

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

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

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

FROM: Deb Fett, CIO

DATE: August 30, 2022

SUBJECT: PACC/PAAM Licensing and Support Renewal

For the Agendas of September 20th, September 21st, and September 27th

BACKGROUND

The Prosecuting Attorneys Coordinating Council/Prosecuting Attorneys Association of Michigan (PACC/PAAM) is the software that our Ingham County Prosecutor's Office relies on for case tracking, victims' rights notifications and warrant charging guidance information. It is a creation of the Prosecuting Attorneys Association of Michigan.

Last year's licensing and support costs were \$28,083. This year the cost will be \$5,566 as they have realigned costs with services. The major portion is now paid as dues and not as support, thus changing what IT is charged for service.

ALTERNATIVES

Ingham County could choose not to use the software.

FINANCIAL IMPACT

The funding for the \$5,566 total will come from the County's LOFT Fund 636-25820-932050.

STRATEGIC PLANNING IMPACT

This resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

The PACC/PAAM system has been used by our Prosecutor's Office for many years and is used by many of the counties in Michigan. It serves as a hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for PACC/PAAM Licensing and Support renewal in the amount of \$5,566.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF PACC/PAAM LICENSING AND SUPPORT

WHEREAS, Ingham County Prosecutor's Office relies on our The Prosecuting Attorneys Coordinating Council/Prosecuting Attorneys Association of Michigan (PAAC/PAAM) system; and

WHEREAS, the software has been in use for many years; and

WHEREAS, the renewal for licensing and support will be \$5,566.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the renewal of licensing and support from PACC/PAAM in an amount not to exceed \$5,566.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's LOFT Fund #63625820-932050.

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

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

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

FROM: Deb Fett, CIO

DATE: September 5, 2022

SUBJECT: Resolution – DarkTrace Renewal

For the Agendas of September 20th, September 21st, and September 27th.

BACKGROUND

Resolution #16-390 initially approved (renewed on Resolution #18-370 for 4 years) a contract with DarkTrace for a cybersecurity appliance that was inspired by the self-learning intelligence of the human immune system. This new approach is delivered by cutting-edge technology that is capable of learning 'self' within an organization in real time – enabling it to detect emerging threats that bypass other security controls. This self-learning process makes it unique among the various cybersecurity devices and software out in the marketplace. The Innovation and Technology Department has been very happy with this tool and it has been instrumental in alerting and monitoring our network for issues. Our current contract expires on October 1st, 2022.

ALTERNATIVES

We could stop using this product entirely – not advisable, or look to other vendors – also inadvisable as the other vendors rely on a library of known threats, so their threat-detection capability is limited by the completeness and accuracy of the information in their library. Rather than relying on a static library of known threats, this tool learns the behavior of our network and then provides alerting on any activity that appears to be abnormal. This allows the system to provide highly accurate data and identify potential threats rapidly.

FINANCIAL IMPACT

The funding for the \$131,000 total for the appliance and 4 years of service is budgeted and will come from the County's Innovation and Technology Department's Network Maintenance Fund #636-25810-932030.

STRATEGIC PLANNING IMPACT

This resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

This is the tool that allowed us to know for a certainty key details about the cybersecurity incident in 2017.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the renewal of our contract with DarkTrace for \$131,000 total for 48 months.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF DARKTRACE

WHEREAS, Ingham County needs to protect our data and our network from cyber threats; and

WHEREAS, Darktrace has been a valuable tool as it identifies indicators of potential compromise, alerting staff to take the appropriate actions to mitigate the perceived threats; and

WHEREAS, our current contract expires on October 1st, 2022; and

WHEREAS, the renewal price of said appliance and service is currently budgeted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the purchase of DarkTrace in the amount not to exceed \$131,000 total for 4 years.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund #63625810-932030.

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

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 6, 2022

RE: Resolution to Authorize a Purchase Order to Hopkins Mechanical Services LLC., for Repairs to

the Hydronic Heating System at the Hilliard Building

For the meeting agendas of: September 20 & 21

BACKGROUND

The hydronic heating system that heats both the Hilliard Building and Mason Courthouse has valves and pipes that are leaking, seized up, and need to be replaced. Three proposals were received and Hopkins Mechanical Services, LLC., submitted the lowest responsive and responsible proposal of \$6,100 to replace the failing valves and pipes. We are requesting a contingency of \$2,000 for any uncovered conditions.

ALTERNATIVES

The alternative would be to forego the repairs needed which will cause the heating system to fail.

FINANCIAL IMPACT

Funds are available in the Maintenance Repair Line Item #101-23303-931000.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Hopkins Mechanical Services LLC., for repairs to the hydronic heating system at the Hilliard Building.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: July 29, 2022

RE: Memorandum of Performance for Packet #176-22: Boiler System Repair at the Hilliard Building

The Purchasing Department can confirm that quotations were received from experienced and qualified mechanical contractors in order to perform boiler system repairs at the Hilliard Building.

The scope of work includes but is not limited to draining the heating system, removing old values and installing new values, refilling system with drained glycol, bleeding air and, returning the heating system to service.

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

Company Name	Local Preference	Amount
Hopkins Mechanical Services LLC	No, Ovid MI	\$6,100.00
Myers Plumbing & Heating Inc.	No, Lansing (Clinton County) MI	\$8,683.00
John E. Green Company	Yes, East Lansing MI	\$8,970.00

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO HOPKINS MECHANICAL SERVICES, LLC., FOR REPAIRS TO THE HYDRONIC HEATING SYSTEM AT THE HILLIARD BUILDING

WHEREAS, the hydronic heating system that heats the Hilliard Building and Mason Historical Courthouse has valves and pipes that are leaking, seized up, and need to be replaced; and

WHEREAS, the Facilities Department recommends a purchase order be issued to Hopkins Mechanical Services, LLC., who submitted the lowest responsive and responsible proposal of \$6,100 to replace the failing valves and pipes at the Hilliard Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$2,000 for any uncovered conditions; and

WHEREAS, funds are available in the Maintenance Repair line item #101-23303-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Hopkins Mechanical Services LLC, 8225 Taft Road, Ovid, Michigan 48866, for repairs to the hydronic heating system at the Hilliard Building for an amount not to exceed \$8,100, which includes a \$2,000 contingency.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 6, 2022

RE: Resolution to Authorize a Purchase Order to Myers Plumbing & Heating, Inc., to Rebuild the

Boiler Pump and Valve Replacement at the Human Services Building

For the meeting agendas of: September 20 & 21

BACKGROUND

The boiler pump, which is the primary pump for the boilers at the Human Services Building, is leaking and needs to be rebuilt. This pump is one of two that circulates the hot water to heat the building and without this pump operational, the building cannot be heated properly. The isolation valve that controls the water flow to the pump is broken and needs to be replaced. Three proposals were received and Myers Plumbing & Heating Inc., submitted the lowest responsive and responsible proposal of \$9,086 to rebuild the boiler pump and replace the broken valve.

ALTERNATIVES

The alternative would be to forego the repairs which will cause the system to fail.

FINANCIAL IMPACT

Funds are available in the Maintenance Repair line item #631-23304-931000.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Myers Plumbing & Heating Inc., to rebuild the boiler pump and valve replacement at the Human Services Building.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: September 7, 2022

RE: Memorandum of Performance for Packet #199-22 – Rebuilding Boiler Pump and Valve at the

Human Services Building

The Purchasing Department can confirm that quotations were received from experienced and qualified mechanical contractors in order to rebuild the boiler pump and valve at the Human Services Building.

The scope of work includes, but is not limited to, removing the existing pump and seal kit, installing a new OEM seal kit and valve, and performing a check test and startup to verify that everything is operational.

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

Company Name	Local	Amount
Myers Plumbing & Heating, Inc.	No, Lansing (Clinton County)	\$9,086
Gunthorpe Plumbing & Heating, Inc.	No, East Lansing (Clinton County)	\$9,550
Hopkins Mechanical Services	No, Ovid	\$9,900

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO MYERS PLUMBING & HEATING INC., TO REBUILD THE BOILER PUMP AND VALVE REPLACEMENT AT THE HUMAN SERVICES BUILDING

WHEREAS, the primary boiler pump for the boilers at the Human Services Building is leaking and needs to be rebuilt; and

WHEREAS, without this pump operational, the building cannot be heated properly; and

WHEREAS, the isolation valve that controls the water flow to the pump is broken and needs to be replaced; and

WHEREAS, the Facilities Department recommends a purchase order to Myers Plumbing & Heating Inc., who submitted the lowest responsive and responsible proposal of \$9,086 to rebuild the boiler pump and replace the broken valve; and

WHEREAS, funds are available in the Maintenance Repair line item #631-23304-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Myers Plumbing & Heating Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to rebuild the boiler pump and replace the isolation valve at the Human Services Building for an amount of \$9,086.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 6, 2022

RE: Resolution to Authorize a Purchase Order to Seelye Group, Ltd., to Replace the Cafeteria

Flooring at the Ingham County Family Center

For the meeting agendas of: September 20 & 21

BACKGROUND

The cafeteria floor at the Ingham County Family Center is displaying numerous areas of delamination from the subfloor which is creating bubbles that pose a tripping hazard and once those break open the adhesive will leak through creating a slipping hazard. Seelye Group Ltd., who is on the MiDeals contract and therefore does not require three quotes submitted a proposal of \$18,472.09 which includes the flooring replacement as well as moisture mitigation and prevention services. Facilities is requesting a \$2,000 contingency for any uncovered conditions.

ALTERNATIVES

The alternative would be to forego the flooring replacement risking higher costs as well as costs to make repairs to the existing flooring so it is not a trip or slip hazard.

FINANCIAL IMPACT

Funds are available in the approved 2022 CIP line item #245-13099-976000-22F15.

Project	Beginning	Current Balance	Requested	Remaining
	Balance		Amount	Balance
245-13099-	\$32,000	\$32,000	\$20,472.09	\$11,527.91
976000-22F15				
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group, Ltd., to replace the cafeteria flooring at the Ingham County Family Center.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP LTD., TO REPLACE THE CAFETERIA FLOORING AT THE INGHAM COUNTY FAMILY CENTER

WHEREAS, the cafeteria floor at the Ingham County Family Center is displaying numerous areas of delamination from the subfloor which is creating bubbles that pose a tripping hazard; and

WHEREAS, when the bubbles break open, the adhesive will leak through creating a slipping hazard; and

WHEREAS, the flooring needs to be replaced; and

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

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order be issued to Seelye Group Ltd., who submitted a proposal of \$18,472.09 to replace the cafeteria flooring at the Ingham County Family Center; and

WHEREAS, the Facilities department is requesting a \$2,000 contingency for uncovered conditions; and

WHEREAS, funds are available in the approved 2022 CIP General Fund line item # 245-13099-976000-22F15which has a current balance of \$32,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group Ltd., 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the flooring in the cafeteria of the Ingham County Family Center for an amount not to exceed \$20,472.09 which includes a \$2,000 contingency.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 6, 2022

RE: Resolution to Authorize a Purchase Order for Probate Court First Floor Offices Carpet

Replacement at the Veterans Memorial Courthouse

For the meeting agendas of: September 20 & 21

BACKGROUND

The carpet in the Probate Court Offices on the first floor of the Veterans Memorial Courthouse are worn, faded, pulling apart becoming a trip hazard and past its life expectancy. Seelye Group, Ltd., who is on the MiDeals contract and therefore does not require three quotes, submitted a proposal of \$17,604.96 to replace the carpet. Facilities is requesting a \$2,000 contingency for any uncovered conditions.

ALTERNATIVES

The alternative would be to forego the replacement of the carpet risking higher costs as well as costs to make repairs to the existing carpet so it is not a trip hazard.

FINANCIAL IMPACT

Funds are available in the approved 2022 CIP line item # 245-26710-976000-22F23.

Project	Beginning	Current Balance	Requested	Remaining
	Balance		Amount	Balance
245-26710-	\$30,000	\$30,000	19,604.96	\$10,395.04
976000-22F23				
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group Ltd., for the carpet replacement in the Probate Court Offices on the first floor of the Veterans Memorial Courthouse.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR PROBATE COURT FIRST FLOOR OFFICES CARPET REPLACEMENT AT THE VETERANS MEMORIAL COURTHOUSE

WHEREAS, the carpet in the Probate Court Offices are worn, faded, and pulling apart becoming a trip hazard; and

WHEREAS, the carpet needs to be replaced; and

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

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order be issued to Seelye Group Ltd., who submitted a proposal of \$17,604.96 to replace the carpet in the Probate Court Offices on the first floor of the Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$2,000 for any uncovered conditions; and

WHEREAS, funds are available in the approved 2022 CIP General Fund line item #245-26710-976000-22F23 which has a current balance of \$30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group Ltd., 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the carpet in the Probate Court Offices on the first floor of the Veterans Memorial Courthouse an amount not to exceed \$19,604.96 which includes a \$2,000 contingency.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 6, 2022

RE: Resolution to Authorize a Purchase Order for the Replacement Tractor at the Veterans Memorial

Courthouse and Grady Porter Building

For the meeting agendas of: September 20 & 21

BACKGROUND

The tractor that services the grounds of the Veterans Memorial Courthouse and Grady Porter Building has outlived its useful life and is in need of constant repairs. This tractor is used year round for both mowing and snow removal. Deere & Company via Hutson Inc., who is on the MiDeals Contract and therefore does not require three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$34,478.90 for the replacement tractor. Electric mowers were looked at but could not find any that are equivalent to what Facilities needs.

ALTERNATIVES

The alternative would be to forego the purchase of the tractor risking higher costs later as well as the costly repairs to keep the current tractor running.

FINANCIAL IMPACT

Funds are available in the approved 2022 CIP line item #664-23303-978000-22F06.

Project	Beginning	Current Balance	Requested	Remaining
	Balance		Amount	Balance
664-23303-	\$38,000	\$38,000	\$34,478.90	\$3,521.10
978000-22F06				
General Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Deere & Company via Hutson Inc., for the replacement tractor that services the Veterans Memorial courthouse and Grady Porter Building.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR THE REPLACEMENT TRACTOR AT THE VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING

WHEREAS, the tractor that services the grounds of the Veterans Memorial Courthouse and Grady Porter Building has outlived its useful life and is in need of constant repairs; and

WHEREAS, the tractor is used year-round for mowing and snow removal; and

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

WHEREAS, Deere & Company via Hutson Inc., is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order be issued to Deere & Company via Hutson Inc., for the replacement tractor at the Veterans Memorial Courthouse and Grady Porter Building for \$34,478.90; and

WHEREAS, funds are available in the approved 2022 CIP General Fund line item #664-23303-978000-22F06 which has a current balance of \$38,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Deere & Company via Hutson Inc., 2 Industrial Park Drive, Williamston, Michigan 48895, for the replacement tractor at the Veterans Memorial Courthouse and Grady Porter Building for an amount not to exceed \$34,478.90.

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

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

FROM: Kelly R. Jones, Managing Director

Road Department

DATE: August 6, 2022

SUBJECT: Proposed Resolution to Enter into a 2nd Party Agreement with the Michigan Department of

Transportation and a 3rd Party Agreement with Meridian Township for the MSU to Lake Lansing

Connector Trail, Phase 1 Project

For the Meeting Agendas of September 20, 21 and 27

BACKGROUND

The federal government provides Transportation Alternatives Program (TAP) funding, which in Michigan is administered through the Michigan Department of Transportation (MDOT). Only Act 51 Agencies are eligible to apply for and receive TAP funding. MDOT, incorporated cities, some villages, and road commissions are all eligible Act 51 Agencies. Townships wishing to utilize TAP funding must find an eligible Act 51 Agency to sponsor their applications for funding.

Per MDOT Contract 22-5392, the estimated costs for the project are as follows:

Federal TAP Funds: \$1,700,000 Matching Funds: \$1,110,000

\$2,810,000

In Resolution #22-346, Ingham County attested to the existence of matching funds through Meridian Township, which consists of \$950,000 in funding through the Trails and Parks Millage (Resolution #17-109), with the remainder of the match funding included in the Township's 2022 Budget.

Meridian Township has prepared all necessary plans and specifications to bid the project according to MDOT standards. We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second-party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf. Lastly, a third-party agreement between Ingham County and Meridian Township is required to transfer much of the Road Department's construction oversight, maintenance, and local match responsibilities to the township and secure a construction administration fee.

ALTERNATIVES

N/A

FINANCIAL IMPACT

This is a Meridian Township project, where Ingham County is only acting as the grant recipient for the TAP funding. Meridian Township has paid for all design engineering to date and will pay for the construction engineering costs associated with the project. The Road Department's role will be to administer the project to ensure compliance with federal requirements.

Minimal financial impact will be realized by the Road Department. Typically in these types of situations, the 3rd party agreement would include a flat \$5,000 fee to cover expenses incurred by the Road Department on behalf of Meridian Township to administer the project with MDOT.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a 2nd party agreement with MDOT and a 3rd party agreement with Meridian Township for the work proposed on Phase 1 of the MSU to Lake Lansing Connector Trail project.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A SECOND-PARTY AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND A THIRD-PARTY AGREEMENT WITH MERIDIAN TOWNSHIP FOR THE MSU TO LAKE LANSING CONNECTOR TRAIL, PHASE 1 PROJECT

WHEREAS, the Ingham County Road Department (ICRD)received Transportation Alternatives Program (TAP) funding as the Act 51 Agency on behalf of Meridian Township to construct the first phase of a non-motorized trail from Hagadorn Road to M-43 as part of the MSU to Lake Lansing Connector Trail; and

WHEREAS, Meridian Township desires to fund, design, construct, and maintain the built infrastructure for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the ICRD; and

WHEREAS, the construction of this project will be undertaken pursuant to a contract between MDOT and the contractor; and

WHEREAS, the County, on behalf of the ICRD, must enter into an associated second-party agreement with MDOT consistent with the requirement for federal funding requirements and as detailed in MDOT Contract #22-5392; and

WHEREAS, the County on behalf of the ICRD, must enter into an associated third-party agreement with Meridian Township to define Meridian Township's responsibility to administer the construction engineering for the project, secure funds for any and all local match costs incurred by the project, plus reimburse the Road Department a flat \$5,000 fee for project administration and oversight expenses incurred by acting as the designated Act 51 Agency for federal funding; and

WHEREAS, the estimated construction costs for the project are as follows:

Federal TAP Funds: \$1,700,000 Matching Funds: \$1,110,000 \$2,810,000

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #22-5392 with the Michigan Department of Transportation to construct Phase 1 of the MSU to Lake Lansing Connector Trail project, on behalf of Meridian Township, for a total estimated cost of \$2,810,000, consisting of \$1,700,000 in federal Transportation Alternatives Program funding and \$1,110,000 in Township matching funds, of which \$950,000 are committed through the Ingham County Parks and Trails Millage.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third-party agreement with Meridian Township to allow the township to administer the construction engineering for the project, provide funding for any and all local match costs incurred by the project, and reimburse the ICRD a flat \$5,000 fee for project administration and oversight expenses.

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

TO: Board of Commissioners County Services and Finance Committee

FROM: Sue Graham, Human Resources Director

DATE: September 2, 2022

SUBJECT: Resolution Approving Modifications to the 2022-2024 Managerial and Confidential Employee

Personnel Manual

For the meeting agendas of September 20 and September 21

BACKGROUND

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. The Managerial and Confidential Employee Steering Committee has met and discussed proposed changes and updates to the manual. The changes and clarifications proposed are reflected in the attached resolution.

ALTERNATIVES

None

FINANCIAL IMPACT

The manual update includes authorizing and amending the reclassification process, elimination of the 6-month waiting period for vision and dental insurance coverage for new hires, and provides for the same funeral leave benefit for all family members. The financial impact of these updates will depend upon utilization of these items.

OTHER CONSIDERATIONS

The changes proposed mirror provisions included in collective bargaining agreements for bargaining unit employees.

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving these modifications to the 2022-2024 Managerial and Confidential Employee Personnel Manual.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE MODIFICATIONS TO THE 2022-2024 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL

WHEREAS, the Managerial and Confidential Employee Steering Committee has met and discussed the 2022-2024 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommends changes in the 2022-2024 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modifications, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2022-2024 Managerial and Confidential Employee Personnel Manual (with provisions unmodified remaining unchanged):

- 1. Update language in Section C. Compensation Levels: Employees may submit a request for reclassification of their position not more than once every 12 months to the Human Resources Department. Reclassification resulting in an upward movement in grade will apply back to the first full pay period on or after the date the higher classified functions were submitted for reclassification unless prohibited by law. Reclassification resulting in a downward movement in grade will not result in a decrease in pay for the incumbent.
- 2. Update language in Section F. Dental Insurance: Dental insurance coverage shall start the first day of the month following date of hire.
- 3. Update language in Section G. Vision Insurance: Vision insurance coverage shall start the first day of the month following date of hire.
- 4. Update language in Section J. Leaves of Absence Funeral Leave: include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, and grandchild in the definition of family contained in paragraph 4(a), eliminating paragraph 4(b) (up to 5 days leave, three of which are with pay).
- 5. Update language in Section Q. Travel Allowance: delete paragraph 2 referencing repayment of travel costs upon voluntary separation within 6 months of the travel.
- 6. Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade).
- 7. Delete references to Assistant Public Defenders throughout the document.

BE IT FURTHER RESOLVED, that the modifications to the 2022 – 2024 Managerial and Confidential Employee Personnel Manual will be effective upon approval and shall expire on December 31, 2024.