

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
RYAN SEBOLT, CHAIR
EMILY STIVERS
MARK GREBNER
VICTOR CELENTINO
ROBERT PEÑA
RANDY MAIVILLE
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, MARCH 15, 2022 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [March 1, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Equal Opportunity Committee – Interviews
3. Great Lansing Convention & Visitors Bureau – Annual Update
4. Treasurer's Office
 - a. Resolution to Provide Funding for [Low Income Tax Preparation](#)
 - b. Resolution to Authorize a Three-Year Contract Extension with [Mesirow Financial Investment Management, Inc.](#)
5. Sheriff's Office – Resolution to Authorize a Part-Time [Communications & Media Assistant](#) within the Sheriff's Office
6. Probate Court – Resolution for use of [Elder Person Millage](#) for Various Probate Court Purposes
7. Animal Control and Shelter – Resolution to Approve the [Reorganization](#) of the Office Staff of the Ingham County Animal Control and Shelter
8. Health Department
 - a. Resolution to Reclassify the [Medical Social Worker](#) Position in Maternal and Child Health
 - b. Resolution for the [Reorganization](#) of Four Positions within Ingham County Health Department (*Discussion*)
9. Parks Department – Resolution to Approve of the [Reorganization](#) of the Ingham County Parks Department

10. Facilities Department – Resolution to Authorize an Agreement with [Graphic Sciences, Inc.](#), for Storage, Retrieval, and Transport of Files for 55th District Court, Register of Deeds, Human Resources, and Financial Services
11. Innovation & Technology Department – Resolution to Approve the Purchase of Consulting Hours from [Sentinel Technologies](#)
12. Road Department
 - a. Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with the City of East Lansing in Relation to a Federally Funded Project on [Haslett Road](#) at Park Lake Road
 - b. Resolution to Amend a Second Party Agreement with MEDC and a Third-Party Agreement with the City of Lansing for the [Forest Road and Collins Road](#) Infrastructure Improvements Project
 - c. Resolution to Authorize Approval of the Preliminary Plat of [Wooded Valley](#) Condominium, Phases 2-5
 - d. Resolution to Authorize a First Party Agreement with E.T. Mackenzie Company and a Second Party Agreement with the Lansing Board of Water and Light for the [Kalamazoo Street](#) Project
13. Controller’s Office – COVID-19 Testing Update (*Discussion*)
14. Board of Commissioners Office
 - a. Resolution Urging State Legislature to Amend the Michigan No-Fault Auto Insurance Reform Act to Address a [Reimbursement Cap](#) for Auto Accident Victims
 - b. Resolution to Recognize March 2022 as [Women's History Month](#) in Ingham County

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
March 1, 2022
Draft Minutes

Members Present: Sebolt, Peña, Stivers, Grebner, Maiville, and Celentino

Members Absent: Naeyaert

Others Present: Carla Clos, Sheldon Lewis, Paul Pratt, Doug Kelly, Heidi Williams, Dan Verhougstraete, Tim Morgan, Sue Graham, Becky Bennett, Teri Morton, Kylie Rhoades and others.

The meeting was called to order by Chairperson Sebolt 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/87805478336>.

Approval of the February 15, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE FEBRUARY 15, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Naeyaert.

Additions to the Agenda

Removed –

8. Controller's Office –
 - b. Resolution to Approve an Alternate Work Site Policy

Limited Public Comment

None.

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

2. Farmland and Open Space Preservation Board – Resolution to Authorize a Three-Year Extension to the Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Selection Criteria of the Farmland and Open Space Preservation Board
5. Facilities Department – Resolution to Authorize an Agreement with Laux Construction for the Remodel of the Circuit Court Clerk's Office on the Third Floor of the Historical Mason Courthouse

6. Innovation & Technology Department
 - a. Resolution to Approve the Lease of Dark Fiber from Zayo Group
 - b. Resolution to Approve the Uninterruptable Power Supply Support Contract from CDWG

7. Road Department
 - a. Resolution to Amend an Engineering Services Agreement for the Okemos Road Project with Fishbeck
 - b. Resolution to Authorize an Agreement with the Lansing Board of Water & Light for Emergency Traffic Signal Maintenance

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

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

1. Drain Commissioner – Resolution to Allocate \$392,000 in American Rescue Plan Funds to Fund the Maintenance and Improvement of the Smith and Oesterle Drain

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

Commissioner Grebner asked for clarification on the allocation of benefit. He further stated that the 80% of the benefit was allocated to the County roads.

Carla Clos, Deputy Drain Commissioner, stated that the Drain Commissioner identified 75% for the County, 15% for Leroy Township, and 10% for the landowners. She further stated that there were 30 individual landowners.

Ms. Clos stated that they had held the project for a year due to COVID-19, as well as supply chain difficulties. She further stated that it was important to get this project underway as County roads and residents were underwater.

Ms. Clos stated that there was risk of property damage and loss of septic systems. She further stated that the benefit did not just account for the expense.

Ms. Clos stated that the project included replacing the entire system and not simply the 600 feet of tile alongside the County road. She further stated that the benefit for the County is the benefit of County roads, as well as the convenience and general welfare of the road's accessibility.

Commissioner Grebner stated he was concerned that the allocation of 90% to the general fund of the County and only 10% to the public at large. He further asked if this would be typical for future projects in rural areas.

Ms. Clos stated that she did not believe this would be the case for future projects. She further stated that there tended to be more petitions for urban areas, but the rural areas did not tend to be this high.

Commissioner Grebner asked if there was a principal basis, on which 90% was allocated to the Township and the County. He further stated that he did not believe there had ever been a project where 90% of the cost had been allocated to the public entities.

Ms. Clos stated that she would look into past allocations.

Commissioner Grebner asked if there had been a principal basis that determined why 90% had been allocated to the County.

Ms. Clos stated that the Drain Commissioner believed it was a capital improvement, which facilitates the economic use of the land. She further stated that the at-large should expect more during capital improvement than what would occur during typical maintenance.

Ms. Clos stated that every project is different as benefit was derived from determinations made by the Drain Commissioner.

Chairperson Sebolt asked what set this project apart from other capital improvements.

Ms. Clos stated that projects did not typically include a complete overhaul of the drain system. She further stated most projects did not see an impact throughout the entire district.

Ms. Clos stated that there was \$3 million in taxable value that the drains were supporting. She further stated that it brought in approximately \$20,000 in general funds.

Commissioner Peña stated that concern for delayed production and availability of steel had been discussed at a meeting he had recently attended. He further encouraged that they had a contingency plan in place to anticipate the flow of steel.

Commissioner Maiville asked if there was a breakdown available for the 75% that had been allocated to the County. He further asked if it was all allocated to the Road Fund or County General Fund.

Commissioner Grebner stated that it had been allocated between the Road and County General Fund. He further stated that the Road Department had been capped by Section 14a of PA 51 of 1951, it had overwhelmingly been allocated to the General Fund.

Ms. Clos stated that she believed the decision was made by the Controllers or Board of Commissioners. She further stated that they only provided the bill to the County.

Commissioner Grebner stated the allocated amount under Section 14a was a small part of the total allocation.

Commissioner Maiville stated that in regards to the benefit, the Road Department could raise the roadbed like they have done throughout Ingham County.

Ms. Clos stated that they recognized that it was a large sum with a lot of benefit to those at large. She further stated that Leroy Township had also recognized that this were a necessary project.

Ms. Clos asked how these rural projects would otherwise be completed, as they did not have a large sum of landowners to share the cost between. She further stated that this was essential to keep the rural economy going.

Chairperson Sebolt stated that the justification for American Rescue Plan (ARP) funding use was the low number of landowners in the impacted area. He further asked how they should handle constituents from other districts asking for ARP funds to offset the costs of their drain projects.

Chairperson Sebolt asked if they expected to present additional projects that utilized ARP funding.

Ms. Clos stated that she had planned to ask for a small amount of funding for a project in Webberville. She further stated that many residents could not afford to utilize the new storm system.

Chairperson Sebolt asked if they had anticipated any additional projects.

Paul Pratt, Deputy Drain Commissioner, stated that he would not rule out any additional projects.

Chairperson Sebolt stated that he was hesitant to move forward without reviewing the full scope of where the Board of Commissioners was willing to allocate ARP funding. He further asked how detrimental it would be should they hold off on the resolution for a few weeks.

Ms. Clos stated that this request had been significantly impacted by COVID-19. She further stated that she did not want to risk entering a bad rainy season.

Ms. Clos stated that the Bond Counsel advised that ARP funding could be used as a down payment. She further stated that the funding could not be used as a bond payment.

Chairperson Sebolt stated that the use of ARP funds was within the County's ability, however, it could come at the cost of something else.

Commissioner Stivers asked if a more detailed discussion could be continued at the next County Services meeting.

Ms. Clos stated that it would be reasonable to further review in two weeks. She further stated that Gregg Todd, Controller, would be available then to provide more insight.

Commissioner Grebner stated that he were concerned with the law, as the Drain Commissioner determines the benefit to the affected properties. He further stated that this typically was determined with the consideration of square footage and runoff.

Commissioner Grebner stated that this had been presented with new calculations that had not previously been used and were a dramatic change. He further asked that the County legally oppose this as the allocation of benefit appeared to be illegal.

Commissioner Grebner stated that by law, individuals impacted should receive a substantial amount of allocation. He asked that the Drain Commission present the County Services Committee with similar allocations.

Commissioner Grebner expressed concern that the County would find themselves paying for all rural drain projects at a similar rate. He further stated that Lansing and East Lansing would not benefit from ARP funding.

Chairperson Sebolt stated that other townships throughout the County might come back expecting the same ARP funding support.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. CELENTINO, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

8. Controller's Office
 - a. Resolution to Amend the Drain Commissioner's Fee Schedule to Address Aerial Drain Crossing Permit and Inspection Fees

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

Mr. Pratt stated that the Controller had asked that all second tranche items be in by March 11. He further stated that they would present additional projects by the deadline if they decide to.

Mr. Pratt stated that the Drain Commission was fine with the motion for the resolution.

Commissioner Grebner stated that the fees were substantial for a utility crossing a drain. He further stated that the Board of Commissioners was not thinking when they approved the fees.

Commissioner Grebner stated that the \$1,500 fee could be a serious problem for the broadband installation in the rural areas. He further stated that he was happy with the outcome but wished that the Board of Commissioners had paused and further considered initially.

Mr. Pratt stated that they were in agreement that this was a reasonable solution. He further stated that it had not been intended to charge the \$1,500 fee, but rather it had been an isolated issue.

Mr. Pratt stated that they were looking to consolidate the permits needed for road right-of-ways. He further stated that they were reviewing the statute to establish a pricing structure to share the cost of projects.

Doug Kelly, Clark Hill Attorney, stated that the \$1,500 was a deposit and not a fee. He further stated that all overages were refunded.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

3. Parks Department – Resolution to Approve of the Reorganization of the Ingham County Parks Department (*Discussion*)

Tim Morgan, Parks Director, stated that they first started the reorganization process in November 2020. He further stated that since then the Parks Department had seen a significant increase in park attendance.

Mr. Morgan stated that COVID-19 had contributed to individuals utilizing the local resources. He further stated that the additional attendance ultimately resulted in the need for further support for the parks.

Mr. Morgan stated that these positions were not part of the union.

Mr. Morgan provided an overview of the 2018 Park Ranger reclassification. He further provided documentation from the reclassification, which is included in the minutes as Attachment A.

Mr. Morgan provided clarification on the Parks Deputy Director reclassification. He provided further documentation from Human Resources, which is included in the minutes as Attachment B.

Mr. Morgan stated that the Parks Department had received approximately \$4 million in funding from grants that they were able to match with millage funding. He further stated that this allowed them to maintain the current facilities and serve the community.

Commissioner Grebner asked for clarification if there was a chance that the significant change in attendance numbers was a fluke.

Mr. Morgan stated that there could be a chance for slight discrepancy as they changed the counting method at the start of the COVID-19 pandemic. He further stated that there had been a significant increase in park attendance across Ingham County.

Mr. Morgan stated that they had experienced an increase in demanding customers who were on edge due to the COVID-19 pandemic. He further stated that the Parks Department staff had deserved credit for their continued customer service.

Commissioner Peña stated that he had utilized several of the parks around the Lansing area. He further stated that he believed the parks contributed to improved mental health.

4. Animal Control and Shelter – Proposed Reorganization of the Office Staff of Ingham County Animal Control and Shelter (*Discussion*)

Dan Verhougstraete, Ingham County Animal Control Deputy Director, stated that Animal Control currently had five Animal Shelter Clerks, one Rescue Coordinator, and one Volunteer and Foster Coordinator position. He further stated that they were requesting to consolidate the two Rescue Coordinator positions into Shelter Clerks.

Mr. Verhougstraete stated that the special assignments would provide depth of field among the personnel. He further stated that it would allow Animal Control to better serve the community.

Mr. Verhougstraete stated that they would like to break one Shelter Clerk off and create an Administrative Field Support Assistant. He further stated that Animal Control recently became the fourth agency in the nation to access to criminal justice information.

Mr. Verhougstraete stated currently he, the Animal Control Director, and the Animal Control Officers were the only individuals who had access to the criminal justice information. He further stated that by placing the Clerk in the enforcement position, it would be similar to Ingham County Sheriff's Office Record Clerk.

Commissioner Peña asked for clarification if the position was part of the union.

Mr. Verhougstraete stated that the positions were part of the union.

Commissioner Celentino stated that this had been received with positive response at the Law & Courts meeting. He further asked for an update regarding whether the Director position would be considered in this reorganization.

Teri Morton, Deputy Controller, stated that Animal Control would like to keep the focus on the present proposed reorganization. She further stated that the Controller's Office and Human Resources would be reviewing Director positions throughout Ingham County later this year.

Commissioner Grebner stated that his approach was to approve what was presented, as Directors presented reorganizations in a neutral manner. He further stated that he would not be surprised if the positions were to be divided again in ten years.

Chairperson Sebolt stated that the County Services Committee was in agreement with the Law & Courts Committee. He further stated that it would be considered at the next meeting on March 15, 2022.

7. Road Department –
 - c. Resolution to Authorize the Purchase of 2022 Seasonal Requirement of Emulsified Asphalt
 - d. Resolution to Authorize the Purchase of 2022 Seasonal Requirement of Hot Mix Asphalt Mixtures

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTIONS.

Commissioner Peña stated that he would advise caution regarding the anticipated rise in petrol costs. He further stated that it would be beneficial for the Road Department to have an economic buffer to account for the rising costs.

THE MOTION TO APPROVE THE RESOLUTIONS CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Announcements

Commissioner Maiville stated in reference to Agenda Item 1, he was in agreement with Commissioner Grebner. He further stated that the 10% to the property owners was skewed.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:32 p.m.

APPROVED – JULY 24, 2018
AGENDA ITEM NO. 18

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE INGHAM COUNTY EMPLOYEES' ASSOCIATION AGREEMENT
FOR THE PARK RANGERS UNIT RECLASSIFICATION REQUEST

RESOLUTION # 18 – 293

WHEREAS, an agreement has been reached between the Ingham County Employees' Association for the Park Rangers Unit through December 31, 2020; and

WHEREAS, the Human Resources Department executed the process for reclassification requests from employees in the unit; and

WHEREAS, the current wage scale for Asst. Park Manager I is \$41,147 to \$50,404 and the current wage scale for Asst. Park Manager II is \$41,764 to \$57,637 and the current wage scale for Park Ranger is \$35,004 to \$42,453; and

WHEREAS, all reclassification requests were processed in a manner consistent with the collective bargaining agreement; and

WHEREAS, the Human Resources Department and representatives of the ICEA Park Rangers Unit completed the review and agreed upon the proposed results.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby establishes the that new consolidated wage scale for Asst. Park Manager is \$46,598 to \$62,514 and the new wage scale for Park Ranger is \$39,052 to \$48,680.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
759005	Asst. Parks Manager	Move from Current Scale Step 6 to New Scale Step 6
759011	Asst. Parks Manager	Move from Current Scale Step 6 to New Scale Step 4
759003	Asst. Parks Manager	Move from Current Scale Step 1 to New Scale Step 1
759007	Parks Ranger	Move from Current Scale Step 3 to New Scale Step 2
759010	Parks Ranger	Move from Current Scale Step 6 to New Scale Step 5

BE IT FURTHER RESOLVED, that the change(s) will be effective the first pay period following approval by the Board of Commissioners.

County of Ingham

HUMAN RESOURCES DEPARTMENT
5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517.887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396



TO: Tim Morgan, Director Ingham County Parks
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
DATE: 3-1-2022
RE: Memo regarding position number 759002

Position number 759002 is currently a Park Manager III. This position is being reclassified into a Parks Deputy Director. This is part of a reclassification as part of a re-organization and not creating a new position. The incumbent is being reclassified which is not subject to the interview process.

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

**MARCH 15, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

4a. Treasurer's Office – Resolution to Provide Funding for Low Income Tax Preparation

This resolution provides \$12,500 in funding from the Delinquent Tax Administration fund for a Volunteer Income Tax Assistance (VITA) coordinator through the Capital Area United Way (CAUW).

See memo for details.

4b. Treasurer's Office – Resolution to Authorize a Three-Year Contract Extension with Mesirow Financial Investment Management, Inc.

This resolution authorizes three-year contract extension with Mesirow Financial Investment Management which acts as the fiduciary advisory for the County's deferred compensation plans.

See memo for details.

5. Sheriff's Office – Resolution to Authorize a Part-Time Communications & Media Assistant within the Sheriff's Office

This resolution authorizes the creation of a Part-Time Communications & Media Assistant (UAW/F) within the Sheriff's Office effective upon approval of this resolution. The annual cost of the position is \$46,501 and funding will come from a portion of the temporary salaries approved by Resolution #21-387 in the amount of \$109,740 for part-time Deputies. The Sheriff's Office has a need to inform, educate, and engage with the community through many media platforms and has identified a need to supplement staffing for Central Records and Freedom of Information Act (FOIA) responsibilities. The Sheriff's Office believes repurposing part of their temporary salaries budget to fund a permanent Part-Time Communications and Media Specialist will benefit the organization.

See memo for details.

6. Probate Court – Resolution for use of Elder Person Millage for Various Probate Court Purposes

This resolution authorizes the creation of two new Senior Deputy Probate Register positions (UAW-H) for the Probate Court. Funding will come from the Elder Person Millage. The Probate Court provides services which constitute "critical services" that expand or create new programs and/or eliminate hospital and nursing home waitlists, making some Probate Court services eligible for funding from this millage. These services include community outreach on proactive measures to assist the elderly, emergency case processing, and improving processes and care for the elderly. The addition of these positions will bring the total number of Senior Deputy Probate Registers from five to seven. The annual topped out cost of the two new positions is \$198,622. Tri-County Office on Aging is supportive of the use of proceeds from the Elder Millage for this purpose.

See memo for details.

7. **Animal Control and Shelter– Resolution to Approve the Reorganization of the Office Staff of the Ingham County Animal Control and Shelter**

This resolution approves the reorganization of the Ingham County Animal Control and Shelter’s Animal Shelter Clerk unit as discussed at the last round of Law & Courts and County Services Committee meetings. The job descriptions of Animal Shelter Clerk/Rescue Clerk and Volunteer Coordinator have been incorporated into one job description titled Animal Shelter Clerk. These positions, and all of the current Animal Shelter Clerks, will be classified as UAW E. This reorganization will also convert one of the Animal Shelter Clerks to an Administrative and Field Support Assistant. This new position is classified as a UAW F. The Animal Control department will post this position internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position. The long-term annual cost of this reorganization using 2022 rates will be \$46,034. Funds are available within the Animal Shelter Millage Fund to cover this increased cost.

See memo for details.

8a. **Health Department– Resolution to Reclassify the Medical Social Worker Position in Maternal and Child Health**

This resolution reclassifies the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position. The increased costs will be covered by grant funding, as this is a grant funded position.

See memo for details.

9. **Parks Department– Resolution to Approve of the Reorganization of the Ingham County Parks Department**

This resolution authorizes a reorganization of the Ingham County Parks Department. Details of the changes are below:

Current Position	MC 4 Step 5 Total Cost	MC 6 Step 5 Total Cost	Difference
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage funded- \$5,676.65
TOTAL	\$99,514.12	\$110,867.41	\$11,353.29

Current Position	MC 7 Step 5 Total Cost	MC 8 Step 5 Total Cost	Difference
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
TOTAL	\$118,110.31	\$127,004.68	\$8,894.37

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
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Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 11 Step 5 Total Cost	MC 12 Step 5 Total Cost	Difference
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
TOTAL	\$156,741.92	\$166,532.49	\$9,790.57

Total: \$49,727.27
-50% millage funded - \$ 5,676.65
Subtotal: \$44,050.62

See memo for details

10. Facilities Department– Resolution to Authorize an Agreement with Graphic Sciences, Inc., for Storage, Retrieval, and Transport of Files for 55th District Court, Register of Deeds, Human Resources, and Financial Services

This resolution authorizes an agreement with Graphic Sciences, Inc. for the storage, retrieval, and transport of files for the 55th District Court, Register of Deeds, Human Resources, and Financial Services. These files are currently stored in the Annex Building which is slated for demolition in 2022.

Graphic Sciences, Inc. who is on the MiDeals Contract and per the Ingham County Purchasing Policy, three quotes are not required, submitted proposal for the following:

- 55th District Court for a first-year cost of \$8,547
- Register of Deeds for a first-year cost of \$233.24
- Human Resources for a first-year cost of \$388.20
- Financial Services for a first-year cost of \$283.36

Years two and three will be priced at the following; 55th District Court for \$4,872, Register of Deeds for \$195.24, Human Resources \$298.20, and Financial Services for \$183.36 for file storage.

Additional fees for file retrieval, additional boxes of files for storage, and destruction of files are outlined in the schedule of fees which is included in the proposal.

See memo for details

11. Innovation & Technology Department– Resolution to Approve the Purchase of Consulting Hours from Sentinel Technologies

This resolution approves purchasing on-call consulting hours from Sentinel Technologies for IT project support. The funding for the \$11,000 will come from the County’s Network Consulting Fund #636-95800-802000. Sentinel Technologies quoted this under the Federal GSA Contract #GS-35-F-0511T.

See memo for details

12a. Road Department– Resolution to Authorize a Second Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with the City of East Lansing in Relation to a Federally Funded Project on Haslett Road at Park Lake Road

The Ingham County Road Department (ICRD) has received federal Highway Safety Improvement Program (HSIP) funding for the Haslett Road and Park Lake Road intersection in Section 8 of Meridian Township. Three legs of the intersection are within the jurisdiction of the Ingham County Road Department and the fourth leg is within the East Lansing city limits. The scope of work includes hot mix asphalt pavement removal, cold milling and paving, excavation, subbase and aggregate base, storm sewer, concrete curb and gutter, sidewalk and sidewalk ramps, steel strain poles, signal cabinet and controller, aluminum pedestals, vehicle detection, and pavement markings.

Contracts are ready to be executed and this resolution authorizes a second party agreement with MDOT to define the ICRD’s responsibilities and obligations of the funding and a third-party agreement with the City of East Lansing to define the funding responsibilities for work occurring within each agency’s jurisdiction.

See memo for details.

12b. Road Department– Resolution to Amend a Second-Party Agreement with MEDC and a Third-Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project

This resolution authorizes an amendment to a second-party agreement with MEDC and a third-party agreement with the City of Lansing for the center turn lane on Forest Road in front of the McLaren campus and a roundabout at the intersection of Forest Road and Collins Road. Both of these improvements were funded through a \$1.7 million MEDC allocation. The original agreements were made via Resolution #21-191.

The City of Lansing is asking for the amendment to extend the original end date to Marcy 21, 2022 and to adjust the eligible activities associated with the funding source to include engineering expenses.

See memo for details

12c. Road Department– Resolution to Authorize Approval of the Preliminary Plat of Wooded Valley Condominium, Phases 2-5

This resolution authorizes the approval of the preliminary plat of Wooded Valley Condominium, Phases 2-5 which consist of 59-unit single-family development located on 16.21 acres. This plat is part of a 100-unit residential development on 26.9 acres, located north of Willoughby Road, between Aurelius Road and Pine Tree Road. Phases 2-5 are for lots 42-100.

See memo for details

12d. Road Department– *Resolution to Authorize a First Party Agreement with E.T. Mackenzie Company and a Second Party Agreement with the Lansing Board of Water and Light for the Kalamazoo Street Project*

This resolution authorizes a first party agreement with E.T. MacKenzie Company and a second party agreement with Lansing BWL for water main and road improvements on Kalamazoo Street from Mifflin Avenue to the Red Cedar River in Section 14 of Lansing Township. The scope of work includes 0.4 mile of hot mix asphalt pavement resurfacing and water main reconstruction, including pavement removal, storm sewer, aggregate base, concrete curb and gutter, sidewalk, ADA sidewalk ramp construction, pavement markings, and turf restoration.

A 20% contingency is being requested for this project, to account for any unanticipated costs that may be encountered throughout construction, equating to a total construction budget of \$2,319,411.05. The construction costs are to be shared between the Road Department and the BWL based on actual construction costs within their respective jurisdictions and scopes of work.

For the second party agreement with BWL, the construction funding responsibilities are as follows:

Road Department (bid prices):	\$ 1,032,872.08
Road Department (20% contingency):	\$ 206,574.42
BWL (bid prices):	\$ 899,970.46
BWL (20% contingency):	\$ 179,994.09
Total Project Cost =	\$ 2,319,411.05

The Road Department’s share of the project has been included in the 2022 Road Fund Budget.

See memo for details

14a. Board of Commissioners Office – *Resolution Urging State Legislature to Amend the Michigan No-Fault Auto Insurance Reform Act to Address a Reimbursement Cap for Auto Accident Victims*

This resolution urges amendments to the Michigan No-Fault Auto Insurance Reform Act per the resolution title.

14b. Board of Commissioners Office – *Resolution to Recognize March 2022 as Women's History Month in Ingham County*

Additional Items:

- 1. Women’s Commission – Interviews**
- 2. Equal Opportunity Committee – Interviews**
- 3. Great Lansing Convention & Visitors Bureau – Annual Update**
- 8b. Health Department– *Resolution for the Reorganization of Four Positions within Ingham County Health Department (Discussion)***
- 13. Controller’s Office – *COVID-19 Testing Update (Discussion)***

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Capital Area United Way (CAUW) coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low- and moderate-income citizens; and

WHEREAS, the VITA effort has successfully assisted thousands of low- and moderate-income taxpayers and helped achieve annual refunds of almost \$4 million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the counties of Clinton, Eaton, and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low- and moderate-income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes funding for the CAUW's VITA coordination efforts in 2022 of \$12,500 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low- and moderate-income tax preparation assistance and asset building.

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.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT EXTENSION WITH
MESIROW FINANCIAL INVESTMENT MANAGEMENT, INC.**

WHEREAS, Ingham County has fiduciary responsibilities for the 457(b) plan offered to employees; and

WHEREAS, the complexity and liability of the deferred compensation plan requires advice from a knowledgeable fiduciary advisor; and

WHEREAS, the Purchasing Department sought proposals from experienced fiduciary advisors, and after review and evaluation, the Evaluation Team recommended a one-year contract for \$40,000 with an option for an additional term upon mutually agreed to terms; and

WHEREAS, the Deferred Compensation Committee is very pleased with the work of Mesirow Financial; and

WHEREAS, the Treasurer has obtained an agreement in writing from Mesiow Financial to extend the terms of the contract for three years with no cost increase.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes a three-year contract extension with Mesirow Financial Investment Management, Inc. for the purpose of providing professional advisory services to Ingham County for all aspects of their 457(b) Plan and the Review of Plan Providers.

BE IT FURTHER RESOLVED, that funding for this contract will come from the Employee Benefits Fund, line item 681-85210-818000.

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

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

FROM: Andrew Bouck, Undersheriff

DATE: February 28, 2022

SUBJECT: ICSO Communication & Media Assistant PT Position
For the meeting agenda of 3/10, 3/15, 3/16/22, respectively

BACKGROUND

Technology advancements and the era of digital media has dramatically influenced how the Ingham County Sheriff's Office (ICSO) operates. Body and fleet cameras on top of in-house security cameras has increased the work load of our Central Records team and FOIA handlers. Also, the era of "information now" and our pursuit of police legitimacy through robust community engagement has driven the need to dedicate personnel for mass communication responsibilities, e.g. Everbridge and other social media platforms. This position has been reviewed and approved via Human Resources and UAW. As such the position has scored out at pay grade F (700 points).

ALTERNATIVES

If we do not stand up this new position, the increased work load of digital FOIA review, redaction, and compilation will continue to be dispersed to the other Central Records staff who have full-time duties of their own. From a capture and review of other media that are valuable for in-house training or public consumption, we would continue to identify valuable information and share it when considered. This approach has not been consistent; we have missed many opportunities to develop personnel, communicate better with our community and partners, and engage more readily with our community because it has been no single person's responsibility.

FINANCIAL IMPACT

While this position is being created as new, it is not an addition to the ICSO budget. The ICSO is converting one of the four Special Part-Time Court Deputy positions approved for the 2021 FY. The first of those four positions were filled on February 14, 2022. We believe repurposing the temporary salaries budget for one of those positions to fund a permanent Part-Time Communications and Media Specialist will benefit the organization.

STRATEGIC PLANNING IMPACT

This position will bring added efficiencies and effectiveness to our delivery of service through Support Staff Excellence. We believe more effective communications with community partners and sharing of digital media that informs, educates, and engages will fulfill our commitment to transparency and build community trust.

OTHER CONSIDERATIONS

ICSO has recently redefined a full-time Central Records position to emphasize attendance to the FOIA demands which have become more than a full-time position. Even with that redefining, adding the part-time position provides us greater flexibility to "back up" other Central Records staff to avoid work load piling and disruption of service to the public.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a part-time Communications and Media Assistant position within the ICSO.

Agenda Item 5

TO: Scott Wrigglesworth, Sheriff
FROM: Joan Clous, Human Resources Specialist
DATE: February 18, 2022
RE: Support for creation of new part time position – Part-Time - Communications & Multimedia Assistant Sheriff's Office

Per your request, Human Resources has reviewed the classification titled PT Communications & Multimedia Assistant – Sheriff's Office.

After analysis, the position is appropriately compensated at UAW salary range F (\$40,819.88 - \$48,678.62). The UAW has been notified. They support the reclassification and salary placement.

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PART-TIME COMMUNICATIONS & MEDIA ASSISTANT
WITHIN THE SHERIFF'S OFFICE**

WHEREAS, the Sheriff's Office has identified a need to supplement staffing for Central Records and Freedom of Information Act (FOIA) responsibilities; and

WHEREAS, the Sheriff's Office has an ever-present need to inform, educate, and engage with the community through many media platforms; and

WHEREAS, the Sheriff's Office has projected that the above responsibilities are worthy of a part-time support staff position; and

WHEREAS, the Human Resources Department has vetted the job description and gained support of the UAW for this position to be compensated as a level F (salary range \$20,410 - \$24,339); and

WHEREAS, the long-term cost for this position, including wages and benefits, is projected to be \$46,501; and

WHEREAS, the Sheriff's Office has identified funding through a transfer from temporary salaries for the special part-time Deputies previously approved by Resolution #21-387; and

WHEREAS, the Sheriff's Office projects improvement in service delivery and mission fulfillment with the addition of this position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the creation of a Part-Time Communications & Media Assistant (UAW/F) within the Sheriff's Office effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$46,501 from temporary salaries to permanent wages and fringes within the Sheriff's Office budget and to make the necessary adjustments to the position allocation list.

Agenda Item 6

TO: Board of Commissioners - Law & Courts, Human Services, Finance and County Services Committees

FROM: *Morgan E. Cole, Probate Court Administrator/Register*

DATE: *March 2, 2022*

SUBJECT: *Memo and Resolution - Use of Elder Millage for Probate Court Purposes*

BACKGROUND

This proposed resolution affects the Ingham County Probate Court (Probate Court) as well as the Tri-County Office on Aging (TCOA). The Probate Court seeks to use the Elder Millage to fund two (2) new full-time Senior Deputy Probate Registers (“Senior DPRs) to bring the Probate Court to a total of seven (7) FTE Senior DPRs. On August 4, 2020, Ingham County voters passed the Ingham County Elder Millage. At that time, the Ingham County Elder Millage was expected to raise an additional \$2,304,866 in the first year. In fact, for 2021, the Elder Millage’s unaudited total collected revenue is \$2,399,361.00 – which is comprised of tax revenue in the amount of \$2,389,820 and of interest revenue in the amount of \$9,541. The Probate Court’s authorized use of the Elder Millage funds must fall within the following approved ballot language:

“for the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County...”

The Probate Court in Michigan is a constitutionally recognized element of our statewide one court of justice which perform major activities such as: admission of wills, appointment of personal representatives, oversight of decedent estate administration, action on trust matters, appointment of guardians for minors, appointment of guardians for the legally incapacitated, appointment of guardians for the developmentally disabled, appointment of conservators for minors, appointment of conservators for adults, investigation of proposed guardianships and conservatorships, comprehensive periodic review of guardianships, and adjudication of petitions seeking mental health treatment. Presently, the Probate Court’s employees 15 FTEs of which only five (5) Senior DPRs are the front-line/clerical office staff. The Probate Court’s Office operations are crippled if just one (1) FTE Senior DPR: takes time off; is promoted; is out on Family Medical Leave Act (“FMLA); or there is a new trainee-employee. Any employee vacancy is debilitating to the Probate Court Office operations – especially those involving Ingham County residents age 60 and older. The result is: disruption of operations; inability to provide proactive community outreach programs; backlog critical case processing; and inability to answer telephone calls promptly and/or return calls. In the past 20 years, i.e., January 1, 2000 to December 31, 2021, the Probate Court handled 21,786 cases for matters involving crisis services where the ward/decedent/respondent was age 60 or older at the time for filing. Out of the 21,787 cases, 7,761 cases remain open and serviced by the Probate Court. In fact, for the past three (3) years, around 40 percent of all new Probate Court filings, involve a ward/decedent/respondent who was an Ingham County resident age 60 or older at the time of filing.

Probate Court provides “critical services” that expand or create new programs and/or eliminate hospital and nursing home waitlists, which services include, but are not limited to: (a) community outreach on proactive measures to assist the elderly, (b) emergency case processing, and (c) improving processes and care for the elderly. Expanding and creating community outreach programs that take proactive measures to assist the elderly would include having the Probate Court partake in elder law outreach initiatives with TCOA, local law firms,

financial planning firms, insurance firms, and funeral homes. Also, the Probate Court seeks to establish an “Ingham County Probate Day” – where the filing fees of wills for safekeeping are waived – thus encouraging advanced estate planning. The Probate Court seeks to establish regular trainings on-site at Ingham County nursing facilities/elder care facilities/medical care facilities for the elderly and their families. Also, the Probate Court seeks to establish fixed regular phone hours where the elderly or their families can speak immediately to a Probate Court staff member – as technology such as email/websites can be difficult for elderly population. Additional staff would allow the Probate Court to be proactive in searching local obituaries and death records so that wills could be removed from safekeeping. This would increase public access and knowledge to our community.

The Probate Court regularly engages in critical services Ingham County residents age 60 and older by assisting hospitals, family member moving the elderly individual into a step-down care facility such as: Skilled Nursing Facilities (SKNF), Assisted Living Facilities and Hospice Facilities. It is imperative that Probate Court staff are immediately available to process emergency filings for: guardianships/conservatorships; Do-Not-Resuscitate (DNR) petitions; petitions to be appointed as funeral representative(s); and mental health petitions for residents age 60 or older - along with follow-up services for full guardianships. This need continues to rise with geriatric psychiatry needs and medical conditions affecting elderly such as dementia and Alzheimer's disease. The Baby Boomers, who were born from 1946 to 1964, are quickly becoming the largest population group who need assistance under the Elder Millage. Further, isolation with COVID-19 for the elderly population has also increased mental health needs. The inadequate staffing cannot support the need in Ingham County – especially for those age 60 and older. Further, inadequate staffing does not allow for designated staff to be assigned as an “Elderly Liaison(s)” – to be assigned to primarily handle these cases. To guard against delays, the Probate Court would like to offer weekly appointments with staff – both remotely and in-person. The Probate Court wants to engage with community leaders to be proactive in seeking to guard against unnecessary Court involvement when an individual becomes incapacitated or deceased. Further, Probate Court staff need to engage with community leaders and regularly interact to assess different elderly needs. The Probate Court seeks to have individual staff liaisons for specific community leaders and the public - with regular meetings. Additional staff will allow the Probate Court to expand its access to the public level in engagement with all Ingham County residents – but more importantly – with those 60 years-old and older – who prefer telephonic or face-to-face contact. While the Probate Court is a general fund department, additional funding opportunities through a Senior/Elder Millage is another tool to ensure additional staff dedicated to those 60-years older and older, while reducing the burden on the County’s general fund. Other Michigan Counties which have an Elder Millage or Senior Millage that fund some of their Probate Court staffing and expenses are: Kalamazoo County; Genesee County; Kent County; St. Claire County; and Leelanau County. Millage funding in part makes logical sense as it will support the needs and wants as dictated by the constitutes who vote for it.

FINANCIAL IMPACT

On August 4, 2020, the current Elder Millage passed and was expected to raise an additional \$2,304,866 in the first year. In 2021, the Elder Millage’s unaudited total collected revenue is \$2,399,361 – which is comprised of tax revenue in the amount of \$2,389,820 and of interest revenue in the amount of \$9,541.

The amount levied collected for 2022 and 2023 on this millage will no doubt increase dramatically as the housing market in Ingham County exploded over the past two years – thus, resulting in further revenue. Two new FTE (2) Senior DPR positions would equate to an annual personnel cost of \$174,200 to \$198,622. The 2021 year end fund balance in the Elder Millage Fund was approximately \$1,375,000. Funding two (2) new FTE Senior DPR positions for the next five (5) years would cost around \$1,000,000 – which equates to 73% of existing 2021 surplus fund balance.

OTHER CONSIDERATIONS

Continue to award compensatory time and overtime. However, burn out of staff will continue. Fund these positions out of the general fund – rather than the Elder Millage. The County Attorney and Controller’s Office were consulted on this request. The UAW is supportive of this request. TCOA was consulted regarding this discussion item and is also in support of this request. On February 24, 2022 and February 28, 2022, Probate Court presented this discussion items before the Law & Court’s Committee and Human Services Committee for which there was positive support.

RECOMMENDATION

On behalf of the Ingham County Probate Court, I respectfully recommend approval to authorize the Elder Millage funds to support two (2) new FTE Senior DPR positions for the reason stated above.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR USE OF ELDER PERSON MILLAGE FOR VARIOUS
PROBATE COURT PURPOSES**

WHEREAS, on August 4, 2020, the Ingham County Elder Persons Millage (Elder Millage) passed which levied Ingham County property taxes in the amount of 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation – for a period of four (4) years (2020 to 2023); and

WHEREAS, the Ingham County Probate Court (Probate Court) seeks to use the Elder Millage funds for critical services to support the growing population of persons age sixty (60) and older residing in Ingham County; and

WHEREAS, the Probate Court provides services which constitute “critical services” that expand or create new programs and/or eliminate hospital and nursing home waitlists, including, but not limited to: (a) community outreach on proactive measures to assist the elderly, (b) emergency case processing, and (c) improving processes and care for the elderly; and

WHEREAS, the Probate Court currently employs five (5) full time equivalent (FTE) Senior Deputy Probate Registers (DPRs) who process critical services for the Probate Court’s entire caseload for which 40% of the entire new and existing caseload involves critical services to persons age 60 and older; and

WHEREAS, the Probate Court seeks to use the Elder Millage to fund two (2) new Senior DPRs positions – who will be assigned to: caseloads, projects, and outreach initiatives primarily consisting of those cases involving Ingham County residents age 60 and older; and

WHEREAS, the total annual personnel costs for these two (2) Senior DPRs positions (UAW-H) would equate to \$174,200.00 to \$198,622.00; and

WHEREAS, in 2021, the Elder Millage contained a \$1,375,000 surplus balance – which are unused funds that are adequate to fund the two (2) requested FTE Senior DPRs positions for at least five (5) additional years until the renewal of the Elder Millage in 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Elder Millage be used to fund two (2) new FTE Senior Deputy Probate Register positions (UAW-H) for the Probate Court as stated above effective upon passage of this resolution.

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

Agenda Item 7

TO: Ingham County Board of Commissioners Law and Courts and County Services Committees

FROM: Heidi Williams, Director

DATE: March 1, 2022

RE: Re-organization of the office staff of Ingham County Animal Control and Shelter

BACKGROUND

The current organizational structure of the Ingham County Animal Control and Shelter provides for five Animal Shelter Clerks, one Clerk/Rescue Coordinator, and one Volunteer and Foster Coordinator.

Currently, each of these positions performs very similar job functions but are classified as separate positions in different pay bands. During times of staff shortages, especially within the Rescue and Volunteer Coordinator positions, this results in major disruptions of operations, service levels, and causes conflict with members of the UAW performing job duties out of class.

In addition to these issues, the current workload of the Volunteer and Foster Coordinator is too burdensome for one staff member to effectively manage while pursuing the primary goal of growing our volunteer and foster base.

In order to remedy these issues, I propose the following:

Convert the Rescue Coordinator and Volunteer Coordinator position into Animal Shelter Clerks. The job duties of the Animal Shelter Clerk position will be modified to include the following special assignments:

- Rescue Coordinator
- Foster Coordinator
- Volunteer Coordinator

These special assignments will be assigned to the Animal Shelter Clerks on a rotating basis. This will allow Animal Shelter Clerks to gain organizational knowledge that would assist the agency in maintaining continuity of service to the public during staff shortages or unexpected vacancies.

In addition, the Animal Shelter Clerks are not members of the Ingham County Animal Control (ICAC) Enforcement Division and cannot access Criminal Justice Information. To remedy this, I propose converting one Animal Shelter Clerk position to a newly created Administrative Field Support Assistant. This position will be classified as a member of the ICAC Enforcement Division and would gain the ability to access Criminal Justice Information and allow them to handle sensitive law enforcement data which is generated by Animal Control Officers.

The Administrative Field Support Assistant will remain within the UAW workgroup, but will be a direct report to the Deputy Director position.

Currently, the five Animal Shelter Clerk positions are classified under the UAW C pay grade. The Rescue Coordinator is classified as UAW D and the Volunteer Coordinator as UAW E. This proposed reorganization will result in a total of six Animal Shelter Clerks that are classified in the UAW E pay grade and the position proposed to be converted into the Administrative Field Support Assistant being classified as UAW F.

ALTERNATIVES

If this reorganization is not approved, we will continue with the current organizational structure and criminal justice related job duties will be redistributed from UAW personnel to CCLP personnel.

FINANCIAL IMPACT

The long-term annual cost of this reorganization using 2022 rates will be \$46,034. Funds are available for the FY 2022 budget cycle in the Animal Shelter Millage Fund. We will ask for an increase in our budget for FY 2023 to cover the additional costs.

RECOMMENDATION

I respectfully recommend approval of this reorganization as presented. Ingham County's reorganization process requires that this be brought to the Law & Courts Committee as a discussion item, and then, if approved by the committee, a resolution will be brought through the committee process for approval at the next round of meetings. Discussions took place at the Law & Courts and County Services Committee meetings of February 29, 2022 and March 1, 2022, respectively.

Agenda Item 7

TO: Heidi Williams, Director Ingham County Animal Control &
Daniel Verhougstraete – Deputy Director Ingham County Animal Control

FROM: Beth Bliesener, Human Resources Generalist
Joan Clous, Human Resources Generalist

DATE: 1-26-2022

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization that Animal Control is requesting:

1. Per the request of Animal Control, Human Resources has updated the job description to accurately reflect the duties that are being performed and to encompass the duties of the Animal Shelter Clerk/Rescue Clerk and the Volunteer Coordinator to one job description titled Animal Shelter Clerk. After analysis, the salary would be a UAW E. I have attached a copy of the job description. The following position numbers would convert to the newly updated Animal Shelter Clerk: 421014, 421015, 421016, 421026, 421027, 421013 and 421023.
2. Per the request of Animal Control, Human Resources created a new position titled Administrative and Field Support Assistant. After analysis, the classification has a community of interest with the UAW- TOPS and is appropriately compensated at a UAW F. I have attached a copy of the job description. The Animal Control department will post this position internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position.

I have sent the UAW chair notice and they support the reorganization. I have attached their response.

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

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

Heidi Williams

From: Bradley Prehn
Sent: Sunday, January 23, 2022 1:49 AM
To: Elisabeth Bliesener
Cc: Joan Clous
Subject: RE: Animal Control Re-organization

Sensitivity: Confidential

Beth,

The UAW is okay with Administrative and Field Support Assistant point out at a UAW- F paygrade with 690 points and the Animal Shelter Clerks/ Rescue Clerk and Volunteer Coordinator pointing out at a UAW-E paygrade with 645 points.

Thank you,

Brad

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Wednesday, January 19, 2022 11:40 AM
To: Bradley Prehn <BPrehn@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Animal Control Re-organization
Sensitivity: Confidential

Brad,

I believe you have seen these two draft job descriptions, these are the two that Animal Control would like to create.

New position: Administrative and Field Support Assistant

JPE:

1 = 45

2 = 90

3 = 100

4 = 80

5 = 50

6 = 70

7 = 70

8 (1) = 35

8(2) = 115

9 = 10

10 = 10

11 = 15

Total 690 UAW F

Animal Shelter Clerk (This would be the new jd for all the Animal Shelter clerks (UAW C), Animal Shelter/Rescue Clerk (UAW D) and Volunteer Coordinator (UAW E)):

JPE:

1 = 45

2 = 90

3 = 100
4 = 80
5 = 50
6 = 70
7 = 70
8(1) = 35
8(2) = 60
9 = 15
10 = 15
11 = 15
Total 645 UAW E.

Does the Union support the New/Updated JD's and the New/Updated JPE?

Let me know if questions.

Thanks,
Beth and Joan

Transmission is Privileged and Confidential.

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**INGHAM COUNTY
JOB DESCRIPTION**

INGHAM COUNTY ANIMAL CONTROL

ADMINISTRATIVE AND FIELD SUPPORT ASSISTANT

General Summary:

Under the supervision of the Deputy Director, is assigned to the Ingham County Animal Control Enforcement Division and serves as an administrative and field support assistant for criminal justice related operations. Communicates information to officers in the field regarding calls for service, prepares documents and citations for submission to local courts and prosecutors, and responds to public requests for information. Performs the functions of the Animal Shelter Clerk as necessary.

Essential Functions:

1. Provides a variety of administrative support services for Enforcement Division staff, includes typing letters, reports, and other documents, answering telephone calls, scheduling appointments, arranging and attending meetings, and preparing and maintaining files.
2. Answers calls and inquiries from the public regarding animal related complaints, collects and documents relevant information, and assigns the complaint to an animal control officer.
3. Provides support to officers by researching various records systems and relaying relevant information.
4. Communicates to officers in field by radio and phone regarding complaint response and field operations. Tracks officer locations in the field.
5. Communicates with other shelter divisions to facilitate field operations such as search warrants and animal seizures.
6. Performs data entry regarding animals that are housed in ICACS.
7. Uses the LEIN system, including entering, deleting, and modifying warrants and communicating on LEIN with other law enforcement agencies. May query information at the request of officers.
8. Regularly enters information pertaining to tickets, complaint reports, and warrants into the records management software.
9. Provides information regarding criminal cases to the local prosecutor and courts.
10. Researches and responds to requests under the Freedom of Information Act from attorneys and the general public. Redacts information as required by law. Provides copies of various documents and computes fees.
11. Reviews citizen letters and other correspondence. Drafts responses as needed.
12. Assists in compiling statistical information to provide to state of Michigan regulatory agencies.
13. Processes animal bite reports received by ICACS and dispatches officers as required.
14. Refers complaints regarding non-ICACS issues to the appropriate agency.
15. Backs-up Animal Shelter Clerks in the event of emergencies and staff shortages.

Other Functions:

- Performs other duties as assigned.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their job description
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.

- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A minimum of a High School graduation or equivalent. Some advanced coursework in accounting/bookkeeping, business, and legal terminology is preferred.

Experience: A minimum of one year of secretarial or clerical related experience in a law enforcement setting or in the legal field.

Pre-employment Requirements:

Must have no prior felony convictions (includes expunged convictions).

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:

- Works in office conditions and the animal shelter.
- Regular exposure to animal odors and noises.
- Exposure to disease and parasites communicated by animals.
- Exposure to the risk of being bitten by animals.
- Exposure to animal feces and urine.
- Exposure to fumes from cleaning products.

Physical Requirements:

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

- This position requires the ability to handle varying and often high levels of stress.

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

January 2022
UAW F

	UAW C LEVEL 1	UAW C LEVEL 5	UAW D LEVEL 1	UAW D LEVEL 5
SALARY	33,991	40,506	36,267	43,195
UNEMPLOYMENT	170	203	181	216
FICA	2,600	3,099	2,774	3,304
LIABILITY	464	553	495	589
HEALTH	19,002	19,002	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586	3,586	3,586
RETIREE HEALTH TRUST	1,530	1,823	1,632	1,944
DENTAL	936	936	936	936
VISION	135	135	135	135
SEPARTATION	595	709	635	756
LIFE	88	88	88	88
DISABILITY	44	53	47	56
RETIREMENT	7,383	8,798	7,877	9,382
RETIREMENT	340	405	363	432
TOTAL	70,864	79,894	74,019	83,621

	UAW E LEVEL 1	UAW E LEVEL 5	UAW F LEVEL 1	UAW F LEVEL 5
SALARY	38,635	46,051	40,820	48,679
UNEMPLOYMENT	193	230	204	243
FICA	2,956	3,523	3,123	3,724
LIABILITY	527	628	557	664
HEALTH	19,002	19,002	19,002	19,002
RETIREE CHARGEBACK	3,586	3,586	3,586	3,586
RETIREE HEALTH TRUST	1,739	2,072	1,837	2,191
DENTAL	936	936	936	936
VISION	135	135	135	135
SEPARTATION	676	806	714	852
LIFE	88	88	88	88
DISABILITY	50	60	53	63
RETIREMENT	8,391	10,002	8,866	10,573
RETIREMENT	386	461	408	487
TOTAL	77,300	87,580	80,329	91,223

Current Level 5 Cost
\$570,670

Proposed Level 5 Cost
\$616,704

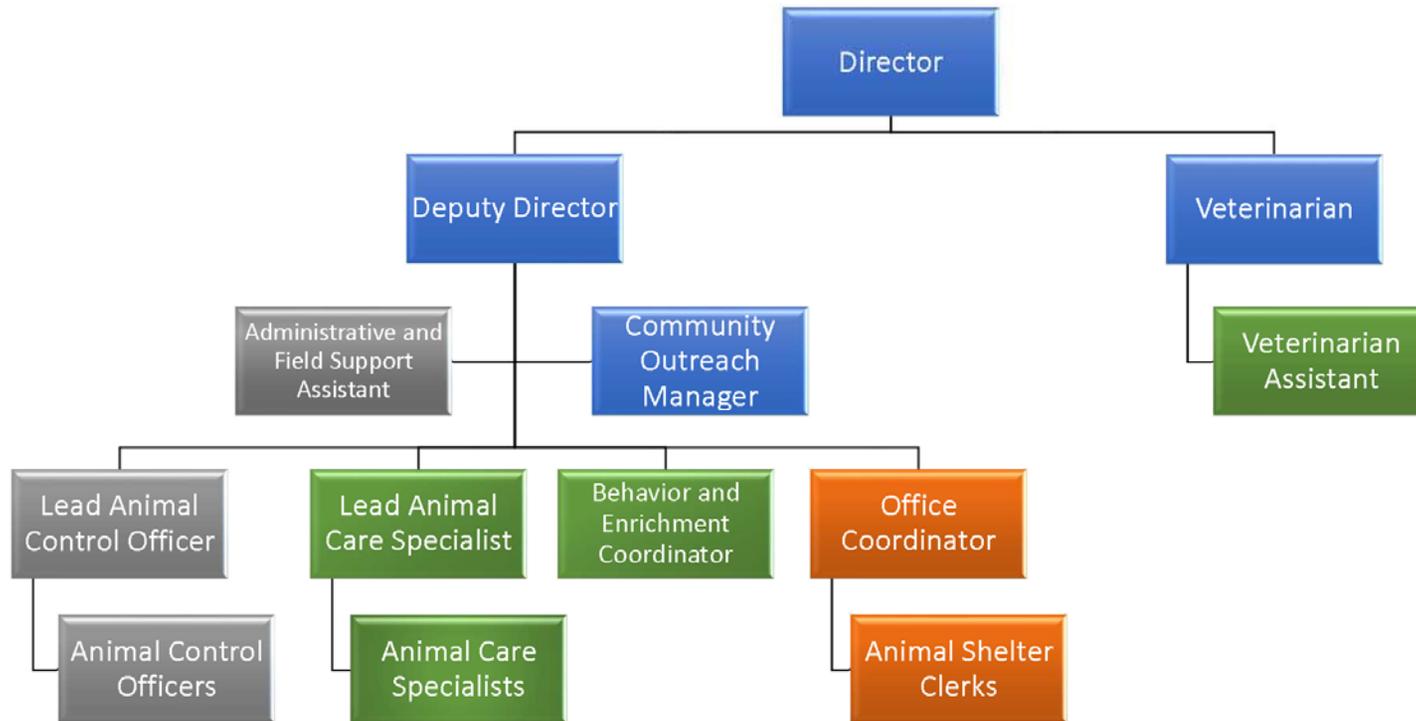
Increase to Budget
\$46,034



INGHAM COUNTY

ANIMAL CONTROL & SHELTER

ORGANIZATIONAL CHART



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE OFFICE STAFF OF THE
INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, the current organizational structure of the Ingham County Animal Control & Shelter provides for five Animal Shelter Clerks (UAW/C, salary range \$33,991-\$40,506), one Animal Shelter Clerk/Rescue Clerk (UAW/D, salary range \$36,267-\$43,195), and one Volunteer and Foster Coordinator (UAW/E, salary range \$38,635-\$46,051); and

WHEREAS, when there are vacancies in the unit, it results in major disruptions of operations and service levels and causes conflict with members of the UAW performing job duties out of class; and

WHEREAS, the reorganization consolidates the Animal Shelter Clerks, the Clerk/Rescue Coordinator and the Volunteer and Foster Coordinator positions into a general Animal Shelter Clerk position with special assignments on a rotating basis; and

WHEREAS, the Human Resources Department analyzed the updated Animal Shelter Clerk job description and classified it at UAW/E; and

WHEREAS, this reorganization will assist the Ingham County Animal Control and Shelter in maintaining continuity of service to the public during staff shortages or unexpected vacancies; and

WHEREAS, one Animal Shelter Clerk position will be converted to a newly created Administrative and Field Support Assistant position (UAW/F, salary range \$40,520-\$48,679) to fulfil the requirements for access to Criminal Justice Information; and

WHEREAS, Human Resources and the UAW have reviewed the reorganization and have no objections to the proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Ingham County Animal Control and Shelter’s Animal Shelter Clerk unit as follows:

Position #	Current Title	Current Grade	New Title	New Grade
421013	Animal Shelter Clerk/Rescue Clerk	UAW/D	Animal Shelter Clerk	UAW/E
421014	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421015	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421016	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421023	Volunteer Coordinator	UAW/E	Animal Shelter Clerk	UAW/E
421026	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E
421027	Animal Shelter Clerk	UAW/C	Animal Shelter Clerk	UAW/E

BE IT FURTHER RESOLVED, that a new position of Administrative and Field Support Assistant will be created, classified as UAW/F, which will be posted internally to the Animal Shelter Clerks and then one of the Animal Shelter Clerk positions will be converted into the Administrative and Field Support Assistant position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: February 2, 2022
SUBJECT: Authorization to Reclassify the SSHS Medical Social Worker Position
 For the Meeting Agendas of March 14, March 15 and March 16, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to reclassify the Medical Social Worker position #601529 in Maternal and Child Health (MCH) from an Ingham County Employees’ Association for their Professional Employees (ICEA County Pro) 07 to an ICEA County Pro 09 position, effective upon approval. The Medical Social Worker position is a grant-funded position located within MCH’s Strong Start | Healthy Start (SSHS) program. This reclassification will enable the Medical Social Worker to better serve SSHS’s target population and meet identified needs through short-term counseling services and additional responsibilities. This will lead to better health outcomes for the families served by the SSHS program, and enhance coordination of care. This request follows a recent reclassification of Medical Social Worker positions located within the Ingham County Community Health Centers to ICEA County Pro 09, and this change would allow for parity among workers with similar qualifications and job duties working within Public Health Services at ICHD. This reclassification has been reviewed and approved by the Human Resources Department and the ICEA County Pro union.

ALTERNATIVES

If the positions are left unchanged, ICHD will fail to adequately compensate these positions for their increasing jurisdictions and demands.

FINANCIAL IMPACT

Position #601529 (Medical Social Worker) is currently an ICEA County Pro 7 (\$58,458.33-\$70,195.50) and would be increased to an ICEA County Pro 9 (\$69,735.57-\$83,736.25).

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Prof 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50
Prof 9	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

The financial impact of this ICEA County Pro Reclassification will be covered by SSHS grant funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reclassification of the MCH approval of the attached resolution to convert the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position.

TO: Ingham County Board of Commissioner’s County Services
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 15, 2022
SUBJECT: Authorization to reclassify the Strong Start Healthy Start Medical Social Worker

BACKGROUND

Ingham County Health Department (ICHD) wishes to reclassify the Medical Social Worker position #601529 in Maternal and Child Health (MCH) from an Ingham County Employees’ Association for their Professional Employees (ICEA County Pro 07) to an ICEA County Pro 09 position, effective upon approval. The Medical Social Worker position is a grant-funded position located within MCH’s Strong Start | Healthy Start (SSHS) program. This reclassification will enable the Medical Social Worker to better serve SSHS’s target population and meet identified needs through short-term counseling services and additional responsibilities. This will lead to better health outcomes for the families served by the SSHS program, and enhance coordination of care. This request follows a recent reclassification of Medical Social Worker positions located within the Ingham County Community Health Centers to ICEA County Pro 09, and this change would allow for parity among workers with similar qualifications and job duties working within Public Health Services at ICHD. This reclassification has been reviewed and approved by the Human Resources Department and the ICEA County Pro union.

ALTERNATIVES

If the positions are left unchanged, ICHD will fail to adequately compensate these positions for their increasing jurisdictions and demands.

FINANCIAL IMPACT

Position #601529 (Medical Social Worker) is currently an ICEA County Pro 7 (\$58,458.33-\$70,195.50) and would be increased to an ICEA County Pro 9 (\$69,735.57-\$83,736.25).

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Prof 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50
Prof 9	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

The financial impact of this ICEA County Pro Reclassification will be covered by SSHS grant funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reclassification of the MCH approval of the attached resolution to convert the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position.

TO: Sally Meyer, Maternal & Child Health Division Director
FROM: Joan Clous, Human Resources Specialist
DATE: February 3, 2022
RE: Support for Reclassification of Medical Social Worker – Public Health

Per your request, Human Resources has reviewed the classification titled Medical Social worker – Public Health.

After analysis, the reclassification has a community of interest with the ICEA and is appropriately compensated at an ICEA salary range of level 9 (\$69,735.57 to \$83,736.25). The ICEA has been notified. They support the reclassification and salary placement.

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

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

From: [Joan Clous](#)
To: [Sally Meyer](#); [Tianna Leon](#)
Subject: FW: Public Health MSW
Date: Thursday, February 03, 2022 9:46:53 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Please use this email in your packet to the board.

From: Desiree Cook <DCook@ingham.org>
Sent: Wednesday, February 2, 2022 8:22 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Public Health MSW

Looks good. Thank you.

From: Joan Clous <JClous@ingham.org>
Sent: Wednesday, February 2, 2022 8:17 AM
To: Jeffrey Donahue (JDonahue@WhiteSchneider.com) <JDonahue@WhiteSchneider.com>; Desiree Cook <DCook@ingham.org>
Subject: Public Health MSW

Please review, we are recommending a level 9 so that it is the same level as the other social workers.

Thanks
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist

Ingham County

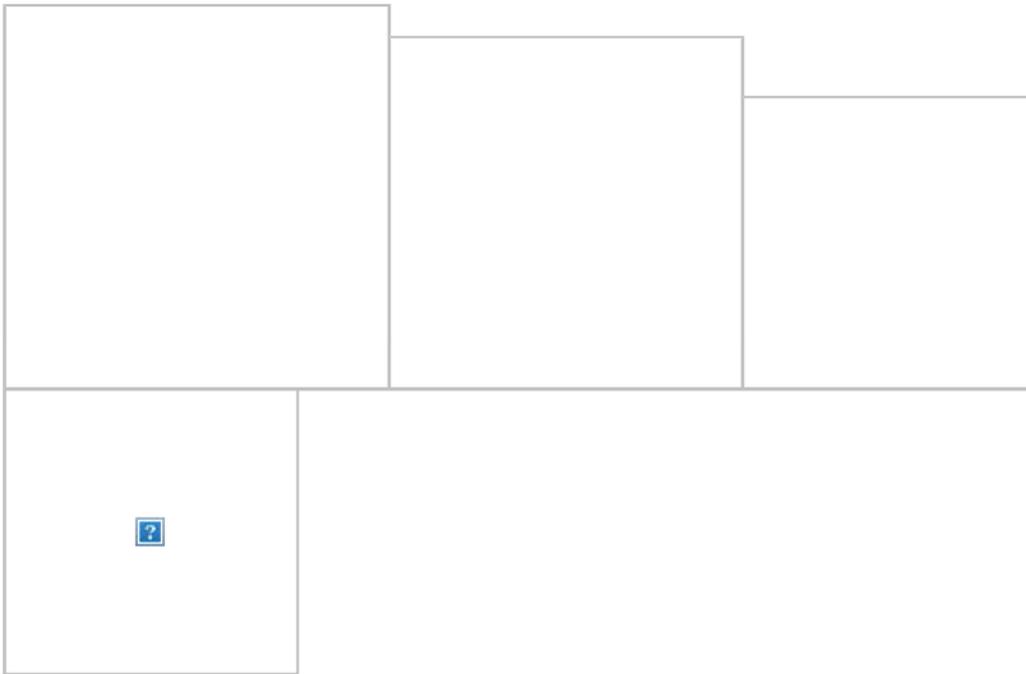
5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



"It is what it is. But, it will be what you make it." ~ Pat Summit

**INGHAM COUNTY
JOB DESCRIPTION**

MEDICAL SOCIAL WORKER

General Summary:

Under the supervision of a Public Health Services Supervisor, assesses the social and emotional needs of public health clients to identify risk areas that could prevent the client from having a healthy outcome to pregnancy and ability to parent a child, families in crisis, and adults with psycho-social needs. Assists clients in obtaining assistance to meet those needs. Provides direct counseling services to clients.

Essential Functions:

1. Interviews client to obtain information concerning their economic condition and community and family support systems. Determines what resources are needed such as financial help, basic needs items, parenting information, housing assistance, legal assistance, and referral to other units in the Health Department or other agencies in the community. Determines client's eligibility for Health Department services.
2. Provides a variety of counseling services and psychosocial assessments to children and adults.
3. Contacts various agencies on the client's behalf. Coordinates support services in areas such as financial help, basic needs items, parenting information, housing and clothing assistance, and legal assistance.
4. Participates as an interdisciplinary team composed of health professionals from various disciplines to develop a plan of service for clients and to provide and receive feedback on client's progress.
5. Monitors implementation of service plans, providing follow-up and assessment of services in relation to goals and objectives of the service plan.
6. Provides follow-up services including case conferences with other health professionals, home visits, and further assistance, referrals, and education to families as needed.
7. Provides crisis intervention services to parents who are having severe behavioral problems with their children, immediate financial or housing problems, partner abuse, or other crises. May include resource identification, referrals, coordination with other agencies, and helping the family to cope emotionally.
8. Maintains good working relations with other community agencies and advocates for clients by identifying needs to individuals and community and service agencies.
9. Assists physicians and other Health Department staff to identify incidences of possible child abuse and neglect and makes written and verbal reports to Children's Protective Services and/ or the police as needed. May interview children regarding possible sexual abuse.
10. Provides information to other units in the health department, other agencies, and community members about health department services, parenting resources, health care resources, and other information as requested. Makes presentations about Health Department services to interested groups.
11. May provide HIV counseling to parents or guardians of children when a physician has ordered HIV testing, and follow the state and agency protocols for completing forms and giving test results.

12. May develop a service plan based on input from the client, staff, and members of the client's family, if applicable.
13. Attends in-services and professional conferences on psychosocial issues affecting children and shares all pertinent information with Health Department staff that is assisting clients with plans of care.
14. Establishes and maintains relationships with other agency personnel for referrals and follow-up services.
15. Maintains case records and completes reports as required by department standards and the requirements of third-party funding sources.
16. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

Other Functions:

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

Employment Qualifications:

Education: Possession of a Master's Degree in Social Work.

Experience: One year of professional experience working with maternal/child health or families.

Other Requirements: LMSW required. Possession of a valid Michigan driver's license.

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

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

Ability to travel throughout the County.

Ability to climb stairs to access clients in their homes.

Ability to access office files.

Working Conditions:

Works in office conditions and travels throughout the County to access clients in their homes.

2022 RATES

ICEA Pro 5		Step 1	Step 5
	SALARY	49,309	59,211
8951	Unemployment	246.54	296.05
1000	FICA	3,772.11	4,529.61
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,218.89	2,664.47
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	862.90	1,036.18
8986	Life	115.00	115.00
8941	Disability	64.10	76.97
7202	Retirement	13,096.38	15,726.32
7302	Retirement	493.09	1,480.26
8810	Workers Comp	14.79	17.76
Total		93,343	107,314

ICEA Pro 7		Step 1	Step 5
		58,458	70,196
8951	Unemployment	292.29	350.98
1000	FICA	4,472.06	5,369.96
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,630.62	3,158.80
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	1,023.02	1,228.42
8986	Life	115.00	115.00
8941	Disability	76.00	91.25
7202	Retirement	15,526.53	18,643.92
7302	Retirement	584.58	1,754.89
8810	Workers Comp	17.54	21.06
Total		106,837	124,567

ICEA Pro 9		Step 1	Step 5
		69,736	83,736

	8951	Unemployment	348.68	418.68
	1000	FICA	5,334.77	6,405.82
	8846	Liability	0.00	0.00
	2720	Health	19,002.69	19,002.69
	8952	Health Surcharge	3,585.00	3,585.00
	8955	Health Insurance Trust	3,138.10	3,768.13
	2700	Dental	936.00	936.00
	2710	Vision	135.00	135.00
	8953	Separation	1,220.37	1,465.38
	8986	Life	115.00	115.00
	8941	Disability	90.66	108.86
	7202	Retirement	18,521.77	22,240.35
	7302	Retirement	697.36	2,093.41
	8810	Workers Comp	20.92	25.12
Total			122,861	144,011

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECLASSIFY THE MEDICAL SOCIAL WORKER POSITION
IN MATERNAL AND CHILD HEALTH**

WHEREAS, Ingham County Health Department (ICHHD) wishes to reclassify the Medical Social Worker position #601529 in Maternal and Child Health (MCH) from an Ingham County Employees' Association for their Professional Employees (ICEA County Pro) 07 to an ICEA County Pro 09 position, effective upon approval; and

WHEREAS, the Medical Social Worker position is a grant-funded position located within MCH's Strong Start | Healthy Start (SSHS) program; and

WHEREAS, this reclassification will enable the Medical Social Worker to better serve SSHS's target population and meet identified needs through short-term counseling services and additional responsibilities; and

WHEREAS, this will lead to better health outcomes for the families served by the SSHS program and enhance coordination of care; and

WHEREAS, this request follows a recent reclassification of Medical Social Worker positions located within the Ingham County Community Health Centers to ICEA County Pro 09, and this change would allow for parity among workers with similar qualifications and job duties working within Public Health Services at ICHD; and

WHEREAS, this reclassification has been reviewed and approved by the Human Resources Department and the ICEA County Pro union; and

WHEREAS, position #601529 (Medical Social Worker) is currently an ICEA County Pro 7 (\$58,458.33-\$70,195.50) and would be increased to an ICEA County Pro 9 (\$69,735.57-\$83,736.25); and

WHEREAS, the financial impact of this ICEA County Pro Reclassification will be covered by SSHS grant funds; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the reclassification of the MCH approval of the attached resolution to convert the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reclassification of the Medical Social Worker position #601529 from an ICEA County Pro 07 (\$58,458.33-\$70,195.50) to an ICEA County Pro 09 position (\$69,735.57-\$83,736.25), effective upon approval.

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

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 28, 2022
SUBJECT: Authorization to Reorganize Four Ingham County Health Department Positions
 For the Meeting Agendas of March 14, March 15, and March 16, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to reorganize four positions within the health department including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval. The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist are both currently at an Ingham County Employee’s Association for Professional Employees (ICEA Pro) Grade 5 will be increased to an ICEA Pro Grade 7. The Health Promotion & Prevention Manager currently an MC 11, will increase to an MC 12, and the title will be changed from Manager to Director. The Maternal & Child Health Division Director, currently an MC 12, will increase to an MC 13. This reorganization will increase alignment, compliance, and effectiveness in support of health department operations, of ICHHD’s Strategic Plan, the Community Health Improvement Plan (CHIP), and the County’s strategic plan. This reorganization has been reviewed and approved by Ingham County’s Human Resource Department and the ICEA County Professionals Union.

ALTERNATIVES

If these positions are left unchanged, ICHHD will be forced to hire staff under an outdated position description that is below fair market value. This may adversely impact recruitment and as a result individuals hired may not have an accurate understanding of their position. As particular programs within ICHHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions. All programs will benefit from staff longevity and stability.

FINANCIAL IMPACT

The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5, will be increased to an ICEA Pro Grade 7 and will be covered by an increase to host site fees.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
GRADE 5	\$49,308.65	\$51,616.16	\$54,026.64	\$56,552.57	\$59,210.54
GRADE 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50

The Health Promotion & Prevention Manager will be increased from MC 11 to MC 12 with the following pay scale for 2022 and will be covered by operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 11	\$75,387.20	\$78,906.74	\$82,591.51	\$86,448.30	\$90,511.37
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

The Maternal & Child Health Division Director will be increased from an MC 12 to an MC 13 with the following pay scale for 2022 and will be covered by the operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46
MC 13	\$86,587.48	\$90,633.25	\$94,863.50	\$99,292.91	\$103,959.67

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of human resources and staffing, specifically section F.1 of the Action Plan – Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. AmeriCorps programs support section A of the Action Plan – Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reorganization of four Ingham County Health Department (ICHHD) positions including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval.

TO: Ingham County Board of Commissioner’s County Services

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 15, 2022

SUBJECT: Authorization to Reorganize Four Ingham County Health Department Positions

BACKGROUND

Ingham County Health Department (ICHD) wishes to reorganize five positions within the health department including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval. The AmeriCorps State Specialist, and the AmeriCorps VISTA Specialist, both currently at an Ingham County Employee’s Association for Professional Employee’s (ICEA Pro) Grade 5 will be increased to an ICEA Pro Grade 7. The Health Promotion & Prevention Manager currently an MC 11, will increase to an MC 12, and the title will be changed from Manager to Director. The Maternal & Child Health Division Director, currently an MC 12, will increase to an MC 13. This reorganization will increase alignment, compliance, and effectiveness in support of health department operations, ICHD’s Strategic Plan, the Community Health Improvement Plan (CHIP), and the County’s strategic plan. This reorganization has been reviewed and approved by Ingham County’s Human Resource Department and the ICEA County Professionals Union.

ALTERNATIVES

If these positions are left unchanged, ICHD will be forced to hire staff under an outdated position description that is below fair market value. This may adversely impact recruitment and as a result, individuals hired may not have an accurate understanding of their position. As particular programs within ICHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions. All programs will benefit from staff longevity and stability.

FINANCIAL IMPACT

The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5, will be increased to an ICEA Pro Grade 7 and will be covered by an increase to host site fees.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
GRADE 5	\$49,308.65	\$51,616.16	\$54,026.64	\$56,552.57	\$59,210.54
GRADE 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50

The Health Promotion & Prevention Manager will be increased from MC 11 to MC 12 with the following pay scale for 2022 and will be covered by operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 11	\$75,387.20	\$78,906.74	\$82,591.51	\$86,448.30	\$90,511.37
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

The Maternal & Child Health Division Director will be increased from an MC 12 to an MC 13 with the following pay scale for 2022 and will be covered by the operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46
MC 13	\$86,587.48	\$90,633.25	\$94,863.50	\$99,292.91	\$103,959.67

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of human resources and staffing, specifically section F.1 of the Action Plan – Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. AmeriCorps programs support section A of the Action Plan – Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective upon approval.

Agenda Item 8b

TO: Linda Vail, Health Officer
FROM: Joan Clous, Human Resources Specialist
DATE: February 1, 2022
RE: Support for Reorganization

Per your request, Human Resources has reviewed the following positions:

Health Promotion & Prevention Manager MC 11 (\$75,387.20 to \$90,511.37) will now be Health Promotion & Prevention Director MC 12 (\$80,939.25 to \$97,177.46).

Maternal & Child Health Division Director MC 12 (\$80,939.25 to \$97,177.46) will now be Maternal & Child Health Division Director MC 13 (\$86,587.48 to \$103,959.67).

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

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

From: [Joan Clous](#)
To: [Linda Vail](#)
Subject: JD changes
Date: Tuesday, February 01, 2022 11:34:29 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Linda,

HR evaluated the following JDs for changes in title and essential functions the results are:

Communicable Disease Control Director – MC 13 no change

Environmental Health Director – MC 13 no change

Health Promotion & Prevention Director – MC 12 new salary range \$80,939.25 to \$97,177.46

Maternal & Child Health Division Director – MC 13 new salary range \$86,587.48 to \$103,959.67

If you are ok with these changes, I will write up a memo of analysis for you to take to the board.
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist

Ingham County

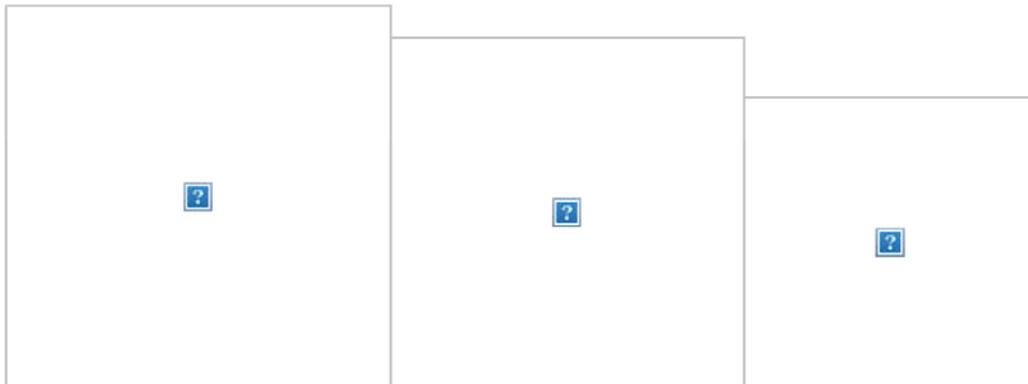
5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax





"It is what it is. But, it will be what you make it." ~ Pat Summit

Agenda Item 8b

TO: Amanda Darche, Innovation and Planning Manager

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: February 11, 2022

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization the Health Department is requesting:

3. Position number 601462 is currently an AmeriCorps State Specialist. The Health Department has updated the job description to reflect the duties that are being performed and updated the title to AmeriCorps State Coordinator. After analysis, the salary would move from an ICEA County Pro 05 to an ICEA County Pro 07.
4. Position number 601463 is currently an AmeriCorps Vista Specialist. The Health Department has updated the job description to reflect the duties that are being performed and updated the title to AmeriCorps Vista Coordinator. After analysis, the salary would move from an ICEA County Pro 05 to an ICEA County Pro 07.

I have sent the ICEA County Pro chair notice regarding the new job descriptions and they support the re-organization. I have attached the Unions response.

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

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

From: [Desiree Cook](#)
To: [Amanda Darche](#); [Elisabeth Bliesener](#)
Cc: [Joan Clous](#)
Subject: RE: AmeriCorps Reclassification
Date: Friday, February 11, 2022 1:48:05 PM

I approve the changes to the positions. Thank you!

From: Amanda Darche <ADarche@ingham.org>
Sent: Friday, February 11, 2022 1:41 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>; Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

Yes. The title is shifting from "Specialist" to "Coordinator"

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Friday, February 11, 2022 1:28 PM
To: Desiree Cook <DCook@ingham.org>; Amanda Darche <ADarche@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

Amanda can you see Desiree's question below and answer as I am not sure the answer to this question.

Thanks
Beth

From: Desiree Cook <DCook@ingham.org>
Sent: Friday, February 11, 2022 1:19 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

I know there was some questions about changing the titles to match what the state uses so they'd be more recognizable to outside agencies. Do you know if that was talked about?

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Friday, February 11, 2022 1:12 PM
To: Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: AmeriCorps Reclassification

Hi Desiree,

Ingham County Health Department wishes to reclassify two positions: the AmeriCorps State Specialist position (Position #601462) and the AmeriCorps VISTA Specialist position (Position #601463).

Position 601462 is vacant, and position number 601463 does have a current employee in the position (Casey Paskus).

The Health Department updated the job descriptions to reflect the work the positions perform and Joan and I reviewed the JPE. It was concluded that the positions would move from an ICEA County Pro 05 to an ICEA County Pro 07.

Does the Union agree to these changes? I attached a clean copy of each job description and a marked up copy of the changes for your review as well.

Thank-you,
Beth and Joan
Ingham County
Human Resources

Transmission is Privileged and Confidential.

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Agenda Item 8b

TO: Amanda Darche, Innovation and Planning Manager

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: February 11, 2022

RE: Memo of Analysis for Re-organization

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Ingham County
Human Resources

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**INGHAM COUNTY
JOB DESCRIPTION**

Health Promotion and Prevention Director

General Summary:

Under the supervision of the Deputy Health Officer for Public Health Services, manages the daily operations of the Breast and Cervical Cancer Control Program (BCCCP), Registration and Enrollment (R & E), Prevention Programs, and other grant programs. Develops and monitors program policies and procedures. Ensures program compliance with local, state and federal standards, policies and guidelines. Oversees hiring, firing and training of operational staff. Represents departments at various meetings. Provides oversight, evaluation, and program management. Responsible for program budgets. Provides leadership and support for public health improvement activities

Essential Functions:

1. Manages and oversees the operations of BCCCP, Prevention Programs, R & E and grant funded programs. Performs personnel functions such as hiring, training, performance evaluation and disciplinary actions. Provides budgeting recommendations and participates in the planning and preparation of the budget for assigned programs, monitors revenue and expenses, and prepares financial reports.
2. Develops, implements and monitors policies and procedures for programs and departments.
3. Meets and collaborates with numerous groups for the purpose of improving programs operations. Examples include, but are not limited to, other county agencies, the Michigan Department of Community Health, health care providers, state & federal officials, foundation officers and the general public.
4. Provides oversight, evaluation, and budget management for Programs and grant projects. Develops outreach materials and conducts community presentations as requested. Represents programs on local and state committees. Ensures the programs meet applicable local, state and federal guidelines.
5. Develops training materials and conducts in-service trainings as needed.
6. Coordinates quality assurance programs including monitoring, standards and compliance, develops corrective action plans, and reporting. Monitors compliance for state and national accreditation.
7. Develops relationships and contracts with other units of government and nonprofit organizations, and institutions in Ingham County and other counties. Consults with county attorney and health department staff to prepare and maintain contracts.
8. Resolves complex issues and problems. Interprets information and provides guidance to staff regarding intricate standards, policies and procedures. Develops outreach and enrollment procedures and materials and ensures implementation of the Affordable Care Act and Healthy Michigan Plan.
9. Supervises and performs analysis of data as it relates to the departments. Reconciles information, creates reports and provides insight to trends.
10. Serves as liaison and point person to multiple agencies and organizations. Represents the department at various internal and external meetings.

11. Ensures that all assigned programs meet applicable local, state and federal guidelines.

12. Works with the Deputy Health Officer for Public Health Services to analyze services and programs. Determines goals, content, staffing needs and budget requirements for new and existing programs. Drafts and revises operating policies as necessary.

Other Functions:

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

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

Public Health Core Competencies:

In the course of performing these essential functions, an employee in this position must demonstrate skill in the below public health core competencies. These examples do not include all of the competencies which the employee may be expected to demonstrate.

Policy Development/Program Planning Skills:

- Understands how policy options can influence public health programs.
- Collaborates in the development, implementation and evaluation of evidence-based public health practices and programs with team members and partnering agencies.
- Applies strategies for continuous individual and departmental performance management and quality improvement.

Communication and Cultural Competency Skills:

- Delivers linguistically and culturally appropriate information to target audiences including individuals, population groups, policy makers and governing bodies, using a variety of approaches.
- Working knowledge of the Incident Command System and ability to function within it.

Community Dimensions of Practice Skills:

- Maintains partnerships with key stakeholders and collaborates with community partners to promote the health of the population.

Public Health Science Skills:

- Applies basic public health sciences (biostatistics, epidemiology, and environmental health, social and behavioral health) to public health programs.

Financial Planning and Management Skills:

- Adheres to the organization's policies and procedures, and participates in activities which contribute to the development of budget priorities and the efficient use of resources.

- Participates in the reporting of program performance.

Leadership and Systems Thinking Skills:

- Adheres to applicable Occupational Safety and Health Administration standards.
- Contributes to a work environment where performance management and continuous quality improvement exists.
- Uses individual, team and organizational learning opportunities for personal and professional development and contributes to the growth of coworkers.

Employment Qualifications:

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

1. A Master's Degree **and** a minimum of 2 years of experience in public health or a health care program
OR
2. A Bachelor's Degree and a minimum of 3 years of experience in public health or a health care program

A strong preference is given for degrees in Health Education, Public Health, Public Administration or a related field.

Other Requirements: None

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

Working Conditions:

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

Physical Requirements:

1. This position requires the ability to sit, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type and endure repetitive movements of the wrists, hands or fingers.
2. This position's physical requirements require little to no stamina in lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching. This position's physical requirements require regular stamina in traversing from one area to another. This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or finger.
3. This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
4. This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, reading documents and reports, etc.
5. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
6. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
7. 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.)

May 2014

MCF 11

Revised October 2018

Revised January 14, 2022

**INGHAM COUNTY
JOB DESCRIPTION**

MATERNAL AND CHILD HEALTH DIVISION DIRECTOR

General Summary:

Under the supervision of the Deputy Health Officer for Public Health Services, manages the daily operations for multiple programs within the Maternal and Child Health division including Children's Special Health Care services, and the Special Supplemental Food Program for Women, Infants, and Children (WIC), and Nurse Home Visiting programs. Develops and monitors programs policies and procedures. Ensures program compliance with local, state and federal standards, policies and guidelines. Oversees hiring, firing and training of program staff. Represents the programs at various meetings.

Essential Functions:

1. Manages and oversees the multiple programs including maternal/child health, adult case management, nutrition services, and social work support. Manages staff by performing such functions as hiring, training, performance evaluation and disciplinary actions.
2. Develops, implements and monitors policies and procedures for the assigned programs. Coordinates and prepares information to promote comprehensive program services.
3. Implements budgets for programs including the preparation and analysis of financial information as needed to meet program requirements.
4. Provides input on funding, quality improvement and program development.
5. Ensures compliance throughout the programs. Prepares reports to meet requirements of grant funders, state and federal agencies and Health Department administrators.
6. Resolves issues and problems as they relate to the programs. Provides guidance to staff regarding standards, policies and procedures.
7. Supervises and performs analysis of data as it relates to the programs. Reconciles information, creates reports and provides insight to trends.
8. Ensures data is accessed and secured in compliance with the HIPPA regulations.
9. Oversees practicum programs with local universities. Oversees placement for nursing students.
10. Serves as liaison and point person to other departments, agencies and organizations. Represents the programs at various internal and external meetings

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Master’s Degree in Nursing, Public Health or related field is required.

Experience: A minimum of 3-5 years of supervisory experience in a public health setting is required.

Other Requirements:

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

Physical Requirements:

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

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

Working Conditions:

- Works in a standard office environment
- May attend meetings, seminars and speaking engagements throughout the County.

***MCF 12
June 2018
Revised January 14, 2022***

**INGHAM COUNTY
JOB DESCRIPTION**

**AMERICORPS STATE COORDINATOR
Grant Funded**

General Summary:

Under the supervision of the Innovation and Planning Manager with oversight provided by the Policy Analyst, this position oversees the functions of the Ingham County Health Department AmeriCorps State/National Program. Coordinates the recruitment and training of AmeriCorps members. Develops and maintains on-site guidance and technical support to AmeriCorps members and their host-site supervisors. Collects data related to AmeriCorps and reports on findings. Works with community resources to promote AmeriCorps and its mission to strengthen communities through service work.

Essential Functions:

1. Serves as a lead role in the Ingham County Health Department AmeriCorps State and National Program by planning, coordinating and implementing the AmeriCorps program, a national service program that strengthens community by involving people in service to meet local challenges.
2. Recruits AmeriCorps service members. Receives and reviews AmeriCorps applications. Organizes and participates in the interview process and makes hiring decisions. Notifies applicants of interview results. Processes background checks. Onboards AmeriCorps service members.
3. Supervises AmeriCorps service members for all AmeriCorps program compliance. Regularly reviews and submits service member timesheets. Facilitates member disciplinary measures as needed.
4. Develops and facilitates training curriculums for AmeriCorps State member groups and host site supervisors. Provides regular on-site guidance and technical assistance. Develops community resources and training opportunities to meet and promote the AmeriCorps State mission.
5. Explains the AmeriCorps program to schools, community organizations and other interested groups to recruit host sites and members. Works in partnership with community organizations to develop their capacity to become host sites for future AmeriCorps members. Oversees host site supervisors to ensure program compliance.
6. Maintains records and statistics on AmeriCorps activities required by funding sources, the Michigan Community Service Commission, and community partners.
7. Ensures grant compliance and contract requirements. Coordinates the writing and submission processes of the AmeriCorps State grant funding applications. Coordinates with the Grants Coordinator, Policy Analyst, and Accounting.
8. Assures timely completion of required progress reports including those to the Michigan Community Service Commission (MCSC). Serves as a liaison to the MSCS and coordinates on-site visits by MSCS staff.
9. Participates in staff meetings and attends or conducts conferences and workshops related to the AmeriCorps State Program.

10. Represents the AmeriCorps State Program to various community groups throughout Ingham County. Provides periodic updates to the Ingham County Health Department and its committees. Meets regularly with supervisor for program oversight and review.

Other Functions:

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

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

Employment Qualifications:

Education: A Bachelor's Degree is required.

Experience: One year of experience working with, coordinating, or managing volunteers is required.

Other Requirements: None

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

Physical Requirements:

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

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Travel is required to off-site locations.

**INGHAM COUNTY
JOB DESCRIPTION**

**AMERICORPS VISTA COORDINATOR
Grant Funded**

General Summary:

Under the supervision of the Innovation and Planning Manager with oversight provided by the Policy Analyst, this position oversees the functions of the Ingham County Health Department AmeriCorps VISTA Program. Coordinates the recruitment and training of AmeriCorps members. Develops and maintains on-site guidance and technical support to AmeriCorps members and their host-site supervisors. Collects data related to AmeriCorps and reports on findings. Works with community resources to promote AmeriCorps and its mission to strengthen communities through service work.

Essential Functions:

1. Serves as a lead role in the Ingham County Health Department AmeriCorps VISTA Program by planning, coordinating and implementing the AmeriCorps VISTA program, a national service program that strengthens community by involving people in service to meet local challenges.
2. Recruits AmeriCorps VISTA service members. Receives and reviews AmeriCorps VISTA applications. Organizes and participates in the interview process and makes hiring decisions. Notifies applicants of interview results. Processes background checks. Onboards AmeriCorps service members.
3. Supervises AmeriCorps service members for all AmeriCorps program compliance. Regularly reviews and submits service member timesheets. Facilitates member disciplinary measures as needed.
4. Develops and facilitates training curriculums for AmeriCorps VISTA member groups and host site supervisors. Provides regular on-site guidance and technical assistance. Develops community resources and training opportunities to meet and promote the AmeriCorps VISTA mission.
5. Explains the AmeriCorps VISTA program to schools, community organizations and other interested groups to recruit host sites and members. Works in partnership with community organizations to develop their capacity to become host sites for future AmeriCorps members. Oversees host site supervisors to ensure program compliance.
6. Maintains records and statistics on AmeriCorps activities required by funding sources, the Corporation for National and Community Service (CNCS), and community partners.
7. Ensures grant compliance and contract requirements. Coordinating the writing and submission processes of the AmeriCorps VISTA grant funding applications. Coordinate with the Grants Coordinator, Policy Analyst, and Accounting.
8. Assures timely completion of required progress reports including those to the Corporation for National and Community Service (CNCS). Serves as a liaison to the CNCS and coordinates on-site visits by CNCS staff.
9. Participates in staff meetings and attends or conducts conferences and workshops related to the AmeriCorps VISTA Program.

10. Represents the AmeriCorps VISTA Program to various community groups throughout Ingham County. Provides periodic updates to the Ingham County Health Department and its committees. Meets regularly with supervisor for program oversight and review.

Other Functions:

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

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

Employment Qualifications:

Education: A Bachelor's Degree in a Social Science is required.

Experience: One year of experience working with, coordinating, or managing volunteers is required.

Other Requirements: None

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

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2022 RATES

ICEA Pro 5		Step 1	Step 5
	SALARY	49,309	59,211
8951	Unemployment	246.54	296.05
1000	FICA	3,772.11	4,529.61
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,218.89	2,664.47
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	862.90	1,036.18
8986	Life	115.00	115.00
8941	Disability	64.10	76.97
7202	Retirement	13,096.38	15,726.32
7302	Retirement	493.09	1,480.26
8810	Workers Comp	14.79	17.76
Total		93,343	107,314

ICEA Pro 7		Step 1	Step 5
		58,458	70,196
8951	Unemployment	292.29	350.98
1000	FICA	4,472.06	5,369.96
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,630.62	3,158.80
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	1,023.02	1,228.42
8986	Life	115.00	115.00
8941	Disability	76.00	91.25
7202	Retirement	15,526.53	18,643.92
7302	Retirement	584.58	1,754.89
8810	Workers Comp	17.54	21.06
Total		106,837	124,567

ICEA Pro 9		Step 1	Step 5
		69,736	83,736

	8951	Unemployment	348.68	418.68
	1000	FICA	5,334.77	6,405.82
	8846	Liability	0.00	0.00
	2720	Health	19,002.69	19,002.69
	8952	Health Surcharge	3,585.00	3,585.00
	8955	Health Insurance Trust	3,138.10	3,768.13
	2700	Dental	936.00	936.00
	2710	Vision	135.00	135.00
	8953	Separation	1,220.37	1,465.38
	8986	Life	115.00	115.00
	8941	Disability	90.66	108.86
	7202	Retirement	18,521.77	22,240.35
	7302	Retirement	697.36	2,093.41
	8810	Workers Comp	20.92	25.12
Total			122,861	144,011

2022 Rates

FULL TIME

MC 11

			Step 1	Step 5
0	704000	Salary	75,387.20	90,511.37
8951	714000	Unemployment	376.94	452.56
1000	715000	FICA	5,767.12	6,924.12
8846	715050	Liability	0.00	0.00
2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,392.42	4,073.01
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,319.28	1,583.95
8986	717000	Life	148.00	148.00
8941	717100	Disability	98.00	117.66
7223	718000	Retirement	22,472.92	26,981.44
7323	718500	Retirement	1,884.68	2,262.78
8810	722000	Workers Comp	22.62	27.15
			134,527.87	156,740.74

MC 12

			Step 1	Step 5
0	704000	Salary	80,939.25	97,177.46
8951	714000	Unemployment	404.70	485.89
1000	715000	FICA	6,191.85	7,434.08
8846	715050	Liability	0.00	0.00
2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,642.27	4,372.99
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,416.44	1,700.61
8986	717000	Life	148.00	148.00
8941	717100	Disability	105.22	126.33
7223	718000	Retirement	24,127.99	28,968.60
7323	718500	Retirement	2,023.48	2,429.44
8810	722000	Workers Comp	24.28	29.15
			142,682.17	166,531.23

MC 13

			Step 1	Step 5
0	704000	Salary	86,587.48	103,959.67
8951	714000	Unemployment	432.94	519.80
1000	715000	FICA	6,623.94	7,952.91
8846	715050	Liability	0.00	0.00

2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,896.44	4,678.19
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,515.28	1,819.29
8986	717000	Life	148.00	148.00
8941	717100	Disability	112.56	135.15
7223	718000	Retirement	25,811.73	30,990.38
7323	718500	Retirement	2,164.69	2,598.99
8810	722000	Workers Comp	25.98	31.19
			150,977.72	176,492.26

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR THE REORGANIZATION OF FOUR POSITIONS WITHIN
INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize four positions within the health department including: the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval; and

WHEREAS, both the AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, currently at an Ingham County Employees Association Professional Employees (ICEA Pro) Grade 5 (\$49,308.65 - \$59,210.54) will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); and

WHEREAS, the Health Promotion & Prevention Manager currently an MC 11 (\$75,387.20 - \$90,511.37), will increase to an MC 12 (\$80,939.25 - \$97,177.46) and the title will be changed from Manager to Director; and

WHEREAS, the Maternal & Child Health Division Director, currently an MC 12 (\$80,939.25 - \$97,177.46), will increase to an MC 13 (\$86,587.48 - \$103,959.67); and

WHEREAS, this reorganization will increase alignment, compliance, and effectiveness in support of health department operations, of ICHD's Strategic Plan, the Community Health Improvement Plan (CHIP), and the County's strategic plan; and

WHEREAS, this reorganization has been reviewed and approved by Ingham County's Human Resource Department and the ICEA County Professionals Union; and

WHEREAS, if these position are left unchanged, ICHD will be forced to hire staff under an outdated position description that is below fair market value and this may adversely impact recruitment and as a result individuals hired may not have an accurate understanding of their position; and

WHEREAS, as particular programs within ICHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions; and

WHEREAS, all programs will benefit from staff longevity and stability; and

WHEREAS, the AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50) and will be covered by an increase to host site fees; and

WHEREAS, the Health Promotion & Prevention Manager will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46) and will be covered by the operating budgets of the applicable unit(s) within the Health Department; and

WHEREAS, the Maternal & Child Health Division Director will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67) and will be covered by the operating budgets of the applicable unit(s) within the health Department; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective upon approval.

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

Agenda Item 9

TO: Board of Commissioners Human Services, County Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: March 1, 2022

SUBJECT: Ingham County Parks Reorganization

For the meeting agenda of March 14, 2022 Human Services, March 15, 2022 County Services & march 16, 2022 Finance

BACKGROUND

Reorganization of the Parks Department has been identified in order to effectively provide customer service due to the increased numbers visiting Ingham County Parks. The Parks Department submitted the reorganization request to the Human Resources Department on November 24, 2020. The job descriptions for these roles have not been amended for a number of years. As a result, the office has changed dramatically, as have the positions, and yet have been classified under the same pay grade.

Attendance look back 2017: 1,313,124
2018: 1,308,551
2019: 1,265,017
2020: 1,486,472
2021: 2,306,976

Fund balance look back:

<u>2015</u>	
Start	\$ 66,737.07
Finish	\$ 232,618.84
Difference	\$ 165,881.77
<u>2016</u>	
Start	\$ 232,618.84
Finish	\$ 414,047.14
Difference	\$ 181,428.30
<u>2017</u>	
Start	\$ 414,047.14
Finish	\$ 410,121.11
Difference	\$ (3,926.03)
<u>2018</u>	
Start	\$ 410,121.11
Finish	\$ 455,837.99
Difference	\$ 45,716.88

<u>2019</u>	
Start	\$ 455,837.99
Finish	\$ 476,355.07
Difference	\$ 20,517.08
<u>2020</u>	
Start	\$ 476,355.70
Finish	\$ 584,033.76
Difference	\$ 107,678.06

6 Year
Average \$86,216.01

After interviewing the current occupants of these positions, updated draft job descriptions were created. After speaking with Ingham County Human Resources, it was determined that the updating of several job descriptions and position gradings would be best accomplished via reorganization. Director Morgan worked with Human Resources, including Director Graham, to re-point and regrade the positions after the job descriptions were updated and modernized. The results of that re-pointing are below.

The reorganization is proposed to consist of:

Immediate request (started with Human Resources request on November 24, 2020)

- 1) Reclassification of the current Account Clerk (MC 4) position to a Financial & Account Clerk (MC 6) position
- 2) Reclassification of the current Administrative Office Coordinator (MC 7) position to an Administrative Office Coordinator (MC 8) position
- 3) Reclassification of two (2) Park Manager II (MC 10) to a Park Manager III (MC 11)
- 4) Reclassification of the Park Manager III (MC 11) position into Deputy Director (MC 12)

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization and the Parks Department will remain status quo.

FINANCIAL IMPACT

The Human Resources results were sent to Director Townsend in the Budget Office, who calculated the financial impact of each change. The results have been included individually and collectively below.

Current Position	MC 4 Step 5 Total Cost	MC 6 Step 5 Total Cost	Difference
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage funded- \$5,676.65
TOTAL	\$99,514.12	\$110,867.41	\$11,353.29

Current Position	MC 7 Step 5 Total Cost	MC 8 Step 5 Total Cost	Difference
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
TOTAL	\$118,110.31	\$127,004.68	\$8,894.37

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 10 Step 5 Total Cost	MC 11 Step 5 Total Cost	Difference
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
TOTAL	\$146,897.34	\$156,741.92	\$9,844.52

Current Position	MC 11 Step 5 Total Cost	MC 12 Step 5 Total Cost	Difference
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
TOTAL	\$156,741.92	\$166,532.49	\$9,790.57

Total: \$49,727.27
-50% millage funded - \$ 5,676.65
Subtotal: \$44,050.62

STRATEGIC PLANNING IMPACT

Our goal is to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

The Controller’s Office directed the Parks Department to address their reorganization in a two-step process. Step one is the reclassifications and conversion reclassification as step one that is presented in this resolution. Step two would be for the Parks Department to bring forward as part of the 2023 budget request consideration for adding new positions that were identified as part of this reorganization process due to the overwhelming increase in park usage and attendance over the past two years.

The Ingham County Park Commission supported this resolution at their February 14, 2022 meeting.

RECOMMENDATION

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

Agenda Item 9

TO: Tim Morgan, Director Ingham County Parks
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
DATE: February 9, 2022
RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization the Parks Department is requesting:

1. See memo dated March 1, 2022 below regarding position number 759002 reclassification of Park Manager III to Parks Deputy Director. I have attached a copy of the job description.
2. Position number 759008 and 759009 are currently a Park Manager II. The Parks Department would like to convert these positions into an updated job description, Park Manager III. After analysis, the salary would be a MC 11. I have attached a copy of the job description.
3. Position number 759014 is currently an Account Clerk, Parks. The Parks Department has updated the job description to accurately reflect the duties that are being performed and re-titled this position to Financial and Account Clerk, Parks. After analysis, the salary would be a MC 06. I have attached a copy of the job description.
4. Position number 759012 is currently an Administrative Office Coordinator. The Parks Department has updated the job description to reflect the duties that are being performed. After analysis, the salary would be a MC 08. I have attached a copy of the job description.

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

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

Agenda Item 9

TO: Tim Morgan, Director Ingham County Parks
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
DATE: March 1, 2022
RE: Memo regarding position number 759002

Position number 759002 is currently a Park Manager III. This position is being reclassified into a Parks Deputy Director. This is part of a reclassification as part of a re-organization and not creating a new position. The incumbent is being reclassified which is not subject to the interview process.

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

**INGHAM COUNTY
JOB DESCRIPTION**

FINANCIAL & ACCOUNT CLERK, PARKS

General Summary:

Under the supervision of the Administrative Office Coordinator, performs a variety of bookkeeping, payroll and clerical tasks in support of the Parks Department. Coordinates accounts payables. Oversees the collection, deposit and transmittal of park and revenue. Coordinates payroll processing, tracks leave time and maintains office files. Responds to inquiries from employees and the public regarding Parks Department information.

Essential Functions:

1. Coordinates accounts payables for the Department. Ensures invoices have proper approval and documentation. Sets up and codes payables for payment. Balances vouchers, processes purchase orders and balances accounts to vendor month-end statements. Works with vendors to resolve account discrepancies.
2. Serves as Site Coordinator for P-Card processing. Collects each employee's monthly p-card statement with receipts. Assures that each charge is tax exempt and approved. Fills out p-card spreadsheet with vendor and account numbers for financial services.
3. Prepares millage reimbursement requests for approval by the Trails and Parks Millage Program coordinator by running line item and contract inquiries to verify the requested amount is accurate. Processes all millage related payments.
4. Accounts for all monies received by the department including revenue, donations and reimbursements.
5. Enters cash receipts for revenues, balances daily receipts and prepares deposits to take to bank. Runs accounting and bookkeeping reports as requested. Prepares journal entries to reclass revenue as needed.
6. Performs monthly bank reconciliations, balancing bank statement to general ledger. Identifies and performs corrective actions required to balance bank general ledger. Prepares journal entry to book bank fees and interest payments.
7. Prepares monthly cash transmittal to transfer parks account balance for treasurer's office.
8. Responsible for payroll tracking, processing and reporting. Verifies timecards for accuracy and resolves discrepancies regarding hours worked, accrual usage and pay rates. Processes PARs regarding new hires, terminations, wage changes and all other payroll data. Enters SAR in preparation of new employee.
9. Tracks and monitors accrual balances including but not limited to sick, vacation, FMLA and unpaid time off. Notifies managers when employee balances are misused or insufficient to cover requested time. Runs time and attendance reports as requested.
10. Prepares and maintains a seasonal personnel spreadsheet tracking status, wage, and basic information. Processes and maintains confidential information regarding Parks' employees.
11. Responds to questions regarding the payroll processes. Explains procedures as outlined in bargaining unit contracts, department policies and County-wide protocols.
12. Assists supervisor in selecting, interviewing and training new office employees. Acts as supervisor and assumes duties of Administrative Office Coordinator in their absence.

13. Works with the Director and Supervisor to review budget reports. Drafts contract list for preparation of annual budget request. Enters annual budget request in financial software.
14. Develops and prepares annual and monthly financial report for management and the park commission for the entire 208 fund, 228 fund and CIP projects. Oversees expenditures and advises management when accounts need attention. Works closely with Director to identify alternate funding sources. Prepares journal entries when expenditures need to be reclassified.
15. Tracks fund balance and estimates how operating budget may affect it throughout the year.
16. Responds to inquiries regarding department facilities, park reservations and day camp reservations. Takes reservations for facility rentals. Refers inquiries to appropriate staff as necessary. Maintains and updates related records.
17. Enters Park and Millage contracts into MUNIS. Updates the contract database for Parks and Millage contracts. Monitors the status of contracts and closes contracts.
18. Provides administrative and clerical assistance to other staff. Examples include, but are not limited to, data entry, creating correspondence, preparing reports, keeping records, proofreading documents, making copies, sending faxes and maintaining files.
19. Assists the Trails and Parks Millage Program Coordinator with clerical tasks as assigned.
20. Processes dog FOB's applications. Keeps records of FOB's sold at City of Lansing and Soldan's. Quarterly bills each facility, maintains a file on all FOBs sold. Reconciles animal control journal entry payments in general ledger to applications received.
21. Assists other office staff such as providing guidance and direction to full-time and seasonal staff as needed.
22. Compiles and submits grant reimbursement requests. This includes keeping detailed records of invoices throughout the entire length of each project and then uploading the necessary documents when the project is finished in order to receive the reimbursement. Assistance with tracking DNR grant funds throughout term of project.
23. Responsible for the administration of the Revenue Management System. Provides initial and on-going training and help for departmental users of the system. Responsible for making templates, creating profiles and running reports.
24. Provides technical support for the POS System, including: system functionality, hardware issues and general troubleshooting.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Accounting, Bookkeeping, Business or related field is required

Experience: A minimum of 2 years of experience in a customer service, bookkeeping, payroll or accounts payable is required.

Other Requirements:

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

Working Conditions:

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

Physical Requirements:

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE OFFICE COORDINATOR, PARKS

General Summary:

Under the supervision of the Director of Parks, provides managerial and administrative tasks while assisting with the monitoring of departmental and Park Commission processes and projects. Responsible for supervising full-time and seasonal staff. Serves as the departmental communication liaison and prioritizes incoming request. Composes correspondence and reports for the Director's signature. Assists with ensuring appropriate actions and deadlines are met. Schedules meetings and helps manage administrative calendars. Compiles data into summary reports and documents. Processes confidential information and serves on interview panels for new employees. Reviews and maintains competitive vendor contracts.

Essential Functions:

1. Supervises and directs full-time and seasonal employees engaged in administrative support of all park operations. Participates in the employment process, schedules work, orients and trains and is responsible for employee discipline, as warranted. Advises and discusses performance problems of staff with Parks Director. Processes confidential paperwork for staff regarding personnel issues. Helps evaluate current processes and makes recommendations to update and improve policies and procedures.
2. Responsible for the administration of the Revenue Management System. Provide initial and on-going training and help for departmental users of the system. Responsible for making templates, taking reservations and running reports.
3. Oversees administrative budget and assists with the department's budget process. Monitors expenditures and advises management regarding funding allocations and works closely with the Parks Director to identify alternate funding sources. Provides financial analysis to the Department Head in preparation for strategic planning. Oversees and prepares journal entries to adjust the general ledger as needed.
4. Supervises and manages Special Events and Day Camps. Maintaining a working relationship with customers and/or vendors. Planning events aspects such as, but not limited to advertising, receiving and reviewing the registration or application, distributing information and policies, ensuring insurance level meets the requirements and issuing invoices and collecting payments in a timely manner. Post events to the Parks website.
5. Provides administrative support to the department and the Parks Commission including setting-up and composing correspondences, writing resolutions, processing reports, develops and prepares the annual report, surveys, Board of Commission and Park Commission packets, and other documents. Proofreads and edits documents. Upon approval from the Director submits resolution in a timely manner.
6. Assists in the coordination of preparation of grant applications. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks. Works with County legal to request contracts to be drafted. Assists in gathering information and responsible for writing the resolution to authorize contracts. Works with Budget to set up the accounts.
7. Responsible for data collection for grants, reports, charts, strategic planning and projects. Provides staff with preliminary background information as requested. Compiles large amounts of data into concise reports and charts. Monitors publication on topic related to departmental activity and composes summary updated for staff review.

8. Screens and prioritizes incoming visitors and telephone calls. Responds to general questions regarding departmental processes and projects. Handles initial complaints and problems. Serves as the Department Head's communication liaison to other Department Heads, vendors, the Controller's Office and the Board of Commissioners.
9. Responsible for the Parks Department website, adds, deletes and changes information as necessary. Works with the IT Department on the website. Trains and assist Park Managers on editing materials.
10. Schedules internal and external meetings. Assists with the meeting logistics regarding room, set-up, agendas, travel arrangements, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Works with the Department Head to follow-up on tasks assigned at meetings. Monitors work projects and deadlines. May attend meetings in-lieu of the Department Head or other staff when scheduling conflicts occur.
11. Performs various accounting functions. Verifies invoices and processes payments. Receipts payments and reconciles various statements. Responsible for tracking and checking out change funds to field staff and administrative staff. Tracks departmental expenditures.
12. Organizes and processes inventories for supplies, furnishings, brochures, forms, and equipment. Serves as the liaison for internal and external vendors. Maintains records and receipts on office purchases and warranties. Reviews service contracts. On behalf of the Department Head, responsible for securing services at the most competitive price.
13. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation and the development of operating procedures.
14. Oversees all reservations of rentals such as livery operations, inflatables, shelters, cross country skiing, snow tubing hills, annual passes, park patron and gift certificates.
15. Accounts for all monies collected and maintains records such as equipment and material inventory, employee attendance, car counts, Soldan's Dog Park key fob sales.
16. Serve as the point-of-sale administrator for the administrative office. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports and ability to trouble shoot and diagnose some hardware and software technical issues.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

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

Experience: A minimum of 3 years of experience in an administrative support role is required.

Other Requirements:

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

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

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

**November 2021
MC 08**

**INGHAM COUNTY
JOB DESCRIPTION**

PARK MANAGER III

General Summary:

Under the supervision of the Director of Parks and Deputy Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. May serve as Supervising Winter Sports Manager for all tube/snow hill operations.

Essential Functions:

1. Responsible for the management of a metropolitan park complex. On a temporary basis, may be required to manage multiple park complexes.
2. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
4. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
5. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.
6. Responsible for working with local police jurisdictions for the enforcement of park rules and regulations, as well as assistance with any investigations or training within the Ingham County Parks.
7. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
8. Operates and maintains picnic shelters, including reservations. Oversees the operation of department-operated rentals such as paddle boats, livery operations, disc golf equipment, inflatable games, public boat launch, Community Band Shell, and food concessions.
9. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
10. Serve as Coordinator for Community Band Shell, including scouting and researching talent groups, contracting stage talent, band coordination, solicit sponsorship funding, develop performance policies and guidelines, and develop marketing plan for entire concert series.
11. Research, prepare, write and submit grant proposals for Ingham County Parks Properties and Friends of Ingham County Parks for the purpose of expanding facilities and programs. Identify community resources and matching funds for networking and collaboration. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks.
12. Serve as an Environmental Stewardship Coordinator at one of the three parks. Responsible for overseeing stewardship efforts using best land management practices. Works with various vendors, consultants, volunteers, and community organizations in reaching stewardship goals. Securing funding to support

environmental mapping, treatments, removal, planning, and education for invasive plant removal and management.

13. Coordinate Special Events, including permitting, staffing, EMS/Law Enforcement, and traffic controls. Events include: community festivals, 5 K and marathon races, biathlon/triathlons, fund raising concerts, company picnics, and fishing tournaments.

14. Represent and serve as Liaison for Ingham County Parks to a variety of groups including: Lake Lansing Watershed Advisory Board, Lake Lansing Property Owners Association, Friends of Ingham County Parks' Stewardship and Band Shell Committees, Meridian Township Land Preservation Board, Community groups, clubs and organizations and various State of Michigan Departments.

15. Serve as the point-of-sale administrator at one of the three parks. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports, and ability to trouble shoot and diagnose some hardware and software technical issues.

16. Act as the Day Camp Director overseeing the safe operations of the summer Nature Day Camp at Burchfield County Park. Responsible for hiring and training naturalist and assisting in creation and implementing educational programming. Maintains appropriate records, licensing, certifications, updates to policy and procedures, and any required State and County inspections.

17. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation, and the development of operating procedures.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations

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

Employment Qualifications:

Education: Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

Experience: A minimum of three to five years of experience in parks operations, services or related field work is required.

Other Requirements:

Ability to obtain a State License as a Pesticide Applicator is required within six months of hire date. A valid Motor Vehicle Operator's License.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not

be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, 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 regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

January 12, 2021
MCF 11

**INGHAM COUNTY
JOB DESCRIPTION**

PARKS DEPUTY DIRECTOR

General Summary:

Under the supervision of the Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Assists the Director of Parks with the planning and implementation of capital improvement projects and purchases. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. Serve as Supervising Winter Sports Manager for all tube/snow hill operations. Serves as the acting Director of Parks in their absence.

Essential Functions:

1. Serves as Acting Parks Director in the absence of the Parks Director.
2. Assisting the Parks Director with formulating the Parks Department annual budget, development and implementation of the Parks Master Plan including the Trails and Parks Comprehensive report.
3. Serves as internal and external Parks Department liaison to groups as assigned.
4. Attend Board of Commissioners, Parks Commission, Friend of Ingham County Parks meetings, and departmental events as requested.
5. Monitors capital improvement projects and purchases, while serving as liaison to the Ingham County Purchasing Department.
6. Assists the Parks Director in the supervision of all full time Parks staff.
7. Responsible for the management of a metropolitan park complex with assistance from Assistant Park Manager.
8. Serves as lead, with the assistance of other staff, on the park wide point of sale system.
9. Maintains frequent contact with all park staff, officials, and organizations, which have a significant impact on park operations and Master Plan implementation.
10. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
11. Operates and supervises all snow making equipment; snowmaking is a 24/7 operation starting Mid-November to March, and facilities and staffing to provide and maintain snow and all facilities operations (magic carpet, tubes, etc.) of the tube/snow hill throughout the annual season.
12. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
13. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.

14. Assists park police in the enforcement of rules and regulations on during the summer months.
15. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
16. Operates and maintains picnic shelters, including reservations. Oversees the operation of supervised plan areas and department-operated rentals such as boat rentals and food concessions.
17. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
18. Assists the Director with the development of operating procedures.

Other Functions:

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

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

Employment Qualifications:

Education: Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

Experience: A minimum of three to five years of experience in parks operations, services or related field work is required.

Other Requirements:

A valid Motor Vehicle Operator's License.

Ability to obtain and maintain either Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) within 1 year of hire.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.

3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, 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 regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position 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.)

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE OF THE REORGANIZATION OF THE
INGHAM COUNTY PARKS DEPARTMENT**

WHEREAS, reorganization of the Parks Department has been identified as desirable in order to expand upon and enhance the efficient delivery and funding of services; and

WHEREAS, the Reorganization Procedure Policy is intended to provide the Board of Commissioners with careful analysis of workforce demands, financial resources, and the needs of County residents; and

WHEREAS, a reorganization started November 24, 2020 is proposed to consist of:

- 1) Reclassification of the current Account Clerk MC 4 position (\$42,932.73 - \$51,546.78) to a Financial & Account Clerk MC 6 (\$49,372.03 - \$59,276.88) position
- 2) Reclassification of the current Administrative Office Coordinator MC 7 (\$53,476.64 - \$64,208.34) position to an Administrative Office Coordinator MC 8 (\$58,250.57 - \$70,264.23), position
- 3) Reclassification of two (2) Park Manager II MC 10 (\$69,805.73 - \$83,808.51) to a Park Manager III MC 11 (\$75,387.20 - \$90,511,.37)
- 4) Reclassification of the Park Manager III MC 11 (\$75,387.20 - \$90,511,.37) position into Deputy Director MC 12 (\$80,939.25 - \$97,177.46); and

WHEREAS, employee recruitment and retention are of paramount importance in a tight job market and accurate job descriptions and reasonable compensation play a key factor in both; and

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

WHEREAS, the Park Director has met with the Controller/Administrator and the Controller/Administrator is in agreement with the proposed reorganization; and

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

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

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

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
759014	Account Clerk	Move from MC 4 (\$42,932.73 - \$51,546.78) to MC 6 (\$49,372.03 - \$59,276.88) and update the current job description, and change the title to Financial & Account Clerk (50% millage funded position and 50% general funded)
759012	Administrative	Move from MC 7 (\$53,476.64 - \$64,208.34) to MC 8 (\$58,250.57 - \$70,264.23), update the Office Coordinator current job description
759002	Park Manager III	Move from MC 11 (\$75,387.20 - \$90,511,.37) to MC 12 (\$80,939.25 - \$97,177.46), update the current job description and change the title to Deputy Director
759008	Park Manager II	Move from MC 10 (\$69,805.73 - \$83,808.51) to MC 11 (\$75,387.20 - \$90,511,.37), update the current job description, and change the title to park Manager III
759009	Park Manager II	Move from MC 10 (\$69,805.73 - \$83,808.51) to MC 11 (\$75,387.20 - \$90,511,.37), update the current job description, and change the title to park Manager III

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

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

Agenda Item 10

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 1, 2022

RE: Resolution to Authorize an Agreement with Graphic Sciences, Inc. for Storage, Retrieval, and Transport of Files for 55th District Court, Register of Deeds, Human Resources, and Financial Services

For the meeting agendas of: March 15 & 16

BACKGROUND

Currently files for 55th District Court, Register of Deeds, Human Resources, and Financial Services are stored at the Annex. The Annex Building is encompassed in the 2021 Capital Bond Project and will be demolished. Therefore the files currently stored at the Annex Building will need to be placed in safe and accessible location off site. Graphic Sciences, Inc. who is on the MiDeals Contract and per the Ingham County Purchasing Policy three quotes are not required, submitted proposal for the following:

55th District Court for a first-year cost of \$8,547
Register of Deeds for a first-year cost of \$233.24
Human Resources for a first-year cost of \$388.20
Financial Services for a first-year cost of \$283.36

Years two and three will be priced at the following; 55th District Court for \$4,872, Register of deeds for \$195.24, Human Resources \$298.20, and Financial Services for \$183.36 for file storage.

Additional fees for file retrieval, additional boxes of files for storage and destruction of files are outlined in the schedule of fees which is included in the proposal.

ALTERNATIVES

The alternative would be to put this on hold and not demo the Annex Building until other alternatives could be considered.

FINANCIAL IMPACT

Funds are available in the 2021 Capital Bond Project.

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 Graphic Sciences, Inc. for storage, retrieval, and transport of file for 55th District Court, Register of Deeds, Human Resources, and Financial Services.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GRAPHIC SCIENCES, INC.,
FOR STORAGE, RETRIEVAL, AND TRANSPORT OF FILES FOR 55TH DISTRICT COURT,
REGISTER OF DEEDS, HUMAN RESOURCES, AND FINANCIAL SERVICES**

WHEREAS, the files for 55th District Court, Register of Deeds, Human Resources, and Financial Services are stored at the Annex; and

WHEREAS, the Annex Building will be demolished as part of the 2021 Capital Bond Project; and

WHEREAS, files need to be placed in a safe and assessable location off-site; and

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

WHEREAS, Graphic Sciences, Inc., is on the MiDeals Contract; and

WHEREAS, the Facilities Department recommends entering into an agreement with Graphic Sciences, Inc., for the storage, retrieval, and transport of files for 55th District Court for a first year cost of \$8,547, Register of Deeds for a first year cost of \$233.24, Human Resources for a first year cost of \$388.20, and Financial Services for a first year cost of \$283.36, plus any additional fees for file retrieval, additional boxes of files for storage, and destruction of files are outlined in the schedule of fees in the proposal; and

WHEREAS, years two and three will be priced at the following; 55th District Court for \$4,872, Register of Deeds for \$195.24, Human Resources \$298.20, and Financial Services for \$183.36 for file storage, plus any additional fees for file retrieval, additional boxes of files for storage, and destruction of files are outlined in the schedule of fees in the proposal; and

WHEREAS, funds are available in the 2021 Capital Bond Project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Graphic Sciences, Inc., 1551 East Lincoln Ave., Madison, Michigan 48071, for storage, retrieval, and transport of file for 55th District Court for a first year cost of \$8,547, Register of Deeds for a first year cost of \$233.24, Human Resources for a first year cost of \$388.20, and Financial Services for a first year cost of \$283.36, plus any additional fees for file retrieval, additional boxes of files for storage, and destruction of files are outlined in the schedule of fees in the proposal.

BE IT FURTHER RESOLVED, that years two and three will be priced at the following; 55th District Court for \$4,872, Register of Deeds for \$195.24, Human Resources \$298.20, and Financial Services for \$183.36 for file storage, plus any additional fees for file retrieval, additional boxes of files for storage, and destruction of files are outlined in the schedule of fees in the proposal.

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

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

TO: Board of Commissioners
FROM: Deb Fett, CIO
DATE: March 1, 2022
SUBJECT: Consulting Hours from Sentinel Technologies
For the meetings of March 15th, March 16th, and March 22nd

BACKGROUND

Ingham County has previously worked with Sentinel Technologies on other projects and also to provide us with on call hours for support. Innovation and Technology would like to use Sentinel to assist with a network configuration project to allow us to better secure our offline backup solution. This project has been a key factor in protecting Ingham County from ransomware and other malware.

ALTERNATIVES

We could continue with our current configuration which so far has been adequate but is not to the current best practices.

FINANCIAL IMPACT

The funding for the \$11,000 will come from the County's Network Consulting Fund #636-95800-802000. Sentinel Technologies quoted this under the Federal GSA Contract #GS-35-F-0511T.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of consulting hours from Sentinel Technologies.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF CONSULTING HOURS FROM
SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County would like to further optimize our offline backup solution to better protect against malware and ransomware; and

WHEREAS, the Innovation and Technology Department has worked with Sentinel Technologies in the past and is pleased with their support, finding them to be a reasonable and efficient option for configuring said solution to meet our needs; and

WHEREAS, the requested amount is available in the 2022 budget; and

WHEREAS, Sentinel Technologies is a participant of the GSA Federal Acquisition Service which provides the best pricing available to Ingham County and is the vendor of choice for providing these services.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing support hours from Sentinel Technologies in the amount not to exceed \$11,000.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund Consulting account (636-25810-802000).

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

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

Agenda Item 12a

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 28, 2022

SUBJECT: Proposed Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation (MDOT) and a Third-Party Agreement with the City of East Lansing in Relation to a Federally Funded Project on Haslett Road at Park Lake Road

For the meeting agendas on March 15, 16, and 22

BACKGROUND

The Ingham County Road Department has received federal Highway Safety Improvement Program (HSIP) funding for the Haslett Road and Park Lake Road intersection in Section 8 of Meridian Township. Three legs of the intersection are within the jurisdiction of the Ingham County Road Department and the fourth leg is within the East Lansing city limits. The scope of work includes hot mix asphalt pavement removal, cold milling and paving, excavation, subbase and aggregate base, storm sewer, concrete curb and gutter, sidewalk and sidewalk ramps, steel strain poles, signal cabinet and controller, aluminum pedestals, vehicle detection, and pavement markings. The project has been designed pursuant to applicable federal, state, and local design specifications.

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: the Michigan Department of Transportation (MDOT) will enter into a first party contract with the Contractor, which basically ensures that all the federal/state construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and obligations for the funding. A third-party agreement between the City of East Lansing and Ingham County is required to define the funding responsibilities for work occurring within each agency's jurisdiction.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The HSIP funding pays for 90% of construction costs up to the capped amount of \$600,000. The remaining costs are the responsibility of the Local Agency. The City of East Lansing has jurisdiction of the west leg of Haslett Road, while the Ingham County Road Department has jurisdiction of the remaining three legs of the intersection. The Local Agency costs will be shared between the City of East Lansing and the Ingham County Road Department, based on actual costs within their respective jurisdictions.

For the MDOT agreement, the estimated construction funding responsibilities are as follows:

Highway Safety Improvement Program (HSIP):	\$ 600,000
Local Participation:	<u>\$ 368,000</u>
Total Project Cost =	\$ 968,000

For the MDOT agreement, the Road Department is responsible for the estimated local participation costs of \$368,000 shown above. However, the City of East Lansing and the Road Department will share the local participation costs based on the actual construction costs occurring within each agency's jurisdiction.

For the City of East Lansing agreement, the estimated construction funding responsibilities are as follows:

Local Participation (Road Department):	\$ 252,000
Local Participation (City of East Lansing):	<u>\$ 116,000</u>
Total Local Participation =	\$ 368,000

Additionally, due to the nature of construction and the higher than average bid results over the past year, a 20% contingency is being requested for this project, equating to a total project cost of \$1,162,000. Due to the capped HSIP funding, the local participation equates to \$562,000 of which \$177,000 is anticipated to be the City of East Lansing's share and \$385,000 is anticipated to be the Road Department's share. This has been included in the 2022 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a second-party agreement with MDOT as described in Contract 22-5068, a third-party agreement with the City of East Lansing, plus the 20% requested contingency for additional construction costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SECOND-PARTY AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF TRANSPORTATION
AND A THIRD-PARTY AGREEMENT WITH THE CITY OF EAST LANSING
IN RELATION TO A FEDERALLY FUNDED PROJECT ON
HASLETT ROAD AT PARK LAKE ROAD**

WHEREAS, the Ingham County Road Department received federal Highway Safety Improvement Program (HSIP) funding for the Haslett Road and Park Lake Road intersection in Section 8 of Meridian Township; and

WHEREAS, three legs of the intersection are within the jurisdiction of the Road Department and the fourth leg is within the East Lansing city limits; and

WHEREAS, Michigan Department of Transportation (MDOT) Contract #22-5068 states the HSIP funding ratio is 90% of construction costs up to the capped amount of \$600,000 and the remaining local participation costs are the responsibility of the Road Department; and

WHEREAS, the local participation costs are to be shared between the City of East Lansing and the Road Department based on actual construction costs within their respective jurisdictions; and

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

Highway Safety Improvement Program (HSIP):	\$ 600,000
Local Participation (Road Department):	\$ 252,000
Local Participation (City of East Lansing):	<u>\$ 116,000</u>
Total Estimated Project Cost:	\$ 968,000; and

WHEREAS, a contingency is being requested in the amount of 20% of the total estimated project costs to account for unexpected construction costs and bid results, totaling \$1,162,000; and

WHEREAS, the estimated construction funding responsibilities for the project, with a 20% contingency included, are as follows:

Highway Safety Improvement Program (HSIP):	\$ 600,000
Local Participation (Road Department):	\$ 385,000
Local Participation (City of East Lansing):	<u>\$ 177,000</u>
Total Budgeted Project Cost, Plus 20% Contingency:	\$1,162,000; and

WHEREAS, the Road Department's local participation costs detailed above have been included in the 2022 Road Fund Budget; and

WHEREAS, the project will be undertaken pursuant to a first-party contract between MDOT and the Contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second-party agreement with MDOT, consistent with state and federal funding requirements; and

WHEREAS, the County, on behalf of the Road Department, must also enter into an associated third-party agreement with the City of East Lansing to define the funding responsibilities for work occurring within each agency's jurisdiction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #22-5068 with the Michigan Department of Transportation for the Haslett Road at Park Lake Road project in Section 8 of Meridian Township, for an estimated project cost of \$968,000, consisting of a capped amount of \$600,000 in Highway Safety Improvement Program funds and \$368,000 in local participation costs.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the estimated project costs, equating to a total budgeted project cost of \$1,162,000 of which the Road Department's funding responsibility shall be \$385,000, which has been included in the 2022 Road Budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third-party agreement, on behalf of the Road Department, with the City of East Lansing for the Haslett Road at Park Lake Road project in Section 8 of Meridian Township, for the total budgeted project cost of \$1,162,000, which includes a 20% contingency, consisting of an estimated funding responsibility for the City of East Lansing in the amount of \$177,000 and an estimated funding responsibility for the Road Department in the amount of \$385,000.

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

Agenda Item 12b

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 28, 2022

SUBJECT: Proposed Resolution to Amend a Second-Party Agreement with MEDC and a Third-Party Agreement with the City of Lansing for the Forest Road and Collins Road Infrastructure Improvements Project

For the Meeting Agendas of March 15, 16, and 22

BACKGROUND

McLaren of Greater Lansing consolidated its two locations in Lansing (Greenlawn Campus and Pennsylvania Campus) into one location at the southwest corner of Collins Road and Forest Road in Lansing. Construction of the medical campus has been completed and the Grand Opening is scheduled for March 2022.

The Michigan Economic Development Corporation (MEDC) allocated \$1.7 million from the fiscal year 2021 state appropriations bill to construct a center turn lane on Forest Road in front of the McLaren campus and a roundabout at the intersection of Forest Road and Collins Road. Based on the way the appropriations bill was written, Ingham County was the recipient of the funding, instead of the City of Lansing.

Since these portions of Forest Road and Collins Road are under the jurisdiction of the City of Lansing, Ingham County entered into separate agreements with MEDC and the City of Lansing, per Board Resolution #21-191.

Recently, the City of Lansing requested an extension of the MEDC agreement end date to March 21, 2022 and to adjust the eligible activities associated with the funding source to include engineering expenses. This request requires an agreement amendment with both the MEDC and the City of Lansing

ALTERNATIVES

N/A

FINANCIAL IMPACT

Minimal financial impact will be realized by the Road Department. The third-party agreement includes a flat \$5,000 fee to cover expenses incurred by the Road Department on behalf of the City of Lansing to administer the project with the MEDC.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to amend the second-party agreement with the MEDC and the 3rd party agreement with the City of Lansing for the Forest Road and Collins Road intersection project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND A SECOND-PARTY AGREEMENT WITH MEDC AND A
THIRD-PARTY AGREEMENT WITH THE CITY OF LANSING FOR THE FOREST ROAD AND
COLLINS ROAD INFRASTRUCTURE IMPROVEMENTS PROJECT**

WHEREAS, McLaren Hospital constructed a new medical campus at the southwest corner of Forest Road and Collins Road; and

WHEREAS, improvements were necessary to accommodate the new hospital, which included the addition of a center turn lane on Forest Road and a roundabout at the intersection of Forest Road and Collins Road; and

WHEREAS, the improvements were for roadways under the jurisdiction of the City of Lansing; and

WHEREAS, funding for these improvements, in the amount of \$1.7 million, was provided by the Michigan Economic Development Corporation (MEDC); and

WHEREAS, Ingham County was the designated grant recipient on behalf of the City of Lansing for these funds based on the language of the fiscal year 2021 state appropriations bill; and

WHEREAS, per Resolution #21-191, Ingham County entered into an agreement with the MEDC to receive these funds and with the City of Lansing to allow the City to administer the construction project and to establish financial responsibilities; and

WHEREAS, the City of Lansing requested an extension of the funding agreement end date to March 21, 2022 and to adjust the eligible activities associated with the funding source to include engineering expenses, requiring amendments to both agreements authorized under Resolution #21-191.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement titled "CASE-328546" with the Michigan Economic Development Corporation to revise the end date of the agreement from December 31, 2021 to March 31, 2022 and to revise the eligible activities listed in Exhibit A to include engineering expenses.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the third-party agreement with the City of Lansing to revise the end date of the agreement from December 31, 2021 to March 31, 2022.

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

TO: Board of Commissioners and County Services Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: February 28, 2022

SUBJECT: Proposed Resolution to Authorize Approval of the Preliminary Plat of Wooded Valley Condominium, Phases 2-5

For the Meeting Agendas of March 15 and 22

BACKGROUND

The process by which land divisions and plats are developed follows state statute. The platting process essentially starts with development of a Preliminary Plat showing the overall configuration, how it fits into the lands surrounding it, public utilities serving the lots, and the phases of construction planned to complete the development. Once a Preliminary Plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.), construction plans can be developed, which are also approved by the stakeholders. Once the construction plans are approved, construction can begin. After construction is completed, an acceptance process is normally initiated to make the roads, drains, and utilities public.

Phases 2-5 of the Wooded Valley Condominium is a 59-unit single-family development located on 16.21 acres. This plat is part of a 100-unit residential development on 26.9 acres, located north of Willoughby Road, between Aurelius Road and Pine Tree Road. The development is part of the Southwest quarter of Section 11, Delhi Township, Ingham County, Michigan. The development has followed the process described above for the previous phase illustrated on the previously approved Preliminary Plat. The proprietor wishes to proceed with Phases 2-5 of the development (lots 42 through 100). No other phases are anticipated for the Wooded Valley Condominium, based on the existing land uses and natural features adjacent to the development.

The reason for this memo is to approve the Wooded Valley Condominium Preliminary Plat for Phases 2-5, per the request of the proprietor, Dirt Werx Excavating, LLC.

RECOMMENDATION

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE APPROVAL OF THE PRELIMINARY PLAT OF
WOODED VALLEY CONDOMINIUM, PHASES 2-5**

WHEREAS, the process by which land divisions and plats are developed follows state statute; and

WHEREAS, the platting process essentially starts with the development of a Preliminary Plat showing the overall configuration, how it fits into the lands surrounding it, public utilities serving the lots, and the phases of construction planned to complete the development; and

WHEREAS, the proposed Wooded Valley Condominium (Phases 2-5) is a 59-unit single-family development located on 16.21 acres, part of a 100-unit residential development on 26.9 acres, located north of Willoughby Road, between Aurelius Road and Pine Tree Road, and part of the Southwest quarter of Section 11, Delhi Township, Ingham County, Michigan; and

WHEREAS, Phase I of the Wooded Valley Condominium was previously built and the roads accepted into Ingham County's public road system; and

WHEREAS, Preliminary Plat approvals are valid for a two-year period, per state statute; and

WHEREAS, the proprietor, Dirt Werx Excavating, LLC has requested approval of the Wooded Valley Condominium Phases 2-5 Preliminary Plat.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Wooded Valley Condominium Phases 2-5 Preliminary Plat for a period of two years, in accordance with state statute.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 1, 2022

SUBJECT: Proposed Resolution to Authorize a First-Party Agreement with E.T. MacKenzie Company and a Second-Party Agreement with the Lansing Board of Water and Light for the Kalamazoo Street Project

For the meeting agendas on March 15, 16, and 22

BACKGROUND

The Ingham County Road Department and the Lansing Board of Water and Light (BWL) coordinated a project to perform watermain and road improvements on Kalamazoo Street from Mifflin Avenue to the Red Cedar River in Section 14 of Lansing Township. The scope of work includes 0.4 miles of hot mix asphalt pavement resurfacing and watermain reconstruction, including pavement removal, storm sewer, aggregate base, concrete curb and gutter, sidewalk, Americans with Disabilities Act (ADA) sidewalk ramp construction, pavement markings and turf restoration. The project has been designed pursuant to applicable state and local design specifications. This project is fully funded by the Road Department and the BWL.

The Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #9-22. Per the provided Memo of Performance, the Purchasing Department received three responsive bids out of 73 invited vendors. The bids were reviewed by the Purchasing Department, Road Department, and the BWL, with all parties in agreement that the low bidders' proposal met all necessary qualifications, specifications, and requirements. The as-checked low bidder was E.T. MacKenzie Company for a total contract cost of \$1,932,842.54.

Two agreements are necessary for Ingham County to execute on behalf of the Road Department. The first-party agreement will be with Ingham County and the Contractor, which basically ensures that all the construction requirements and responsibilities are defined. A second-party agreement between Ingham County and BWL is required to define the funding responsibilities for work occurring within each agency's jurisdiction.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The as-checked low bidder was E.T. MacKenzie Company for a total contract cost of \$1,932,842.54. A 20% contingency is being requested for this project, to account for any unanticipated costs that may be encountered throughout construction, equating to a total construction budget of \$2,319,411.05. The construction costs are to be shared between the Road Department and the BWL based on actual construction costs within their respective jurisdictions and scopes of work.

For the second party agreement with BWL, the construction funding responsibilities are as follows:

Road Department (bid prices):	\$ 1,032,872.08
Road Department (20% contingency):	\$ 206,574.42
BWL (bid prices):	\$ 899,970.46
BWL (20% contingency):	<u>\$ 179,994.09</u>
Total Project Cost =	\$ 2,319,411.05

The Road Department's share of the project has been included in the 2022 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a first party agreement with E.T. MacKenzie Company and a second party agreement with the Lansing Board of Water and Light, plus the 20% requested contingency for additional construction costs.

Agenda Item 12d

TO: Kelly Jones, Managing Director of Road Department, Road Department
CC: Dan Troia, Assistant Director of Engineering
FROM: James Hudgins, Director of Purchasing
DATE: February 23, 2022
RE: Memorandum of Performance for RFP No. 9-22 Kalamazoo Street Water Main & HMA Pavement Reconstruction

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) and Lansing Board of Water and Light (LBWL) pre-qualified contractors for the purpose of entering into a contract for water main and HMA pavement reconstruction, along with aggregate base, concrete curb and gutter, sidewalk and ADA sidewalk ramp construction, pavement markings and restoration for Kalamazoo Street from Mifflin Street to Clippert Street.

The project includes water main reconstruction on behalf of LBWL, therefore the water main reconstruction portion of this bid must be completed by a LBWL approved contractor/subcontractor.

The scope of work includes, but is not limited to, providing materials in compliance with the Michigan Department of Transportation 2012 Standard Specifications for Construction except as otherwise specified, together with, necessary machinery, tools, apparatus and labor to complete the project.

In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	73	17

A summary of the vendors' costs.

Vendor Name	Bid Bond	Forms	Project Total
Fessler Bowman	Yes	No - Unresponsive	-
E.T. MacKenzie	Yes	Yes	\$1,932,842.54
Rieth-Riley Construction Co.	Yes	Yes	\$2,076,134.16
C & D Hughes Inc.	Yes	Yes	\$2,348,877.40

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

INGHAM COUNTY PURCHASING DEPARTMENT

RECORD OF BID/PROPOSAL OPENING

OPENING STAMP: 2/23/22 @ 11 AM

PACKET #9-22 Kalamazoo Street Water Main & HMA Pavement Reconstruction

Attendees

None, electronic submissions only

Vendor Name	Bid Bond	Add's (3)	Forms	Project Total	Time Stamp
Fessler Bowman	Yes	Yes	No - Unresponsive	-	2/25/22 @ 10:07 AM
Rieth-Riley Construction Co.	Yes	Yes	Yes	\$2,076,134.16	2/25/22 @ 10:21 AM
C & D Hughes Inc.	Yes	Yes	Yes	\$2,348,877.40	2/25/22 @ 10:07 AM
E.T. MacKenzie	Yes	Yes	Yes	\$1,927,880.73 Calculation error; Should be: \$1,932,842.54	2/25/22 @ 10:51 AM

Recorder: Julie Buckmaster

Witness: James Hudgins

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A FIRST-PARTY AGREEMENT WITH
E.T. MACKENZIE COMPANY
AND A SECOND-PARTY AGREEMENT WITH
THE LANSING BOARD OF WATER AND LIGHT
FOR THE KALAMAZOO STREET PROJECT**

WHEREAS, the Ingham County Road Department and the Lansing Board of Water and Light (BWL) have coordinated a project to perform watermain and road improvements on Kalamazoo Street from Mifflin Avenue to the Red Cedar River in Section 14 of Lansing Township; and

WHEREAS, the construction costs are to be shared between the Road Department and the BWL based on actual construction costs within their respective jurisdictions and scope of work; and

WHEREAS, the Ingham County Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #9-22; receiving three bids; and

WHEREAS, the bids were reviewed by the Purchasing Department, Road Department, and the BWL, with all parties in agreement that the low bidders' proposal met all necessary qualifications, specifications, and requirements; and

WHEREAS, the costs for the Road Department's portion of the project is included in the 2022 Road Fund Budget; and

WHEREAS, the County, on behalf of the Road Department, will enter into a first-party agreement with E.T. MacKenzie Company for \$1,932,842.54, which ensures that all the construction requirements and responsibilities are defined; and

WHEREAS, the County, on behalf of the Road Department, must also enter into an associated second-party agreement with the Lansing Board of Water and Light to define the funding responsibilities for work occurring within each agency's jurisdiction and scope of work; and

WHEREAS, a 20% contingency is being requested for this project to account for any unanticipated costs that may be encountered throughout construction, equating to a total construction budget of \$2,319,411.05; and

WHEREAS, for the second-party agreement with BWL, the construction funding responsibilities are as follows:

Road Department (bid prices):	\$ 1,032,872.08
Road Department (20% contingency):	\$ 206,574.42
BWL (bid prices):	\$ 899,970.46
BWL (20% contingency):	<u>\$ 179,994.09</u>
Total Project Budget (with 20% contingency) =	\$ 2,319,411.05

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a first-party agreement, on behalf of the Road Department, with E.T. MacKenzie Company, 4248 W. Saginaw Hwy, Grand Ledge, MI 48837 for the Kalamazoo Street project from Mifflin Avenue to the Red Cedar River in Section 14 of Lansing Township, for a project cost of \$1,932,842.54.

BE IT FURTHER RESOLVED, that the project shall include a contingency in the amount of 20% of the as-bid project costs to account for any unanticipated costs that may be encountered throughout construction, equating to a total budgeted project cost of \$2,319,411.05.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a second-party agreement, on behalf of the Road Department, with the Lansing Board of Water and Light for the Kalamazoo Street project from Mifflin Avenue to the Red Cedar River in Section 14 of Lansing Township, for the total budgeted project cost of \$2,319,411.05, which includes a 20% contingency, consisting of an estimated funding responsibility for the Lansing Board of Water and Light in the amount of \$1,079,964.55 and an estimated funding responsibility for the Road Department in the amount of \$1,239,446.50, which has been included in the 2022 Road Fund Budget.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION URGING STATE LEGISLATURE TO AMEND THE MICHIGAN
NO-FAULT AUTO INSURANCE REFORM ACT TO ADDRESS A REIMBURSEMENT CAP
FOR AUTO ACCIDENT VICTIMS**

WHEREAS, the Michigan No-Fault Auto Insurance Reform Act of 2019 introduced a fee schedule, which took effect on July 1, 2021, that set percentage limits on how much doctors, hospitals, clinics, institutions, and persons can be paid or reimbursed for providing treatment or care to auto accident victims; and

WHEREAS, the reimbursement rates under the Michigan No-Fault medical fee schedule limit the amount payable to a health provider for treatment or services reimbursable by Medicare, limit the reimbursement rate for care providers whose treatment or services are not covered by Medicare, and limit No-Fault coverage for in-home family provided care; and

WHEREAS rates for services not provided by Medicare were reduced by 45% from what providers received in January 2019; and

WHEREAS, the new law applies retroactively the changes made to a fee schedule, which is fundamentally unfair to individuals who purchased coverage and were injured in motor vehicle accidents before the No-Fault Act was amended in 2019; and

WHEREAS, these fee caps affect the auto accident victims who are receiving long-term care and rehabilitation paid for by the Michigan Catastrophic Claims Association (MCCA) through the per-vehicle annual fee that all Michigan drivers were once assessed; and

WHEREAS, the MCCA's 2021 Annual Statement shows its assets are over \$27 billion and its total liabilities are slightly over \$22 billion; and

WHEREAS, after the updated medical fee schedules have gone into effect, auto accident victims are struggling now to access even minimal care; and

WHEREAS, some patients who are not able to find long-term catastrophic care services could be forced to leave their own homes; and

WHEREAS, the new law is also causing a lot of payment delays, payment denials and unnecessary hurdles which patients did not have to go through prior to July 1, 2021; and

WHEREAS, even though lifetime medical benefits are still guaranteed under the new law, they are meaningless if patients have very limited or no access to them; and

WHEREAS, there are many Ingham County residents, and their families, who are currently benefitting, or would in the future, from services pertaining to their care, recovery and rehabilitation from catastrophic injuries but are already directly affected if the current law is not changed; and

WHEREAS, significant numbers of Ingham County medical and rehabilitation businesses that serve accident victims who are covered under this law suffer income loss and could be forced to lay off employees, or even close entirely, if this reform is not changed; and

WHEREAS, already more than 18,000 individuals with spinal cord injuries, brain injuries, and other catastrophic injuries in Michigan have to find another way to receive care and support because of this major change to the State's No-Fault auto insurance law; and

WHEREAS, according to the Michigan Brain Injury Provider Council (MBIPC), more than 750 patients have already lost access to medical care since the changes took effect in July; and

WHEREAS, at least 41 Michigan-based care companies have had to either close their doors completely or discharge patients receiving benefits via No-Fault auto insurance; and

WHEREAS, these actions have already put at least 1,500 healthcare workers out of a job; and

WHEREAS, this is a humanitarian crisis born from a government-mandated price fix, and only the legislature can undo it; and

WHEREAS, there is bipartisan support to address the reimbursement issues, but the House and Senate leadership have so far taken what appears to be a "wait and see" approach to the July 1, 2021, fee schedule change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby urges the Michigan Legislature to amend the Michigan No-Fault Auto Insurance Reform Act to address a sustainable reimbursement cap for services provided to auto accident victims and preserve the benefits to survivors who receive long-term care paid by the Michigan Catastrophic Claims Association.

BE IT FURTHER RESOLVED, that the Ingham County Clerk is requested to forward copies of the adopted resolution to the Governor of the State of Michigan, the State Senate Majority and Minority leaders, the State House Speaker and Minority Leader, and the members of the Ingham County delegation to the Michigan Legislature.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECOGNIZE MARCH 2022 AS WOMEN'S HISTORY MONTH
IN INGHAM COUNTY**

WHEREAS, women of every race, religion, class, citizenship status, ability status, sexuality, and ethnic background have made historic contributions to the growth and strength of the United States in countless recorded and unrecorded ways; and

WHEREAS, American women served as early leaders in the forefront of every major progressive social change movement, securing their own rights of suffrage and equal opportunity; and

WHEREAS, Michigan women make up more than 50 percent of the population; and

WHEREAS, Michigan women have played and continue to play critical economic, cultural, and social roles to advance our state, helping to create a fair and more just society; and

WHEREAS, despite advances, the role of women in our history is still overlooked and undervalued in the literature, teaching, and study of American history; and

WHEREAS, there are many strong women in Ingham County who have and will continue to empower others, inspire fellow women, and create history right in our backyard; and

WHEREAS, we also recognize the brave women in Ingham County who have played critical roles during the pandemic and persevered through the widespread challenges of COVID-19; and

WHEREAS, women in Ingham County are not afraid to overcome challenges, become leaders, and break barriers; and

WHEREAS, we take this opportunity to honor the countless recorded and unrecorded achievements of Ingham County women as they, too, make history in seen and unseen ways each day.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners join the Ingham County Women's Commission in recognizing March 2022 as Women's History Month in Ingham County.