

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
EMILY STIVERS, CHAIR  
VICTOR CELENTINO  
MARK GREBNER  
RYAN SEBOLT  
DERRELL SLAUGHTER  
ROBERT PEÑA  
ROBIN NAEYAERT

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, AUGUST 17, 2021 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/85175793675>.

### Agenda

Call to Order

Approval of the [July 20, 2021](#) Minutes and October 6, 2020, October 20, 2020 and November 5, 2020 Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Innovation & Technology Department – Resolution to Authorize the [Reorganization](#) of the Innovation & Technology Department
2. Drain Commissioner
  - a. Resolution to Allocate \$150,000 in American Rescue Plan Funds to Fund the Locating, Establishing, and Constructing of the [Blue-Spotted Salamander Drain](#)
  - b. Resolution to Endorse Drain Commissioner’s Request for State and Federal COVID-19 Relief and Infrastructure Funds to Fund the Maintenance and Improvements to [Montgomery Drain](#) that are Necessary for Public Health
3. Public Defender’s Office – Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating Two New [Grant Funded Positions](#)
4. Health Department/Sheriff’s Office – Jail Medical Update
5. Facilities Department – Resolution to Authorize an Agreement with [Tower Pinkster](#) for the Professional Design Services of the CRAC Units at the 9-1-1 Dispatch Center
6. Road Department
  - a. Resolution to Approve a Local Road Agreement with Lansing Township and to Amend Contract 30-21, Item III, with Michigan Paving and Materials Company to Resurface [Kalamazoo Street](#), West of Grace to Hungerford Streets in Lansing Township
  - b. Resolution to Increase Local Funding Participation in Relation to a State and Federally Funded Project on [Okemos Road](#) from Jolly Road to Central Park Drive

7. Health Department – Resolution to Authorize Additional Positions for the [Allen Neighborhood CHC](#)
  
8. Human Resources
  - a. Authorization to Start a Managerial and Confidential Ingham County Road Department [Director of Operations](#) Above Step 2
  - b. Resolution to Approve Generic Service Credit Purchase for County Employee: [Selina Marie Wood](#) (fka Monroe)
  - c. Resolution to Approve an Additional Modification to Appendix D - Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of a [Reclassification](#) Request
  
9. Controller’s Office
  - a. Resolution to Approve American Rescue Fund Grant Requests from North Ingham [Emergency Services](#) Authority and Stockbridge Area Emergency Services Authority
  - b. Resolution to Authorize American Rescue Plan Funds for [Premium Pay](#) for Essential Ingham County Employees
  - c. Resolution Establishing a [Policy for COVID-19 Vaccinations or Weekly Testing](#) Requirements for Ingham County Employees
  
10. Board of Commissioners
  - a. Resolution Honoring City of East Lansing [Mayor Jessy Gregg](#)
  - b. Resolution Supporting Michigan Senate Bills 242 and 245 that Extend County [Commissioner Terms](#) to Four Years
  - c. Resolution to Recognize August 2021 as [Breastfeeding Awareness](#) Month in Ingham County
  - d. Amending Vendor Policy to Ensure Vendor Employees are Vaccinated at or Above Ingham County Vaccination Rates (*Discussion*)

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).

COUNTY SERVICES COMMITTEE  
July 20, 2021  
Draft Minutes

Members Present: Stivers, Celentino, Grebner, Sebolt, Slaughter, Peña, and Naeyaert.

Members Absent: None.

Others Present: Ryan Buck, Deb Fett, Joel Murr, Gregg Todd, Becky Bennett, Mary Konieczny, and others.

The meeting was called to order by Chairperson Stivers 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/81491712888>.

Approval of the June 15, 2021 Minutes, and June 16, 2020 and August 18 2020 Closed Session Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE JUNE 15, 2021 COUNTY SERVICES COMMITTEE MEETING AS WELL AS THE CLOSED SESSION MINUTES OF THE JUNE 16, 2020 AND AUGUST 18, 2020 MEETINGS WERE APPROVED AS WRITTEN.

Additions to the Agenda

Removed –

14. Board of Commissioners
  - a. Resolution to Condemn the Cheboygan County Board of Commissioners for Furthering Election Falsehoods

Limited Public Comment

Ryan Buck, Chief Deputy Court Clerk, provided information to the Committee regarding Agenda Item 13b, which is included in these minutes as Attachments A and B. He further stated he spoke to represent and voice the support of both the Cultural Diversity, Equity and Inclusion Committee and the Safe Space Advocate Program.

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

1. Clerk's Office – Resolution to Raise the Marriage License Correction Fee
2. Treasurer's Office – Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

3. Drain Commissioner
  - a. Resolution Pledging Full Faith and Credit to Angel Acres Drain Drainage District Bonds
  - b. Resolution to Approve Agreement to Transfer Jurisdiction, Operation, Maintenance, and Control from the Delta Grande Drain Drainage District to the City of Lansing
  - c. Resolution Consenting to the Relinquishment of Okemos Drain to Meridian Charter Township
4. Sheriff's Office – Resolution to Create Four Part-Time Deputy Sheriff Positions to Supplement Court Security Staffing
5. Farmland and Open Space Preservation Board – Resolution to Accept Matching Funds in the Amount of \$285,600 from the Michigan Department of Agriculture and Rural Development and Michigan Agricultural Preservation Program for the Arend Trust Conservation Easement
6. Innovation & Technology Department
  - a. Resolution to Approve the Purchase of a Fax Solution
  - b. Resolution to Approve Fiber Engineering from Western Tel-Com
  - c. Resolution to Approve Renewal of PACC/PAAM Licensing and Support
  - d. Resolution to Approve the Purchase of Phone Licensing for Flexibility
7. Facilities Department
  - a. Resolution to Authorize a Service Warranty Renewal with Astrophysics for the Maintenance of the X-Ray Screening Machines at the Ingham County Family Center
  - b. Resolution to Authorize a Service Warranty Renewal with Smiths Detection for the Maintenance on Both X-Ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building
  - c. Resolution to Authorize a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities
  - d. Resolution to Authorize an Agreement with Matrix Consulting Engineers, Inc. for the Renovations at the Ingham County 9-1-1 Center
  - e. Resolution to Authorize an Agreement with Roger Donaldson AIA P.L.C. for the Architectural and Engineering Services for Security Enhancements and Assessments of the Sanctuary and Fire Alarm System at the Ingham County Family Center
  - f. Resolution to Authorize an Agreement with Laux Construction for the Repairs to the Large Brick Exhibit Building at the Ingham County Fair Grounds
8. Road Department
  - a. Resolution to Authorize a First Party Agreement with the Michigan Department of Transportation (MDOT) for a Federally Funded Project on Dexter Trail from M-36 To M-52
  - b. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation (MDOT) for a State and Federally Funded Project on Okemos Road from Jolly Road to Central Park Drive
  - c. Resolution to Approve Local Road Agreements with Aurelius and Ingham Townships

- d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
9. Fairgrounds
    - a. Request for Special Leave Extension
    - b. Resolution to Add a Maintenance Worker Position at the Ingham County Fairgrounds
  10. Parks Department
    - a. Notice of Emergency Purchase for Burchfield Park Utility Vehicle Transmission
    - b. Notice of Emergency Purchase for Lake Lansing South House Disposal Waterline Termination
  11. Health Department
    - a. Authorization to Start an ICEA Pro Employee Above Step 2
    - b. Resolution to Authorize a New .5 FTE CHW Position in Maternal and Child Health
  12. Human Resources
    - a. Resolution to Approve an Additional Modification to Appendix D – Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of a Reclassification Requests
    - b. Resolution to Approve Amendment of the Delta Dental Insurance Plan for Plan Year 2022
    - c. Resolution to Approve an Agreement with Sparrow Occupational Health Services to Provide Occupational Health Services
    - d. Resolution to Approve the 2021 Collective Bargaining Agreement with the CCLP 911 Non-Supervisory Unit
    - e. Resolution to Approve the 2021 Collective Bargaining Agreement with the CCLP Animal Control Officers, Veterinarian Technicians, and Animal Care Specialists Unit
    - f. Resolution to Approve the 2021 Collective Bargaining Agreement with the CCLP Corrections Unit
    - g. Resolution to to Approve the 2021 Collective Bargaining Agreement with the CCLP Law Enforcement (Act 312) Deputies Unit
    - h. Resolution to Approve the 2021 Collective Bargaining Agreement with the CCLP Supervisory Unit
  13. Controller’s Office
    - a. Resolution to Create a Deferred Compensation Investment Committee
    - b. Resolution to Create a Diversity, Equity, and Inclusion Director Position
    - c. Resolution to Create the Ingham County Housing Trust Fund Committee
    - d. Bond Resolution: Capital Improvement Bonds, Series 2021
  14. Board of Commissioners
    - b. Request for a Step Increase for Controller/Administrator

THE MOTION CARRIED UNANIMOUSLY.

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

6. Innovation & Technology Department

e. Innovation & Technology Department Reorganization (*Discussion*)

Deb Fett, Ingham County IT Department Director, provided information regarding the reorganization proposal.

Commissioner Grebner asked if this reorganization would change the promotion schedule.

Ms. Fett stated there would be one job description for both Level I and Level II employees. She further stated that the employee would be able to move to Level II of their position once they were able to meet the skills that were required to conduct the duties required of Level II, and desired an increase of responsibility and pay.

Discussion in regards to which departments monitored the current promotion schedule.

Commissioner Celentino asked Ms. Fett if the unemployment rate listed in the memo was considered high or low.

Ms. Fett stated the unemployment rate for IT employees was extremely low. She further stated it was difficult to find qualified employees without needing to steal them from other areas.

Commissioner Celentino asked Ms. Fett how the reorganization planned to retain or attract qualified employees.

Ms. Fett stated the goal of the reorganization was to attract highly qualified individuals and increase the hiring flexibility in order to compensate employees fairly and swiftly. She further stated she hoped the environment and quality of work as well as the growth structure incentivized employee retention.

Commissioner Grebner stated the IT Department began under the name of Data Processing and has struggled to recruit employees due to having to compete with so many other government agencies in the area. He further stated he supported the request from the IT Department, as it was important to maintain flexibility in hiring in order to find and retain quality employees.

11. Health Department

c. Resolution to Authorize Converting Position #601399 from a 1.0 FTE to a .5 FTE Position

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Commissioner Celentino asked for additional information in regards to the decrease.

Joel Murr, Public Health Services Deputy Health Officer, stated the Ryan White Program had become involved in reworking their program and covered the cost of half of the current position. He further stated the position was responsible for investigation work and additional STI investigation approach.

Commissioner Celentino asked if the work was still covered.

Mr. Murr stated that half would be covered through the Ryan White Program. He further stated the grant did not cover the Public Health Services HIV and STI investigation work.

THE MOTION CARRIED UNANIMOUSLY.

During Open Session, the Agenda was reordered as follows:

15. Closed Session
  - ~~a.~~ ~~Discussion of Collective Bargaining Pursuant to MCL 15.268(e)~~
  - ~~b.~~ **a.** Pursuant to MCL 15.268(e) to Consult with Attorneys Regarding *Grainger v Ottawa County*, et al Case No. 1:19-Cv-00501 Pending in the U.S. District Court for the Western District of Michigan
  - ~~c.~~ **b.** Pursuant to MCL 15.268(D) to Consider the Purchase of Real Property Prior to the Time an Option to Purchase is Obtained
  - c.** **Discussion of Collective Bargaining Pursuant to MCL 15.268(c)**

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, AT APPROXIMATELY 6:54 P.M., TO ENTER INTO CLOSED SESSION PURSUANT TO MCL 15.268(E) TO CONSULT WITH ATTORNEYS REGARDING GRAINGER V OTTAWA COUNTY, ET AL CASE NO. 1:19-CV-00501 PENDING IN THE U.S. DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN; AND PURSUANT TO MCL 15.268(D) TO CONSIDER THE PURCHASE OF REAL PROPERTY PRIOR TO THE TIME AN OPTION TO PURCHASE IS OBTAINED AND TO DISCUSS COLLECTIVE BARGAINING AS PERMITTED BY MCL 15.268(C).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:51 P.M.

THE MOTION CARRIED UNANIMOUSLY.

#### Announcements

Commissioner Celentino stated that there were a few memos attached that had typographical errors. He further stated the typographical errors needed to be amended before they were presented to the Board.

Commissioner Peña stated that Ingham County expected an increase of immigrants in the coming months. He further stated that he was interested in locating actionable ways to help and requested any suggestions for organizations and charities.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:52 p.m.



## **ATTACHMENT A**

Good evening, Chair Stivers and County Services Committee members

I am Ryan Buck, and I work for Ingham County Clerk Barb Byrum. If you know me, you know I wear many hats. Right now, I am addressing you as the Program Chair for the Safe Space Advocates Program.

The Program was created by the Cultural Diversity, Equity and Inclusion Committee in October of last year. The Committee has worked for over 22 years to bridge gaps and educate employees. The Safe Space Advocates Program is a continuation of their efforts. You may remember our public service announcement at the Diversity Luncheon, last February.

We are a group of employees who volunteer our workspaces into as our name suggests safe spaces. Co-workers are welcome to bring uncomfortable or difficult questions relating to social justice or DEI issues.

At its most basic form, we are a peer-to-peer platform in which advocates pull from their own life experiences to provide input or suggestions about how an employee can approach an issue or resolve their understanding.

As an example, two weeks ago, an employee sought me out--overtly for a safe space interaction. This employee was struggling with their son's homosexuality. This employee wanted their son to know that they loved them and accepted them, no matter what. But this employee just did not have the words, because their own upbringing informed a very negative view of LGBT+ issues. I was able to relay my own coming out story and offer some lessons learned from my own experience. The employee who was visibly shaken when they came to my office was calmer when they left. And this example is why the Advocates are building the safe space initiative.

The CDEI Committee has worked tirelessly to create a culture of change. We know there are going to be complicated issues, so we are building in training for Safe Space that will inform good decision making. When to report to a supervisor and when to report to HR. This continuing education component will be a key part of the program.

We are in our infancy, but we are building out a great program so expect more updates soon.

Tonight, I am here representing the Safe Space Advocate Program and CDEI Committee to express our support for Agenda Item 13b the RESOLUTION TO CREATE A DIVERSITY, EQUITY, AND INCLUSION DIRECTOR POSITION. We also ask that you consider carefully how this position will collaborate with the Cultural Diversity, Equity, and Inclusion Committee and the Safe Space Program. Because we want to see collaboration and not duplication of work.

Thank you for allowing me to speak this evening and at each of your desks was a quick fact sheet about the Safe Space program, which includes my contact information should you desire more information.

Thank you again.

## ATTACHMENT B



### Safe Space Advocates Program Quick Fact Sheet

#### Program Overview

- **Eliminate the Segue.** Safe Space Advocates are Ingham County employees who volunteer their workspaces as “safe spaces” for uncomfortable conversations primarily relating to diversity, equity, and inclusion issues. The goal is to build understanding and achieve acceptance, which will raise employee morale and foster better public service.
- **Peer-to-Peer.** Advocates utilize their own experiences to build trust and provide peer-to-peer insight in an informal atmosphere. Resources vetted by Human Resources and others will be made available by Advocates as well.
- **Collaboration, Not Collision.** Advocates will remain in alignment with Ingham County’s policies and procedures relating to nondiscrimination and equal opportunity, among many others. Advocates are intended to supplement and not supplant the efforts of Elected Officials, Department Heads, the Human Resources Department, the Employee Assistance Program, etc.
- **Confidentiality.** Safe Space interactions are confidential to encourage an open and frank dialogue, however certain allegations or statements will be reported to supervisors and/or the Human Resources Department in accordance with applicable policy requirements.

#### Origin and History

The Cultural Diversity, Equity and Inclusion Committee created the Safe Space Advocates Program Subcommittee in October 2020. The Inaugural Class of Advocates received training in June 2021, and the next training will be scheduled for September/October 2021. The Program has requested funding in the 2022 Budget Cycle for DEI professional training opportunities.

#### Subcommittee Members

**Kisha Beverly**

Health Department

**Dionnedra Bond**

Circuit Court Friend of the Court

**Ryan Buck**

County Clerk Barb Byrum's Office

**Morgan Cole**

Probate Court

**Amber Denney**

Public Defender's Office

**Deb Fett**

Innovation and Technology Department

**Sue Graham**

Human Resources Department

**Ed Hook**

Register of Deeds Derrick Quinney's Office

**Tom Husby**

Road Department

**Steph Keith**

Human Resources Department

**Steve Kwasnik**

Prosecuting Attorney Carol Siemon's Office

**Kim Milton-Mackey**

Circuit Court Clerk's Office

**Rachel Prettenhofer**

Controller's Office

**Kelly Rankin-Gomez**

CDEI Committee

**Gregg Todd**

Controller's Office

For more information or to join the Safe Space Advocates Program, please contact Program Chair Ryan Buck at [RBuck@ingham.org](mailto:RBuck@ingham.org) or (517) 483-6504.

(Revised 7/19/2021)

**AUGUST 17, 2021 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Controller recommends approval of the following resolutions:**

**1. Innovation & Technology Department – Resolution to Authorize the Reorganization of the Innovation & Technology Department**

This resolution authorizes the IT Department reorganization as discussed at the July 20, 2021 County Services meeting.

See memo for details.

**2a. Drain Commissioner – Resolution Endorsing the Drain Commissioner’s Requests for State and Federal COVID Relief and Infrastructure Dollars on Behalf of the Montgomery Drain Drainage District**

This resolution supports the Drain Commission’s request for additional state and federal COVID funding for the Montgomery Drain project, which came in significantly over budget. State/federal funding to make up the current shortfall would ensure residents would not be further assessed to bridge the funding gap.

See memo for details.

**2b. Drain Commissioner – Drain Commission Granting \$150,000 of County ARP Funding to be Combined with Remaining Bond Proceeds to Extend the Blue Spotted Salamander Drain**

This resolution would authorize \$150,000 in ARP funds to extend the Blue Spotted Salamander Drain project to address additional drainage issues. The Drain Commission expects the additional work to cost \$250,000 and has \$100,000 in reserves.

Water infrastructure, including storm water drainage, is an allowable use of ARP funding per the Final Interim Rule, “With respect to wastewater infrastructure, recipients may use Fiscal Recovery Funds to construct publicly owned treatment infrastructure, manage and treat stormwater or subsurface drainage water, facilitate water reuse, and secure publicly owned treatment works, among other uses.”

See memo for details.

**3. Public Defender’s Office – Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating Two New Grant Funded Positions**

This resolution authorizes a grant to fund \$6,479,321.17 of Public Defender’s Office as approved by the FY22 MIDC Compliance Plan Renewal. Local share of \$912,845.25 will be split between Ingham County (\$874,787.25), the City of Lansing (\$21,771), and the City of East Lansing (\$16,287).

See memo for details.

**5. Facilities Department – Resolution to Authorize an Agreement with Tower Pinkster for the Professional Design Services of the CRAC Units at the 9-1-1 Dispatch Center**

This resolution authorizes an agreement with Tower Pinkster for the professional design services to upgrade the existing fans and plenum style fan assembly of the computer room air conditioning (CRAC) units. Tower Pinkster is on the MiDeals contract, three quotes are not required per the Ingham County Purchasing Policy.

See memo for details.

**6a. Road Department – Resolution to Approve a Local Road Agreement with Lansing Township and to Amend Contract 30-21, Item III, with Michigan Paving and Materials Company to Resurface Kalamazoo Street, West of Grace to Hungerford Streets in Lansing Township**

This resolution authorizes an amendment to the Road Department Local Road Agreement with Lansing Township to take advantage of favorable pricing from Michigan Paving and Materials Company.

See memo for details.

**6b. Road Department – Resolution to Increase Local Funding Participation in Relation to a State and Federally Funded Project on Okemos Road from Jolly Road to Central Park Drive**

This resolution authorizes an increase in the Road Department share of this project, which was adopted via Resolution #21-358 in July. Bids came in nearly 25% over engineer’s estimate for a total of \$8,751,922.48. As most of the funds for this project are capped, (federal and state) a majority of the additional funding responsibility falls to the Road Department.

The Road Department is responsible for the estimated local participation costs of \$2,800,223 (including 20% contingency) up from \$1,357,937. Funding will be in the 2021-2022 Road Fund Budgets.

See memo for details.

**7a. Health Department – Resolution to Authorize Additional Positions for the Allen Neighborhood CHC**

This resolution authorizes additional positions for the Allen Neighborhood CHC. Minimum and maximum salary details of the seven (7) additional full-time positions are listed below.

<b>FTE</b>	<b>DESCRIPTION</b>	<b>FY22 MINIMUM</b>	<b>FY22 MAXIMUM</b>
1.0	PA or NP	\$95,422	\$114,535
1.0	Medical Assistant I	\$34,384	\$40,933
1.0	Medical Assistant I	\$34,384	\$40,933
1.0	Health Center Nurse	\$53,474	\$64,183
1.0	Medical Social Worker	\$63,427	\$66,394
1.0	Community Health Rep. II	\$34,384	\$40,933
1.0	Community Health Rep. II	\$34,384	\$40,933
<b>10.0</b>		<b>\$349,859</b>	<b>\$408,846</b>

The projected three-year operating budget for the Allen Neighborhood Health Center project includes the following:

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Patient Revenue	\$236,002	\$450,394	\$579,000
340B Revenue	\$309,000	\$309,000	\$309,000
<b>Total Revenue</b>	<b>\$571,554</b>	<b>795,354</b>	<b>888,000</b>
Personnel Costs (includes fringe benefits)	\$576,399	\$624,990	\$627,581
Supplies	\$12,884	\$22,100	\$28,483
Contractual Services	\$17,393	\$19,403	\$20,381
Building Rent	\$63,156	\$64,419	\$65,707
Other Expenses	\$39,678	\$58,946	\$63,210
<b>Total Expenses</b>	<b>\$709,710</b>	<b>\$789,856</b>	<b>\$851,292</b>
<b>Net Income (Loss)</b>	<b>-\$138,156</b>	<b>-\$30,502</b>	<b>36,709</b>

**Note:** 30% of an existing CHC manager's time will be dedicated to the new CHC.

This resolution appropriates American Rescue Plan dollars of up to \$138,156 in the FY22 budget to support year one of the new CHC's operation.

See memo for details.

**8a. Human Resources – Authorization to Start a Managerial and Confidential Ingham County Road Department Director of Operations Above Step 2**

This authorizes starting Carl Langham at a Grade 8 Road, Step 5 (103,603.01) for the Director of Operations position at the Road Department. Mr. Langham is currently the Road Department's Western District Supervisor, which is entitled to overtime pay, the Director of Operations position is not. Assuming this position at a lower Step could result in less pay due to the inability to earn overtime.

See memo for details.

**8b. Human Resources – Resolution to Approve Generic Service Credit Purchase for County Employee: Selina Marie Wood (fka Monroe)**

This resolution approves the purchase, borne by the employee, of one year of generic service retirement credit from MERS for Ms. Wood.

See memo for details.

**8c. Human Resources – Resolution to Approve an Additional Modification to Appendix D - Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of a Reclassification Request**

This resolution approves a modification to the MC Manual compensation levels as a result of a reclassification request for the Director, Board of Commissioners Office from MC 12 to MC 13.

See memo for details.

**9a. Controller's Office – Resolution to Approve American Rescue Fund Grant Requests from North Ingham Emergency Services Authority and Stockbridge Area Emergency Services Authority**

This resolution approves grant requests from the Northeast Ingham Emergency Services Authority (NIESA) and Stockbridge Area Emergency Services Authority (SAESA) per Resolution #21-310, which authorized up to \$1 million in ARP funding for Ingham County emergency services authorities. The funding is as follows:

NIESA:

Ambulance	1	\$236,482.00	\$ 236,482.00
EMS Scholarships	16	\$ -	\$ 212,980.00
Power Load Cot Fastener System	4	\$ 31,488.02	\$ 125,952.08
Power-PRO XT Cot	1	\$ 24,448.50	\$ 24,448.50
Stair Chair	1	\$ 4,095.64	\$ 4,095.64
LUCAS	5	\$ 20,189.39	\$ 100,946.95
LUCAS Disposable Suction Cup	2	\$ 435.80	\$ 871.60
LIFEPAK 15 V4 Monitor/Defibulator	1	\$ 41,248.45	\$ 41,248.45
LIFEPAK Station Battery Charger	1	\$ 1,666.00	\$ 1,666.00
LP 15 Lithium-ion Battery	3	\$ 419.90	\$ 1,259.70
<b>Total</b>			<b>\$ 749,950.92</b>

SAESA:

Ambulance	1	\$250,000.00	\$ 250,000.00
<b>Total</b>			<b>\$ 250,000.00</b>

See memo for details

**9b. Controller's Office – Resolution to Authorize American Rescue Plan Funds for Premium Pay for Essential Ingham County Employees**

This resolution authorizes the Essential Pay Matrix for providing Ingham County employees with premium pay per the ARP guidelines. The matrix, which has been shared with and consented to by the unions, is as follows:

	Work Share		Risk Classification			Work Location		
	Yes	No	Low	Medium	HighVery High	Remote	Both	On-Site
Essential Pay	\$ -	\$ 6,000	\$ 500	\$ 1,000	\$ 2,000	\$ -	\$ 500	\$ 1,000

See memo for details.

**9c. Controller's Office – Resolution Establishing COVID-19 Vaccinations or Weekly Testing Requirements for Ingham County Employees**

This resolution would establish a policy that requires COVID-19 vaccinations or weekly testing for all Ingham County employees. Employees that have medical or religious reasons not to get the vaccine would be required to get weekly tests.

See memo for details.

**10a. Board of Commissioners – Resolution Honoring City of East Lansing Mayor Jessie Gregg**

**10b. Board of Commissioners – Resolution Supporting Michigan Senate Bills 242 and 245 that Extend County Commissioner Terms to Four Years**

This resolution supports Michigan Bills 242 and 245 that extend county commission terms to four years.

**10c. Board of Commissioners – Resolution to Recognize August 2021 as Breastfeeding Awareness Month in Ingham County**

**ADDITIONAL ITEMS:**

4. Health Department/Sheriff's Office – Jail Medical Update

10d. Amending Vendor Policy to Ensure Vendor Employees are Vaccinated at or Above Ingham County Vaccination Rates – *Discussion*



## Agenda Item 1

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

FROM: Deb Fett, CIO

DATE: 7/26/2021

SUBJECT: Innovation and Technology Department Reorganization– Convert Network Administrator and Technician position structures, add ERP Administrator  
For the meetings of August 17<sup>th</sup>, August 18<sup>th</sup>, and August 24<sup>th</sup>, 2021

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### **BACKGROUND**

In years past, the Board has made the suggestion that our departments review our staffing and job descriptions to ensure that not only are the job descriptions up to date but that staffing needs are addressed properly. This memo and resolution are a result of that review.

In efforts to keep our seasoned staff and to be able to attract new staff should our current team be lured away by greener pastures, ITD is proposing a restructuring of our Network Administrator positions and our Computer Technician positions. This restructuring would do two things: 1) it would create multi-grade positions similar to what the Road Department has enacted with their engineering positions; 2) it would meld the Computer Technician positions into one level and create a Letter of Understanding (LOU) for that technician position to allow recognition of attaining mastery of technical skills as a path for career growth similar to the current Application Programmer position.

The update to the Network Administrator job description has also resulted in a score change for one level of the position. The Network Administrator I will change from ICEA County Pro level 7 (\$54,222.00 to \$65,091.67) to ICEA County Pro level 8 (\$59,140.99 to \$70,997.30). The Network Administrator II (ICEA Pro 10) and III (ICEA Pro 11) position will remain at their current levels.

Discussions have been held with the ITD staff to review the proposed change of the job descriptions and all are in agreement that this would be very beneficial to both the team and to our business partners. The UAW and ICEA have also been briefed about the potential change and support the updates.

As part of our overall review of staffing, there has been a need identified for an Enterprise Resource Planning (ERP) Administrator to enable Ingham County to better utilize our current MUNIS package and, if necessary, assist in the transition to a new ERP package in the future. A job description has been created with input from our Financial Services department and Controller. HR has scored the position and Budget has provided cost information. With a dedicated person to facilitate our MUNIS upgrades, training, support, and reporting we could soon complete some of the much-needed efficiencies like electronic timecards, streamlined credit card reporting, more efficient budgeting, easier vendor registrations, and employee self-service.

### **ALTERNATIVES**

The current structure could be kept in place, limiting us to what we have always done.

## **FINANCIAL IMPACT**

The change in the Network Administrator I position would come with an increase of \$5,905.63 at Step 5 for 2021 however the annual county budget appropriation recognizes yearly personnel cost variations through attrition so therefore any variation in position salaries is accounted for. None of the other positions would change under the new job descriptions. As this position has put in for a reclassification under the ICEA contract currently being negotiated which has run into difficulties, we are requesting that this increase be retroactive to the first pay period of 2021.

The additional ERP Administrator position would come with an increase of \$133,994 for an entire year, again with approximately one quarter occurring in the 2021 budget year. This would have an estimated cost for 2021 of \$33,498.56 which would be funded.

As requested, the projected cost if all of the Computer Technician I positions were to be immediately changed to the Computer Technician II at the same level would be an additional \$46,182 inclusive of taxes and benefits.

## **OTHER CONSIDERATIONS**

The Innovation and Technology department is facing an ever-tightening job market for technical talent. According to CompTIA, the unemployment rate for America's technology workers hit 1.3 percent in May, 2019. Indicators point to an IT jobs market that will continue to grow at a record-setting pace, especially given the increase in remote work requirements. With this tight labor market it is increasingly challenging to compete against the private sector for talent.

## **RECOMMENDATION**

Based on the previously mentioned discussions and job market factors, I would recommend the change to the Network Administrator and Computer Technician positions to invigorate recruitment and retention and the addition of the ERP Administrator position to ensure better utilization and improved use of our current MUNIS software.

**TO:** Deb Fett, Chief Information Officer  
**FROM:** Joan Clous, HR Specialist  
**DATE:** April 20, 2021  
**RE:** Memo of Analysis for reorganization of IT Department

---

The IT Department is reorganizing the Computer Technician I & II and the Network Administrator I, II, & III positions within the Department to enable the Chief Information Officer the ability to promote employees into higher level positions based upon their skills and department needs as well as hire new employees at the level needed by the IT Department. This reorganization will allow the IT Department to best meet its customer needs.

1. Creation of a new job description that combines the Network Administrator I, II, & III positions into one job description. A review of the job description resulted in the following Network Administrator I will change from ICEA County Pro level 7 (\$54,222.00 to \$65,091.67) to ICEA County Pro level 8 (\$59,140.99 to \$70,997.30). The Network Administrator II (ICEA Pro 10) and III (ICEA Pro 11) position will remain at their current levels. The ICEA County Professional Union has been contacted and they are in agreement and support this change.
2. Creation of a new job description that combines the Computer Technician I (UAW I) & II (UAW J) positions into one job description. A review of the job description resulted in no change. The UAW has been contacted and they are in agreement and support this position change.

***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).***

TO: Deb Fett, CIO

FROM: Joan Clous, Human Resources Specialist

DATE: July 1, 2021

RE: Memo of Analysis for the creation of new position within the IT Department – ERP Administrator

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Regarding the creation of new positions, Human Resources can confirm the following information:

1. The newly created position of ERP Administrator has been determined to fall within the scope of the Managerial & Confidential jobs and was classified at an ICEA County Pro Level 9 (\$64,681.84 to \$77,647.88)

**Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward and contact budget for a budget analysis.**

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

**INGHAM COUNTY  
JOB DESCRIPTION  
ERP ADMINISTRATOR**

**General Summary:**

The ERP Administrator oversees and manages the Enterprise Resource Planning (ERP) software for Ingham County. This position provides analytical support and data reporting, and develops protocols and curriculum to ensure efficient business operations and use of the system.

A significant aspect of the work involves making authoritative decisions concerning the administration and maintenance of the Tyler MUNIS system. The incumbent will assist staff by retrieving and interpreting information from the ERP system in support of data driven decision making processes. The position requires innovative thinking when developing business workflows and functional specifications, and creativity when developing training doctrines for users of the system.

The incumbent works with considerable latitude and exercises independent judgment under the general direction of the Chief Information Officer. Work is reviewed for effectiveness in soundness of managing the Tyler MUNIS system, timely accomplishment of program objectives and overall effectiveness of the software.

**Essential Functions:**

1. Meets with County staff and/or representatives of outside firms to identify and assess the tasks to be automated or the processes to be enhanced. Meets with end-users to discuss detail regarding the flow of information through specific departments in the County. Analyzes data flow and makes recommendations for automating specific activities to collect and report on data.
2. Resolves problems that occur with in-house and purchased applications. Analyzes the problem with users, researches problem on systems, and reports problem to vendor as necessary.
3. Installs software upgrades for applications in designated areas, includes applying in-house customization and reports, compiling the system, and testing the system. Devises sample input data used to test the programs. Tests programs until the intended format is achieved. Assists vendors with software and hardware installations as needed. Installs interim corrections to software as needed.
4. Designs, configures, manages and maintains the assigned applications and database systems, and oversees integrations into the County's website to ensure maximum availability, integrity, and security.
5. Analyzes, determines, and documents the scope of a project, customer business needs, current applications, budget, testing requirements, and the design of the solution.
6. Works under the direction of the CIO/DIO to develop applications and ensure projects are completed within budget and on-time.
7. Complies with an established documented county application development standard and methodology to ensure consistency and integration.
8. Contributes in the planning, leadership, and direction regarding the ERP environment.
9. Provides telephone support to users and ITD technicians encountering problems or with questions about an assigned application.
10. Researches commercially written and public domain software for use in automating procedures. Works with vendors to design custom programs where necessary using standardized County software. Performs testing and evaluation on various software programs for potential use.

11. Coordinates software implementations, schedules, and trains staff on use of software, and monitors status of operations. Conducts one on one and small group training.
12. Escalates problems and issues to management as needed.
13. Compiles documentation of program development and forms for new or existing applications. Details the procedures the user must follow for entering, changing, and removing data, producing reports, and other requirements and procedures.
15. Regular attendance and punctuality are standards of performance required for this position.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- May assist with processing large batch jobs for electronic or print communications and functions related to output files from the ERP system.

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

**Employment Qualifications:**

A minimum of **one** of the following combinations is required:

1. A Bachelor's Degree in computer science, information management or a closely related field **AND** a minimum of 3 three years of experience in the design and development of applications, providing knowledge of SQL, Crystal Reports, VisualBasic or comparable applications development tools, database technology, and the design and development of applications. Direct experience administering and maintaining the Tyler MUNIS system required.

**OR**

2. An Associate's Degree in computer science, information management or a closely related field **AND** a minimum of-5 five years of experience in the design and development of applications, providing knowledge of SQL, Crystal Reports, VisualBasic or comparable applications development tools, database technology, and the design and development of applications. Direct experience administering and maintaining the Tyler MUNIS system required.

**OR**

3. Knowledge typically acquired through the first year of college or equivalent **AND** a minimum of 7 seven years of experience in the design and development of applications, providing knowledge of SQL, Crystal Reports, VisualBasic or comparable applications development tools, database technology, and the design and development of applications. Direct experience administering and maintaining the Tyler MUNIS system 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)*

**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 noise levels which require shouting in order to be heard.
3. This position is required to travel for meetings and appointments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, handling and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, carrying, pushing, pulling, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina in sitting,
- 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.)*

**March 3, 2021**  
**ICEA PRO 9**

**From:** [Desiree Cook](#)  
**To:** [Deb Fett](#)  
**Subject:** RE: Changes to the Network Administrator I, II, & II JDs  
**Date:** Tuesday, April 20, 2021 9:29:03 AM

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Yes indeed.

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**From:** Deb Fett <[DFett@ingham.org](mailto:DFett@ingham.org)>  
**Sent:** Tuesday, April 20, 2021 9:17 AM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** FW: Changes to the Network Administrator I, II, & II JDs

I'd like to move forward with this in the next submittal of Resolutions. Are you still in favor of this change?

Thanks,

[Deb Fett](#)  
*Chief Information Officer*  
Ingham County Innovation & Technology

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**From:** Clous, Joan <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, November 18, 2019 8:41 AM  
**To:** Fett, Deb <[DFett@ingham.org](mailto:DFett@ingham.org)>  
**Subject:** FW: Changes to the Network Administrator I, II, & II JDs

Deb,

Please include this email in your packet to the Board.

Joan

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**From:** Cook, Desiree  
**Sent:** Thursday, October 31, 2019 10:09 AM  
**To:** Clous, Joan  
**Subject:** RE: Changes to the Network Administrator I, II, & II JDs

Yes, sorry that wasn't explicit enough.

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**From:** Clous, Joan <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Thursday, October 31, 2019 10:08 AM  
**To:** Cook, Desiree <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** Re: Changes to the Network Administrator I, II, & II JDs

Does that mean you are in agreement with the proposal?



Thanks

Sent from my iPhone

On Oct 31, 2019, at 10:06 AM, Cook, Desiree <[DCook@ingham.org](mailto:DCook@ingham.org)> wrote:

It looks like we discussed. Thank you.

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**From:** Clous, Joan <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Tuesday, October 29, 2019 10:57 AM  
**To:** Cook, Desiree <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** Changes to the Network Administrator I, II, & II JDs

Desiree,

The IT department has made changes to the Network Admin I, II, & III positions by combining them into one position. The plan going forward is to allow the IT department to have the ability to hire at either level and to promote current employees who meet the qualifications into the higher level position as they progress in skills.

After a review of the attached JD HR finds the following:

Network Admin I – increase from ICEA Pro Level 7 to Level 8  
Network Admin II – no change remain at ICEA Pro Level 10  
Network Admin III – no change remain at ICEA Pro Level 11

Please review the attached JD.

Thanks,  
Joan

**Joan Clous SHRM-CP**

Human Resources Specialist

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“The only things worse than training your employees and having them leave, is not training them and having them stay.” Henry Ford

**From:** [Bradley Prehn](#)  
**To:** [Elisabeth Bliesener](#)  
**Cc:** [Deb Fett](#); [Joan Clous](#)  
**Subject:** Re: Tech Job Description  
**Date:** Tuesday, April 20, 2021 2:27:41 PM

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Beth,

Yes I'm still in support of combining the two job descriptions of tech I and tech II

Brad Prehn

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**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Tuesday, April 20, 2021 10:01 AM  
**To:** Bradley Prehn <BPrehn@ingham.org>  
**Cc:** Deb Fett <DFett@ingham.org>; Joan Clous <JClous@ingham.org>  
**Subject:** FW: Tech Job Description

Deb Fett would like to move forward with this in the next submittal of Resolutions. Are you still in favor of this change?

Thanks,  
Beth

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**From:** Prehn, Bradley  
**Sent:** Wednesday, November 13, 2019 7:32 PM  
**To:** Fett, Deb  
**Cc:** Clous, Joan  
**Subject:** Re: Tech Job Description

Deb,

Thank you for the clarification.

I will support combining the job descriptions of IT Tech. I and Tech II's

Brad Prehn  
UAW Chairperson

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**From:** Fett, Deb  
**Sent:** Wednesday, November 13, 2019 8:48 AM  
**To:** Prehn, Bradley  
**Subject:** RE: Tech Job Description

Once the job description is combined, it will allow any of our techs to move up to Tech II as they gain experience. It is not an automatic thing like steps, they have to show that they have not only put in the time but have the abilities of someone who has done the job for 3-5 years. I can then work with

HR to promote them without the long drawn out process of a Reorg or waiting for a Reclass. So if you come in with 2 years' experience, you aren't given Tech II until you can do the things that the others here can do that are Tech IIs (or possibly could be under the new description). Right now, we have one Tech II position and cannot promote anyone else to that role no matter how long they have worked here or whether their skills are fabulous or not. I'm looking to have some path for growth for those who have been here and working hard, it's not fair for their path to be blocked until someone retires or leaves us.

Roads just did the same thing for a couple of their positions. It allows them much more flexibility in making sure people are recognized for their skills as well as being able to hire what you need when positions do become vacant. The group over there seems to like it and it sounds to me like it can fix a situation that has frustrated me. I've got a good team and I want to not only recognize that but keep them around.

Does this help any?

Thanks,

**Deb Fett**

*Chief Information Officer*

Ingham County Innovation & Technology

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**From:** Prehn, Bradley <[BPrehn@ingham.org](mailto:BPrehn@ingham.org)>  
**Sent:** Wednesday, November 13, 2019 8:33 AM  
**To:** Fett, Deb <[DFett@ingham.org](mailto:DFett@ingham.org)>  
**Subject:** Tech Job Description

Deb,

I have a couple questions about combining the Tech. I and Tech II job descriptions.

1) The job descriptions says that a Tech II needs 3-5 years experience and Tech I needs 1-3 years so, after a tech I gets their 3 years experience do they automatically move to a Tech II? Also, if they do move up and they come in with 2 years experience once they work with county for one year, giving them 3 years experience, will they then move to a tech II? My concern is how this process will work for advancement.

2) Aren't there a certain number of tech I and tech II positions, or are you allowed to move them up to tech II without restrictions?

Thank you,

Brad Prehn  
UAW Chairperson

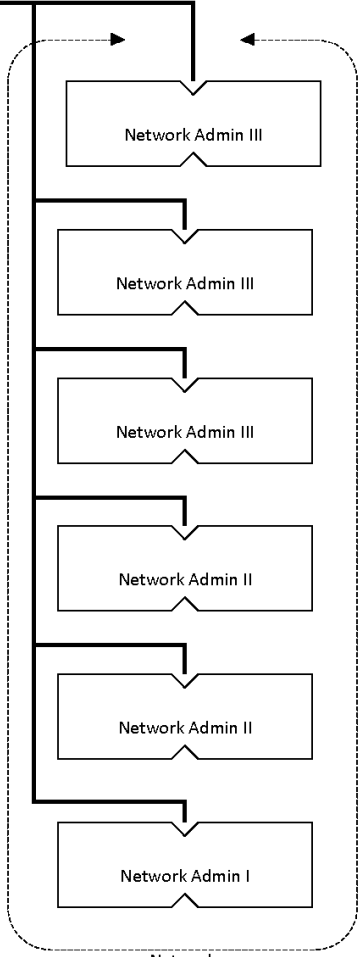
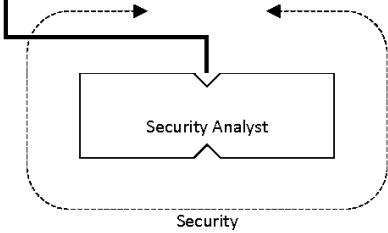
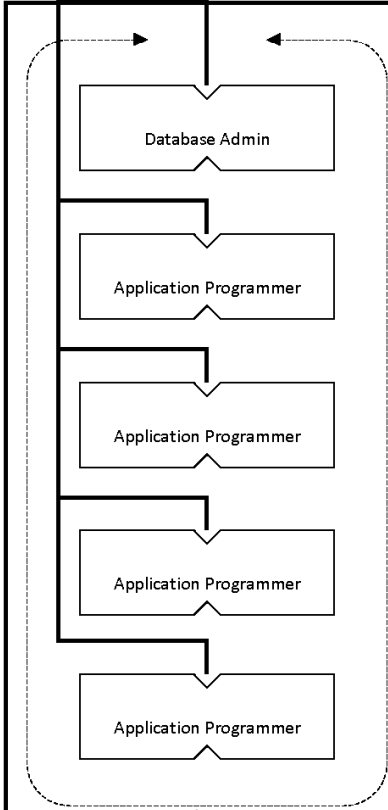
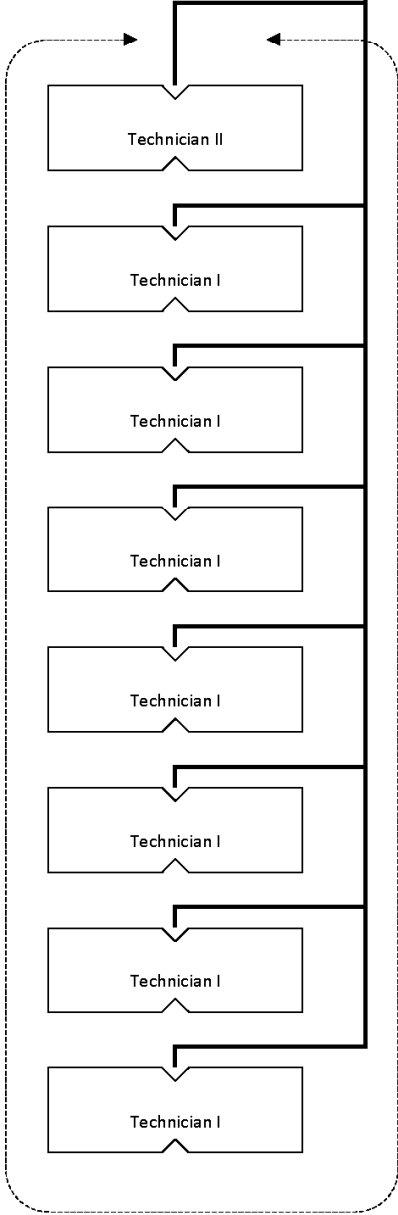
	<b>2021</b>	<b>2021</b>
	<u>ICEA 9 Step 1</u>	<u>ICEA 9 Step 5</u>
Wages	<u>\$64,682</u>	<u>\$77,648</u>
Unemployment	323	388
FICA	4,948	5,940
Health	19,146	19,146
Dental	936	936
Vision	135	135
Retirement	16,067	19,288
Retirement	647	776
Future Retiree Health	2,911	3,494
Life	115	115
Work Comp	19	23
Disability	84	101
Current Retiree Health	3,585	3,585
Liability	883	1,059
Separation	1,132	1,359
Total Cost	<u>\$115,613</u>	<u>\$133,994</u>

Ingham County  
Innovation & Technology Department  
2020

Chief Information Officer

Executive Assistant

Senior Network Admin

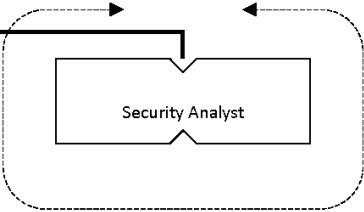
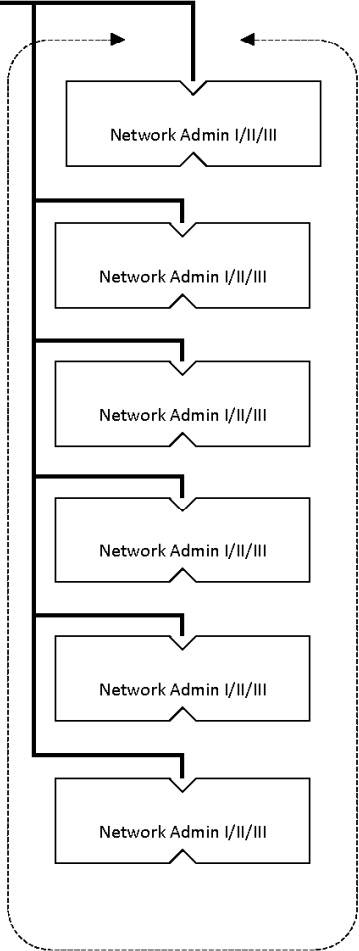
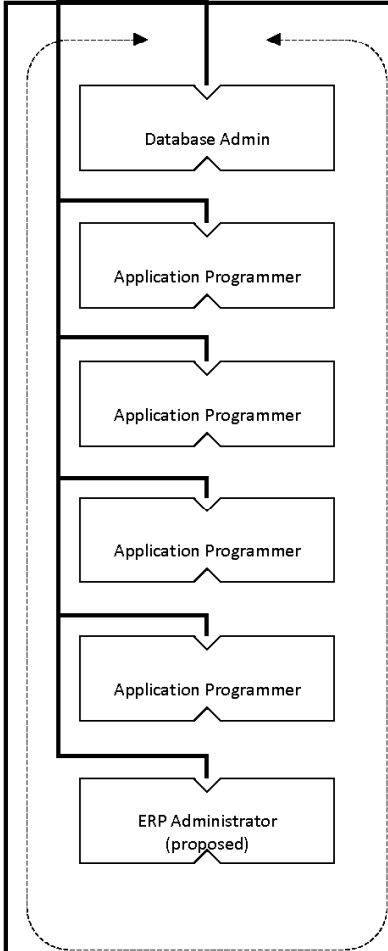
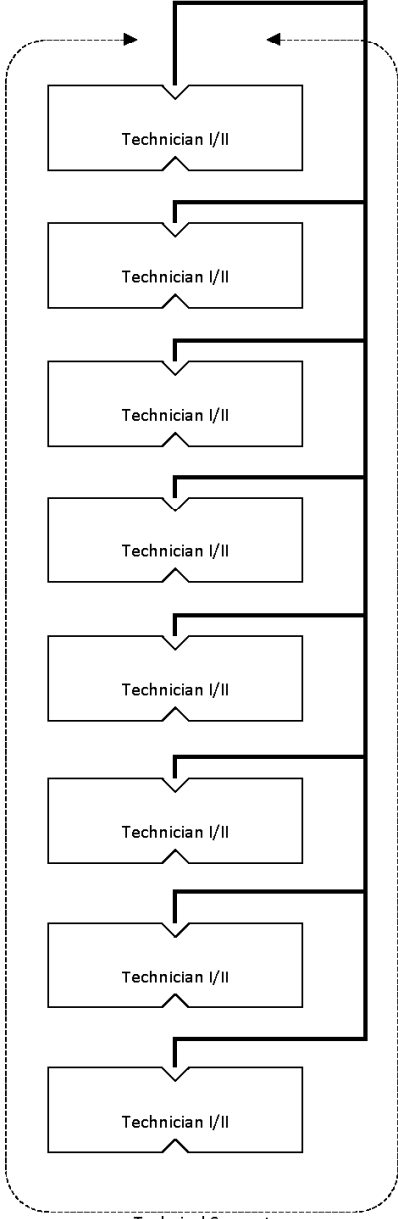


Ingham County  
Innovation & Technology Department  
2021

Chief Information Officer

Executive Assistant

Senior Network Admin



Introduced by the County Services and Finance Committees of the

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF THE  
INNOVATION & TECHNOLOGY DEPARTMENT**

WHEREAS, the Innovation and Technology Department has done an in-depth review of the departmental positions and staffing needs; and

WHEREAS, as part of our overall review of staffing, there has been a need identified for an ERP Administrator to enable Ingham County to better utilize our current MUNIS package and, if necessary, assist in the transition to a new Enterprise Resource Planning (ERP) package in the future; and

WHEREAS, the Innovation and Technology Department is facing an ever-tightening job market for technical talent which is only intensified by the current remote work demands and private sector competition; and

WHEREAS, in efforts to keep our seasoned staff and to be able to attract new staff should our current team be lured away by greener pastures, the Innovation and Technology Department is proposing a restructuring of our Network Administrator positions and our Computer Technician positions; and

WHEREAS, the Human Resources Department has reviewed and rated the new and reclassified job descriptions and is in agreement to this proposed reorganization; and

WHEREAS, the projected cost for both the classification changes and new position would be \$39,405 for the remainder of FY2021 and \$143,900 for FY 2022; and

WHEREAS, the funding for these changes and new position would come from the IT Data Processing Fund #63695800-704000; and

WHEREAS, the ICEA Professional Union and the UAW Union have been notified and are agreeable to the proposed job description/classification changes, and the new position would be posted, filled, and administered per the current applicable labor agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following reclassifications in the Innovation and Technology Department with proposed multiple grades shown on applicable positions for which the multi-grade system is proposed:

One existing Technician II, UAW Grade J, to One Technician I/II, UAW Grade I/J;  
Nine existing Technicians I, UAW Grade I, to Nine Technician I/II, UAW Grade I/J;  
One existing Network Administrator I, ICEA Grade 7, to One Network Administrator I/II/III, ICEA Grade 8/10/11-retroactive to the first full pay period of 2021;  
Two existing Network Administrator II, ICEA Grade 10, to Two Network Administrator I/II/III, ICEA Grade 8/10/11;  
Three existing Network Administrator III, ICEA Grade 10, to Three Network Administrator I/II/III, ICEA Grade 8/10/11



BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes one new ERP Administrator, ICEA Grade 9 in the Innovation and Technology Department.

BE IT FURTHER RESOLVED, that the new vacant ERP Administrator position will be posted and filled.

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

## Agenda Item 2a

To: County Services Committee and Finance Committee

**From:** Patrick E. Lindemann, Ingham County Drain Commissioner

**Re:** Resolution for American Rescue Plan Funds for Blue-Spotted Salamander Drain

**Date:** August 10, 2021

I am requesting that the Ingham County Board of Commissioners approve the allocation of \$150,000 of American Rescue Plan (ARP) funds to the Blue-Spotted Salamander Drain Drainage District (the “Drainage District”) for the purposes of locating, establishing, and constructing the Blue-Spotted Salamander Drain (the “Drain”), located in Alaiedon Township and Delhi Charter Township.

In September 2009, I received a petition requesting the locating, establishing, and constructing of the Drain. The petition submitted is intended to address drainage problems and periodic flooding experienced in the Drainage District. On October 29, 2009, the petition was found necessary by a statutory Board of Determination. The construction of the Drain was substantially completed in 2017, however additional drainage concerns have arisen within the Drainage District, resulting in necessary additions to the project design and construction. The contractor who won the original bid has agreed to continue the project with a change order.

Although over \$100,000 of bond proceeds remained before the additional work was designed, that will not be sufficient to complete the work. A budget sheet from the engineers, CEI, is attached to this memorandum. I am hoping to acquire the requested ARP funds to avoid an unnecessary petition process to complete the work. A petition process, although quickened by the fact that the project is now fully designed, cannot result in construction before 2022, whereas the contractor who won the bid on the original project is able to complete the project this fall. New administrative and procedural costs will increase the overall project cost, as will the necessity of new bidding. A new apportionment of benefits will be required, putting all property owners and at-large entities at risk of paying more.

A further consideration is that while bond proceeds are usable to improve drainage, if they are not so used, they become maintenance money once the project has ended. Without ARP funds, the bond proceeds revert to being usable for maintenance at a rate of \$5,000 per mile of drain per year. While that defers new maintenance assessments to the taxpayers, it does nothing to improve this deteriorated infrastructure.

Thank you for consideration of my request. I will be in attendance at your August 2021 Committee meetings to answer any questions you might have regarding my request. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.



**BLUE SPOTTED SALAMANDER DRAIN (B31-57)  
 ADDITIONAL PROJECT COST SUMMARY  
 FOR CHANGE ORDER NO. 7**



ICDC Project #  
B31-57

CEI Project #  
201003

A flooding issue pointed out by a citizen along College Road at the end of the initial construction of this petitioned drain improvement project has revealed the need to perform more work. Old pipe along College Road is in very poor condition and existing pipe at Cedar Street was placed too high to properly drain the area. New pipe at proper grade needs to be placed to solve this issue. Extending the existing contract with the original Contractor is the most cost effective and quickest way to do this additional work. The following Additional Project Cost Summary was prepared to explain the budget for this change order.

LAST MODIFIED  
8/10/2021

**TOTAL COST OF CONSTRUCTION: \$ 172,378.53**  
**TOTAL PROJECT COST: \$ 260,000.00**

SECTION	TITLE	COST	SUB-SECTION TOTAL	SECTION TOTAL	
1	<b>Layout and Design</b>				
	• Design Engineering				
	◦ Civil Engineers, Inc. (CEI)	\$ 26,616.50			
	Total Design Engineering - To Date		\$ 26,616.50		
	<b>Total Layout and Design</b>			<b>\$ 26,616.50</b>	
2	<b>Locating and Establishing Drain</b>				
	• ICDC Staff	\$ 4,282.33			
			Total ICDC Staff	\$ 4,282.33	
	• Project Oversight (ICDC)				
	◦ Deputy	\$ 500.50			
	◦ Project Manager & APA Compliance	\$ 38.50			
			Total Project Oversight (ICDC)	\$ 539.00	
	• Easements				
	◦ Engineering - CEI	\$ 1,863.75			
	◦ Attorney	\$ 832.00			
	◦ Recording Fees	\$ 90.00			
			Total Easements	\$ 2,785.75	
	• ICRD Coordination				
◦ CEI - Permitting	\$ 422.50				
		Total ICRD Coordination	\$ 422.50		
• Locating and Site Pre-Conditions					
◦ Mapping	\$ 4,640.00				
		Total Locating and Site Pre-Conditions	\$ 4,640.00		
	<b>Total Locating and Establishing Drain</b>			<b>\$ 12,669.58</b>	
3	<b>Construction - Change Order No. 7</b>				
	• Bridges and Culverts	\$ 5,950.00			
	• Drain Improvement Construction	\$ 150,757.75			
			Total Change Order No. 7 Construction	\$ 156,707.75	
	• Inspection				
	◦ CEI	\$ 25,000.00			
	◦ Admin & Construction Engineering	\$ 10,690.86			
			Total Inspection	\$ 35,690.86	
	• Surveying & Staking				
	◦ CEI	\$ 2,000.00			
			Total Surveying & Staking	\$ 2,000.00	
• Geotechnical Testing					
◦ Testing Services	\$ 1,000.00				
		Total Geotechnical Testing	\$ 1,000.00		
• Monitoring - Michigan Fair Labor	\$ 500.00				
		Total Monitoring	\$ 500.00		
	<b>Total Construction</b>			<b>\$ 195,898.61</b>	
4	<b>Legal Fees</b>				
	• General Counsel				
	◦ Legal Advisor	\$ 1,178.95			
		Total General Counsel	\$ 1,178.95		
	<b>Total Legal Fees</b>			<b>\$ 1,178.95</b>	
	Subtotal		\$	236,363.64	
	Contingency - 10.00%		\$	23,636.36	



**BLUE SPOTTED SALAMANDER DRAIN (B31-57)  
ADDITIONAL PROJECT COST SUMMARY  
FOR CHANGE ORDER NO. 7**



SECTION	TITLE	COST	SUB-SECTION TOTAL	SECTION TOTAL
	<b>Total Project Costs</b>			<b>\$ 260,000.00</b>

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ALLOCATE \$150,000 IN AMERICAN RESCUE PLAN FUNDS  
TO FUND THE LOCATING, ESTABLISHING, AND CONSTRUCTING OF THE  
BLUE-SPOTTED SALAMANDER DRAIN**

WHEREAS, on September 29, 2009, property owners in filed a petition with the Ingham County Drain Commissioner for the locating, establishing, and constructing of the Blue-Spotted Salamander Drain and recognizing that said locating, establishing, and constructing are necessary and conducive for public health, convenience, or welfare; and

WHEREAS, on October 29, 2009, a Board of Determination did determine and order that the locating, establishing, and constructing of the Blue-Spotted Salamander Drain was necessary and conducive to public health, convenience, or welfare and further necessary for the protection of the public health of Alaiedon Township and Delhi Charter Township; and

WHEREAS, the construction of the Blue-Spotted Salamander Drain was substantially completed in 2017, however, additional concerns have been brought to the attention of the Ingham County Drain Commissioner, prompting the need for a new engineering firm to design and implement a solution through a change order to the original contract; and

WHEREAS, the Blue-Spotted Salamander Drain project now includes the replacement of existing storm sewers and drive culverts, eliminating stormwater back up situations, the installation of new storm sewer to connect to existing storm sewer to take drainage to an existing swale, and the construction of infiltration swales to promote water quality benefits; and

WHEREAS, the design change and change order has resulted in additional costs of approximately \$260,000 while the drainage fund for the Blue-Spotted Salamander Drain project contains approximately \$110,000 from bond proceeds, leaving a budget shortfall of approximately \$150,000; and

WHEREAS, if the additional design changes must be bid, the Blue-Spotted Salamander Drain project will be adversely affected by the national labor and material shortages and resulting cost increases; and

WHEREAS, on March 11, 2021 the H.R. 1319 of the 117<sup>th</sup> Congress, also known as the American Rescue Plan Act of 2021, became a law; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, Ingham County will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219; and

WHEREAS, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount will be received no earlier than 12 months after the first tranche payment is received; and

WHEREAS, under Section 603(c)(1)(D) of the American Rescue Plan, an eligible use of funds includes making necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, the national labor and material shortages and resulting cost increases will negatively affect the Blue-Spotted Salamander Drain and the Ingham County Drain Commissioner's ability to cost effectively complete the locating, establishing, and constructing the Blue-Spotted Salamander Drain that is necessary for the protection of the public health of Alaiedon Township and Delhi Charter Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding from Ingham County's allocation from the American Rescue Plan in an amount not to exceed \$150,000 to assist in the completion of the locating, establishing, and constructing the Blue-Spotted Salamander Drain that is necessary for the protection of the public health of Alaiedon Township and Delhi Charter Township.

## Agenda Item 2b

**To:** County Services Committee and Finance Committee

**From:** Patrick E. Lindemann, Ingham County Drain Commissioner

**Re:** Resolution for Endorsement of Request for State and Federal COVID-19 Relief and Infrastructure Funds for Montgomery Drain

**Date:** August 10, 2021

I am requesting that the Ingham County Board of Commissioners endorse my request for state and federal funds authorized through the federal American Rescue Plan and the Infrastructure Investment and Jobs Act's Clean Water Infrastructure Resiliency and Sustainability Program to the Montgomery Drain Drainage District (the "Drainage District") for the purposes of maintenance and improvement of the Montgomery Drain (the "Drain"), located in the City of Lansing, City of East Lansing, and Lansing Charter Township.

In May 2014, I received a petition requesting the maintenance and improvement of the Drain. The petition submitted is intended to address public health concerns from pollution experienced in the Drainage District by utilizing natural and engineered green infrastructure and the reclamation and reuse of stormwater. The construction of the project is currently underway; however, the project progress has been adversely affected by the national labor and material shortages. I am hoping to acquire approximately \$10 million in state and federal funds necessary to achieve the project goals of pollution control and infrastructure improvement, and also to avoid further assessments to the local governmental units liable to pay for the drain and to their citizens.

Thank you for consideration of my request. I will be in attendance at your August 2021 Committee meetings to answer any questions you might have regarding my request.

It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENDORSE DRAIN COMMISSIONER'S REQUEST FOR STATE AND FEDERAL COVID-19 RELIEF AND INFRASTRUCTURE FUNDS TO FUND THE MAINTENANCE AND IMPROVEMENTS TO MONTGOMERY DRAIN THAT ARE NECESSARY FOR PUBLIC HEALTH**

WHEREAS, on May 27, 2014, the Ingham County Board of Commissioners adopted Resolution #14-208, authorizing the filing of a petition with the Ingham County Drain Commissioner for maintenance and improvements to the Montgomery Drain and recognizing that said maintenance and improvements are necessary for the public health; and

WHEREAS, the Montgomery Drain project, once completed, is estimated to eliminate the discharge of approximately 50,000 to 75,000 pounds of pollutants that enter the Red Cedar River on an annual basis; and

WHEREAS, after project delays COVID-19, the maintenance and improvements to the Montgomery Drain are currently being constructed; and

WHEREAS, the Montgomery Drain project has been adversely affected by the national labor and material shortages and resulting cost increases; and

WHEREAS, due to the additional cost incurred as a result of the COVID-19 pandemic, the project requires approximately \$10 million in additional funds to achieve near-elimination of the discharge of pollutants into the Red Cedar River, and to avoid further assessments to the local governmental units liable to pay for the drain and to their citizens; and

WHEREAS, on March 11, 2021 the H.R. 1319 of the 117<sup>th</sup> Congress, also known as the American Rescue Plan Act of 2021, became a law; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, under Section 603(c)(1)(D) of the American Rescue Plan, an eligible use of funds includes making necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, H.R. 3684 of the 117<sup>th</sup> Congress is currently being considered by the United States Senate and when signed into law will be known as the Infrastructure Investment and Jobs Act of 2021; and

WHEREAS, Section 223 of the Infrastructure Investment and Jobs Act, “Clean Water Infrastructure Resiliency and Sustainability Program”, contains provisions for funding of stormwater management by increasing watershed preservation and protection through the use of natural and engineered green infrastructure and the reclamation and reuse of stormwater; and



WHEREAS, the Montgomery Drain project includes the use of natural and engineered green infrastructure and the reclamation and reuse of stormwater; and

WHEREAS, the national labor and material shortages and resulting cost increases have negatively affected the bids and other costs of the improvements to the Montgomery Drain and the Montgomery Drain Drainage Board's ability to cost effectively construct the maintenance and improvements necessary for the public health of Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners endorses and supports the Montgomery Drain Drainage Board's request for state and federal funding under the American Rescue Plan and Infrastructure Investment and Jobs Act to assist in the completion of maintenance and improvements to the Montgomery Drain that are necessary for the public health of Ingham County.

## Agenda Item 3

**TO:** Law & Courts, County Services and Finance Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** August 1, 2021

**SUBJECT:** Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating Two New Grant Funded Positions

For the meeting agendas of August 12, 17 and 18

### **BACKGROUND**

The Michigan Indigent Defense Commission (MIDC) has approved Ingham County's FY22 Compliance Plan Renewal for funding the Ingham County Public Defenders Office, which provides indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court. This will be the fourth year of grant funding from the State of Michigan for the compliance plan, and will cover the time period October 1, 2021 through September 30, 2022.

The major changes in this year's grant over last year's is the addition of one Clerk - Public Defender position and a part-time Senior Assistant Public Defender position, both requested to address the adoption of Standard 5, "Independence from the Judiciary," which went into effect October 1, 2020.

### **FINANCIAL IMPACT**

The 2021-2022 grant budget is \$6,479,321.17 including a local share of \$912,845.25. The local share will be split among Ingham County (\$874,787.25), the City of Lansing (\$21,771), and the City of East Lansing (\$16,287).

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

### **OTHER CONSIDERATIONS**

The newly created positions will be effective October 1, 2021. The new part-time Senior Assistant Public Defender position is classified as a Teamster Public Defender Grade 3 (salary range \$80,315.59 - \$96,400.88) and the Clerk – Public Defender is classified as UAW/TOPS Grade D (salary range \$33,709.94 - \$40,130.88).

The Cities of Lansing and East Lansing will continue to contribute their local share to the grant. Memorandums of Understanding between the County and the Cities will be brought before the Board of Commissioners for approval at a future round of committee meetings.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A GRANT BETWEEN THE STATE OF MICHIGAN, MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC), DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA), AND INGHAM COUNTY TO PROVIDE FUNDING TO ASSIST THE COUNTY IN COMPLYING WITH THE COMPLIANCE PLAN AND COST ANALYSIS APPROVED BY MIDC AND CREATING TWO NEW GRANT FUNDED POSITIONS**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's Compliance Plan and Cost Analysis, which creates a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court; and

WHEREAS, this plan was accepted and approved by Ingham County Board Resolution #17-445; and

WHEREAS, the Ingham County Public Defenders Office submitted a FY22 grant request which was accepted and approved by the State of Michigan, the Michigan Indigent Defense Commission (MIDC), and the Department of Licensing and Regulatory Affairs (LARA); and

WHEREAS, this grant includes the creation of a new Clerk - Public Defender position and a new part-time Senior Assistant Public Defender position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA), and Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court.

BE IT FURTHER RESOLVED, that the grant period is October 1, 2021 through September 30, 2022, and the budget is approved for an amount of up to \$6,479,621.17, including a local share of \$912,845.25.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of one Clerk – Public Defender position (UAW/D) and one part-time Senior Assistant Public Defender (PD03) effective October 1, 2021.

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

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

**Agenda Item 5**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** July 30, 2021  
**RE:** Resolution to Authorize an Agreement with Tower Pinkster for the Professional Design Services of the CRAC Units at the 9-1-1 Dispatch Center

For the meeting agendas of: August 17 & 18

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**BACKGROUND**

Through an inspection of the CRAC units that service the 9-1-1 Dispatch Center, both units are showing signs of wear with the bearings within the fan blower assembly unit that is creating a vibration and noise in the blower motors. The condition of the bearings will continue to deteriorate, vibration and noise will increase and the units will fail, which will leave it inoperable. The Facilities Department is requesting an agreement with Tower Pinkster for the professional design services to upgrade the existing fans and plenum style fan assembly. Tower Pinkster submitted a responsible proposal of \$9,005.72. Because Tower Pinkster is on the MiDeals contract, three quotes are not required per the Ingham County Purchasing Policy.

**ALTERNATIVES**

The alternative would be to not make design changes for the fans within the blower motors of the CRAC units, which will cause the same issues in the future after the current ones fail.

**FINANCIAL IMPACT**

Funds are available in the 9-1-1 Center's equipment repair line item # 261-32500-932000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
261-32500-932000	\$440,840.00	\$246,527.65	\$9,005.72	\$237,521.93
Equipment Repair				

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Tower Pinkster for professional design services of the CRAC fan blower assembly unit at the 9-1-1 Dispatch Center.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TOWER PINKSTER FOR THE PROFESSIONAL DESIGN SERVICES OF THE CRAC UNITS AT THE 9-1-1 DISPATCH CENTER**

WHEREAS, the bearings within both of the fan blower assembly units are showing wear causing vibrations and noise; and

WHEREAS, the bearing will continue to deteriorate until the units fail; and

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

WHEREAS, Tower Pinkster is on the MiDeals contract; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Tower Pinkster who submitted a proposal of \$9,005.72 for professional design services of the CRAC fan blower assembly units at the 9-1-1 Dispatch Center; and

WHEREAS, funds are available in the 9-1-1 Center's equipment repair line item #261-32500-932000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Tower Pinkster, 242 E. Kalamazoo Ave, Suite 200, Kalamazoo, Michigan 49007, for the professional design services of the CRAC fan blower assembly units at the 9-1-1 Dispatch Center.

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

## Agenda Item 6a

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Ingham County Road Department

Date: August 3, 2021

RE: Resolution for 2021 Local Road Program Agreement with Lansing Township  
and related Amendment of an existing Road Construction Contract.

### **BACKGROUND**

As provided in Act 51 of 1951 as amended, the cost of larger improvements on local roads are typically shared with the Townships. Each year a portion of the County Road Fund budget is allocated toward match with each Township for local road work based on local road miles and population in each Township. The resulting annual program is known as the Local Road Program. The Road Department works with each Township wishing to participate in the program each year to determine what local road projects are most needed and desired.

### **CURRENT ISSUE**

The Road Department has a resurfacing project planned this year on Hungerford Street, St Joseph Street to Michigan Ave., in Lansing Township for which a low bid with Michigan Paving and Materials Company (MPM) was received per Bid Packet 30-21, Item III, and approved by the Board of Commissioners per Resolution #21-289 adopted on June 8, 2021. As this bid included very favorable unit pricing, Lansing Township and the Road Department wish to amend the resulting contract with MPM, who has also agreed, to include similar work and resurfacing of Kalamazoo Street, west of Grace Street to Hungerford Street, a local road on Lansing Township's resurfacing priority list, for the same work item unit prices.

The estimated cost with approximately 10% contingency for resurfacing Kalamazoo Street, west of Grace Street to Hungerford Street, with the above-mentioned contract unit pricing is approximately \$110,000. A Local Road Program (LRP) Agreement with Lansing Township is also proposed accordingly, such that this cost would be split between the Road Department and Lansing Township.

### **FINANCIAL IMPACT**

The Road Department has a total of \$120,000 in LRP match accumulated for Lansing Township's local roads including Lansing Township 2020 and 2021 typical annual amounts of \$60,000 per year, as Lansing Township declined to participate in the local road program last year while their 2019 project was being completed in 2020. This match is included in the adopted 2021 road fund budget. Again, the Road Department share of the cost for resurfacing Kalamazoo Street, west of Grace Street to Hungerford Street is estimated to be approximately \$55,000 with roughly 10% contingency. The remaining match funds for Lansing Township's local roads would again be carried over for use in future years as agreed upon with the Township.

### **RECOMMENDATION**

Approval of the attached resolution to amend contract 30-21, Item III, with MPM and execute a 2021 LRP Agreement with Lansing Township for resurfacing of Kalamazoo Street, west of Grace Street to Hungerford Street is therefore recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A LOCAL ROAD AGREEMENT WITH LANSING TOWNSHIP  
AND TO AMEND CONTRACT 30-21, ITEM III, WITH  
MICHIGAN PAVING AND MATERIALS COMPANY  
TO RESURFACE KALAMAZOO STREET, WEST OF GRACE TO HUNGERFORD STREETS  
IN LANSING TOWNSHIP**

WHEREAS, as provided in Act 51 of 1951 as amended, the cost of larger improvements on local roads are typically shared with the Townships, resulting in the annual Local Road Program (LRP) wherein the Road Department works with each Township wishing to participate in the program each year to determine what local road projects are most needed and desired; and

WHEREAS, each year a portion of the County Road Fund budget is allocated toward match with each Township for local road work based on local road miles and population in each Township; and

WHEREAS, the Road Department has a resurfacing project planned this year on Hungerford Street, St Joseph Street to Michigan Ave., in Lansing Township for which a low bid with Michigan Paving and Materials Company (MPM) was received per Bid Packet 30-21, Item III, and approved by the Board of Commissioners per Resolution #21-289 adopted on June 8, 2021; and

WHEREAS, the above-mentioned bid included very favorable unit pricing, and thus, Lansing Township and the Road Department wish to amend the resulting contract with MPM, who has also agreed, to include similar work and resurfacing of Kalamazoo Street, west of Grace Street to Hungerford Street, a local road on Lansing Township's resurfacing priority list, for the same contract work item unit prices; and

WHEREAS, the estimated cost with approximately 10% contingency for resurfacing Kalamazoo Street, west of Grace Street to Hungerford Street, with the above-mentioned contract unit pricing is approximately \$110,000; and

WHEREAS, the Road Department has a total of \$120,000 in LRP match accumulated in the adopted 2021 Road Fund budget for Lansing Township's local roads including Lansing Township 2020 and 2021 typical annual amounts of \$60,000 per year; and

WHEREAS, Lansing Township and the Road Department therefore wish to split the estimated \$110,000 cost of resurfacing Kalamazoo Street, west of Grace Street to Hungerford Street at an estimated \$55,000 apiece; and

WHEREAS, in the event the final cost of resurfacing Kalamazoo Street, west of Grace Street to Hungerford Street, is more than the estimate provided above, for any final costs less than \$240,000, which is twice the currently available, maximum Road Department match of \$120,000 set forth above, the additional cost will be split evenly between Lansing Township and the Road Department, and for any final costs greater than \$240,000, which is highly unlikely, the additional cost will be paid entirely by Lansing Township; and

WHEREAS, in the event the final cost of the above-mentioned project is less than the estimate provided above, the savings will be split evenly between Lansing Township and the Road Department; and

WHEREAS, Lansing Township is willing to pay half of the cost of the above-mentioned project and as further detailed above, provided, however, that Lansing Township's excess payments will not exceed 10 percent (10%) of the Township contribution amounts established in the agreement, unless Lansing Township agrees otherwise, or Lansing Township may reduce the scope of the project per Lansing Township's available budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a 2021 Local Road Program Agreement with Lansing Township for splitting the cost of resurfacing Kalamazoo Street, west of Grace Street to Hungerford Street, as detailed above.

BE IT FURTHER RESOLVED, that the Road Department is authorized to contribute LRP match funds up to \$120,000 to resurfacing Kalamazoo Street, west of Grace Street to Hungerford Street in Lansing Township as provided above.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each Township as provided above and in the table below for their respective contributions.

BE IT FURTHER RESOLVED, that the Road Department is authorized to amend contract 30-21, Item III, with Michigan Paving and Materials Company, Lansing Michigan, in the estimated amount of \$110,000 including 10% contingency for resurfacing Kalamazoo Street, west of Grace Street to Hungerford Street in Lansing Township as provided above.

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



## Agenda Item 6b

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

**FROM:** Kelly R. Jones, County Highway Engineer & Director of Engineering  
Road Department

**DATE:** August 3, 2021

**SUBJECT:** Proposed Resolution to Increase Local Funding Participation in Relation to a State and Federally Funded Project on Okemos Road from Jolly Road to Central Park Drive

For the meeting agendas on August 17, 18 and 24

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### **BACKGROUND**

The Ingham County Road Department has received state Local Bridge Program (LBP) funding, federal Earmark Repurposed Funds, federal Surface Transportation Program (STP) funding, federal National Highway Performance Program (NHPP) funding, and federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding for the Okemos Road project in Sections 16, 21, 28, and 33 of Meridian Township. The scope of work for the bridge portion of the project includes the removal of two existing Okemos Road bridges and construction of a single bridge over the Red Cedar River. The scope of work for the road portion of the project includes road reconstruction, drainage improvements and other necessary related work on Okemos Road from Mt Hope Road to Clinton Street. The scope of work for the traffic signal portion of the project includes traffic signal replacement, traffic signal improvements, and traffic signal optimization along Okemos Road from Jolly Road to Central Park Drive. The project has been designed pursuant to applicable federal, state, and local design specifications.

At the July 27, 2021 meeting, the Ingham County Board of Commissioners adopted Resolution #21-358 to enter into Contract 21-5294 with the Michigan Department of Transportation.

Unfortunately, the bids came in nearly 25% over the engineer's estimate, for a total amount of \$8,751,992.48. As most of the funds for this project are capped, a majority of the additional funding responsibility falls to the Road Department. Throughout the state and country, industry demand for services and materials have caused construction costs to dramatically increase. The condition of the bridges on Okemos Road require replacement ASAP and postponing the project will not dramatically reduce construction costs, if at all. The Road Department recommends moving forward with the project as-bid and will include the additional costs in the Road Fund Budget.

This resolution would increase the Road Department's share of the costs from \$1,357,937 per Resolution #21-358 to \$2,333,519 as stated herein.

### **ALTERNATIVES**

N/A

**FINANCIAL IMPACT**

The LBP funding pays for 95% of the bridge related construction costs up to the capped amount of \$3,652,000. The Earmark, NHPP, and STP funding pays for 80% of the road related construction costs up to the capped amounts of \$1,491,390 for Earmark funds and \$223,243 for NHPP funds. The STP funding is not capped. The CMAQ funding pays for 80% of the traffic signal related construction costs up to the capped amount of \$349,000. The remaining costs are the responsibility of the Local Agency.

The estimated construction funding responsibilities for the project are as follows:

Local Bridge Program (LBP):	\$3,652,000
Earmark Repurposed Funds:	\$1,491,390
Surface Transportation Program (STP):	\$ 702,840
National Highway Performance Program (NHPP):	\$ 223,243
Congestion Mitigation and Air Quality Improvement Program (CMAQ):	\$ 349,000
Local Participation:	<u>\$2,333,519</u>
	<u>\$8,751,992</u>

The Road Department is responsible for the estimated local participation costs of \$2,333,519 due to the as-bid results and the various capped funding sources. The STP funds are the only funding source that is not capped.

Additionally, due to the nature of construction, a 20% contingency is being requested for this project, equating to \$466,704 in additional Road Department participation. The total anticipated Road Department costs, including the contingency, is \$2,800,223. This will be included in the 2021-2022 Road Fund Budgets.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to increase the local funding participation on the Okemos Road project from \$1,357,937 to \$2,800,223, which includes a 20% requested contingency for unanticipated construction costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO INCREASE LOCAL FUNDING PARTICIPATION IN RELATION TO A STATE AND FEDERALLY FUNDED PROJECT ON OKEMOS ROAD FROM JOLLY ROAD TO CENTRAL PARK DRIVE**

WHEREAS, the Ingham County Road Department received state Local Bridge Program (LBP) funding, federal Earmark Repurposed Funds, federal Surface Transportation Program (STP) funding, federal National Highway Performance Program (NHPP) funding, and federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding for the Okemos Road project in Sections 16, 21, 28, and 33 of Meridian Township; and

WHEREAS, the LBP funding pays for 95% of the bridge related construction costs up to the capped amount of \$3,652,000; the Earmark, NHPP and STP funding pays for 80% of the road related construction costs up to the capped amounts of \$1,491,390 for Earmark funds and \$223,243 for NHPP funds; the CMAQ funding pays for 80% of the traffic signal related construction costs up to the capped amount of \$349,000; STP funding is not capped; and the remaining funding in the responsibility of the Road Department; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-358 at their July 2021 meeting to enter into a second party agreement with the Michigan Department of Transportation; and

WHEREAS, the as-bid results exceeded the engineer’s estimate by nearly 25%, which was caused by the nationwide demand for services and materials in the construction industry; and

WHEREAS, the Road Department supports the Michigan Department of Transportation to award the contract to the low bidder, understanding the local funding participation will increase significantly; and

WHEREAS, the estimated construction funding responsibilities for the project are as follows:

Local Bridge Program (LBP):	\$3,652,000
Earmark Repurposed Funds:	\$1,491,390
Surface Transportation Program (STP):	\$ 702,840
National Highway Performance Program (NHPP):	\$ 223,243
Congestion Mitigation and Air Quality Improvement Program (CMAQ):	\$ 349,000
Local Participation:	<u>\$2,333,519</u>
	\$8,751,992; and

WHEREAS, the Road Department is responsible for the estimated local participation costs of \$2,333,519 shown above; and

WHEREAS, a contingency is being requested in the amount of 20% of the estimated local participation costs, totaling an additional \$466,704, as may be needed for any unexpected work deemed necessary by Road Department staff during construction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes increasing the local funding participation for the Okemos Road Project from Jolly Road to Central Park Drive in Sections 16, 21, 28, and 33 of Meridian Township, for an estimated project cost of \$8,751,992, consisting of a capped amount of \$3,652,000 in Local Bridge Program funds, a capped amount of \$1,491,390 in Earmark Repurposed Funds, \$702,840 in un-capped Surface Transportation Program funds, a capped amount of \$223,243 in National Highway Performance Program funds, a capped amount of \$349,000 in Congestion Mitigation and Air Quality Improvement Program funds, and \$2,333,519 in Road Department funds.

BE IT FURTHER RESOLVED, that the Road Department's estimated local participation costs shall include a 20% contingency, for a total estimated Road Department funding responsibility in the amount of \$2,800,223, which has been included in the 2021-2022 Road Budgets.

**TO:** Board of Commissioners Human Services, County Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** July 26, 2021  
**SUBJECT:** Authorization for Additional Positions at the Allen Neighborhood CHC  
 For the Meeting Agendas of August 16, August 17, and August 18, 2021

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**BACKGROUND**

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to request additional positions to staff the new CHC at Allen Neighborhood Center (ANC) for an amount not to exceed \$138,156, effective October 1, 2021 through September 30, 2022. Through Resolutions #20-230, #20-256, and #21-243, ICHD has partnered with ANC Holdings, LLC to establish a new health center at Allen Neighborhood Center, located on 1611 E. Kalamazoo Street, Lansing, Michigan. The CHC, constructed within 5,263 square feet of leased space, will offer primary care, behavioral health care, and laboratory and pharmacy services to East Lansing community residents. The total number of additional positions needed for the CHC to be operational is seven (7) full-time employees. These positions, and their roles, include the following:

**Physician Assistant or Nurse Practitioner (PA or NP):** Provides direct primary care.

**Behavioral Health Consultant:** Provides outpatient counseling services.

**Community Health Center Nurse (RN):** Provides nursing services, assessment, teaching, counseling, and prevention services.

**Medical Assistants (2):** One Medical Assistant per provider. One Medical Assistant will staff the on-site laboratory.

**Community Health Representatives II (2):** One Community Health Representative (CHR) assigned to check in. One CHR assigned to check out.

**ALTERNATIVES**

If this staffing model is not supported, ICHD would need to re-deploy a team of existing employees to the new CHC. Previous plans included redeploying Team 4 from Forest to ANC, which would have resulted in a net loss of \$126,579, and \$999 in both the first and second years of operations. This course of action, however, would create staffing shortages, impede access to care for patients at other CHCs, compromise quality of patient care, and stifle growth.

**FINANCIAL IMPACT**

Minimum and maximum salary details of the seven (7) additional full-time positions are listed below.

<b>FTE</b>	<b>DESCRIPTION</b>	<b>FY22 MINIMUM</b>	<b>FY22 MAXIMUM</b>
1.0	PA or NP	\$95,422	\$114,535
1.0	Medical Assistant I	\$34,384	\$40,933
1.0	Medical Assistant I	\$34,384	\$40,933
1.0	Health Center Nurse	\$53,474	\$64,183
1.0	Medical Social Worker	\$63,427	\$66,394
1.0	Community Health Rep. II	\$34,384	\$40,933
1.0	Community Health Rep. II	\$34,384	\$40,933
<b>10.0</b>		<b>\$349,859</b>	<b>\$408,846</b>

The projected three-year operating budget for the Allen Neighborhood Health Center project includes the following:

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Patient Revenue	\$236,002	\$450,394	\$579,000
340B Revenue	\$309,000	\$309,000	\$309,000
<b>Total Revenue</b>	<b>\$571,554</b>	<b>795,354</b>	<b>888,000</b>
Personnel Costs (includes fringe benefits)	\$576,399	\$624,990	\$627,581
Supplies	\$12,884	\$22,100	\$28,483
Contractual Services	\$17,393	\$19,403	\$20,381
Building Rent	\$63,156	\$64,419	\$65,707
Other Expenses	\$39,678	\$58,946	\$63,210
<b>Total Expenses</b>	<b>\$709,710</b>	<b>\$789,856</b>	<b>\$851,292</b>
<b>Net Income (Loss)</b>	<b>-\$138,156</b>	<b>-\$30,502</b>	<b>36,709</b>

**Note:** 30% of an existing CHC manager’s time will be dedicated to the new CHC.

Based on the information above, we are asking Ingham County to appropriate general fund dollars of up to \$138,156 in the FY22 budget to support year one of the new CHC’s operation.

**STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes the addition of seven (7) full-time employee positions to staff the Allen Neighborhood Health Center and appropriate general fund dollars in an amount not to exceed \$138,156, effective October 1, 2021 through September 30, 2022.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ADDITIONAL POSITIONS FOR THE ALLEN NEIGHBORHOOD CHC**

WHEREAS, Ingham County Health Department’s (ICHHD’s) Community Health Centers (CHCs) wish to request additional positions to staff the new CHC at Allen Neighborhood Center (ANC) for an amount not to exceed \$138,156, effective October 1, 2021 through September 30, 2022; and

WHEREAS, through Resolutions #20-230, #20-256, and #21-243, ICHHD has partnered with ANC Holdings, LLC to establish a new health center at Allen Neighborhood Center, located on 1611 E. Kalamazoo Street, Lansing, Michigan; and

WHEREAS, the CHC, constructed within 5,263 square feet of leased space, will offer primary care, behavioral health care, laboratory and pharmacy services to East Lansing community residents; and

WHEREAS, the total number of additional positions needed for the CHC to be operational is seven (7) full-time employees; and

WHEREAS, the additional positions include a physician assistant, two medical assistants, one CHC nurse, one Medical Social Worker, and two Community Health Representatives (CHRs); and

WHEREAS, the total operating budget for FY22 includes \$571,554 in revenues and \$709,710 in expenses, totaling a net loss or investment of \$138,156; and

WHEREAS, we are asking Ingham County to appropriate general fund dollars of up to \$138,156 in the FY22 budget to support year one of this CHC’s operation; and

WHEREAS, minimum and maximum salary details of the seven (7) additional full-time positions are as follows:

<b>FTE</b>	<b>DESCRIPTION</b>	<b>FY22 MINIMUM</b>	<b>FY22 MAXIMUM</b>
1.0	PA or NP	\$95,422	\$114,535
1.0	Medical Assistant I	\$34,384	\$40,933
1.0	Medical Assistant I	\$34,384	\$40,933
1.0	Health Center Nurse	\$53,474	\$64,183
1.0	Medical Social Worker	\$63,427	\$66,394
1.0	Community Health Rep. II	\$34,384	\$40,933
1.0	Community Health Rep. II	\$34,384	\$40,933
<b>10.0</b>		<b>\$349,859</b>	<b>\$408,846</b>

; and

WHEREAS, the projected three-year operating budget for the Allen Neighborhood Health Center project includes the following:

	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
Patient Revenue	\$236,002	\$450,394	\$579,000
340B Revenue	\$309,000	\$309,000	\$309,000
<b>Total Revenue</b>	<b>\$571,554</b>	<b>795,354</b>	<b>888,000</b>
Personnel Costs (includes fringe benefits)	\$576,399	\$624,990	\$627,581
Supplies	\$12,884	\$22,100	\$28,483
Contractual Services	\$17,393	\$19,403	\$20,381
Building Rent	\$63,156	\$64,419	\$65,707
Other Expenses	\$39,678	\$58,946	\$63,210
<b>Total Expenses</b>	<b>\$709,710</b>	<b>\$789,856</b>	<b>\$851,292</b>
<b>Net Income (Loss)</b>	<b>-\$138,156</b>	<b>-\$30,502</b>	<b>36,709</b>

**Note:** 30% of an existing CHC manager's time will be dedicated to the new CHC; and

WHEREAS, the ICHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorizes the additional seven (7) full-time employees to staff the Allen Neighborhood CHC for an amount not to exceed \$138,156, effective October 1, 2021 through September 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the additional seven (7) full-time employees to seed the health center at Allen Neighborhood CHC for an amount not to exceed \$138,156, effective October 1, 2021 through September 30, 2022.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the additional American Rescue Plan Act of 2021 appropriation of up to \$138,156 in the 2022 budget to support year one of the new CHC's operation.

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



**TO:** County Services Committee  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** July 29, 2021  
**SUBJECT:** Authorization to Start a Managerial and Confidential Ingham County Road Department Director of Operations above Step 2  
For the agenda of August 17, 2021

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**BACKGROUND**

The Ingham County Road Department recently completed interviews to fill a vacant Director of Operations position which is classified as Grade Road 8. Internal Candidate Carl Langham has requested to be compensated at Step 5 of the salary schedule listed below:

INGHAM COUNTY ROAD DEPARTMENT POSITIONS (Excerpt):

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
ROAD 8	84,389.65	89,097.30	93,501.35	98,422.54	103,603.01	109,049.39

**ALTERNATIVES**

Mr. Langham has indicated a willingness to accept the offer to fill the Director of Operations position contingent upon a competitive salary offer. If no agreement regarding salary is reached, then a new search may be initiated and Mr. Langham will return to his previous position as Western District Supervisor, in which position he has the ability to earn considerable overtime wages in addition to his regular wages for that position.

**FINANCIAL IMPACT**

Annual salary differences among the six steps are provided above. Mr. Langham would be replacing a Director of Operations compensated at Step 6. The request for an initial salary at Step 5 in the new position would have no adverse impact on the Ingham County Road Department's budget.

**OTHER CONSIDERATIONS**

The Ingham County Road Department Director of Operations position is excluded from earning overtime pay. Were Mr. Langham to accept this position in the absence of authorization for placement at Step 5, this would more than likely have the anomalous result that Mr. Langham would earn less in that position than he would earn as the Western District Supervisor, a position subordinate to the Director of Operations position.

**STRATEGIC PLANNING IMPACT**

The request for authorization to start at Step 5 reflects the county's goal of attracting and retaining exceptional employees who are committed to public service.

### **CANDIDATE SUMMARY**

During his more than 30-year career with the Ingham County Road Department, Mr. Langham has demonstrated enthusiasm for road operations and a commitment to public service. Mr. Langham has successfully served as the Western District Supervisor for the past five years, in which role he gained a multitude of field experience which will be instrumental to his success as Director of Operations. Mr. Langham's prior experience as a crew leader for 15 years provided him the opportunity to manage multiple construction and maintenance projects as well as managing employee work performance and safety-related matters. In addition, Mr. Langham has the unique qualification of holding an Individual Builders License from the State of Michigan, which he has utilized for over 30 years in operation of the Langham Company, a residential construction firm he owns and operates. This has provided him extensive experience with managing employees, estimates, budgets, and contractors.

### **RECOMMENDATION**

Based on the knowledge, skill, qualifications, and experience of Mr. Langham, Bill Conklin, Ingham County Road Department Managing Director, and I respectfully recommend that the County Services Committee authorize placement of Mr. Langham on Road Grade 8, Step 5 of the Managerial and Confidential, Ingham County Road Department Positions salary schedule, retroactive to June 28, 2021, at which time Mr. Langham began serving as Director of Operations on an interim basis.

**Agenda Item 8b**

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** August 3, 2021  
**SUBJECT:** Resolution to Approve Generic Service Credit Purchase for County Employee: Selina Marie Wood (fka Monroe)

For the meeting agendas of 8/17 and 8/18

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**BACKGROUND**

Pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS). Selina Marie Wood (fka Monroe) has completed the MERS application and received the cost estimate to purchase one (1) year, zero (0) months under the County's plan.

**ALTERNATIVES**

The Board of Commissioners may choose not to approve the request.

**FINANCIAL IMPACT**

Resolution #02-101 provides that the cost for generic service "must be totally borne by the employee."

**STRATEGIC PLAN CONSIDERATIONS**

N/A

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to approve generic service credit purchase for County employee Selina Marie Wood (fka Monroe).

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE FOR  
COUNTY EMPLOYEE: SELINA MARIE WOOD (FKA MONROE)**

WHEREAS, pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS); and

WHEREAS, the resolution further provides that the cost for generic service "must be totally borne by the employee"; and

WHEREAS, Selina Marie Wood (fka Monroe) has completed the MERS application and received the cost estimate to purchase one (1) year, zero (0) months under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing resolution, and by the employee's payment to MERS, Ms. Wood will purchase one (1) year, zero (0) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Selina Marie Wood (fna Monroe), the Board of Commissioners hereby approves the purchase of one (1) year, zero (0) months generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

**TO:** Board of Commissioners County Services and Finance Committee  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** August 5, 2021  
**SUBJECT:** Resolution to Approve an Additional Modification to Appendix D - Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of a Reclassification Request

For the meeting agendas of August 17 and August 18

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**BACKGROUND**

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2021, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual, including but not limited to, modifications to compensation levels as a result of reclassification requests. The attached resolution reflects a proposed change in classification level for one position as the result of a reclassification request, which, if approved, would modify Appendix D of the Managerial and Confidential Employee Personnel Manual.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The financial impact associated with the proposed reclassification is reflected in the attached Resolution.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving an additional modification to Appendix D of the Managerial and Confidential Employee Personnel Manual for 2021.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN ADDITIONAL MODIFICATION TO APPENDIX D - COMPENSATION LEVELS OF THE MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL FOR 2021 AS A RESULT OF A RECLASSIFICATION REQUEST**

WHEREAS, the Managerial and Confidential Employee Steering Committee met and recommended proposed changes and updates to the 2021 Managerial and Confidential Employee Personnel Manual, including but not limited to modifications to compensation levels as a result of reclassification requests; and

WHEREAS, a reclassification request has been submitted and recommended for consideration by the Ingham County Board of Commissioners as set forth below.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modification to Appendix D - Compensation Levels of the 2021 Managerial and Confidential Employee Personnel Manual for 2021:

- Position #10101 Director – Board of Commissioners Office, Board of Commissioners Office: Move from MC 12 to MC 13

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

<u>Position Title</u>	2021		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Director - BOC	MC 12: 90,111.79	MC 13: 96,400.88	6,289.09
TOTAL:			6,289.09

BE IT FURTHER RESOLVED, that the terms of the 2021 Managerial and Confidential Employee Personnel Manual, as amended, will be effective January 1, 2021 and shall expire on December 31, 2021.

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

**FROM:** Gregg Todd, Controller

**DATE:** August 3, 2021

**SUBJECT: RESOLUTION TO APPROVE AMERICAN RESCUE FUND GRANT REQUESTS FROM NORTH INGHAM EMERGENCY SERVICES AUTHORITY AND STOCKBRIDGE AREA EMERGENCY SERVICES AUTHORITY**  
For the meeting agendas of August 17 and 18, 2021

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**BACKGROUND**

On June 22, 2021 the Board of Commissioners adopted Resolution #21-310, which provided a \$1,000,000 grant program funded through American Rescue Plan (ARP) funds for Ingham County’s two emergency services authorities, Northeast Ingham Emergency Services Authority (NIESA) and the Stockbridge Area Emergency Services Authority (SAESA).

We received the following grant requests:

NIESA:

<b>Item</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
Ambulance	2	\$236,482.00	\$ 472,964.00
EMS Scholarships	16	\$ -	\$ 212,980.00
Power Load Cot Fastener System	4	\$ 31,488.02	\$ 125,952.08
Power-PRO XT Cot	2	\$ 24,448.50	\$ 48,897.00
Stair Chair	1	\$ 4,095.64	\$ 4,095.64
LUCAS	5	\$ 20,189.39	\$ 100,946.95
LUCAS Disposable Suction Cup	2	\$ 435.80	\$ 871.60
LIFEPAK 15 V4 Monitor/Defib	1	\$ 41,248.45	\$ 41,248.45
LIFEPAK Station Battery Charger	1	\$ 1,666.00	\$ 1,666.00
LP 15 Lithium-ion Battery	3	\$ 419.90	\$ 1,259.70
<b>Total</b>			<b>\$1,010,881.42</b>

SAESA:

<b>Item</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
Ambulance	1	\$250,000.00	\$ 250,000.00
EMS Training	5	\$ 2,200.00	\$ 11,000.00
Paramedic Training	3	\$ 7,500.00	\$ 22,500.00
Heart Monitor/Blood Pressure Project	2	\$ 40,468.50	\$ 80,937.00
LUCAS	3	\$ 20,189.39	\$ 60,568.17
LUCAS Disposable Suction Cup	1	\$ 435.80	\$ 435.80
LIFEPAK 15 V4 Monitor/Defib	2	\$ 30,335.00	\$ 60,670.00
LIFEPAK Station Battery Charger	1	\$ 1,665.00	\$ 1,665.00
LP 15 Lithium-ion Battery	6	\$ 420.00	\$ 2,520.00
<b>Total</b>			<b>\$490,295.97</b>

After reviewing with Commissioners Schafer and Naeyaert they are suggesting \$750,000 to NIESA which would fund one ambulance and their other requests and \$250,000 to SAESA which would fund their ambulance request.

**ALTERNATIVES**

Rely on the service area townships to provide financial support.

**FINANCIAL IMPACT**

The funding would come from the ARP First Tranche Amount.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Respectfully recommend that County Services approve the resolution.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE AMERICAN RESCUE FUND GRANT REQUESTS FROM  
NORTH INGHAM EMERGENCY SERVICES AUTHORITY AND STOCKBRIDGE AREA  
EMERGENCY SERVICES AUTHORITY**

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-310, which provided a \$1,000,000 grant program funded through American Rescue Plan (ARP) funds for Ingham County’s two emergency services authorities, Northeast Ingham Emergency Services Authority (NIESA) and the Stockbridge Area Emergency Services Authority (SAESA); and

WHEREAS, NIESA and SAESA submitted grant requests in the amount of \$1,010,881.42 and \$409,295.97 respectively; and

WHEREAS, after reviewing the grant submittals the following funding allocations are recommended:

NIESA:

Ambulance	1	\$236,482.00	\$ 236,482.00
EMS Scholarships	16	\$ -	\$ 212,980.00
Power Load Cot Fastener System	4	\$ 31,488.02	\$ 125,952.08
Power-PRO XT Cot	1	\$ 24,448.50	\$ 24,448.50
Stair Chair	1	\$ 4,095.64	\$ 4,095.64
LUCAS	5	\$ 20,189.39	\$ 100,946.95
LUCAS Disposable Suction Cup	2	\$ 435.80	\$ 871.60
LIFEPAK 15 V4 Monitor/Defibulator	1	\$ 41,248.45	\$ 41,248.45
LIFEPAK Station Battery Charger	1	\$ 1,666.00	\$ 1,666.00
LP 15 Lithium-ion Battery	3	\$ 419.90	\$ 1,259.70
<b>Total</b>			<b>\$ 749,950.92</b>

SAESA:

Ambulance	1	\$250,000.00	\$ 250,000.00
<b>Total</b>			<b>\$ 250,000.00</b>

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes \$749,950.92 to NIESA for the items listed above and \$250,000 to SAESA for a new ambulance from the American Rescue Plan First Tranche Amount funds.

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

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

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Gregg Todd, Controller  
**DATE:** August 3, 2021  
**SUBJECT:** Resolution Authorizing American Rescue Plan Funds for Premium Pay for Essential Ingham County Employees

For the meeting agendas of August 17 and August 18

**BACKGROUND**

American Rescue Plan (ARP) funds are eligible for premium pay for essential workers. We utilized the Essential Pay Matrix below to establish pay rates for essential county employees and shared these with union leadership to review with their members to ensure our estimates are correct:

	Work Share		Risk Classification			Work Location		
	Yes	No	Low	Medium	High/Very High	Remote	Both	On-Site
Essential Pay	\$ -	\$ 6,000	\$ 500	\$ 1,000	\$ 2,000	\$ -	\$ 500	\$ 1,000

The CCLP units received their approvals as part of the 2021 Collective Bargaining Agreements so this resolution would cover the remaining units including TPOAM, Confidential Professionals, Confidential TOPS, ICEA units, Managerial and Confidential, MNA – Nurse Practitioner and Clinic Nurses, OPEIU units, UAW units, Teamsters, and essential part-time workers.

**ALTERNATIVES**

None I would recommend.

**FINANCIAL IMPACT**

There are no negative financial impacts to Ingham County, as the payments will be funded through ARP First Tranche Amount funds. Total premium pay funding for all employees including CCLP units is roughly \$3.5 million.

**STRATEGIC PLAN CONSIDERATIONS**

Improvements to compensation enhance the ability of Ingham County to attract and retain exceptional candidates who value public service.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AMERICAN RESCUE PLAN FUNDS FOR PREMIUM PAY FOR ESSENTIAL INGHAM COUNTY EMPLOYEES**

WHEREAS, H.R. 1319 of the 117<sup>th</sup> Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County is will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, providing premium pay for Ingham County’s essential employees from the First Tranche Amount will provide a financial benefit and recognition for those essential employees that put themselves at risk for contacting COVID-19 to ensure the continuation of essential government services; and

WHEREAS, the following Essential Pay Matrix was developed that based premium pay on participation in the Michigan Work Share program, risk classification, and work location:

	Work Share		Risk Classification			Work Location		
	Yes	No	Low	Medium	High/Very High	Remote	Both	On-Site
Essential Pay	\$ -	\$ 6,000	\$ 500	\$ 1,000	\$ 2,000	\$ -	\$ 500	\$ 1,000

; and

WHEREAS, premium payments are based on the Essential Pay Matrix only and not based on merit or longevity; and

WHEREAS, Ingham County elected officials are not eligible for premium payments; and

WHEREAS, the Essential Pay Matrix and essential employee premium pay amounts were shared, reviewed, and approved by union leadership; and

WHEREAS, the premium payments for all CCLP units were approved through 2021 Collective Bargaining Agreements via resolutions #21-362, #21-363, #21-364, #21-365, and #21-366; and

WHEREAS, this resolution will approve the remaining premium payments to TPOAM, Confidential Professionals, Confidential TOPS, ICEA units, Managerial and Confidential, MNA – Nurse Practitioner and Clinic Nurses, OPEIU units, UAW units, Teamsters, and essential part-time workers; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes premium payments to the remaining, eligible Ingham County essential employees based on the Essential Pay Matrix.

BE IT FURTHER RESOLVED, that funding for premium payments will be through the First Tranche Amount of the American Rescue Plan.

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

**TO:** Board of Commissioners County Services  
**FROM:** Gregg Todd, Controller  
**DATE:** August 3, 2021  
**SUBJECT:** Resolution Establishing a Policy for COVID-19 Vaccinations or Weekly Testing Requirements for Ingham County Employees

For the meeting agendas of August 17 and August 18

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**BACKGROUND**

With COVID-19 Delta variant cases on the rise in Michigan and the rate of vaccinations stalling at around 60% for Ingham County, we think it is prudent to establish a policy that requires COVID-19 vaccinations or weekly testing for all Ingham County employees (employees that have medical or religious reasons not to get the COVID-19 vaccination are exempt from the vaccination requirement but would be required to get weekly tests).

Vaccination/testing requirements are becoming more and more common nationwide with both Michigan State University and University of Michigan recently requiring them for all students, faculty, and staff for their 2021 fall semesters.

We have verified with corporate counsel that we can require vaccinations/testing but it will require union negotiations.

**ALTERNATIVES**

Take no action on requirements and try to promote vaccinations through other means.

**FINANCIAL IMPACT**

None

**OTHER CONSIDERATIONS**

The three vaccines are currently authorized by FDA but they do not have final approval. We do not have to wait for final approval from the FDA to require vaccinations. Attached to this memo is a graphic provided by Health Officer Linda Vail that does a good job of showing the difference between “authorized” and “approved”.

**RECOMMENDATION**

I respectfully recommend approval of the attached resolution.

# DEVELOPMENT

Vaccine makers develop a vaccine to be tested



## FDA EMERGENCY USE AUTHORIZATION

Testing and production happen at the same time, followed by approval and then distribution

## FDA APPROVAL

Testing happens first, followed by approval, then production and then distribution

## PRODUCTION

Large amounts of the vaccine are made.



## TESTING

Clinical trials are conducted in three phases.

1. Small number of generally healthy people to assess its safety and effectiveness.
2. Hundreds of people with different health conditions and from diverse demographic groups.
3. Thousands of people across demographic groups and immune responses are compared against placebos.

## APPROVAL

Vaccine maker applies for Emergency Use Authorization



## APPROVAL

Vaccine maker applies for a Biologics License Application (BLA). If the FDA determines that the vaccine is safe and works, it will grant a license for the vaccine.



## DISTRIBUTION

The vaccine is sent out into communities to be used.



## PRODUCTION

Large amounts of the vaccine are made.



## DISTRIBUTION

The vaccine is sent out into communities to be used.



Introduced by the County Services of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING A POLICY FOR COVID-19 VACCINATIONS OR WEEKLY TESTING REQUIREMENTS FOR INGHAM COUNTY EMPLOYEES**

WHEREAS, COVID-19 has claimed the lives of almost 20,000 Michigan residents including 382 Ingham County residents; and

WHEREAS, the highly contagious Delta variant of COVID-19 has resulted in a surge of COVID-19 positive cases in Ingham County; and

WHEREAS, the U.S. Federal Drug Administration (FDA) has authorized three vaccinations for use against COVID-19: the Pfizer, Moderna, and Johnson and Johnson vaccines; and

WHEREAS, these vaccines are all available to the public free of charge; and

WHEREAS, the Centers for Disease Control and Prevention (CDC) recommends everyone 12 years old and older should get a COVID-19 vaccination to help protect against COVID-19; and

WHEREAS, the goal to reach “herd immunity” in Ingham County is for 70% of residents age 16 and up to get the COVID-19 vaccine; and

WHEREAS, 60.5% of Ingham County residents age 16 and up have received at least their first dose of the COVID-19 vaccine; and

WHEREAS, the pace of vaccinations has stalled to the point where reaching a 70% vaccination rate is uncertain; and

WHEREAS, vaccinations remain our best tool in the fight against COVID-19 and in an effort to keep our employees safe, requiring vaccinations or weekly testing for all County employees is a prudent and responsible policy action to take.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners requires COVID-19 vaccinations or weekly testing for all Ingham County employees as a policy. Employees who request and are granted a reasonable accommodation may not be required to obtain the COVID-19 vaccination because of a disability or sincerely held religious belief, practice, or observance but will be required, at a minimum, to produce weekly negative COVID-19 test results and adhere to mask requirements for non-vaccinated employees as may be implemented by the County, applicable Elected Official, or Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges the Elected Officials, as co-employers, to implement this same policy and use this process for their respective offices.



BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges the Courts, who are a separate employer from the County, to implement this same policy and adhere to the provisions in Supreme Court Administrative Order 1998-5 as is relates to consistency with the funding unit's (Ingham County) policies.

BE IT FURTHER RESOLVED, that the Controller's Office, Human Resources, and Corporate Counsel will, upon request of any union after receiving notice of this policy and to the extent required by law and/or the applicable collective bargaining agreement, undertake decisional or effects bargaining regarding the COVID-19 vaccination policy with union leadership.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING CITY OF EAST LANSING MAYOR JESSY GREGG**

WHEREAS, the Ingham County Women's Commission presents the Lucile E. Belen Award to Mayor Jessy Gregg for her tireless volunteer mask-making work throughout the 2020 COVID-19 pandemic; and

WHEREAS, there was a severe shortage of personal protective equipment (PPE) for health care workers at the onset of the COVID-19 pandemic in March 2020; and

WHEREAS, Mayor Gregg mobilized a veritable army of over 300 sewists through her East Lansing fabric store, Seams, to sew desperately needed reusable masks for health care workers in Ingham County; and

WHEREAS, she donated fabric, elastic, and other sewing materials from her store for the effort; and

WHEREAS, Mayor Gregg served as the point person for healthcare facilities to request and receive masks; and

WHEREAS, she turned her front porch into a drop-off site for finished masks and pick-up site for more materials; and

WHEREAS, she also provided needed masks to the general public through community organizations in Ingham County; and

WHEREAS, the final tally of masks completed by Mayor Gregg's group since March 2020 totals nearly 20,000; and

WHEREAS, the Ingham County Women's Commission created the Lucile E. Belen Award to help recognize individuals from Ingham County who do extraordinary things; and

WHEREAS, unsung heroes strengthen our community every day in various ways and go unnoticed; and

WHEREAS, this award creates an opportunity to shine a spotlight on those who have had a positive impact in Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulate Mayor Jessy Gregg as the recipient of the 2021 Lucile E. Belen Award and joins the Ingham County Women's Commission in thanking Mayor Gregg for her outstanding community service, commitment to volunteerism, and tireless efforts on behalf of the health and wellbeing of those living in Ingham County during these unprecedented times.

BE IT FURTHER RESOLVED, that the Board joins the Women's Commission in extending their sincere appreciation to Mayor Gregg and best wishes for continued success in all of her future endeavors.

Introduced by the County Services of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SUPPORTING MICHIGAN SENATE BILLS 242 AND 245 THAT EXTEND  
COUNTY COMMISSIONER TERMS TO FOUR YEARS**

WHEREAS, Michigan Public Act 261 of 1966 specifies that each county commissioner's term must be concurrent with that of State representatives (two-year terms) as specified in Article IV, Section 3 of the Michigan Constitution; and

WHEREAS, Senate Bill 242 would amend Public Act 261 of 1966 to do the following:

- Specify that instead of terms concurrent with that of State representatives, a county commissioner's term would be for four years, for each county commissioner elected at or after the November 2024 general election
- Specify that if a vacancy occurred in the office of a commissioner more than seven days before the nominating petition deadline for the general November election that was not the election in which a successor would be elected if there were no vacancy, the individual appointed would hold office only until a successor was elected at the next general November election
- Eliminate a provision prohibiting a person who has been convicted violating certain prohibitions related to a classified service examination from being eligible for appointment to the office of county commissioner for 20 years after conviction; and

WHEREAS, Michigan Public Act 263 of 1966 requires a county charter to provide, among other things, for the election of a county board of commissioners, whose term of office must be concurrent with that of State representatives; and

WHEREAS, Senate Bill 245 would amend Public Act 263 of 1966 to do the following:

- Specify that a requirement that members of a county board of commissioners serve terms concurrent with those of State representatives would apply only until December 31, 2024
- Specify that terms for members of a county board of commissioners would be as specified in Public Act 261, beginning January 1, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby support Senate Bills 242 and 245 and urge the Michigan House of Representatives to pass the bills.

BE IT FURTHER RESOLVED, that the County Clerk shall send copies of this resolution to the Governor of the State of Michigan, the Majority Leader for the Michigan Senate, the Speaker of the Michigan House of Representatives, and Ingham County's State Legislative delegation for their consideration and action.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RECOGNIZE AUGUST 2021 AS BREASTFEEDING  
AWARENESS MONTH IN INGHAM COUNTY**

WHEREAS, both the World Health Organization (WHO) and the United Nations Children's Fund (UNICEF) actively promote breastfeeding as the best source of nourishment for infants and young children, and are currently working to increase the rate of breastfeeding for the first six months up to at least 50% by 2025; and

WHEREAS, the Ingham County Women's Commission's goal for 2020-2021 is to research and make recommendations to the Board of Commissioners about maternal health; and

WHEREAS, breast milk is the preferred source of nutrition for infants, adapting over time to meet the changing needs of the growing infant; and

WHEREAS, breastfeeding is also a proven primary prevention strategy, protecting both infants and mothers from a host of chronic and acute diseases and conditions, while also building a foundation for life-long health and wellness; and

WHEREAS, the act of breastfeeding builds a strong emotional connection between the mother and infant which lasts a lifetime; and

WHEREAS, breastfeeding provides a safe, reliable, and renewable food source, which is especially critical during natural disaster and emergency situations; and

WHEREAS, many major medical authorities recommend that mothers breastfeed exclusively for six months and continue breastfeeding for at least the first year of a child's life, yet breastfeeding rates continue to fall short; and

WHEREAS, black women are three times more likely to die from pregnancy-related causes than white women; and

WHEREAS, disparities in breastfeeding rates and other maternal and infant health outcomes are more evident for Black and Indigenous families than others; and

WHEREAS, we want to encourage this strong foundation for life for all infants by supporting breastfeeding mothers for the first year and beyond; and

WHEREAS, we call upon health care providers, employers, insurers, policymakers, researchers, and our communities to support mothers in reaching their personal breastfeeding goals; and

WHEREAS, employers that provide workplace support for breastfeeding mothers experience an impressive return on investment, including lower health care costs, absenteeism, turnover rates, as well as improved morale, job satisfaction, and productivity; and

WHEREAS, progress begins with access to quality health care, and in doing so, we also need to recognize the critical impact that breastfeeding has on infants and mothers; such an understanding will aid in the overall health and well-being of Ingham County residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women's Commission in recognizing August as Breastfeeding Awareness Month in Ingham County so that all Ingham County families have the knowledge, understanding, and opportunity to breastfeed.