

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
IRENE CAHILL  
CHRIS TRUBAC  
THOMAS MORGAN  
KARLA RUEST  
SIMAR PAWAR  
MONICA SCHAFER

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, FEBRUARY 6, 2023  
AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR,  
LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/83587032242>.

### Agenda

Call to Order

Approval of the [January 23, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews
  - a. Racial Equity Task Force
  - b. Community Health Center Board
2. Greater Lansing Food Bank – [Presentation](#)
3. Veterans Affairs – Resolution to Approve the [Reorganization](#) of the Ingham County Department of Veterans Affairs
4. Health Department
  - a. Resolution to Authorize an Agreement with [Maxim Healthcare Staffing Services](#)
  - b. Resolution to Authorize [Amendment #2](#) to the 2022 -2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
  - c. Resolution to Authorize [Amendment #2](#) to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
  - d. Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration [Health Center Program Funds](#)
  - e. Resolution to Amend the Agreement with [Walgreens](#) to Add Pharmacy #16374 and Pharmacy #21362 to the 340B Drug Discount Program
  - f. Resolution to Authorize an Agreement with [Trident Contract Management](#)
  - g. Resolution to Authorize an Agreement with [Dr. Austin Schaar](#) for Dental Services
  - h. Resolution to Authorize the Acceptance of a [Wellbeing Grant](#)
  - i. Resolution Honoring [Linda S. Vail](#)
  - j. Resolution Honoring [Cori Jaquette](#)

Announcements  
Public Comment  
Adjournment

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

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

## HUMAN SERVICES COMMITTEE

January 23, 2023

### Draft Minutes

Members Present: Tennis, Cahill, Morgan (Arrived at 6:31 p.m.), Ruest, and Trubac.

Members Absent: Schafer (Virtual).

Others Present: Jared Cypher, Demphna Krikorian, Amy Pocan, Julie Thomasma, Simarpreet Pawar, Madison Hughes, Kaitlyn Hetfield and others.

The meeting was called to order by Chairperson Tennis at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/83587032242>.

### Approval of the December 5, 2022 Minutes

CHAIRPERSON TENNIS STATED, WITHOUT OBJECTION, THE MINUTES OF THE DECEMBER 5, 2022 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED. Absent: Commissioner Schafer.

### Additions to the Agenda

#### Substitute –

#### 7. Parks Department –

- b. Resolution to Modify a Contract with Penchura Recreation Products and Services for Replacements of a Portion of the Lake Lansing South County Park Playground to Comply with the Ingham County Prevailing Wage Policy

#### 8. Health Department -

- a. Resolution to Authorize a 2022/2023 Agreement with the Michigan Department of Environment, Great Lakes, and Energy
- c. Resolution to Amend Resolution #17-354 with 340B Technologies, Inc.
- e. Resolution to Amend Resolution #21-160

#### Removed –

- 1. Community Health Center Board – Interview

### Limited Public Comment

None.

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

2. Big Brothers Big Sisters – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program
3. Community Mental Health Authority – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Health Services Millage Eligible Services
6. Potter Park Zoo
  - a. Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New Animal Health Facility at Potter Park Zoo
  - b. Resolution to Authorize an Agreement with Scarlett Excavating Inc. for Water Replacement Services at Potter Park Zoo
7. Parks Department
  - a. Resolution to Authorize a Contract with Laux Construction for Improvements to Lake Lansing Park South
  - b. Resolution to Modify a Contract with Penchura Recreation Products and Services for Replacements of a Portion of the Lake Lansing South County Park Playground to Comply with the Ingham County Prevailing Wage Policy
8. Health Department
  - a. Resolution to Authorize a 2022/2023 Agreement with the Michigan Department of Environment, Great Lakes, and Energy
  - b. Resolution to Accept Donation from the Peoples Church of East Lansing
  - c. Resolution to Amend Resolution #17-354 with 340B Technologies, Inc.
  - d. Resolution to Amend the Agreement with RegLantern™ for Continuous Compliance Coaching Services
  - e. Resolution to Amend Resolution #21-160
  - f. Resolution Honoring Shana Chambers, CHR II
9. Board of Commissioners – Resolution to Amend Resolution #20-271 which Created the Ingham County Racial Equity Taskforce

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

4. Child and Family Charities – Update on American Rescue Plan Act of 2021 Funding  
(Discussion)

Julie Thomasma, Ph.D., Child and Family Charities Chief Executive Officer, provided a presentation regarding the 2022 Capital Campaign Be The Light on behalf of Child and Family Charities to the Human Services Committee.

Ms. Thomasma stated that there had been some federal money allocated for infrastructure upgrades. She further requested that, if any grant opportunities were to become available through Ingham County, that Child and Family Charities would be considered to receive those.

Commissioner Morgan stated that there was concern when McLaren announced the opening of their new campus which created an irreparable hole in the neighborhood. He further thanked and commended Child and Family Charities for the work that they have done in the neighborhood.

Commissioner Morgan asked if Child and Family Charities had considered additional Board seats to be held by individuals from the Public Sector. He further stated interest in becoming involved on the ground floor to increase collaboration, and suggested that other Commissioners might be interested as well.

Ms. Thomasma stated that the Board Development Committee would love to speak further regarding the collaboration.

Commissioner Morgan stated with public and private partnerships, it would be desired to have Board representation in order to see the positive work that had been accomplished.

Commissioner Ruest asked for more information regarding the Respite Center.

Ms. Thomasma stated that the program was for children in foster care ranging from birth to age five, to be dropped off for a few hours of care to provide relief for their caregivers at no cost.

Commissioner Ruest stated that there was a desperate need for caregivers with children ages ten to 15 years old to have access to the Respite Program, as their behavior could be more intense. She further asked if there was any plan for a Respite Program for that age range.

Ms. Thomasma stated that the plan for the Youth Drop In Center would be to assist in that area. She further stated that it would also provide vocational opportunities, as well as other ways to engage the youth.

Demphna Krikorian, Child and Family Charities Senior Director of Development, stated that there was a hotline that parents or youth could call or email 24 hours a day, seven days a week, that would allow a counselor to come to their home, or offer them access to the shelter for relief. She further stated that a drop-in center would be available that would have staff ready to work with the youth as well as the adults.

Ms. Thomasma stated that they were looking to expand the program for all age groups.

Commissioner Morgan asked what steps had been taken regarding security in the area, as mental health issues as well as violent behaviors in teens had increased.

Ms. Thomasma stated that, in the past, there had been cameras at their other locations. She further stated that the shelter would be secured with lock systems and that the security concern had been considered and there would be discussion with the partners on the campus.

Ms. Thomasma stated that, according to the City of Lansing Mayor, there were plans to open Police and Fire stations down the street in the upcoming years to assist with the security concerns. She further stated that Child and Family Charities had met with neighbors to receive feedback on any pertinent issues, and will ensure that they are meeting the expectations of the community.

Commissioner Morgan acknowledged the concerns that had been voiced by community members with the youth in the area and wanted to ensure that the concerns were being considered.

Ms. Thomasma stated that the other shelters had no security problems. She further stated that she could provide firm statistics, and information regarding the infrequent need for police presence.

Commissioner Cahill stated that her day job was with the City of Lansing Forestry Department. She further stated that there would be a combined sewer overflow next year in that area, meaning some of the streets would be under construction.

Commissioner Cahill stated that the community would be really happy to have this project going on and see something positive come from the vacant space.

Ms. Thomasma stated interest and excitement in improving and elevating the Washington Park area.

Chairperson Tennis thanked Ms. Thomasma for providing an overview and update.

Commissioner Morgan thanked Chairperson Tennis for decades of work on these issues and leadership on this committee.

5. Veterans Affairs – Resolution to Approve the Reorganization of the Ingham County Department of Veterans Affairs (*Discussion*)

Amy Pocan, Ingham County Department of Veteran's Affairs Director, provided an overview regarding the reorganization request for the Ingham County Department of Veteran's Affairs. The overview has been included in the minutes as Attachment B.

Commissioner Trubac asked for clarification regarding the table that was provided regarding the salary differences.

Ms. Pocan clarified the calculations provided in the table.

Chairperson Tennis stated that the confusion could be due to one position being grant-funded.

Ms. Pocan stated that the confusing aspect of the grant-funded position was that the grant amount covered the full cost of the position. She further stated that the grant received from the State of Michigan for 2023 was less than previous years and would not cover the full cost of fringe benefits and salary.

Ms. Pocan explained that there was an overlapping cost that had been covered by the County when the grant resolution had been passed.

Chairperson Tennis asked if the grants came from the State of Michigan.

Ms. Pocan stated confirmation.

Chairperson Tennis stated that the key figure was that the total department costs would increase and Ingham County would be paying for the reorganization.

Ms. Pocan stated confirmation and stated that Ingham County would provide funding up to the \$175,662.

Chairperson Tennis stated that a policy had been instituted years ago, under the direction of Commissioner Grebner, that when there was a change in a position, Ingham County would budget at the maximum potential to ensure there would be sufficient funding in the future. He further stated that this was dubbed the Grebner Rule.

Chairperson Tennis stated that Ms. Pocan made an excellent point regarding how long this had taken to change. He further expressed his support for the reorganization.

**Chairperson Tennis requested a resolution be provided for the following Human Services Committee meeting.**

#### Announcements

None.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 7:15 p.m.

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

**Human Services Committee 01-23-2023**

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

Our Department prior to last year, had only 6 positions. In Feb 2022 , with grants for Ingham and Clinton County from the State of Michigan, we were able to hire, train and accredit two more positions. Per Resolution #22-385 and 22-386 the FY23 Grant positions, will also have partial funding from the Ingham County. The two grant positions have increased the Department activities by 86.6%. All positions, except for the transportation officer are accredited with the U.S Department of Veterans Affairs. The best way to describe job responsibilities for an Accredited Representative with the U.S Department of Veterans Affairs is equal to a Professional Counselor and an Attorney.

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

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

Under the VA Health Administration, we apply for enrollment for both veterans and their dependents into VA Healthcare; and with new legislation this has opened eligibility for mental health services.



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

And with the Promise to Address Comprehensive toxic (PACT) ACT legislation that was signed by President Biden on September 6, 2022, this has only broaden eligibly and expanded services for current and future benefits.

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

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

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

Of the 8 positions in the department, only 1 position has been reclassified, all other position have been the same since their establishment, most job descriptions within the department were written over 15 years ago, and the Department business has drastically changed.

Therefore, I am here for tonight, after we have rewriting all department job descriptions, working our Veterans Affairs Committee, Human Resources, and the Budget Department, to ask for the Veterans Affairs Department to be reorganized and all positions except the Director to be reclassified. At this time, the department has **3 Veterans Benefits Counselors, 2 County Funded,**

**and 1 grant funded. 2 Benefits Support Specialists, 1 County Funded, and 1 Granted Funded. 1 Clerk/Trust Fund Agent and 1 Transportation Officer.**

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

Therefore, I am first seeking to restore the Deputy Director position from one of the current Veterans Benefits Counselor positions. In 2011, due to budget cuts the Deputy Director position was reduced to a Veterans Benefits Counselor position, this leaving the department with no formal chain of command. The Department will not be losing a Veterans Benefits Counselor it will be gaining a position that requires more experience and responsibilities. The Deputy Director will go from a MC 5 to a MC11.

Currently, the director position is a MC 13.

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

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

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

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

# **FEBRUARY 6, 2023 HUMAN SERVICES AGENDA**

## **STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

#### **The Deputy Controller is recommending approval of the following resolutions**

3. *Veterans Affairs – Resolution to Approve the Reorganization of the Ingham County Department of Veterans Affairs*

This resolution authorizes a reorganization that includes all positions within the Department of Veterans Affairs except the Director position. The department will be reorganized and positions reclassified as follows:

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

The total cost of this reorganization is \$175,662. Following County policy, this resolution is presented for action, following discussions at the Human Services and County Services Committees during the previous round of meetings.

4. *Health Department*

a. *Resolution to Authorize an Agreement with Maxim Healthcare Staffing Services*

This resolution authorizes an agreement with Maxim Healthcare Staffing Services for supplemental staffing effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824. Maxim will provide the Ingham County Health Department with temporary Registered Nurses, Licensed Practical Nurses and Medical Assistants to aid in vaccinations and Immunization Clinics and to assist with Michigan Care Improvement Registry (MCIR). The cost for this agreement will be covered by Michigan Department of Health and Human Services Emerging Threats – Local Health Department – 2023 COVID Immunization grant.

b. *Resolution to Authorize Amendment #2 to the 2022 -2023 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 amendment #2 to the Emerging Threats Master Agreement with MDHHS. The financial impact of this agreement will increase the FY '23 grant agreement from \$1,676,315 to \$1,726,315, an increase of \$50,000. The revised resolution makes the following specific change to the budget:

Monkeypox Virus Response: increase of \$50,000 from \$0.00 to \$50,000

c. *Resolution to Authorize Amendment #2 to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement*

This resolution authorizes Amendment #2 to the agreement with Michigan Department of Health and Human Services for the delivery of public health services. The financial impact of this increased support will increase the FY 2023 grant agreement from \$6,918,310 to \$6,919,914 and increase of \$1,604. The revised resolution makes the following specific changes to the budget:

Public Health Emergency Preparedness (PHEP) funding will increase from \$117,068 to \$148,743 for a total increase of \$31,675, Breast & Cervical Cancer Control (BCCCCP) Coordination funding will decrease from \$102,500 to \$74,375 for a total decrease of \$28,125, and Tuberculosis (TB) Control funding will decrease from \$5,440 to \$3,494 for a total decrease of \$1,946.

*d. Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Program Funds*

This resolution accepts the Health Center Program funding award from the Health Resources and Services Administration (HRSA), effective February 1, 2023 through January 31, 2026, in an annual amount not to exceed \$2,773,592. The Community Health Centers rely on this funding to support primary care, dental, mental health, substance abuse, and supportive services for Ingham County's low-income, uninsured, and medically underserved populations.

*e. Resolution to Amend the Agreement with Walgreens to Add Pharmacy #16374 and Pharmacy #21362 to the 340B Drug Discount Program*

This resolution amends the existing agreement with Walgreens to add additional pharmacy locations, effective upon approval. These pharmacy locations will include Pharmacy #16374 and Pharmacy #21362. 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 states that the 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 the patient visit, or for dispensing from a covered entity owned pharmacy or via contract arrangement with a retail pharmacy. The Ingham County Health Department's Community Health Centers currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit. There is no cost to participate in this agreement. This agreement will generate \$150,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreens, Pharmacy #16374 and Pharmacy #21362.

*f. Resolution to Authorize an Agreement with Trident Contract Management*

This resolution authorizes an agreement with Trident Contract Management (TCM) for an amount not exceed \$3,600 in Year 1, and subsequent annual amounts not to exceed \$1,200. This agreement will be effective March 1, 2023 through February 18, 2024 and will renew annually for up to five years. TCM offers the Poseidon service, a highly customizable robust grants management platform. The Ingham County Health Department Community Health Centers (CHC) seek to utilize the TCM's grants management platform to create a more proactive and effective grant management process for local, state, federal, public and private funding awards, which will include periodic reporting. The cost of this agreement will be covered by the CHC's operational budget.

*g. Resolution to Authorize an Agreement with Dr. Austin Schaar for Dental Services*

This resolution authorizes an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840, effective March 1, 2023 through February 28, 2024, with 1-year automatic renewals for five years. This agreement will cover services for up to eight (8) hours per week, at \$83.75 per hour. The cost of this agreement will be covered by billable services.

*h. Resolution to Authorize the Acceptance of a Wellbeing Grant*

This resolution accepts a Local Health Department Staff Wellbeing grant in an amount not to exceed \$5,000 from the Michigan Association for Local Public Health (MALPH), effective March 1, 2023 through September 30, 2023. The purpose of this agreement is to specify the responsibilities of MALPH and the Ingham County Health Department related to the implementation of the Wellbeing mini-grant program. This funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic, and to bolster employees' sense of social and emotional wellbeing.

*i. Resolution Honoring Linda S. Vail*

This resolution honors Linda S. Vail for her many years of dedicated service to the Ingham County Health Department and for the many contributions she has made to the clients and staff within Ingham County.

*j. Resolution Honoring Cori Jaquette*

This resolution honors Cori Jaquette for her many years of dedicated service to the Ingham County Health Department (ICHHD) and for the many contributions she has made to the clients and staff and for her 24 years of exemplified leadership, customer service, and dedication to ICHHD and Ingham Community Health Centers.

**OTHER ITEMS:**

*1. Interviews*

*a. Racial Equity Task Force*

*b. Community Health Center Board*

*2. Greater Lansing Food Bank – Presentation*



GREATER LANSING  
**foodbank**



MEMBER OF  
**FEEDING  
AMERICA**

GREATER LANSING  
**foodbank**



MEMBER OF  
**FEEDING  
AMERICA**

# **FOOD INSECURITY IN YOUR COUNTY**

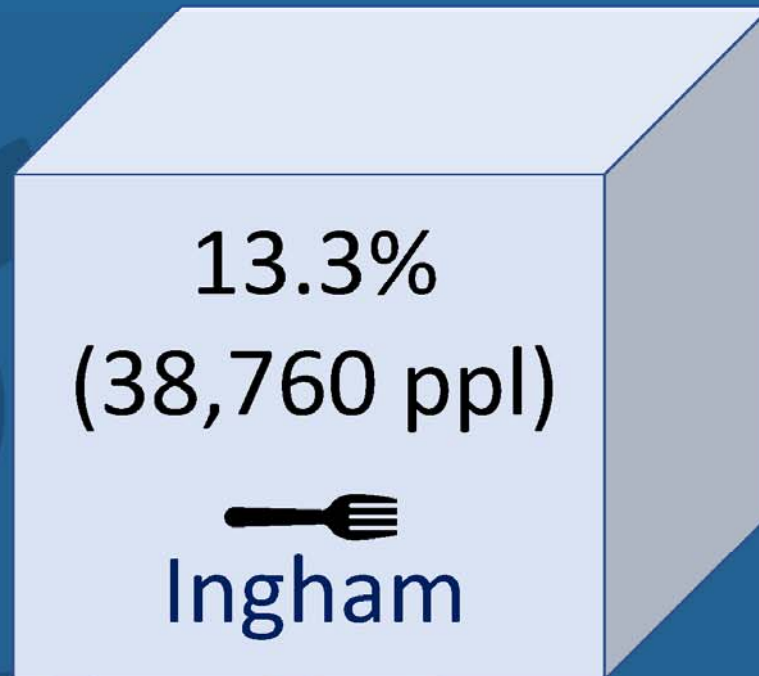
Being without reliable access to a sufficient amount of affordable, nutritious food.

Direct relationship to:

- Poor Health (social determinant)
- Learning ability
- Sick days at work
- Economic & social mobility



# COUNTY FOOD INSECURITY RATE



**30-50%  
increase  
in 2022**

\*2021 USDA Data

# FOOD BANKS

**Warehouse & distribution center  
(hub for a region)**

**Procure & store  
nutritious food**

**Distribute using  
partners, mobiles,  
schools, etc.**



## **45 PANTRY/PARTNERS:**

All Nations Christian Church Food Pantry  
Allen Neighborhood Center  
Bethlehem Lutheran Food Pantry  
Bread House Comm. Outreach  
Capital Area Literacy Coalition  
Habitat for Humanity-Capital Region  
ICHD Pediatrics Clinic  
Refugee Development Center  
The Davies Project  
Tri County Office On Aging  
Tri-County TRIAD  
Cristo Rey Church Senior Meals  
Cristo Rey Community Ctr Food Pantry  
Dansville FoodBank  
Eastside Community Action Center  
First Presbyterian Food Pantry-Lansing  
Haslett Community Church  
Holt Community Food Bank  
Lansing Area AIDS Network  
Lansing COGIC Food Pantry  
Leslie Outreach  
LMTS Community Outreach Services  
Mason Food Bank  
MSU Student Food Bank  
New Hope Community Center  
Northwest Initiative  
Northwest Lutheran Food Pantry  
Okemos Community Food Pantry  
Our Savior Lutheran Food Pantry  
Ray of Hope Food Pantry  
Salvation Army North- Beginnings Child Care  
Salvation Army North -Pantry  
Salvation Army South Food Pantry  
South Lansing Ministries  
South Side Comm Coalition  
St John Student Parish Food Cupboard  
St Luke Lutheran Church  
St Paul Lutheran Church  
St Vincent Catholic Charities  
St Vincent DePaul Resurrection  
St Vincent DePaul St Therese  
Stockbridge Community Outreach  
Webberville Area Comm Services  
Williamston Food Bank  
WMU-Cooley Student Food Pantry

## **4 COMMUNITY KITCHENS**

Cristo Rey Comm Center Kitchen  
Salvation Army North- Kitchen  
Salvation Army South - Kitchen  
Southside Community Kitchen

## **10 CHILDREN'S BACKPACKS:**

CARE Program Lansing  
Lansing Police Department  
CACS Headstart  
Capital Area District Library  
GLFB Ingham County  
Holt Community Food Bank  
Immanuel Comm. Reformed  
Leslie Backpacks  
Stockbridge Community Outreach  
Weekend Survival Kits

## **4 Gardens**

## **8 MOBILE DISTRIBUTIONS:**

Lansing Housing Commission  
Greater Lansing Church of Christ  
Bethlehem Lutheran  
GLFB Mobile/City of Lansing  
Ingham County  
New Mt Calvary Baptist  
Olivet Baptist  
University Lutheran

## **6 RESIDENTIAL HOMES:**

Arcada Home  
Gateway Home  
Norton Gibbs Home  
Riverside Home  
South Main Home  
Krystal House



# How much food?

2022:

**3.3 million meals**

**4 million lbs**

**\$7 million retail value**

**1,065,814 lbs. produce  
grown by gardeners**



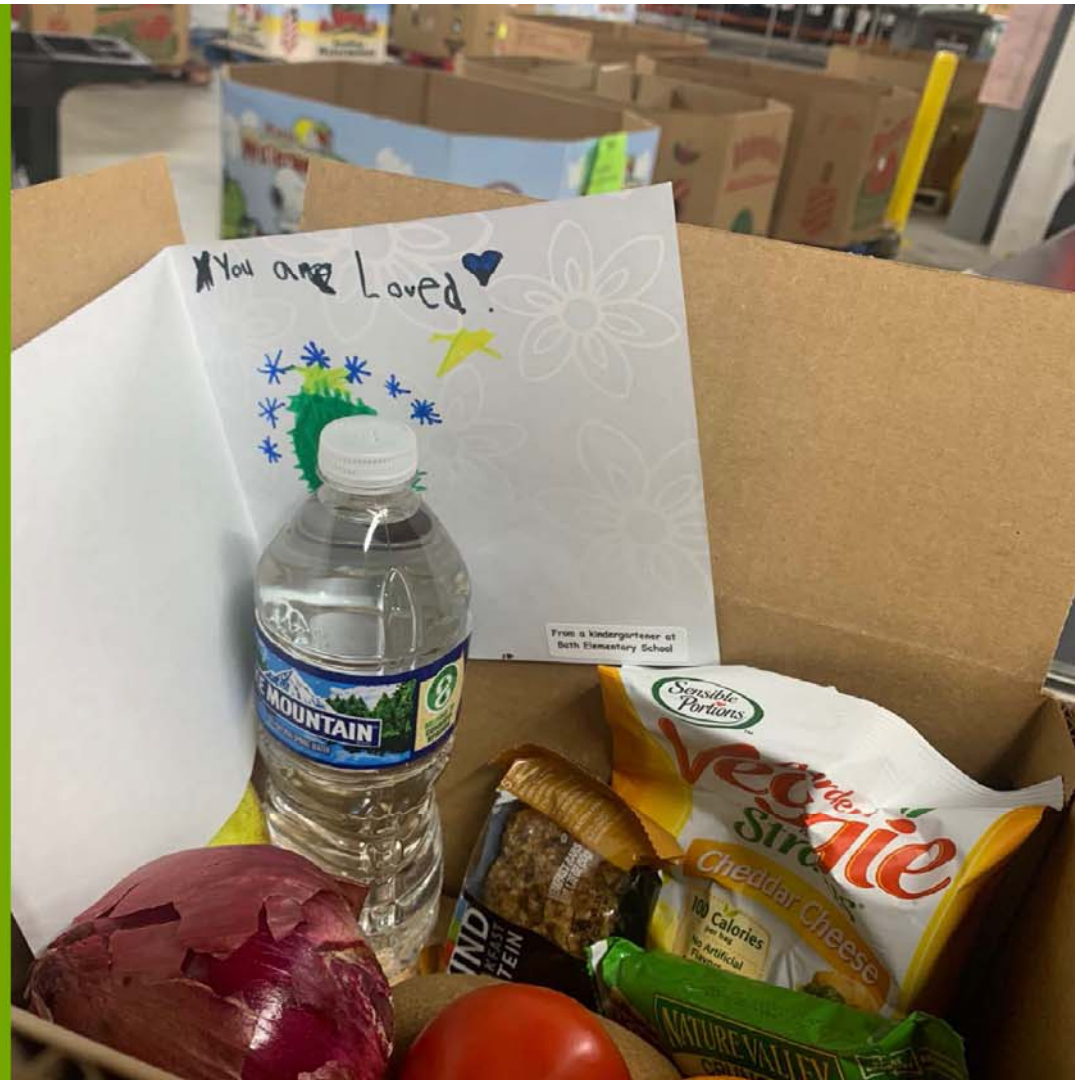
# Other Food Resources

**CACS – commodities and senior federal programs**

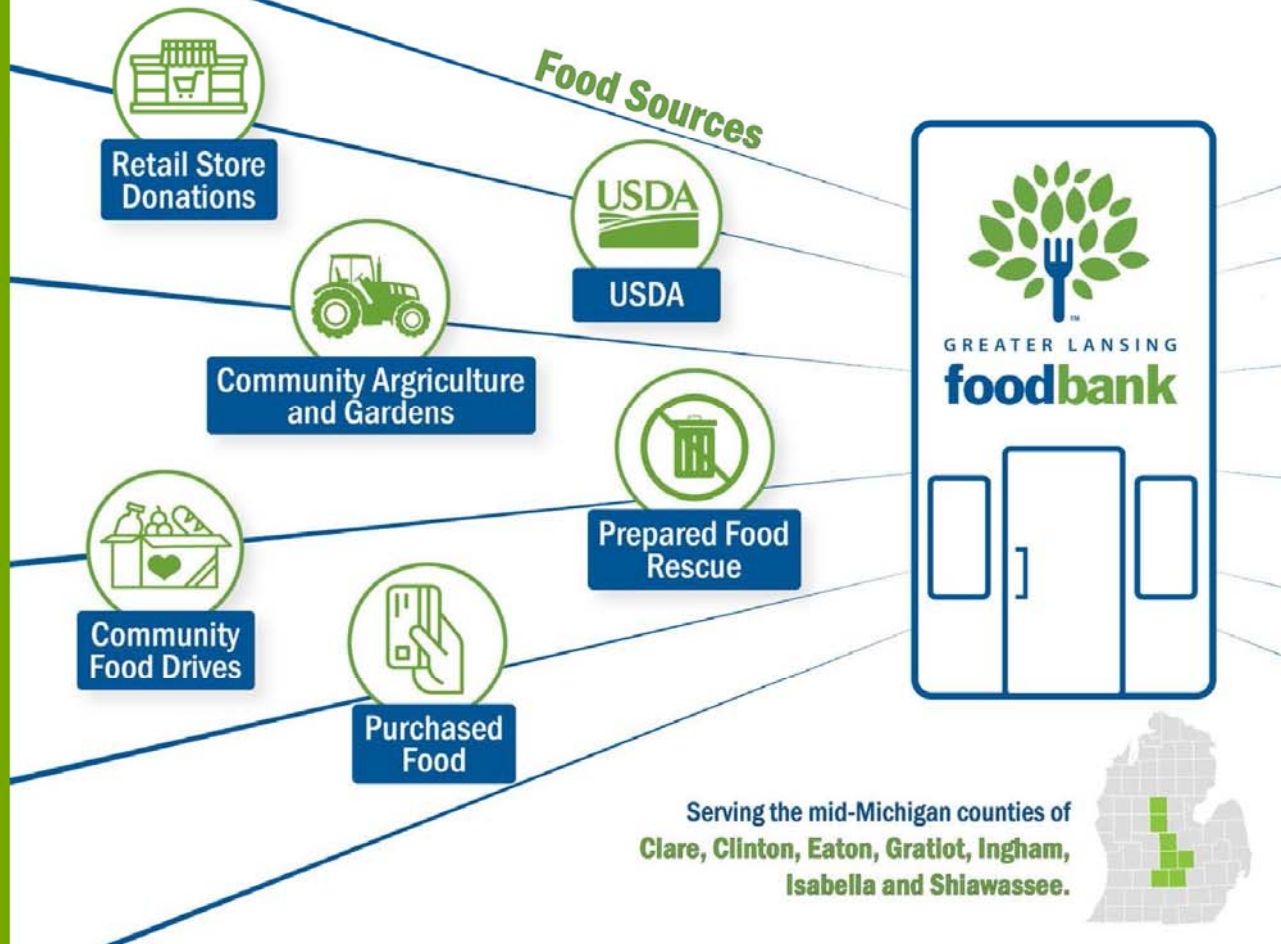
**Tri-County Office on Aging:  
(Meals on Wheels & congregate sites)**

**Schools – Children**

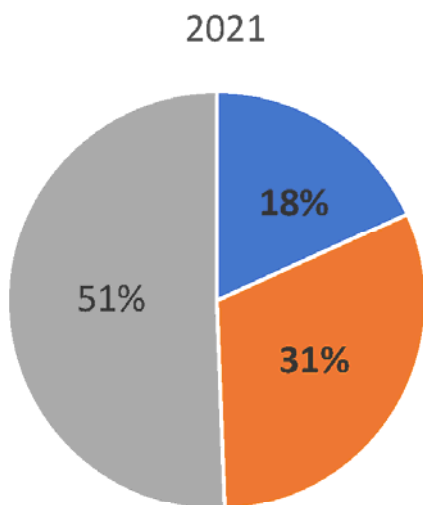
**SNAP Benefits**



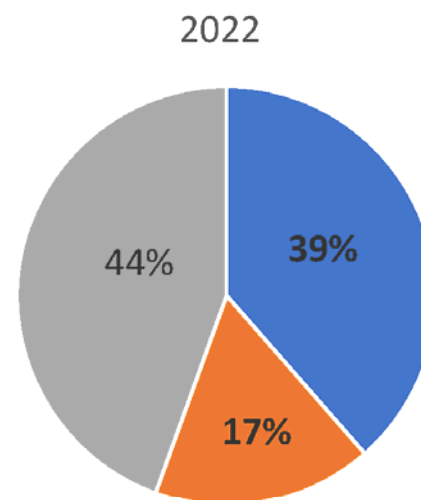
## Connecting Nutritious Food from our **Community** to our **Neighbors**.



## COMPARISON OF FOOD SOURCES



■ Purchased ■ USDA ■ Donated



■ Purchased ■ USDA ■ Donated



## **During & Prior to Pandemic...**

**USDA loads of food:  
economic recovery, trade mitigation &  
financial programs**

**Lots of Food & Fund Donations**



# Why???

1. **Food supply chain hit hard**
  2. **Food processors still trying to catch up**
  3. **Trucking/Shipping – in demand, expensive**
  4. **Food costs higher (gas)**
  5. **War in Ukraine (40% world's grain)**
  6. **Only two growing seasons**
  7. **Everyone competing for food (USDA)**
- 

# **What can we do?**

**Stay hopeful**

**Share information to your residents**

**Food drives & fundraising**

**Funding for Basic Needs for Residents**



GREATER LANSING  
**foodbank**



MEMBER OF  
**FEEDING  
AMERICA**

### Agenda Item 3

TO: Ingham County Board of Commissioners

FROM: Amy Pocan, Director

DATE: November 13, 2022

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

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#### **BACKGROUND**

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

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

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

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

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

#### **ALTERNATIVES**

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

#### **FINANCIAL IMPACT**

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

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

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

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

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

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

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

#### **OTHER CONSIDERATIONS**

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

#### **RECOMMENDATIONS**

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

### Agenda Item 3

TO: Amy Pocan, Veteran Affairs Director

FROM: Joan Clous, Human Resources Specialist

DATE: October 31, 2022

RE: Support for Reorganization of the Veteran Affairs Office

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

After analysis we have placed the following positions as follows:

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

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

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

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, October 31, 2022 10:34 AM  
**To:** Amy Pocan <[APocan@ingham.org](mailto:APocan@ingham.org)>  
**Subject:** FW: VA Reorg

Amy,

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

Thanks,  
Joan

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

Yes Joan

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

Administrative Assistant

1	2	3	4	5	6	7	8a	8b	9	10	11
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Total

140	135	110	100	50	90	70	60	60	10	10	25
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860 UAW G

Transportation Office

1	2	3	4	5	6	7	8a	8b	9	10	11
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Total

45	90	60	60	50	70	70	35	60	15	25	45
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625 UAW E

Benefits Specialist

1	2	3	4	5	6	7	8a	8b	9	10	11
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Total

190	90	110	140	50	90	130	35	115	10	10	25
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995 UAW I

Thank you

*Teresa Carter*

*Unit Chair*

*Local 2256*



## **INGHAM COUNTY JOB DESCRIPTION**

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

#### **General Summary:**

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

#### **Essential Functions:**

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

#### **Other Functions:**

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

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

#### **Employment Qualifications:**

**Education & Experience:** A Bachelor's degree in Sociology, Psychology, Business Administration or related discipline. At least one (1) year of full time work experience in counseling with considerable experience as a



Veterans Counselor and two (2) year of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or manager experience; or an equivalent combination of education, training, and /or experience.

OR

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

**Other Requirements:**

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

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

**Working Conditions:**

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

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.

- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***September 2022***

## **INGHAM COUNTY JOB DESCRIPTION**

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

#### **General Summary:**

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

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

#### **Essential Functions:**

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

#### **Other Functions:**

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

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

## **Employment Qualifications:**

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

OR

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

## **Other Requirements:**

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

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

## **Working Conditions:**

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

## **Physical Requirements:**

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

- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***September 2022***

***Pay Grade***

# INGHAM COUNTY JOB DESCRIPTION

## DEPUTY DIRECTOR/VETERANS AFFAIRS

### General Summary:

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

### Essential Functions:

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

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

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

#### **Other Functions:**

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

#### **Employment Qualifications:**

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

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

#### **Other Requirements:**

- Veteran of the U.S. Armed Forces (preferred) and have a discharged under honorable conditions.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the

National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.

- Knowledge of laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Ability to understand medical and legal terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

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

#### **Working Conditions:**

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

#### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.



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

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

**Must be a Notary Public.**

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

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

**Working Conditions:**

~~Works in office conditions.~~

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

~~Exposure to communicable diseases.~~

October, 1999

September 2022  
MC

# INGHAM COUNTY JOB DESCRIPTION

## TRANSPORTATION OFFICER

### General Summary

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

### Essential Functions

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

14. Assist office personnel with routine clerical duties such as answering phones, filing, and assisting veterans and their dependents.

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

### **Other Functions**

1. None listed.

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

### **Employment Qualifications**

**Education:** High School Diploma or its equivalent.

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

### **Other Requirements:**

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

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

~~\*CPR Certification required.~~

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

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

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.

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

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

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

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

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

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

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

~~Exposure to communicable diseases.~~

September 1, 2022  
1998 – UAW/D  
Updated July 2018

# INGHAM COUNTY JOB DESCRIPTION

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

### General Summary

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

### Essential Functions

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

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

### **Other Functions**

#### **Other Functions:**

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

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

### **Employment Qualifications**

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

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

#### **Other Requirements:**

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

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

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

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

~~Ability to access various files.~~

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

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

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

~~Works in office conditions.~~

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

**1/11/99  
September 2022**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

WHEREAS, the Veterans Affairs Department has complied with the County's Reorganization Policy; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Ingham County Department of Veterans Affairs.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
682003	Veterans Clerk/ Trust Fund Agent	Move from UAW D to UAW G, update the current job description, and change the title to Administrative Assistant
682004	Transportation Officer	Move from UAW D to UAW E, update the current job description



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

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

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

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

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** January 20, 2022

**SUBJECT:** Authorization to Enter Into Agreement with Maxim Staffing

For the Meeting Agendas of February 6 and February 8, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Maxim Healthcare Staffing Services for supplemental staffing effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824. Maxim will provide ICHHD with temporary Registered Nurses, Licensed Practical Nurses and Medical Assistants to aid in vaccinations, in Immunization Clinics, and to assist with Michigan Care Improvement Registry (MCIR). Staffing will be compensated at the following rates:

Registered Nurses: \$65 per hour  
Licensed Practical Nurse: \$55 per hour  
Medical Assistants: \$35 per hour

**ALTERNATIVES**

Not entering into this agreement would result in a continued shortage of staffing and assistance with ICHD's Immunization Clinic and with MCIR.

**FINANCIAL IMPACT**

The financial impact of this agreement will not exceed \$104,824 and will be covered by MDHHS Emerging Threats – Local Health Department – 2023 COVID Immunization grant.

**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 Maxim Healthcare Staffing Services effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
MAXIM HEALTHCARE STAFFING SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Maxim Healthcare Staffing Services for supplemental staffing effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824; and

WHEREAS, Maxim will provide ICHD with temporary Registered Nurses, Licensed Practical Nurses, and Medical Assistants to aid in vaccinations and Immunization Clinics and assist with Michigan Care Improvement Registry (MCIR); and

WHEREAS, staffing will be compensated at the following rates:

Registered Nurses: \$65 per hour  
Licensed Practical Nurse: \$55 per hour  
Medical Assistants: \$35 per hour; and

WHEREAS, the financial impact of this agreement will not exceed \$104,824 and will be covered by Michigan Department of Health and Human Services (MDHHS) Emerging Threats – Local Health Department – 2023 COVID Immunization grant; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Maxim Healthcare Staffing for supplemental staffing services, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Maxim Healthcare Staffing for supplemental staffing services, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824.

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 Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 13, 2023  
**SUBJECT:** FY 23 State of Michigan Emerging Threats Comprehensive Agreement – Amendment #2  
For the meeting agendas of February 6, 2023 and February 8, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) 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 (BOC) approved the 2022-2023 Emerging Threats Comprehensive Agreement through Resolution #22-397 and amended this agreement through Resolution #22-562.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this agreement will increase the FY '23 grant agreement from \$1,676,315 to \$1,726,315, an increase of \$50,000. The revised resolution makes the following specific change to the budget:

Monkeypox Virus Response: increase of \$50,000 from \$0.00 to \$50,000

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support this Emerging Threats amendment with MDHSS effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2022-2023 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, MDHHS and Ingham County Health Department (ICHD) have entered into a 2022 – 2023 Emerging Threats Agreement which was authorized through Resolution #22-397 and amended through Resolution #22-562; and

WHEREAS, MDHHS has proposed Amendment #2 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 2022 – 2023 Emerging Threats Agreement with the MDHHS for the delivery of emerging threats services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2022 through September 30, 2023.

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 \$1,676,315 to \$1,726,315, an increase of \$50,000.

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

Monkeypox Virus Response: increase of \$50,000 from \$0.00 to \$50,000.

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 2022-2023 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** January 13, 2023  
**SUBJECT:** FY 23 State of Michigan Master Agreement Amendment # 2  
For the meeting agendas of February 6, 2023 and February 8, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmits State & Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) approved the 2022-2023 Master Agreement through Resolution #22-358 and amended the agreement through Resolution #22-563.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this increased support will increase the FY '23 grant agreement from \$6,918,310 to \$6,919,914 and increase of \$1,604. The revised resolution makes the following specific changes to the budget:

Public Health Emergency Preparedness (PHEP) funding will increase from \$117,068 to \$148,743 for a total increase of \$31,675, Breast & Cervical Cancer Control (BCCCP) Coordination funding will decrease from \$102,500 to \$74,375 for a total decrease of \$28,125, and Tuberculosis (TB) Control funding will decrease from \$5,440 to \$3,494 for a total decrease of \$1,946.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support this amendment with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2022-2023 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER 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, MDHHS and ICHD have entered into a 2022-2023 Master Agreement authorized through Resolution #22-358 and amended through Resolution #22-563; and

WHEREAS, MDHHS has proposed Amendment #2 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Health Officer has recommended that the Ingham County Board of Commissioners authorize the revised agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2022–2023 agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Master Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$6,918,310 to \$6,919,914 for a total increase of \$1,604.

BE IT FURTHER RESOLVED, that the Public Health Emergency Preparedness (PHEP) funding will increase from \$117,068 to \$148,743 for a total increase of \$31,675, Breast & Cervical Cancer Control (BCCCP) Coordination funding will decrease from \$102,500 to \$74,375 for a total decrease of \$28,125, and Tuberculosis (TB) Control funding will decrease from \$5,440 to \$3,494 for a total decrease of \$1,946.

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 2022 -2023 Master Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.



**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 29, 2022  
**SUBJECT:** Authorization to Accept Health Center funds from the Health Resources and Services Administration (HRSA)  
For the meeting agendas of February 6 and February 8, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept the Health Center Program funding award from the Health Resources and Services Administration (HRSA) effective February 1, 2023 through January 31, 2026, in an annual amount not to exceed \$2,773,592.

**ALTERNATIVES**

We are unaware of any other funding that would allow the ability to expand CHC programs designed to meet patient needs.

**FINANCIAL IMPACT**

This funding will support primary care, dental, mental health, substance abuse, and supportive services for Ingham County's low-income, uninsured, and medically underserved population through the CHCs.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize accepting a funding award from the HRSA, effective February 1, 2023 through January 31, 2026 in an annual amount not to exceed \$2,773,592.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH RESOURCES AND SERVICES ADMINISTRATION HEALTH CENTER PROGRAM FUNDS**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept Health Center Program funding from the Health Resources and Services Administration (HRSA) effective February 1, 2023 through January 31, 2026 for an annual amount not to exceed \$2,773,592; and

WHEREAS, this funding will support CHC primary care, dental, mental health, substance abuse, and supportive services for Ingham County's low-income, uninsured, and medically underserved populations; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize the Health Center Program funding award from the HRSA effective February 1, 2023 through January 31, 2026, in an annual amount not to exceed \$2,773,592.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the Health Center Program funding award from HRSA effective February 1, 2023 through January 31, 2026, in an annual amount not to exceed \$2,773,592.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 9, 2023  
**SUBJECT:** Authorization to Amend the Agreement with Walgreens to add Pharmacy #16374 and Pharmacy #21362 to the 340B Discount Program

For the Meeting Agendas of February 6 and February 8, 2023

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### **BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend the existing agreement with Walgreens to add additional pharmacy locations, effective upon approval. These pharmacy locations will include Pharmacy #16374 and Pharmacy #21362. Pharmacy #16374 is located at 4501 Woodward Avenue, Ste. 105, Detroit, MI 48201. Pharmacy #21362 is located at 3520 Forest Road, Suite 1-350, Lansing, MI 48901. 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 states that the 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 the patient visit, or for dispensing from a covered entity owned pharmacy or 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**

If ICHD does not amend this agreement, any savings associated with patients utilizing Walgreens - Pharmacy #16374 and Pharmacy #21362 will be forfeited.

### **FINANCIAL IMPACT**

There is no cost to participate in this agreement. This agreement will generate \$150,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreens, Pharmacy #16374 and Pharmacy #21362.

### **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 amending the existing agreement with Walgreens to add Pharmacy #16374 and Pharmacy #21362, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE AGREEMENT WITH WALGREENS TO ADD PHARMACY #16374  
AND PHARMACY #21362 TO THE 340B DRUG DISCOUNT PROGRAM**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend the existing agreement with Walgreens to add additional pharmacy locations, effective upon approval; and

WHEREAS, these pharmacy locations include Pharmacy #16374 and Pharmacy #21362; and

WHEREAS, Pharmacy #16374 is located at 4501 Woodward Avenue, Ste. 105, Detroit, MI 48201; and

WHEREAS, Pharmacy #21362 is located at 3520 Forest Road, Suite 1-350, Lansing, MI 48901; 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 manufactures 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 via contract arrangement with a retail pharmacy; and

WHEREAS, ICHHD currently participates 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 the agreement will generate \$150,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreens, Pharmacy #16374 and Pharmacy #21362; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize amending the existing agreement with Walgreens to add Pharmacy #16374 and Pharmacy #21362, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the existing agreement with Walgreens to add Pharmacy #16374 and Pharmacy #21362, effective upon approval.

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 Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 13, 2023  
**SUBJECT:** Authorization to Enter Into an Agreement with Trident Contract Management

For the meeting agendas of February 6 and February 8, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter an agreement with Trident Contract Management (TCM) for an amount not exceed \$3,600 in Year 1, and subsequent annual amounts not to exceed \$1,200. This agreement will be effective March 1, 2023 through February 18, 2024 and will renew annually for up to five years. TCM offers the Poseidon service, a highly customizable robust grants management platform. ICHD's CHCs seek to utilize the TCM's grants management platform to create a more proactive and effective grant management process for local, state, federal, public and private funding awards, which will include periodic reporting.

**ALTERNATIVES**

If this resolution is not approved, the current process will continue. However, the current process is not efficient, comprises of manual activities, which often results in near missed deadlines for mandatory grant reporting.

**FINANCIAL IMPACT**

The cost of this agreement is \$3,600 for Year 1, which includes a one-time set up fee of \$2,400 and an annual fee of \$1,200. The cost of this agreement for Year 2 and beyond is \$1,200. These costs will be covered by 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 CONSIDERATION:**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize an agreement with Trident Contract Management (TCM) effective March 1, 2023 through February 18, 2024, and will renew annually for up to five years.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRIDENT CONTRACT MANAGEMENT**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Trident Contract Management (TCM) for an amount not exceed \$3,600 in Year 1, and subsequent annual amounts not to exceed \$1,200; and

WHEREAS, this agreement will be effective March 1, 2023 through February 18, 2024 and will renew annually for up to five years; and

WHEREAS, TCM offers the Poseidon service, a highly customizable, robust grants management platform; and

WHEREAS, ICHHD's CHCs seek to utilize the TCM's grants management platform to create a more proactive and effective grant management process for local, state, federal, public, and private funding awards, and will include periodic reporting; and

WHEREAS, the cost of this agreement is \$3,600 for Year 1, which includes a one-time set up fee of \$2,400 and an annual fee of \$1,200; and

WHEREAS, the cost of this agreement for Year 2 and beyond is \$1,200 and the costs will be covered by the FY 23 CHC Operating Budget; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Trident Contract Management (TCM) effective March 1, 2023 through February 18, 2024, and will renew annually for up to five years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trident Contract Management (TCM) effective March 1, 2023 through February 18, 2024, and will renew annually for up to five years.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 10, 2023  
**SUBJECT:** Authorization to Enter Into an Agreement with Dr. Austin Schaar for Dental Services

For the meeting agendas of February 6 and February 8, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840, effective March 1, 2023 through February 28, 2024, with 1-year automatic renewals for five years. This agreement will cover services for up to eight (8) hours per week, at \$83.75 per hour. ICHD's CHCs provide dental services through its Forest and Cedar CHC locations. ICHD's CHCs have not been able to successfully recruit dentists through staff positions, which has resulted in a 1.5 FTE dentist position that remains vacant.

**ALTERNATIVES**

Failure to enter into this agreement would impact patient access to dental care and impact quality of care to patients currently being seen at Forest CHC.

**FINANCIAL IMPACT**

The cost of the agreement will not exceed \$34,840 and will be covered by billable services.

**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 Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840, effective March 1, 2023 through February 28, 2024 with 1-year automatic renewals for five years.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DR. AUSTIN SCHAAR  
FOR DENTAL SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840 effective March 1, 2023 through February 28, 2024, to renew automatically on an annual basis, for a period not to exceed five years; and

WHEREAS, ICHHD's CHCs provide dental services through its Forest and Cedar CHC locations; and

WHEREAS, ICHHD's CHCs have not been able to successfully recruit dentists through staff positions, which has resulted in a 1.5 FTE dentist position that remains vacant; and

WHEREAS, the cost of the agreement will not exceed \$34,840 and will be covered by billable services; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840 effective March 1, 2023 through February 28, 2024, with 1-year automatic renewals for five years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840 effective March 1, 2023 through February 28, 2024, , to renew automatically on an annual basis, for a period not to exceed five years.

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



**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 5, 2023  
**SUBJECT:** Authorization to Accept MALPH Wellbeing Grant

For the Meeting Agendas of February 6, and February 8, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept a Local Health Department Staff Wellbeing grant in an amount not to exceed \$5,000 from the Michigan Association for Local Public Health (MALPH), effective March 1, 2023 through September 30, 2023. The purpose of this agreement is to specify the responsibilities of MALPH and ICHHD related to the implementation of the Wellbeing mini-grant program. This funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic, and to bolster employees' sense of social and emotional wellbeing. Program services may be therapeutic in nature, and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence.

**ALTERNATIVES**

ICHHD could decline the funding and forfeit the opportunity to provide well-being services for employees in response to COVID-19 associated workplace stresses.

**FINANCIAL IMPACT**

The total amount of grant funding is \$5,000.

**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 accepting a Local Health Department Staff Wellbeing grant in an amount not to exceed \$5,000 from MALPH, effective March 1, 2023 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF A WELLBEING GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a Local Health Department Staff Wellbeing grant for an amount not to exceed \$5,000 from the Michigan Association for Local Public Health (MALPH) effective March 1, 2023 through September 30, 2023; and

WHEREAS, the purpose of this grant agreement is to specify the responsibilities of MALPH and of the Grantee related to the implementation of Wellbeing mini-grant program; and

WHEREAS, this funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic and to bolster employees' sense of social and emotional wellbeing; and

WHEREAS, program services may be therapeutic in nature and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize accepting a Local Health Department Staff Wellbeing grant for an amount not to exceed \$5,000 from MALPH effective March 1, 2023 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a Local Health Department Staff Wellbeing grant for an amount not to exceed \$5,000 from MALPH effective March 1, 2023 through September 30, 2023.

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 approved to form by the County Attorney.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING LINDA S. VAIL**

WHEREAS, Linda S. Vail was appointed as Health Officer for Ingham County Health Department (ICHD) on April 7, 2014 where she has provided outstanding leadership to carry out the statutory responsibility to protect and promote the health of County residents through local public health operations, and through ICHD's primary care network of Community Health Centers (CHCs); and

WHEREAS, Linda has maintained an unwavering commitment to ICHD's Core Values of excellent service, accountability, respect, continuous mutual learning, health equity and social justice, and innovation; and

WHEREAS, Linda has been a masterful researcher, advocate, mentor, and facilitator in the areas of health inequities, cultural competence, and social justice throughout her career at ICHD; and

WHEREAS, Linda shares a strong commitment to health prevention, to protecting lives, guiding people to better health, and a commitment to eliminating barriers to access and resources; and

WHEREAS, Linda was instrumental in launching the Ingham Opioid Awareness Prevention Initiative (IOAPI) with Ingham County partners dedicated to addressing the opioid epidemic; and

WHEREAS, Linda provided exemplary leadership in navigating the COVID-19 pandemic while garnering national recognition for her broad and effective approach to guiding and protecting the health of Ingham County residents through this crisis; and

WHEREAS, Linda continually partnered with local organizations to improve health outcomes and served on multiple task forces including the Capital Area Health Alliance, Ingham County Health Care Coalition, Lansing Invest Health, and the Lansing Mayor's Racial Justice Equity Alliance; and

WHEREAS, Linda was appointed by Governor Gretchen Whitmer to serve on State level boards including the Protect Michigan Commission, as well as the State Public Health Advisory Council and the State Medical Care Advisory Committee; and

WHEREAS, under Linda's leadership, ICHD received National Accreditation for the first time through the Public Health Accreditation Board (PHAB), the highest level of recognition from the PHAB board; and

WHEREAS, throughout her career, Linda has been a strong leader and champion of Public Health; and

WHEREAS, Linda has brought extensive knowledge, experience, and invaluable insight into all areas of ICHD; and

WHEREAS, Linda's systematic and practical approach to problem-solving has resulted in critical strategic actions to improve the public's health; and

WHEREAS, Linda demonstrated exceptional skills in crisis and risk communications and media relations, particularly during the COVID-19 pandemic; and

WHEREAS, Linda leaves ICHD with an indelible mark of her professionalism, loyalty, servanthood, perseverance, and genuine love for Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Linda S. Vail for her many years of dedicated service to Ingham County Health Department and for the many contributions she has made to the clients and staff within Ingham County.

BE IT FURTHER RESOLVED, that the Board wishes Linda continued success in all of her future endeavors.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING CORI JAQUETTE**

WHEREAS, after 24 years of dedicated service to Ingham County Health Department (ICHD) and the Ingham Community Health Centers (CHCs), Cori Jaquette will be retiring on February 28, 2023; and

WHEREAS, Cori began her career with ICHD full-time in May, 1998 as a Community Health Representative II (CHR) providing excellent customer service by welcoming clients and performing registration processes; and

WHEREAS, Cori exemplified excellent leadership and operational support in assuring front office processes met the County of Ingham, State, and Federal policy compliance and regulations; and

WHEREAS, in 2007 Cori was promoted to CHR IV, to direct the activities of the CHRs and other support staff while assisting in the resolution of operational concerns; and

WHEREAS, in 2016 Cori was promoted to Clinic Information Training Coordinator and exemplified passion and dedication to leading and training staff in clinic registration; and

WHEREAS, Cori assisted in developing work flow processes, while maintaining clinic information systems, training documentation, and ensuring successful patient registration; and

WHEREAS, Cori has been loyal, dedicated, knowledgeable, and professional while adhering to and promoting ICHD's mission, vision, and core values.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Cori Jaquette for her many years of dedicated service to Ingham County Health Department and for the many contributions she has made to the clients and staff and for her 24 years of exemplified leadership, customer service, and dedication to ICHD and Ingham CHCs.

BE IT FURTHER RESOLVED, that the Board wishes Cori continued success in all of her future endeavors.