

CHAIRPERSON
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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 27, 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 [February 6, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews – Potter Park Zoo Board
2. Potter Park Zoo
 - a. Resolution to Authorize a Purchase Order for a [Utility Vehicle](#) from Spartan Distributors
 - b. Potter Park Zoo [Reorganization](#) (*Discussion*)
3. Health Department
 - a. Resolution to Authorize an Agreement with [Graphic Sciences, Inc.](#) for the Transport, Storage, and Retrieval of Health Department Files
 - b. 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
 - c. Resolution to Authorize an Agreement with [Maxim Healthcare](#) Staffing Services
 - d. Resolution to Authorize an Agreement with [Piper & Gold Public Relations](#) for a Harm Reduction Community Education Campaign
 - e. Resolution to Authorize a Reducing Overdose through Community Approaches [Mentorship Grant](#) Agreement with National Association of City and County Health Officials
 - f. Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support to Operate the [Advance Peace](#) Lansing/Ingham Peacemaker Fellowship ®

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.

HUMAN SERVICES COMMITTEE

February 6, 2023

Draft Minutes

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

Members Absent: None.

Others Present: Jared Cypher, Morgan Feldpausch, Michelle Lantz, Ernest Conerly, Simon Verghese, 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 January 23, 2023 Minutes

CHAIRPERSON TENNIS STATED, WITHOUT OBJECTION, THE MINUTES OF THE JANUARY 23, 2023 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Cahill.

Commissioner Cahill arrived at 6:31 p.m.

Additions to the Agenda

None.

Limited Public Comment

Morgan Feldpausch, Ingham County Environmental Sustainability Manager, introduced herself to the Board of Commissioners. She further stated that she graduated from Michigan State University with a Degree in Environmental Studies and Sustainability, and previously worked for Eaton County for four years as the Solid Waste and Recycling Coordinator.

Ms. Feldpausch stated that she worked on solid waste management, resource recovery, sustainability initiatives, and environmental compliance. She further stated she would be working with the Ingham County Environmental Affairs Commission and other various departments.

Chairperson Tennis welcomed Ms. Feldpausch and stated that the Committee would be open to a meeting in the future to discuss her role further.

MOVED BY COMMISSIONER SCHAFFER, SUPPORTED BY COMMISSIONER MORGAN,
TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION
ITEMS:

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
 - 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

THE MOTION CARRIED UNANIMOUSLY.

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

1. Interviews
 - a. Racial Equity Task Force

Ernest Conerly interviewed for the Ingham County Racial Equity Task Force.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. TRUBAC, TO RECOMMEND
TO APPOINT ERNEST CONERLY TO THE INGHAM COUNTY RACIAL EQUITY TASK
FORCE.

THE MOTION CARRIED UNANIMOUSLY.

1. Interviews
 - b. Community Health Center Board

Chairperson Tennis provided background on the relationship between the County and the Community Health Center (CHC) Board, and the appointment process. He stated that Simon Verghese had already interviewed for the Ingham Community Health Center Board with the CHC Board, and was interviewing again with the Committee.

Chairperson Tennis stated that the CHC Board highly recommended Mr. Verghese.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. TRUBAC, TO RECOMMEND TO APPOINT SIMON VERGHESE TO THE INGHAM COMMUNITY HEALTH CENTER BOARD.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

2. Greater Lansing Food Bank – Presentation

Michelle Lantz, Greater Lansing Food Bank (GLFB) CEO, stated that she had served the last three and a half years in her position and further provided a presentation on the role of the Greater Lansing Food Bank.

Ms. Lantz stated that the Supplemental Nutrition Assistance Program (SNAP) Pandemic Emergency Benefits were ending at the end of February 2023. She further stated that this was particularly troublesome for those in the food insecurity arena because anywhere from \$82 to \$92 per person, of a family of four, would come off of SNAP benefits cards every month.

Ms. Lantz stated if a senior citizen had \$130 on their SNAP Benefits Card, and \$90 of that amount was removed, that would only leave a couple-dozen dollars a month to invest in groceries. She further stated that those affected would require a lot more assistance.

Ms. Lantz stated that there were approximately 41,000 SNAP benefit recipients in Ingham County, and if \$82 was multiplied by the 41,000 participants every month, there would be a decrease of approximately \$3.3 million for Ingham County residents to purchase their own groceries. She further stated that those participants were being directed to local food banks, and food pantries that were in their network.

Ms. Lantz stated the SNAP Pandemic Emergency Benefits had been an emergency allotment that was coming from the Federal Government, but that the GLFB had expected this to end. She further stated that the GLFB was already planning on an increase of approximately 25% to 30% of residents coming out for food beginning in March 2023.

Commissioner Morgan left at 6:54 p.m.

Commissioner Morgan returned at 6:56 p.m.

Ms. Lantz continued the presentation.

Commissioner Pawar asked how the GLFB surveilled the need for food in the community for those that were shy or may not have transportation.

Ms. Lantz stated that stigma played into why people were afraid to come out. She further stated that GLFB tried to monitor community forums, and they have a Facebook page that people could reach out to them through.

Ms. Lantz stated that it was impossible for GLFB to survey all seven counties' worth of community Facebook pages. She further stated that GLFB had hoped that people would spread the word to help connect people in need to their available resources.

Commissioner Pawar asked if there was a program, or connection with the program, that would allow GLFB to notify those benefitting from the SNAP Pandemic Emergency Benefits that the program would be ending so they could plug in.

Ms. Lantz stated that the State of Michigan would not provide that information due to privacy concerns. She further stated the State of Michigan was directing people, through their website, to food banks as well as providing the United Way Help Line (211), which would have all of the food pantries located in a person's community.

Ms. Lantz stated that it was her understanding that the State of Michigan was not informing every resident whose benefits would be cut, and that they were only utilizing the media.

Commissioner Cahill stated she had heard about the SNAP Pandemic Emergency Benefits program ending several times on the radio. She further asked how to get more people to help with events like Stamp Out Hunger.

Ms. Lantz stated that United States Postal Service hosted that event once a year across America, but was not held the two previous years due to the COVID-19 Pandemic and safety reasons. She further stated that if any Commissioners had communications that went out where they could mention it, through any type of media, that would be helpful.

Ms. Lantz stated it would be especially helpful during a time of year where people do not typically think of donating. She further stated about halfway through the year was when there was a down-tick in donations, and the Holidays were typically when they saw more people donating and volunteering.

Commissioner Schafer asked how it was determined where the mobile truck went, and if there was a phone number to call to see if a neighborhood would qualify.

Ms. Lantz stated members of the community could call and request the mobile truck. She further stated that the GLFB programming staff would identify another site in a community nearby, they could provide information on that site, or entertain providing a distribution for that community.

Chairperson Tennis thanked Ms. Lantz for her presentation and her work. He further stated the Board of Commissioners would do what they could to help.

Commissioner Morgan left at 7:11 p.m.

Commissioner Morgan returned at 7:18 p.m.

4. Health Department

- 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

Chairperson Tennis stated that he spoke with Jared Cypher, Deputy Controller, who stated these resolutions were not high-priority or under a deadline. He further stated that these agenda items would also be on the Finance Committee agenda.

Chairperson Tennis reminded those present that they could table the resolution, as there was not a representative from the Ingham County Health Department present to answer questions.

Commissioner Pawar asked what type of services would be provided based on the funding they would be received from the Services Administration Health Center Program Funds. She further stated that she did not have an objection to the resolution.

Mr. Cypher stated that he could provide the information on the services provided.

Commissioner Schafer stated her concern with the cut-back of services for women. She further stated that she understood that it was likely related to funding from the State of Michigan, but that she hoped that Ingham County was looking at funding to supplement.

Commissioner Schafer stated that women's issues, for example breast exams, were a big deal. She further stated she would have a hard time voting to reduce funding without making sure that additional funding was put in place so that women had the access they require.

Chairperson Tennis stated he understood Commissioner Schafer's concern. He further stated that these types of adjustments were usually due to the State of Michigan making the adjustment and the Board of Commissioners responding to that.

Chairperson Tennis stated that another possibility could be that, for one reason or another, there were not as many people utilizing the services; therefore the funds were put somewhere else. He further stated that the information would be needed before the Board of Commissioners could move forward.

Commissioner Ruest recommended the agenda item be pulled for two weeks. She further stated she would like answers on why they were taking funding away from the breast and cervical cancer screenings, and why they were putting some money into Monkeypox, which seemed to be at a low level.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. TRUBAC, TO TABLE THE RESOLUTION UNTIL THE NEXT HUMAN SERVICES MEETING.

Commissioner Pawar stated she wanted to know if the numbers were related to COVID-19.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY.

4. Health Department

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

Commissioner Pawar asked for detail on funding and a comprehensive idea of what they were getting.

Chairperson Tennis stated that Deputy Controller Cypher would provide the information.

MOVED BY COMM. PAWAR, SUPPORTED BY COMM. MORGAN, TO APPROVE THE RESOLUTION.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Morgan thanked the new Commissioners for bringing up issues, catching things, and raising their concerns. He further stated that it was nice to see them jumping right in.

Commissioner Pawar thanked the Board of Commissioners for having made it so easy to be able to ask questions and not have to sit back on the side and figure it out on their own.

Chairperson Tennis stated that the Board of Commissioners were happy to have Commissioner Pawar in attendance.

Commissioner Schafer stated that she had the opportunity to tour the Child and Family Charities facility with Julie Thomasma, Child and Family Charities Chief Executive Officer, approximately six months ago and was able to see where the funding provided by the American Rescue Plan was utilized.

Commissioner Schafer stated that she was impressed and that it was great to see someone giving back to the community. She further stated that the Child and Family Charities were watching every penny being spent on the development.

Commissioner Schafer stated that she was very proud that the previous Board of Commissioners had donated to them. She further stated that there was a need in that part of the community, and that Child and Family Charities was filling it.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:25 p.m.

FEBRUARY 27, 2023 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. Potter Park Zoo

a. *Resolution to Authorize a Purchase Order for a Utility Vehicle from Spartan Distributors*

This resolution authorizes the purchase of a utility vehicle with a dump bed for removal of waste from animal holding areas. The total cost will not exceed \$44,721.56. Funds were included in the 2023 budget for this purchase.

3. Health Department

a. *Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files*

This resolution authorizes a one-year contract with Graphic Sciences, Inc. for the transport, storage, and retrieval of files effective January 27, 2023 through January 26, 2024 in an amount not to exceed \$49,000. Funding for this contract is included in the 2023 budget.

b. *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 amends the FY22-23 Master agreement by increasing the grant agreement from \$6,918,310 to \$6,919,914 for a total increase of \$1,604 effective October 1, 2022 through September 30, 2023. Currently, ICHD 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 approved the 2022-2023 Master Agreement through Resolution #22-358 and amended the agreement through Resolution #22-563. The financial impact of this increased support will increase the FY '23 grant agreement from \$6,918,310 to \$6,919,914, an 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.

c. *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 \$116,344. Maxim will provide the Health Department with temporary medical clerical staffing to assist with the Breast and Cervical Cancer Control & Navigation Program (BC3NP) and 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: \$67.50 per hour

Licensed Practical Nurse: \$60 per hour

Medical Assistants: \$42.50 per hour

Administrative Assistant I: \$31.50 per hour

The cost of this agreement will be covered by the Michigan Department of Health and Human Services (MDHHS) FY 23 Emerging Threats Local Health Department COVID Immunization grant, and the BC3NP grant awarded through the FY23 MDHHS Master Agreement.

d. Resolution to Authorize an Agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign

This resolution authorizes an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000. All costs associated with this project are funded by the FY23 contract between the Health Department and Mid-State Health Network for Substance Abuse Disorder (SUD) Treatment approved through Resolution #22-494.

e. Resolution to Authorize a Reducing Overdose through Community Approaches Mentorship Grant Agreement with National Association of City and County Health Officials

This resolution authorizes an agreement with National Association of City and County Health Officials NACCHO to accept up to \$150,000 in grant funds effective February 1, 2023 and January 31, 2024 under the NACCHO Reducing Overdose through Community Approaches (ROCA) program. Through the NACCHO ROCA program, ICHD will join a national mentoring network focused on reducing overdoses through community approaches. ICHD staff will receive direct mentoring from other local health departments with extensive overdose prevention activities and systems. This program will build capacity within ICHD staff and other Ingham County partners to expand overdose prevention efforts through direct mentoring, participation in the national network, and provide opportunities for ICHD staff to receive extensive training. This program will also provide opportunities for staff to participate in national conferences and learning experiences focused on overdose prevention.

f. Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support to Operate the Advance Peace Lansing/Ingham Peacemaker Fellowship ®

This resolution authorizes an agreement with Michigan Public Health Institute (MPHI) for administrative support to operate the Advance Peace Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024. The funds for this agreement are included within the secured second year of the Advance Peace Lansing budget

OTHER ITEMS:

1. Interviews – Potter Park Zoo Board
2. Potter Park Zoo
 - b. *Potter Park Zoo Reorganization (Discussion)*

Agenda Item 2a

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: February 7, 2023
SUBJECT: Authorize a Purchase Order for a Utility Vehicle from Spartan Distributors
For the meeting agendas of February 22 and February 27, 2023

BACKGROUND

The Animal Care Department at Potter Park Zoo requires the use of a utility vehicle with a dump bed for removal of waste from animal holding areas.

Two Capital Improvement Projects (CIP) were approved in the 2023 budget process for two animal care utility vehicles in the amount of \$25,000 each.

Due to the rise in equipment costs, the cost for the necessary animal care utility vehicle is \$44,721.56. This quote is from Spartan Distributors based on OMNIA Contract #2017025. The Zoo is requesting to combine the two \$25,000 animal care utility vehicle line items into one and purchase one utility vehicle in an amount not to exceed \$44,721.56 from Spartan Distributors.

ALTERNATIVES

An alternative is to budget \$50,000 during the 2024 CIP process for the purchase of the animal care utility vehicle.

FINANCIAL IMPACT

Funds were approved in the 2023 budget for two \$25,000 animal care utility vehicles. If these funds are combined there are sufficient funds to cover the purchase of one animal care utility vehicle at a cost of \$44,721.56.

2023 Zoo Approved CIP	Amount	Line Item
Animal Waste Truckster Replacement	\$25,000	25869900 978000
Animal Care Truckster	\$25,000	25869900 978000
Total	\$50,000	

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a purchase order in an amount not to exceed \$44,721.56 for the purchase of an animal care utility vehicle from Spartan Distributors.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR A UTILITY VEHICLE FROM
SPARTAN DISTRIBUTORS**

WHEREAS, the Potter Park Zoo Animal Care Department is in need of a utility vehicle to remove animal waste from animal holding areas; and

WHEREAS, Potter Park Zoo seeks to purchase a utility vehicle from Spartan Distributors at a cost of \$44,721.56 using OMNIA Contract #2017025; and

WHEREAS, two Capital Improvement Projects (CIPs) were approved for animal care utility vehicles in an amount of \$25,000 each in the 2023 budget; and

WHEREAS, Potter Park Zoo requests to combine the two animal care utility vehicle 2023 CIPs into one in an amount of \$50,000; and

WHEREAS, the combined CIPs provide sufficient funds in Zoo line item #25869900 978000 to cover the full cost of \$44,721.56 for the purchase of an animal care utility vehicle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Spartan Distributors for the purchase of a utility vehicle in an amount not to exceed \$44,721.56.

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

TO: Board of Commissioners County Services and Human Services Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: January 05, 2023
SUBJECT: Zoo Reorganization for Zookeepers and Zookeeper Area Leads
For the meeting agendas of February 21 and February 27, 2023

BACKGROUND

Potter Park Zoo employs fifteen full time zookeepers, three of which are Area Leads. Reorganizing these fifteen positions as well as updating the job description would be beneficial to zoo operations. The twelve 400 positions will become twelve multiple level positions, I/II/III and the three area lead positions that are currently level 500 will become level IV. As the twelve I/II/III employees meet the required qualifications, they are able to advance levels without requiring a position to become vacant at a higher level.

This reorganization takes into consideration budgetary constraints, as well as, employee recruitment, retention, and satisfaction.

ALTERNATIVES

The current structure could remain which is twelve positions at the 400 level and three area leads at the 500 level.

FINANCIAL IMPACT

Funds for this reorganization were approved in the 2023 Zoo budget.

The 2023 budget office wage projections show the total cost increase is \$136,371 for the twelve positions at Step 8 of level III and the three area leads at level IV. There are sufficient funds in the Zoo budget to cover the total increase.

Current Positions	F/T Step 8
(12) Zookeeper 400	\$88,060 per
(3) Zookeeper 500	\$92,685 per
TOTAL	\$1,334,775

New Positions	F/T Step 8
(12) Zookeeper I/II/III	\$97,178 per
(3) Zookeeper IV	\$101,670 per
TOTAL	\$1,471,146

OTHER CONSIDERATIONS

The UAW Zoo Unit is in support of the proposed reorganization and job description update. This reorganization would be effective as of December 31, 2022.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the Zoo reorganization for the Zookeeper and Zookeeper Area Lead positions.

Agenda Item 2b

TO: Cynthia Wagner, PPZ Director

FROM: Joan Clous, Human Resources Specialist

DATE: January 5, 2023

RE: Memo of Analysis for reorganization of the Zookeepers and Zookeeper Lead

The Potter Park Zoo is reorganizing the Zookeepers and Zookeeper Lead to enhance their ability to serve residents of Ingham County.

1. Potter Park Zoo will create Zookeeper I, II, III and a Zookeeper Lead IV position, which will allow the zoo to hire at any level and promote as employees reach the requirements for the next level of worker.

I have sent the UAW Zoo chair notice regarding this change and they support the reorganization. I have attached their response.

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

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

From: [Joan Clous](#)
To: [Cynthia Wagner](#); [Elisabeth Bliesener](#)
Subject: FW: Zookeeper I,II,II/Area Lead
Date: Thursday, January 05, 2023 7:53:41 AM

As requested.

From: Kyle Hensley <KHensley@ingham.org>
Sent: Friday, May 27, 2022 1:55 PM
To: Joan Clous <JClous@ingham.org>
Subject: Re: Zookeeper I,II,II/Area Lead

Joan

The Union approves of these new job descriptions.

Kyle Hensley
UAW Zoo Unit Chair

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From: Joan Clous <JClous@ingham.org>
Sent: Wednesday, May 25, 2022 3:05 PM
To: Kyle Hensley <KHensley@ingham.org>
Subject: FW: Zookeeper I,II,II/Area Lead

Kyle,

Attached are the two new JDs for the zoo as well as the salary scale. Can you review and provide your union approval?

Thanks,
Joan

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Monday, May 23, 2022 9:53 AM
To: Joan Clous <JClous@ingham.org>
Subject: FW: Zookeeper I,II,II/Area Lead
Importance: High

Joan —

I have attached the mark-up copies and clean version of the two new JD's. You should have the new salary scale for the Area Lead as you worked on that.

On Tuesday can you email Kyle - Union president and get his approval of these changes and send Cindy the email with the Union approval.

(I gave Cindy copies the JD's already as budget was due today)

Thanks
Beth

From: Cynthia Wagner
Sent: Friday, May 20, 2022 9:46 AM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: FW: Zookeeper I,II,II/Area Lead
Importance: High

Hello,

The attached JD's have been reviewed by Pat Fountain, myself, Kyle and the all of the keepers. Kyle has not formally received them for a statement/letter of approval from the Union, but I do not anticipate any concerns when he does. Could you please finalize these two job descriptions including the correct physical requirement at the end. I attached the budget analysis from the budget office that includes the new 700 Area Lead level.

Other than the memo and the finalized JD, do I need anything else to submit with the budget?

Thank you,

Cynthia Wagner
Potter Park Zoo Director
1301 S. Pennsylvania Ave.
Lansing, MI 48912
517-342-2715 (office)
cwagner@ingham.org

From: Cynthia Wagner
Sent: Thursday, April 28, 2022 12:50 PM
To: Joan Clous <JClous@ingham.org>
Cc: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: RE: Zookeeper I,II,II

Hello,

Here are both the Area Lead and I,II,II. Please let me know if you have any questions or additional edits. One of the physical requirements still needs to be changed towards the end and I had a question about whether they had to have a Michigan Driver's License or just a Driver's License. I

think there was something else Sue had requested be updated in the template language when we had our meeting.

Thank you,
Cindy

From: Cynthia Wagner
Sent: Thursday, April 28, 2022 12:25 PM
To: Joan Clous <JClous@ingham.org>
Cc: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: Zookeeper I,II,II

Hello,
Please see the attached JD for the Zookeeper I,II,III position. I made a few more small revisions since our meeting. I am going to review the Area Lead JD next and send that to you. Once you are both good with them I am ready to have them sent to the Union.

Thank you,
Cindy

**INGHAM COUNTY
JOB DESCRIPTION
Zookeeper Area Lead**

General Summary:

Under the supervision of the Zoo Director and Animal Care Supervisor provides a wide range of skilled work involving the care of animals. Plans, organizes and assigns work to Zoo employees in the corresponding animal area. Leads area meetings and sits on committees as assigned. Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to restrain and move animals when required. Provides positive visitor experiences at the facility and educates zoo guests. Cleans animal holding areas and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and USDA guidelines.

Essential Functions:

1. Plans, organizes, and assigns work to animal husbandry employees such as Zookeeper I,II,III, seasonals, interns and teen keepers verbally and/or in writing.
2. Maintains a daily work schedule for the animal husbandry keepers in the same area. Inspects work of animal husbandry employees such as Zookeeper I,II,III, seasonals, interns and teen keepers verbally and/or in writing and provides feedback to employee(s). Frequently communicates inspection findings to the Animal Care Supervisor.
3. Performs a wide range of skilled work involving the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, welfare assessments, exhibit inspections, safe animal restraint, transportation, research, cleaning (raking, sweeping, hosing, scrubbing, etc.), and administering medicine.
4. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the Animal Care Supervisor and mediating conflict resolution within work area.
5. Assists animal health staff and Animal Care Supervisor in the planning of animal births, care of newborns, animal holding, capture, restraint, and transportation as necessary.
6. Leads area meetings for Zookeeper I,II,III on a regular basis and communicates results of meetings to the Animal Care Supervisor in writing.
7. Attends meeting with other Zookeeper Area Leads, Animal Care Supervisor, Animal Programs Manager, and Veterinarian as scheduled.
8. Serves on committees as assigned by the Animal Care Supervisor.
9. Responds to emergency situations as necessary and keeps up to date on all facility protocols and procedures.
10. Stays current in knowledge of areas pertaining to animal husbandry and welfare in order to maintain best husbandry and welfare practices as required by AZA. This may be accomplished through text books, online, AZA animal care professionals, and seeking out professional development courses, workshops and job shadows.

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.
- Adheres to work rules and behavioral expectations stated in the employee manual.
- Must adhere to departmental standards in regards to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required.

Experience: A minimum of five (5) years of experience in the care of animals and the maintenance of facilities; or an equivalent combination of training and experience is required. Some AZA accredited facility experience required.

Other Requirements:

- Must possess and maintain a valid Michigan driver's license.
- Comprehensive knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintaining records and reports.
- Ability to communicate effectively including conflict resolution and follow verbal and written instructions.
- Must complete CPR training and other required trainings.
- Must be able to work weekends and holidays.

(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 both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require continuous stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

UAW ZOO – Zookeeper Area Lead
Salary pay scale 4
April 2022

**INGHAM COUNTY
JOB DESCRIPTION
Zookeeper I/II/III**

General Summary:

Under the supervision of the Zoo Director and Animal Care Supervisor provides a wide range of skilled work involving the care of animals. Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to capture and move animals when required. Provides positive visitor experiences and educates the public. Cleans animal holding areas and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and USDA guidelines.

Essential Functions:

1. Performs a wide range of skilled work for the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, welfare assessments, safe animal restraint, transportation, exhibit inspections, research, cleaning (raking, sweeping, hosing, scrubbing, etc.) and administering medicine.
2. Provides daily assessment of health and behavior of animals in assigned animal area. All concerns regarding animal care and zoo policies reported to a supervisor immediately.
3. Maintains detailed, hand written and electronic records regarding the care of animals and work assignment progress as directed.
4. Interacts positively with the public, co-workers, and volunteers including responding to animal inquiries verbally and in writing, and leading educational talks and tours as scheduled by the Animal Care Supervisor.
5. Assists animal health staff and Area Lead in the planning of animal births, care of newborns, animal holding set-up, capture, restraint, and transportation as necessary.
6. Serves on committees as assigned by the Animal Care Supervisor.
7. Responds to emergency situations as necessary, keeps up to date on all facility protocols and procedures, and participates in all assigned trainings.
8. Stays current in best practices pertaining to animal husbandry and welfare in order to maintain high standards of animal care and welfare as required by AZA. This may be accomplished through textbooks, online media, AZA animal care professionals and/or by seeking out professional development courses, workshops and job shadows.

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.
- Adheres to work rules and behavioral expectations stated in the employee manual.
- Must adhere to departmental standards in regards to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer services during stressful situations.

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

Employment Qualifications

Zookeeper I:

Education: A minimum of a High School Diploma or equivalent with one (1) year of college level course work in animal husbandry is required.

Experience: A minimum of two (2) years of experience in the care of exotic animals and the maintenance of exhibits is required. AZA accredited facility experience preferred.

Zookeeper II: All of the above qualifications plus:

- Minimum three (3) years of PPZ Zookeeper I experience or three (3) years full time experience at an AZA facility and one (1) year Zookeeper I at PPZ.
- Comprehensive understanding of animal care operations for all four seasons and all life stages.
- Knowledgeable of USDA and AZA standards and able to demonstrate how these guidelines are applied to animal care and welfare.
- Demonstrate the skill set to assist in the training of other animal care employees including cleaning, diet preparation and distribution, operant conditioning, enrichment planning and implementation, safe animal restraint and transport, keeper talks, encounters, and record keeping/communication.
- Ability to mentor less experienced Zookeeper I and seasonals in a wide range of skills including behavior observations, animal welfare evaluations, and time management.
- Must have experience as a primary animal trainer for three (3) established behaviors for exotic species.
- Must have participated in 40 hours of professional development related to animal care within the previous three (3) years.

Zookeeper III: All of the above qualifications plus:

- Minimum five (5) years of PPZ Zookeeper I/II experience or five (5) years full time experience at an AZA facility and two (2) years Zookeeper I/II at PPZ.
- Advanced ability in animal welfare evaluations, equipment operation pertaining to animal care, and project management with little or no guidance.
- Ability to mentor less experienced level I & II zookeepers in a wide range of skills including safe animal restraint, behavior observations, animal welfare evaluations, project management, education presentations, and time management.
- Must have experience as a primary animal trainer for five (5) established behaviors with two (2) or more exotic species and have successfully passed on those behaviors to other trained staff.
- Must be trained in at least two (2) of the following: venomous, large cat, and rhino.
- Must have participated in 80 hours of professional development related to animal care in the previous five (5) years and maintain eight (8) hours annually thereafter.
- Must have completed a breeding and birth plan or similar animal care research planning document approved by the Animal Care Supervisor.

Other Requirements:

- Must possess and maintain a valid Michigan driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Skill in preparing and maintaining records and reports.
- Ability to communicate effectively and follow verbal and written instructions.
- Must complete CPR training and other required trainings.
- Must be able to work weekends and holidays.

(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 both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require continuous stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

UAW ZOO – Zookeeper I,II,III

Pay scale I,II,III

APRIL 2022

Potter Park Zoo

Inspiring Conservation of Animals and the Natural World

AZA accredited since 1986

Strategic Plan Goals

- *Excellent Animal Welfare*
- *Impactful Conservation*
- *Financial Sustainability*

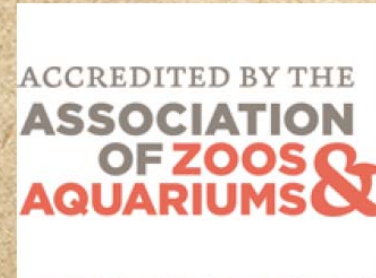


POTTER PARK

ZOO

What is AZA accreditation?

- AZA standards cover all aspects of zoological operations - updated annually
- A review process that includes a detailed application and a multiple day onsite inspection by a team of experts (animal care, veterinary, and operations)
- Publicly recognized badge of excellence



POTTER PARK

Zoo



Zoo Attendance

Open 364 Days Per Year

Total Attendance	
2019	190,624
2020	109,884
2021	180,882
2022	184,841

- Off season rates from November 1 - March 31
- Ingham County residents receive a discounted rate from April 1 - October 31
- Offer eleven incentive days including \$1.00 admission for Ingham County School Groups

Organizational Structure & Funding

Potter Park Zoo

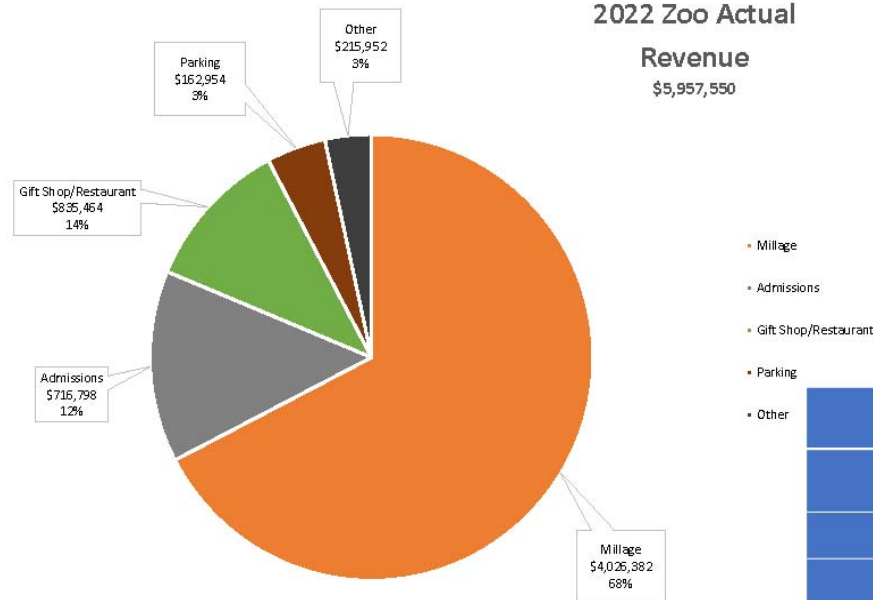
- City of Lansing owned
- Ingham County managed since 2007
- Director managed by Deputy Controller
- Zoo Advisory Board
- Funding – Millage, AniMall, Food Service, Admissions, Parking & Attractions
- Functions – Animal Care, Maintenance, Public Safety, Admissions, Parking, AniMall & Food Service

POTTER PARK



Zoo Revenue

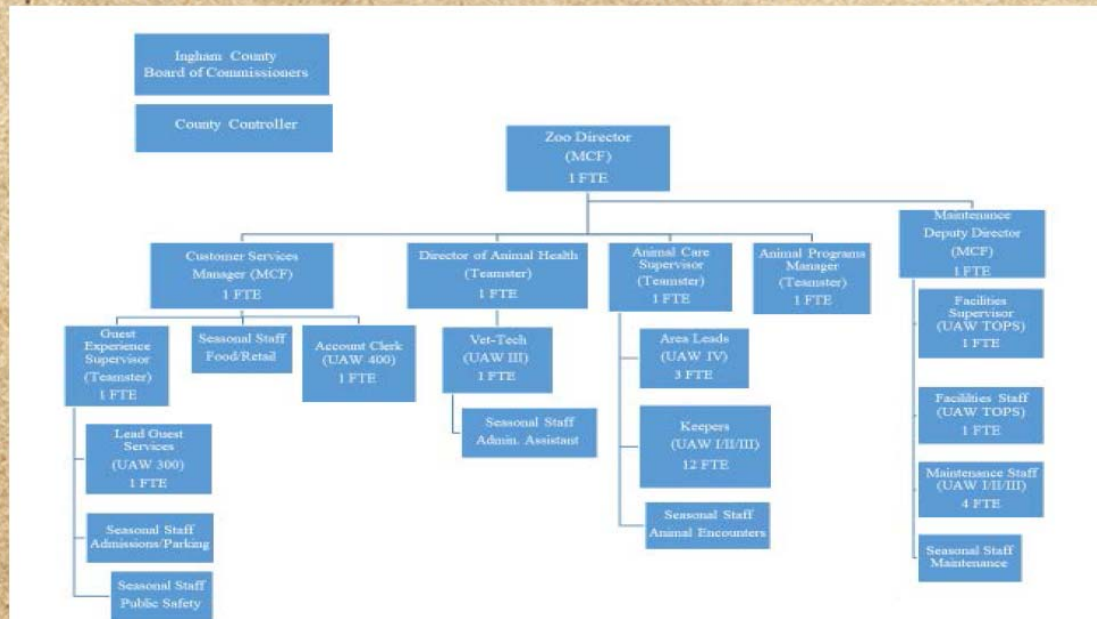
**2022 Zoo Actual
Revenue**
\$5,957,550



- Millage
- Admissions
- Gift Shop/Restaurant
- Parking
- Other

Millage Passage Percentage

Ballot Year	% YES
2006	64.46%
2010	68.94%
2016	76.50%
2020	73.14%



Zoo 2023 Organizational Chart

Organizational Structure & Funding

Potter Park Zoological Society

- 501C3 nonprofit support organization
- Volunteer Board
- County and Society Agreement
- Funding – Events (Public & Private), Education, Donations, Memberships
- Functions – Events, Education, Communications, Marketing, PR, Memberships & Fundraising



POTTER PARK



Zoo and Society Collaboration

- **Director and Executive Director**
- **Staff collaboration**
- **Society Board Chair is a Zoo Advisory Board member**

POTTER PARK

Zoo



Conservation Engagement

Conservation engagement through community outreach is the heart of PPZ

- **FALCONERS**
- **Conservation Stations**
- **MSU Science Festival**
- **Zoo In Your Neighborhood**
- **Zoo Days**
- **Field trips**
- **Public Events**
 - Boo at the Zoo
 - Wonderland of Lights
 - Ice Safari
 - Zoo Nights
 - Zoo Days
- **Big Zoo Lesson**
- **Animal Science & Zoo Mgt. Class**
- **Zookambi**
- **World Rhino Day**
- **International Red Panda Day**
- **International Migratory Bird Day**
- **Arbor Day**



Conservation Projects

- **Puerto Rican Crested Toads**
 - **Breed and Release**
- **Frog Watch**
- **Piping Plovers**
- **Eastern Massasauga Rattlesnake**
- **Least Shrew**
- **BWL Peregrine Falcon Health Check**
- **Salmon in the Classroom**
- **Invasive Plant Control**
- **Black Rhino Reproductive Research**
- **Pallas' cat research support**
- **Turtle Isotope study – support and contribution**



Animals

377 Animals, 86 Species, and 40 SSP Programs

Most Notable Birth – Jaali, black rhino, December 24, 2019

Mammals



135

Invertebrates



4

Birds



98

Herps



140

Animal Care 365 Days a Year

- ✓ Biologists
- ✓ Trainers
- ✓ Behavioralists
- ✓ Educators
- ✓ Guest Inspirers
- ✓ Caretakers
- ✓ Horticulturalists
- ✓ Researchers
- ✓ Conservationists
- ✓ Mentors

- ✓ Passionate
- ✓ Dedicated
- ✓ Strong
- ✓ Caring
- ✓ Compassionate
- ✓ Detail Minded
- ✓ Problem Solvers
- ✓ Adaptive
- ✓ Persistent



Proposed Zookeeper Reorganization

- **Potter Park Zoo employs fifteen full time zookeepers, three of which are Area Leads.**
- **The proposed reorganization includes the twelve 400 positions becoming twelve multiple level positions, I/II/III.**
- **The three area lead positions, currently level 500, will become level IV.**
- **As the twelve Zookeeper I/II/III employees meet the required qualifications, they are able to advance levels without requiring a position to become vacant at a higher level.**



Proposed Zookeeper Reorganization

Total Increase of \$136,371 @ Step 8 Approved in the 2023 Budget

Current Positions	F/T Step 8
(12) Zookeeper 400	\$88,060 per FTE
(3) Zookeeper 500	\$92,685 per FTE
TOTAL	\$1,334,775

New Positions	F/T Step 8
(12) Zookeeper I/II/III	\$97,178 per FTE
(3) Zookeeper IV	\$101,670 per FTE
TOTAL	\$1,471,146

Questions?



POTTER PARK
ZOO

TO: Board of Commissioner's Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 7, 2023
Subject: Authorization to enter into an agreement with Graphic Sciences, Inc.

For the meeting agendas of February 22 and February 27, 2023

BACKGROUND

Ingham Community Health Department (ICHD) wishes to extend its agreement with Graphic Sciences, Inc. for the transport, storage & retrieval of ICHD files effective January 27, 2023 through January 26, 2024 for an amount not to exceed \$49,000. Graphic Sciences, Inc. is a current vendor through the State of Michigan MiDeal Extended Purchasing program for digital imaging, microfilming and storage. Graphic Sciences, Inc. has estimated the costs to store files will be approximately \$2,200 per month and file retrieval at \$6.95 per file requested. The annual costs of these services are not to exceed \$49,000 which will include monthly storage fees, file ingest, file retrieval and re-file fees and will be effective for one year. Graphic Science, Inc. has estimated an additional one-time cost of approximately \$18,000 (included in the total \$49,000) to remove, transport and catalog the files.

ALTERNATIVES

There are no viable alternatives for this project.

FINANCIAL IMPACT

There are no viable alternatives for this project.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS.

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into agreement with Graphic Sciences, Inc. not to exceed \$49,000 effective January 27, 2023 through January 26, 2024.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GRAPHIC SCIENCES, INC. FOR THE
TRANSPORT, STORAGE, AND RETRIEVAL OF HEALTH DEPARTMENT FILES**

WHEREAS, the Ingham County Health Department (ICHD) wishes to extend its agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of ICHD files effective January 27, 2023 through January 26, 2024 for an amount not to exceed \$49,000; and

WHEREAS, ICHD has a current agreement with Graphic Sciences, Inc. for the transport, storage and retrieval of Health Department files and has been satisfied with the services wishes which are set to end January 26, 2023; and

WHEREAS, Graphic Sciences, Inc. is a current vendor through the State of Michigan MiDeal Extended Purchasing program for digital imaging, microfilming, and storage; and

WHEREAS, the Purchasing Director has confirmed that Graphic Sciences, Inc. is exempt from the County's purchasing policy requiring an RFP or other competitive bidding; and

WHEREAS, Graphic Sciences, Inc. has estimated the costs to store files will be approximately \$2,200 per month and file retrieval at \$6.95 per file requested; and

WHEREAS, the annual costs of these services are not to exceed \$49,000 which will include monthly storage fees, file ingest, file retrieval and re-file fees and will be for a one-year period; and

WHEREAS, the costs for the storage of documents is included in the 2023 ICHD budget; and

WHEREAS, Graphic Sciences, Inc. has estimated an additional one-time cost of approximately \$18,000 (included in the total \$49,000) to remove, transport, and catalog the files; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize a one year contract with Graphic Sciences, Inc. for the transport, storage, and retrieval of files effective January 27, 2023 through January 26, 2024 in an amount not to exceed \$49,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Graphic Sciences, Inc. for the transport, storage, and retrieval of files effective January 27, 2023 through January 26, 2024 in an amount not to exceed \$49,000.

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, 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

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the FY22-23 Master agreement by increasing the grant agreement from \$6,918,310 to \$6,919,914 for a total increase of \$1,604 effective October 1, 2022 through September 30, 2023. Currently, ICHD 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 (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.

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 the Ingham County Health Department (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 MDHHS 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: February 7, 2023

SUBJECT: Authorization to Enter Into an Agreement with Maxim Staffing

For the Meeting Agendas of February 22 and February 27, 2023

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 \$116,344. Maxim will provide ICHHD with temporary medical clerical staffing to assist with the Breast and Cervical Cancer Control & Navigation Program (BC3NP) and 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: \$67.50 per hour
Licensed Practical Nurse: \$60 per hour
Medical Assistants: \$42.50 per hour
Administrative Assistant I: \$31.50 per hour

ALTERNATIVES

Not entering into this agreement would result in a continued shortage of staffing and assistance with ICHD's BC3NP program, Immunization Clinic and MCIR entry.

FINANCIAL IMPACT

The financial impact of this agreement will not exceed \$116,344 and will be covered by the Michigan Department of Health and Human Services (MDHHS) FY 23 Emerging Threats Local Health Department COVID Immunization grant, and the BC3NP grant awarded through the FY23 MDHHS Master Agreement.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan to 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 \$116,344.

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 (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 \$116,344; and

WHEREAS, Maxim will provide ICHHD with temporary medical clerical staffing, Registered Nurses, Licensed Practical Nurses, and Medical Assistants to aid in medical clerical support in the Breast & Cervical Cancer Control & Navigation Program (BC3NP), with vaccinations, in Immunization Clinics, and with Michigan Care Improvement Registry (MCIR) entries; and

WHEREAS, staffing will be compensated at the following rates:

Registered Nurses: \$67.50 per hour
Licensed Practical Nurse: \$60 per hour
Medical Assistants: \$42.50 per hour
Administrative Assistant I: \$31.50 per hour; and

WHEREAS, the financial impact of this agreement will not exceed \$116,344 and will be covered by the Michigan Department of Health and Human Services (MDHHS) FY23 Emerging Threats Local Health Department COVID Immunization grant, and the BC3NP grant awarded through the FY23 MDHHS Master Agreement; and

WHEREAS, the Health Officer recommends that the Ingham County 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 \$116,344.

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 \$116,344.

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 Commissioner's Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 31, 2023
SUBJECT: Authorization to enter into an agreement with Piper & Gold Public Relations
For the meeting agendas of February 22 and February 27, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000. The Harm Reduction Community Education campaign's objectives will be:

- Increasing use of harm reduction practices and tools
- Increasing HIV and HCV rapid tests
- Medication Assisted Treatment
- Reducing fatal overdoses
- Reducing Harm Reduction Stigma
- Reducing HIV and HCV transmission resulting from drug use

This community education campaign will model and explain the necessity of using Harm Reduction practices to reduce fatal overdoses and prevent HIV and HCV transmission. Additionally, the campaign will educate the public that Harm Reduction practices are a proven bridge to community and provider relationships that lead to individuals engaging in Substance Use Disorder (SUD) treatment services. Funding for this agreement will be provided by Mid-State Health Network (MSHN) through the FY23 SUD Treatment contract between ICHD and MSHN approved through Resolution #22-494.

ALTERNATIVES

Ingham County could select one of the other, higher bidding and less suited vendors who participated in the RFP.

FINANCIAL IMPACT

There will be no financial impact to Ingham County as all costs associated with this project are funded by the FY23 contract between ICHD and Mid-State Health Network for SUD Treatment approved through Resolution #22-494.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan Activity Plan A.1(w) to "continue to work to stem the epidemic of Opioid/Heroin related deaths and crimes."

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PIPER & GOLD PUBLIC RELATIONS
FOR A HARM REDUCTION COMMUNITY EDUCATION CAMPAIGN**

WHEREAS, the Ingham County Health Department (ICHD) wishes to enter into an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000; and

WHEREAS, the Harm Reduction Community Education campaign's objectives will be:

- Increasing use of harm reduction practices and tools
- Increasing HIV and HCV rapid tests
- Medication Assisted Treatment
- Reducing fatal overdoses
- Reducing Harm Reduction Stigma
- Reducing HIV and HCV transmission resulting from drug use; and

WHEREAS, this community education campaign will model and explain the necessity of using Harm Reduction practices to reduce fatal overdoses and prevent HIV and HCV transmission; and

WHEREAS, additionally, the campaign will educate the public that Harm Reduction practices are a proven bridge to community and provider relationships that lead to individuals engaging in Substance Use Disorder (SUD) treatment services; and

WHEREAS, funding for this agreement will be provided by Mid-State Health Network (MSHN) FY23 SUD Treatment contract approved through Resolution #22-494; and

WHEREAS, a request for proposals (RFP) was generated by Ingham County Purchasing Department and after reviewing all proposal options, Piper & Gold Public Relations was chosen as the contractor; and

WHEREAS, there will be no financial impact to Ingham County to enter into this agreement as all costs associated with the project are funded by the FY23 contract between ICHD and Mid-State Health Network for SUD Treatment; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000.

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

TO: Board of Commissioner's Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 31, 2023
SUBJECT: Authorization to enter into a Reducing Overdose through Community Approaches Mentorship Grant Agreement with National Association of City and County Health Officials
For the meeting agendas of February 22 and February 27, 2023

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with National Association of City and County Health Officials NACCHO to accept up to \$150,000 in grant funds effective February 1, 2023 and January 31, 2024 under the NACCHO Reducing Overdose through Community Approaches (ROCA) program. These grant funds will come to ICHD as an initial NACCHO contract period effective February 1, 2023 through July 31, 2023 (Year 1) and a second contract period (Year 2), which will extend the agreement through January 31, 2024. According to annual Ingham Opioid Surveillance Reports, between 2016 and 2019 there were between 88 and 89 opioid drug-related deaths each year in Ingham County, and a surge to 117 in 2020 and 125 in 2021. Further evidence reports that in 2020, the opioid-related death rate was 34.4 among White residents and 72.7 among Black residents, and in 2021 it was 35.3 to 68.3. Through the NACCHO ROCA program, ICHD will join a national mentoring network focused on reducing overdoses through community approaches. ICHD staff will receive direct mentoring from other local health departments with extensive overdose prevention activities and systems. This program will build capacity within ICHD staff and other Ingham County partners to expand overdose prevention efforts through direct mentoring, participation in the national network, and provide opportunities for ICHD staff to receive extensive training. This program will also provide opportunities for staff to participate in national conferences and learning experiences focused on overdose prevention.

ALTERNATIVES

ICHD could decline the invitation to be part of the NACCHO ROCA program and decline to receive and spend the \$150,000 grant.

FINANCIAL IMPACT

The financial impact of this agreement, in an amount not to exceed \$150,000, will support the NACCHO ROCA program.

STRATEGIC PLANNING IMPACT

This resolution supports the Ingham County Strategic Plan Activity Plan A.1(w), to continue working to stem the epidemic of Opioid/Heroin related deaths and crimes.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based upon the information provided, I respectfully recommend that the Ingham County Board of Commissioners authorizes a \$150,000 grant agreement with NACCHO under the ROCA program effective February 1, 2023 through January 31, 2024.

Introduced by the Human Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REDUCING OVERDOSE THROUGH COMMUNITY APPROACHES MENTORSHIP GRANT AGREEMENT WITH THE NATIONAL ASSOCIATION OF CITY AND COUNTY HEALTH OFFICIALS

WHEREAS, the Ingham County Health Department (ICHD) wishes to enter into an agreement with the National Association of City and County Health Officials (NACCHO) to accept up to \$150,000 in grant funds effective February 1, 2023 through January 31, 2024 under the NACCHO Reducing Overdose through Community Approaches (ROCA) program; and

WHEREAS, these grant funds will come to ICHD as an initial NACCHO contract period effective February 1, 2023 through July 31, 2023 (Year 1), and a second contract period that will extend the agreement through January 31, 2024 (Year 2); and

WHEREAS, according to annual Ingham Opioid Surveillance Reports, between 2016 and 2019 there were between 88 and 89 drug-related deaths each year in Ingham County, and a surge to 117 in 2020 and 125 in 2021; and

WHEREAS, in 2020, the opioid-related death rate was 34.4 among White residents and 72.7 among Black residents, and in 2021 it was 35.3 to 68.3; and

WHEREAS, through the NACCHO ROCA program, ICHD will join a national mentoring network focused on reducing overdoses through community approaches; and

WHEREAS, ICHD staff will receive direct mentoring from other local health departments with extensive overdose prevention activities and systems; and

WHEREAS, this program will build capacity within ICHD staff and other Ingham County partners to expand overdose prevention efforts through direct mentoring, participating in the national network, and provide opportunities for ICHD staff to receive extensive training; and

WHEREAS, the ROCA program will provide opportunities for staff to participate in national conferences and learning experiences focused on overdose prevention; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into a two-year grant agreement with NACCHO under the ROCA program effective February 1, 2023 through January 31, 2024 for an amount not to exceed \$150,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a two-year grant agreement with NACCHO under the ROCA program effective February 1, 2023 through January 31, 2024 for an amount not to exceed \$150,000.

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

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

TO: Board of Commissioner's Law & Courts, Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 7, 2023
Subject: Authorization for an agreement with Michigan Public Health Institute (MPHI) for Administrative Support to Operate the Lansing/Ingham Peacemaker Fellowship®

For the meeting agendas of February 16, February 22, and February 27, 2023

BACKGROUND

Ingham County Health Department wishes to enter into an agreement with Michigan Public Health Institute (MPHI) for Administrative Support to operate the Advance Peace (AP) Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024. The AP Lansing/Ingham Peacemaker Fellowship helps build and sustain local community capacity to interrupt gun violence, in order to save lives and reduce life-altering trauma experienced by people living in the impacted communities, as well as the service providers who support them. Funds under this agreement will be used by MPHI to serve as the AP Lansing Local Operator which will include staffing the project, providing administrative support as well as opportunities for leadership and organizational development, coaching, technical support, and training to build long-term local capacity for program succession. This contract will be eligible to renew for Year 3 based upon performance in Year 2.

Resolution #22-273, authorized MPHI to provide administrative support and operate the AP Lansing/Ingham Peacemaker Fellowship® for Year 1. During Year 1, MPHI demonstrated a strong leadership and understanding of the implementation and management requirements of the AP Lansing/Ingham Peacemaker, Fellowship®, a commitment to maintaining strategy fidelity in its hiring, training, and staff deployment, and an ability to identify, secure, and manage large multi-year funding amounts to support the AP Lansing strategy. MPHI also created a broad communications and advocacy campaign to support the AP strategy and partnership for expanded ecosystem building.

ALTERNATIVES

AP National is unaware of any other community-based local organizations within Lansing equipped with the required capacity to implement, manage, and secure requisite resources required by the AP Lansing strategy to be sustained over multiple years.

FINANCIAL IMPACT

Funds for this agreement are included within the secured second year of the AP Lansing budget and will not exceed \$301,751.

STRATEGIC PLANNING IMPACT

This resolution supports the commitment of the Ingham County Board of Commissioners to continue work on Goal A, Strategy 1, Task x of the 2018-2022 Update to the Strategic Plan and Action Plan, which focuses on violent offenders, high level drug dealers, gang activity, and gun violence.

OTHER CONSIDERATIONS.

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with MPHI for administrative support to operate the AP Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PUBLIC HEALTH
INSTITUTE FOR ADMINISTRATIVE SUPPORT TO OPERATE THE ADVANCE PEACE
LANSING/INGHAM PEACEMAKER FELLOWSHIP ®**

WHEREAS, Ingham County wishes to enter into agreement with Michigan Public Health Institute (MPHI) for administrative support to operate the Advance Peace (AP) Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024; and

WHEREAS, the AP Lansing/Ingham Peacemaker Fellowship ® helps build and sustain local community capacity to interrupt gun violence, in order to save lives and reduce life-altering trauma experienced by people living in the impacted communities, as well as the service providers who support them; and

WHEREAS, on May 24, 2022, the Ingham County Board of Commissioners approved Resolution #22-273 authorizing MPHI to provide administrative support and operate the Lansing/Ingham AP Peacemaker Fellowship® for Year 1, a 9-month term; and

WHEREAS, during Year 1, MPHI demonstrated a strong leadership and understanding of the implementation and management requirements of the AP Lansing/Ingham Peacemaker Fellowship®, a commitment to maintaining strategy fidelity in its hiring, training, and staff deployment, and an ability to identify, secure, and manage large multi-year funding amounts to support the AP Lansing/Ingham strategy; and

WHEREAS, MPHI has created a broad communications and advocacy campaign to support the AP Lansing/Ingham strategy and partnership for expanded ecosystem building; and

WHEREAS, funds under this agreement will be used by MPHI to serve as the AP Lansing/Ingham Local Operator which includes staffing the project and providing administrative support in addition to providing opportunities for leadership and organizational development, coaching, technical support, and training to build long-term local capacity for program succession; and

WHEREAS, this contract will be eligible for renewal for Year 3 based upon performance in Year 2; and

WHEREAS, AP National is unaware of any other community-based local organizations within Lansing equipped with the required capacity to implement, manage, and secure requisite resources required by the AP Lansing/Ingham strategy to be sustained over multiple years; and

WHEREAS, the funds for this agreement are included within the secured second year of the AP Lansing/Ingham budget and will not exceed \$301,751; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MPHI for administrative support to operate the AP Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI for administrative support to operate the AP Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024.

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

BE IT FURTHER RESOLVED, that the Chairperson of the 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.