

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
ROBERT PEÑA
MARK GREBNER
RYAN SEBOLT
GABRIELLE LAWRENCE
RANDY MAIVILLE
KARLA RUEST

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 21, 2023 AT 6:00 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 7, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Greater Lansing Convention and Visitors Bureau Update – Julie Pingston
2. Treasurer’s Office – Resolution to Approve an Additional \$1,000,000 in [Housing Trust Fund](#) Funds and up to \$500,000 from the Elder Services Millage Fund Balance to Eligible Expenses that Expand and Streamline the Homeowner Rehabilitation Program Administered by Capital Area Housing Partnership and Capital Area Community Services
3. Facilities Department – Resolution to Authorize an Agreement with [Red Guard Fire](#) and Security to Replace the Fire Panel at the Hilliard Building
4. Road Department
 - a. Resolution to Authorize Agreements with [Meridian and Vevay Townships](#) for the 2023 Local Road Program
 - b. Resolution of Support for the Local [Bridge Program Funding Applications](#) for Fiscal Year 2026
 - c. Resolution to Approve and Certify the Ingham County 2022 [Public Road Mileage Certification](#)
 - d. Resolution to Amend an Engineering Design Services Contract with [Bergmann](#) for the Lake Lansing Road Project from Abbot Road to Hagadorn Road
5. Human Resources Department – Resolution to Authorize and Approve a [Reclassification](#) of One Medical Director in the Health Department to the Position of Medical Health Officer
6. Controller’s Office
 - a. Resolution to Amend the [Occupational Illness and Injury Reporting Policy](#)
 - b. Resolution to Approve an Agreement with the [PEA Group](#) for Montgomery Drain Engineering Review

7. Board of Commissioners
 - a. Request for a [Step Increase](#) for Controller/Administrator
 - b. Resolution to Authorize the Release of [Attorney/Client Privileged Communication](#)

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 7, 2023
Draft Minutes

Members Present: Celentino, Peña, Grebner, Sebolt, Lawrence, Maiville and Ruest.

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, Danielle McCann, Tracey Wooden, Kaitlyn Hetfield, and others.

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the February 21, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE FEBRUARY 21, 2023 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED.

Additions to the Agenda

3. Health Department
 - b. Authorization to Start an Employee Above Step 2

Commissioner Grebner requested a resolution be drafted for the next County Services Committee meeting to release a County Attorney’s opinion pertaining to per diems.

Chairperson Celentino stated it would be added to the agenda for the March 21, 2023 County Services meeting.

Limited Public Comment

None.

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

2. Potter Park Zoo – Resolution to Authorize a Reorganization of Potter Park Zoo Zookeeper Positions
3. Health Department –
 - a. Resolution to Authorize Creating a Community Health, Planning, and Partnership Programs Assistant Position
 - b. Authorization to Start an Employee Above Step 2

4. Innovation & Technology Department – Resolution to Approve Renewal of Training from Wizer
5. Road Department
 - a. Resolution to Authorize a Purchase Order for As-Needed Guardrail Construction Services for 2023-2024
 - b. Resolution to Authorize an Extension of Resolution #22-094 with Bit-Mat Products of Michigan for the Purchase of CRS-2M
 - c. Resolution to Authorize the Purchase of Hot Mix Asphalt Mixtures
 - d. Resolution to Authorize the Purchase of Emulsified Asphalts
6. Controller’s Office – Resolution to Amend the Business Travel and Reimbursement Policy

THE MOTION CARRIED UNANIMOUSLY.

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

1. Women’s Commission – Interviews

Chairperson Celentino stated, without objection, the three interviews would take place simultaneously for the Women’s Commission. He further stated that, although Board policy stated that interviews would be completed individually, there were six vacancies on the Women’s Commission and only three applicants.

Caitlin Carpenter was not present for the Ingham County Women’s Commission interview.

Danielle McCann interviewed for the Ingham County Women’s Commission.

Tracey Wooden interviewed for the Ingham County Women’s Commission.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO RECOMMEND THE APPOINTMENT OF DANIELLE MCCANN AND TRACEY WOODEN TO THE WOMEN’S COMMISSION.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Maiville invited those present to the Diversity, Equity, and Inclusion (DEI) Luncheon that would take place on Thursday, March 9, 2023 from 11:30 a.m. to 2:30 p.m.

Commissioner Peña stated his agreement with Commissioner Maiville’s invitation to the DEI Luncheon.

Commissioner Lawrence stated Thursday, March 9, 2023 the Lansing Regional Chamber Economic Club would also have a luncheon. She further stated Senator Sarah Anthony would be part of a panel of women leaders.

Commissioner Lawrence stated she would be unable to attend the DEI Luncheon as she would be attending the Lansing Regional Chamber Economic Club to see some wonderful women from the community speak.

Commissioner Peña asked where the Lansing Regional Chamber Economic Club Luncheon was being held.

Commissioner Lawrence stated it would be held at the Kellogg Center in East Lansing.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:14 p.m.

**MARCH 21, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. ***Treasurer's Office – Resolution to Approve an Additional \$1,000,000 in Housing Trust Fund Funds and up to \$500,000 from the Elder Services Millage Fund Balance to Eligible Expenses that Expand and Streamline the Homeowner Rehabilitation Program Administered by Capital Area Housing Partnership and Capital Area Community Services***

This resolution approves \$1,000,000 in Housing Trust Fund (HTF) funds and \$500,000 from the Elder Millage fund balance to expand the homeowner rehabilitation program administered by Capital Area Housing Partnership (CAHP) and Capital Area Community Services (CACS). By streamlining the application process and administration into one grant application, homeowners will benefit from reduced bureaucracy.

This will leave \$450,000 of the \$9,000,000 HFT allocation unallocated.

See memo for details.

3. ***Facilities Department – Resolution to Authorize an Agreement with Red Guard Fire and Security to Replace the Fire Panel at the Hilliard Building***

This resolution authorizes an agreement with Red Guard Fire and Security to replace the failing fire panel at the Hilliard Building.

Funding is available in the 2023 Public Improvements Fund.

See memo for details.

- 4a. ***Road Department – Resolution to Authorize Agreements with Meridian and Vevay Townships for the 2023 Local Road Program***

This resolution authorizes the 2023 Local Road Program agreements with Vevay and Meridian Townships. The Road Department will perform the work for Vevay Township and utilize contractors for Meridian Township.

A portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries.

See memo for details.

- 4b. ***Road Department – Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2026***

This resolution supports the Road Department's application for FY 2026 Local Bridge Program Funding. The application includes:

1. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
2. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
3. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
4. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873)

See memo for details.

4c. Road Department – Resolution to Approve and Certify the Ingham County 2022 Public Road Mileage Certification

This resolution certifies the 2022 public road mileage in Ingham County at 1,255.03 miles. The reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (Michigan Department of Transportation, county road commissions, cities, and villages) within the state.

See memo for details.

4d. Road Department – Resolution to Amend an Engineering Design Services Contract with Bergmann for the Lake Lansing Road Project from Abbot Road to Hagadorn Road

This resolution amends the engineering design services contract with Bergmann for the Lake Lansing Road project by \$14,500 in order to analyze the existing and proposed rain gardens, design a sculpture foundation, and revise the intersection geometry based off stakeholder feedback received at a public meeting. This will increase the contract amount to \$160,500, of which \$50,000 will be funded by the City of East Lansing.

The Road Department portion of the funding is included in the 2023 Road Fund Budget.

See memo for details.

5. Human Resources – Resolution to Authorize and Approve a Reclassification of one Medical Director in the Health Department to the Position of Medical Health Officer

This resolution authorizes and approves combining the position of Health Officer with the position of Medical Director, resulting in the reclassification of the Medical Director position to the position of Medical Health Officer, effective February 18, 2023.

See memo for details.

6a. Controller's Office – Resolution to Amend the Occupational Illness and Injury Reporting Policy

This resolution amends the Occupational Illness and Injury Reporting Policy to better define the reporting procedures for exposure to bloodborne pathogens.

See memo for details.

6b. Controller's Office – Resolution to Approve an Agreement with the PEA Group for Montgomery Drain Engineering Review

This resolution approves an agreement with the PEA Group for an engineering review of the Montgomery Drain project per Resolution #22-376, which allocated \$1,000,000 in American Rescue Plan Act (ARPA) funding to the project.

See memo for details.

7a. Board of Commissioners – Request for a Step Increase for Controller/Administrator

Requested Step increase on anniversary date which is March 22, 2023. Section B.2 of the *Managerial and Confidential Employee Personnel Manual* sets forth rules for application of step increases in compensation for employees subject to provisions of the *Manual*

7b. Board of Commissioners – Resolution to Authorize the Release of Attorney/Client Privileged Communication

This resolution releases an Attorney/Client privileged communication from Cohl, Stoker & Toskey, P.C., dated February 15, 2023.

Agenda Item 2

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Treasurer, Housing Trust Fund Chair

DATE: March 10, 2023

SUBJECT: Resolution to Approve County funding for County Housing Rehabilitation Program for the meeting agendas on March 21 and 22

BACKGROUND

The Ingham County Board of Commissioners funded the Ingham County Housing Trust Fund (HTF) with \$9,000,000 of American Rescue Plan Act (ARPA) funds through Resolution #22-211. At the February 21, 2023 HTF Committee meeting, the committee voted unanimously to support a resolution to allocate \$1,000,000 in Housing Trust Funds for Capital Area Housing Partnership (CAHP) and Capital Area Community Services (CACS) Homeowner Rehabilitation Program.

The Housing Trust Fund ARPA Funds will create a third funding stream to support housing rehabilitation in Ingham County, in addition to ARPA funds from the first tranche allocated to CACS by the Board of Commissioners through Resolution #21-293 for direct assistance programming for Ingham County residents, and funds available through the Elder Services Millage fund balance.

To ensure the most efficient expenditure of these separate streams and any funds that may become available in the future, this Resolution will support a single Housing Rehabilitation Program administered by CAHP and CACS to continue, expand, and streamline the client eligibility screening, and rehabilitation contractor management work they already deliver.

The program will use a common application and establish uniform expense criteria expenses, including but not limited to enforcing a \$24,999 limit on total eligible expenses for a single property. CAHP and CACS will be responsible for administrating funds and determining the most appropriate funding stream for each project.

ALTERNATIVES

Do not approve the resolution.

FINANCIAL IMPACT

An additional \$1 million would leave the following balance for the Housing Trust Fund:

Housing Trust Fund	
Beginning Balance	\$ 9,000,000
CAHP – Walter French	\$ (1,500,000)
ICLB – Row Houses	\$ (2,000,000)
ICLB – Single Family	\$ (1,750,000)

Staff/Admin (2022-2024)	\$ (300,000)
HTF Competitive Grant Awards (projected)	\$ (2,000,000)
County Homeowner Rehab Program administered by CACS/CAHP	\$ (1,000,000)
Balance	\$ 450,000

OTHER CONSIDERATIONS

None

RECOMMENDATION

The Controller's Office and Housing Trust Fund Committee respectfully recommend approval of the resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN ADDITIONAL \$1,000,000 IN HOUSING TRUST FUND FUNDS AND UP TO \$500,000 FROM THE ELDER SERVICES MILLAGE FUND BALANCE TO ELIGIBLE EXPENSES THAT EXPAND AND STREAMLINE THE HOMEOWNER REHABILITATION PROGRAM ADMINISTERED BY CAPITAL AREA HOUSING PARTNERSHIP AND CAPITAL AREA COMMUNITY SERVICES

WHEREAS, the Ingham County Board of Commissioners, through Resolution #21-293 allocated up to \$5 million of the first tranche of American Rescue Plan funds received by Ingham County to Capital Area Community Services (CACS) for direct assistance programming for Ingham County residents, from which CACS allocated \$2.2 million to a homeowner rehabilitation program in partnership with Capital Area Housing Partnership (CAHP); and

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, allocated \$9 million of the second tranche of American Rescue Plan funds received by Ingham County to encourage construction, improvement, and maintenance of affordable, accessible, and sustainable housing through the Ingham County Housing Trust Fund; and

WHEREAS, the Elder Services Millage has a significant fund balance; and

WHEREAS, the Ingham County Board of Commissioners desires to distribute all allocated American Rescue Plan and millage funds swiftly, effectively, and equitably while providing critical housing repairs that address substandard or unsafe structural conditions, and increase accessibility for low-and-moderate income and elderly residents of Ingham County; and

WHEREAS, in partnership CACS and CAHP have expended over \$1.6 million of the \$2.2 million of Ingham County ARPA funds allocated to establish the program, resulting in 34 homeowner rehab projects completed over the past 10 months with 77 active projects currently in-progress; and

WHEREAS, the homeowner rehabilitation funding currently available through the Michigan State Housing Development Authority (MSHDA), the Michigan Economic Development Corp. (MEDC), the cities of Lansing and East Lansing, the Tri-County Office on Aging (TCOA), and other public and private agencies often include differing eligibility standards, investment limits, and pay back provisions that can be time-limited and confusing to residents in need; and

WHEREAS, additional funds and coordination will better position CAHP and CACS to administer current and future funding streams, and simplify the process both for individual residents in need of homeowner rehab services and program partners, in order to leverage and maximize the impact on Ingham County residents; and

WHEREAS, funds will be utilized to increase program staffing, expand program publicity, develop clear guidelines, and create a single application process for Ingham County residents; and

WHEREAS, the program will develop consistent qualification and eligibility standards to streamline the program payment process, including but not limited to a \$24,999 limit on total eligible expenses for a single property.

THEREFORE BE IT RESOLVED, that the Board of Ingham County Commissioners approves \$1 million of the funds allocated to the Housing Trust Fund to support the Ingham County Homeowner Rehabilitation Program.

BE IT FURTHER RESOLVED, that up to \$500,000 from the Elder Services fund balance will support the Ingham County Homeowner Rehabilitation Program in 2023.

BE IT FURTHER RESOLVED, that the Treasurer's Office and Controllers Office will work with program administrators at CACS, CAHP, and TCOA to design and implement the single application process and expand the Homeowner Rehabilitation Program utilizing County funds.

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

Agenda Item 3

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: March 7, 2023
RE: Resolution to Authorize an Agreement with Red Guard Fire & Security to Replace the Fire Panel at the Hilliard Building

For the meeting agendas of: March 21 & 22

BACKGROUND

The fire panel at the Hilliard Building has outlived its useful life, is obsolete and needs to be replaced. The fire panel controls initiating and signaling devices which includes horns, strobes, and duct detectors and will alarm if the sprinklers are activated.

Red Guard Fire & Security submitted the lowest responsive and responsible proposal of \$28,900 to replace the fire panel. We are requesting a contingency of \$5,000 for any unforeseen circumstances for a total not to exceed amount of \$33,900.

ALTERNATIVES

The alternative would be to not approve the panel replacement risking life safety of staff and public.

FINANCIAL IMPACT

Funds are available in the approved 2023 CIP line item # 245-90210-976000-23F05.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-90210-976000-23F05	\$50,000	\$50,000	\$33,900	\$16,100
Public Improvement Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Red Guard Fire & Security to replace the fire panel at the Hilliard Building.

Agenda Item 3

TO: Glenn Canning, Facilities Director
CC: Troy Willard, Facilities Manager
FROM: James Hudgins, Director of Purchasing
DATE: February 3, 2023
RE: Memorandum of Performance for RFP No. 8-23 Fire Alarm System Replacement

Ingham County sought proposals from qualified and experienced contractors for replacing the existing outdated fire panel with a comparable fire panel and accessories located in the lower level at the Hilliard Building in Mason, Michigan.

The scope of work includes; but is not limited to, designing, engineering, plan review, labor (prevailing wages), materials, bonds, insurance, and permits required to meet all applicable codes and to be a complete and functioning system. The awarded vendor will update as-built drawings and conduct customer training upon completion.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	72	17
Vendors responding	4	1

A summary of the vendors' costs is located on the next page.

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.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Proposed Cost	How long do you anticipate that this contract will take to complete	What is the manufacturer and model # of the fire alarm and accessories being proposed?	What is the warranty term and conditions for the fire alarm and accessories being proposed?
Redguard Fire & Security	No, Plymouth MI	\$28,900.00	5 Working days	EDWARDS - See Proposal for details	1 Year labor and 5 Years Equipment
Boynton Fire Safety Services	Yes, Lansing MI	\$34,600.00	2-3 Weeks	SIEMENS -See Proposal for details	1 Year Materials
Network Fire & Security	No, Grand Rapids MI	\$39,071.00	4 Weeks	HONEYWELL - See Proposal for details	1 Year Labor and Materials
Centennial Electric	No, Potterville MI	\$79,900.00	6-7 Weeks	SIEMENS -See Proposal for details	1 Year Labor and Materials

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH RED GUARD FIRE AND SECURITY
TO REPLACE THE FIRE PANEL AT THE HILLIARD BUILDING**

WHEREAS, the fire panel at the Hilliard Building has outlived its useful life, is obsolete and needs to be replaced; and

WHEREAS, the fire panel controls initiating and signaling devices which includes horns, strobes, and duct detectors and will alarm if the sprinklers are activated; and

WHEREAS, the Facilities Department recommends entering into an agreement with Red Guard Fire & Security who submitted the lowest responsive and responsible proposal of \$28,900 to replace the fire panel at the Hilliard Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$5,000 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2023 Public Improvements Fund line item #245-90210-976000-23F05 which has a balance of \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Red Guard Fire & Safety, 45150 Polaris Ct., Plymouth, Michigan 48170, to replace the fire panel at the Hilliard Building for an amount not to exceed \$33,900 which includes a \$5,000 contingency.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 7, 2023

SUBJECT: Proposed Resolution to Authorize Agreements with Meridian and Vevay Townships for the 2023 Local Road Program

For the meeting agendas of March 21, 22 and 28

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as the township, millage or special assessment district. In Ingham County, only Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department’s budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the “Local Road Program” and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Meridian and Vevay Townships have coordinated with the Road Department to schedule work for the 2023 construction season. The attached table provides details regarding the 2023 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township and the funding responsibility of the Road Department.

Several other discussions are in progress with the remaining townships, so additional resolutions will be requested in the future as priorities and budgets are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$394,546.88 for these two townships is included in the adopted 2023 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department for Vevay Township, but the road repairs proposed by Meridian Township will be performed by contractors with specialty equipment. Any project costs exceeding the capped match amounts from the Road Department will be each township's financial responsibility.

OTHER CONSIDERATIONS

This is the first group of Local Road Program agreements. Others will be forthcoming as townships continue discussions with the Road Department.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize Local Road Program Agreements with Meridian and Vevay Townships.

2023 Local Road Program (LRP)

Township	Match Balance Thru 2022	2023 ICRD Match Allocation	Total 2023 Match Available	Proposed 2023 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Meridian	\$0.00	\$335,000.00	\$335,000.00	The Township is managing their own local road program.	\$3,000,000.00	\$2,665,000.00	\$335,000.00
Vevay	\$4,546.88	\$55,000.00	\$59,546.88	Asphalt wedging and overlay of Rolfe Road (Tuttle Rd to Service Rd), Rolfe Road (Ives Rd to Hawley Rd), and Diamond Road (M-36 to Dexter Trail)	\$208,643.75	\$149,096.87	\$59,546.88

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH MERIDIAN AND VEVAY TOWNSHIPS
FOR THE 2023 LOCAL ROAD PROGRAM**

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by other sources than the Road Department, such as a township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Meridian Township and Vevay Township have coordinated with the Road Department to schedule work for the 2023 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2023 construction season, except in Meridian Township, where the work will be performed by outside contractors; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$394,546.88 combined for these two townships is included in the adopted 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Meridian Township and Vevay Township for the 2023 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the respective township projects up to the capped allocation amounts as shown in the attached table.

BE IT FURTHER RESOLVED, that the Road Department shall invoice each respective township for their portion of the project costs at the conclusion of the construction season.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 7, 2023

SUBJECT: Proposed Resolution of Support for the Local Bridge Program Funding Applications for Fiscal Year 2026

For the Meeting Agendas of March 21, 22, and 28

BACKGROUND

The Michigan Department of Transportation (MDOT) is currently soliciting applications for funding through the Local Bridge Program for Fiscal Year 2026. Funding categories include full bridge replacement, bridge rehabilitation, and preventative maintenance work. Each local agency is allowed to submit funding applications for bridges at least 20-ft long, as measured along the centerline of the roadway. Funding applications are due by April 3, 2023. The Local Bridge Program requires the road agency’s governing body to pass a resolution of support for the bridge funding applications, which is included as part of the complete application submittal package. The following bridge funding applications and scopes of work are based on recommendations provided by an engineering consultant performing bridge inspections on behalf of the Road Department.

The Road Department has proposed candidates for the 2023 bridge funding applications for Fiscal Year 2026 as follows:

1. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
2. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
3. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
4. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873)

The Dennis Rd Bridge is located in Sections 25 & 36 of Leroy Township, between House Rd and Kane Rd. It is a side by side concrete box beam bridge originally constructed in the early 1900’s and rehabilitated in 1984 with the current beam type. The bridge has deteriorated to a point where the only viable option is complete replacement.

The Hagadorn Rd Bridge is located in Sections 20 & 29 of Alaiedon Township, at the intersection with Lamb Rd. It is a steel beam bridge originally constructed in 1937 and rehabilitated in 1967 with the current beam type. The bridge has deteriorated to a point where the only viable option is complete replacement.

The Kirby Rd Bridge is located in Section 22 of Leslie Township, between the Leslie city limits and Race St. It is a side by side concrete box beam bridge originally constructed in 1974. The beams have deteriorated to a point where the only viable option is to replace them. The foundations are in good condition, so they can be salvaged.

The Onondaga Rd Bridge is located in Sections 28 & 29 of Onondaga Township, between Old Plank Rd and Bellevue Rd. It is a spread box beam bridge constructed in 2002. This bridge is in good condition, but requires joint repairs and an epoxy overlay to extend the anticipated lifespan.

ALTERNATIVES

The alternative is to not apply for funding and allow the bridges to continue to deteriorate, with the ultimate end result being a bridge closure. The Road Department does not have funds to replace or repair bridges without the support of the Local Bridge Program.

FINANCIAL IMPACT

The Local Bridge Program provides for up to 95% participation from federal and/or state funds for eligible construction costs. The Road Department is responsible for the 5% (minimum) construction funding match and 100% of any costs associated with right-of-way, design engineering and construction engineering. These costs will be included in the 2026 Road Department budget if awarded funding.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution of support for the Fiscal Year 2026 Local Bridge Program Funding Applications.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF SUPPORT FOR THE LOCAL BRIDGE PROGRAM FUNDING APPLICATIONS
FOR FISCAL YEAR 2026**

WHEREAS, the Michigan Department of Transportation (MDOT) is currently soliciting applications for federal and/or state funding through the Local Bridge Program for Fiscal Year 2026; and

WHEREAS, the available funding categories through the Local Bridge Program include full bridge replacement, bridge rehabilitation, and preventative maintenance work for bridges measuring at least 20-ft long when measured along the roadway centerline; and

WHEREAS, the Local Bridge Program allows each road agency to submit bridge funding applications annually; and

WHEREAS, upon reviewing the county bridge needs, the Road Department recommends submitting funding applications to address the replacement, rehabilitation and preventative maintenance needs for the following bridges:

5. Replacement of the Dennis Road Bridge over West Cedar Drain, Leroy Township (SN 3898)
6. Replacement of the Hagadorn Road Bridge over Mud Creek, Alaiedon Township (SN 3876)
7. Rehabilitation of the Kirby Road Bridge over Huntoon Lake Drain, Leslie Township (SN 3861)
8. Preventative Maintenance Work on the Onondaga Road Bridge over Grand River, Onondaga Township (SN 3873); and

WHEREAS, the Local Bridge Program requires a current resolution from the road agency's governing Board in support of the proposed funding applications.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners supports the Road Department in the submittal of funding applications for the bridges listed above in an effort to receive Local Bridge Program funding for Fiscal Year 2026.

TO: Board of Commissioners and County Services Committee

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: March 7, 2023

SUBJECT: Resolution to Approve and Certify the Ingham County 2022 Public Road Mileage Certification
For the Meeting Agendas of March 21 and 28

BACKGROUND

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments or discovered errors. The current year annual report covers the period from January 1, 2022 through December 31, 2022. There was no change in the public road mileage in 2022, which remains at 1,255.03 miles.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (Michigan Department of Transportation, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

An electronic copy of the title sheet labeled “Ingham County Road System (Miles)”, dated January 1, 2023, has been provided for signature.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

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 APPROVE AND CERTIFY THE
INGHAM COUNTY 2022 PUBLIC ROAD MILEAGE CERTIFICATION**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, the Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments, or discovered errors; and

WHEREAS, Ingham County had no change in the public road mileage in 2022, which maintains a road centerline mileage of 1,255.03 miles; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (Michigan Department of Transportation, county road commissions, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves, certifies, and authorizes the Board Chairperson to sign the 2022 Public Road Mileage Certification document that is consistent with this resolution.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: March 3, 2023

RE: Resolution to Amend an Engineering Design Services Contract with Bergmann for the Lake Lansing Road Project from Abbot Road to Hagadorn Road

For the meeting agendas of March 21, 22 and 28

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Highway Safety Improvement Program (HSIP) funding to perform a road diet on Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection reconstruction at Lake Lansing Road, Towar Avenue and Birch Row Drive in Section 6 of Meridian Township. The scope of work includes converting Lake Lansing Road from a four-lane cross section to a three-lane cross section, geometric improvements at the Lake Lansing Road/Towar Avenue/Birch Row Drive intersection and signal replacement with pedestrian push buttons. The HSIP funding is capped at \$600,000 for eligible construction costs. This funding is ineligible for use on design costs.

The City of East Lansing obtained funding through various sources, including the Ingham County Regional Trails and Parks Millage Fund to supplement the project funding at the intersection named above. The funding available through the City of East Lansing's grant sources is approximately \$400,000 of which \$50,000 has been allocated towards design costs.

Ingham County, on behalf of the Road Department, entered into an agreement (Resolution #22-021) with Bergmann to perform the design work necessary for the Lake Lansing Road Project. A budget amendment has since been requested by Bergmann due to the additional design effort required to analyze the existing and proposed rain gardens, design a sculpture foundation, and revise the intersection geometry based off stakeholder feedback received at a public meeting.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The original contract included a budget of \$146,000, of which the City of East Lansing committed to funding \$50,000. The current budget amendment is requesting \$14,500 to cover the additional costs created by the scope changes detailed above.

This budget amendment would adjust the total project budget to \$160,500, which equates to 12% of the estimated construction costs for the Lake Lansing Road Project, which aligns within the anticipated budget range for these types of services. The cost for the engineering design services are included in the 2023 Road Fund Budget.

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution to amend the agreement with Bergmann for the Lake Lansing Road Project in the amount of \$14,500, revising the total contract cost to \$160,500, of which \$50,000 is funded through the City of East Lansing.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN ENGINEERING DESIGN SERVICES CONTRACT
WITH BERGMANN FOR THE LAKE LANSING ROAD PROJECT
FROM ABBOT ROAD TO HAGADORN ROAD**

WHEREAS, the Ingham County Road Department has been awarded Highway Safety Improvement Program funding to perform a road diet on Lake Lansing Road from Abbot Road to Hagadorn Road, which includes an intersection reconstruction at Lake Lansing Road, Towar Avenue, and Birch Row Drive in Section 6 of Meridian Township; and

WHEREAS, the Highway Safety Improvement Program provides funding for 80% of construction costs up to a capped amount of \$600,000 for eligible construction items, with the Road Department being responsible for the remaining funding match, design engineering, construction engineering, and right of way costs; and

WHEREAS, the project costs associated with design engineering, right of way, construction engineering, and the local funding match for the Highway Safety Improvement Program are included in the 2023 Road Fund Budget; and

WHEREAS, the City of East Lansing has obtained \$400,000 in funding through various sources, including the Ingham County Regional Trails and Parks Millage Fund, of which a portion can be used for engineering design costs; and

WHEREAS, the City of East Lansing has committed to funding \$50,000 of the engineering design costs for this project, with the remaining portion of the available grant funding to be applied to the construction phase of the project; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #22-021 to enter into an agreement with Bergmann for a not to exceed fee of \$146,000 for engineering design services related to the Lake Lansing Road Project, of which \$50,000 of the design services fee will be funded by the City of East Lansing; and

WHEREAS, during the design phase for the project, an expanded scope of work became necessary in order to analyze the existing and proposed rain gardens, design a sculpture foundation, and revise the intersection geometry based off stakeholder feedback received at a public meeting; and

WHEREAS, a budget amendment is requested in the amount of \$14,500 for Bergmann to complete the necessary work described herein, for a total revised engineering design services budget of \$160,500 for the overall project, of which \$50,000 of the design services fee will be funded by the City of East Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the engineering design services contract for the Lake Lansing Road Project from Abbot Road to Hagadorn Road with Bergmann located at 7050 West Saginaw Highway, Suite 200, Lansing, MI 48917, in the amount of \$14,500, for the not to exceed fee of \$160,500, of which \$50,000 will be funded by the City of East Lansing.

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 5

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: March 6, 2023
SUBJECT: Resolution to Authorize and Approve a Reclassification of one Medical Director in the Health Department to the Position of Medical Health Officer
For the meeting agendas of March 20, 21 and 22

BACKGROUND

The Board of Commissioners appoints the Health Officer for the Health Department, with the concurrence of the Michigan Department of Health and Human Services Local Public Health Services. Linda Vail recently retired as Health Officer and, in Resolution #22-547, the Board of Commissioners appointed current Medical Director Adenike Shoyinka, M.D., as Health Officer with the approval of the Michigan Department of Health and Human Services Local Public Health Services.

Under PA 368 of 1978, Michigan law creates the position of Health Officer as the administrator of the Health Department. PA 368 of 1978 also provides for a medical health officer, where an individual who is qualified as a Medical Director may serve as both the Health Department administrator and a Medical Director. Dr. Adenike Shoyinka is qualified as a Medical Director. Accordingly, we are proposing to combine the position of Health Officer with one Medical Director position, resulting in the reclassification of one Medical Director position to the position of Medical Health Officer. This proposed reclassification has been evaluated by the Human Resources Department and we concur with this proposal.

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reclassification and keep the two positions separate and distinct, resulting in the need to employ separate individuals for the two positions of Health Officer and Medical Director.

FINANCIAL IMPACT

No additional funds are required to implement the proposed change.

STRATEGIC PLAN CONSIDERATIONS

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.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

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

INGHAM COUNTY
JOB DESCRIPTION

MEDICAL HEALTH OFFICER

General Summary:

Michigan law creates the position of Health Officer as the administrator of the Health Department. State law also provides for a Medical Health Officer, where an individual who is qualified as a Medical Director may serve as both the Health Department administrator and Medical Director. The Medical Health Officer is charged with the responsibility of taking action and making determinations necessary to protect the public health and prevent disease, provide medical direction for public health programs, and carrying out the legal functions of the Health Department. The Medical Health Officer is appointed by the Board of Commissioners, with the concurrence of the Director of the Michigan Department of Community Health and is responsible to them.

The Medical Health Officer must maintain effective relationships with state elected officials and their staffs, with the directors of several state departments and their staffs, with elected officials and their staffs in the several municipalities within Ingham County, and with leaders in the business, labor and medical communities. These relationships are necessary in order to carry out the legal responsibilities of the Medical Health Officer and the Board of Commissioners to protect and promote public health. These duties are implemented either by the direct provision of services by the local public health and community health operations of the Department, and through the influence of other agencies and individuals in the community.

Essential Functions:

1. Under PA 368 of 1978 the Medical Health Officer is a statutory position with significant responsibility. They are empowered to act independently, and significant statutory and legal responsibility and authority rests with the Medical Health Officer. With the state government located in Ingham County, the Medical Health Officer has some oversight/jurisdiction/advisory role to all three branches of state government as their operations are in Ingham County. The largest public university in the state of Michigan, Michigan State University, is also located in Ingham County and though governed independently, university operations also lie within the jurisdiction of the Medical Health Officer, requiring additional oversight and advisory functions based on statutory authority and responsibility.
2. This function provides senior leadership for health department operations as well as medical oversight for public health program operations, community health incidents, planning and policy, including holding responsibility for advising and guiding Board of Commissioners decisions related to population health and well-being. Also responsible for advising and guiding all county departments during community health incidents in order to ensure continuity of operations.
3. Public Health Practice and Policy Leadership: This function requires the leadership of the Medical Health Officer in development and execution of community wide policy development and often requires their direct participation in committees, task forces, and participation on other boards of directors. Essential boards/committees include the Michigan Association of Local Public Health, Michigan Association of Public Health and Preventive Medicine Physicians, Child Death Review, MACI, and the Capital Area Health Alliance.
4. This function also requires application of knowledge and experience to interpret federal, state and county rules, regulations and policy in order to continuously guide county leadership and health department staff.

5. Medical Oversight: Consults with provider and non-provider clinical staff and provides guidance to mid-level practitioners (Nurse Practitioners and Physicians Assistants). Establishes standards of care and maintains up to date practice guidance for public health clinics. Ensures ongoing compliance and quality improvement via oversight of utilization and risk management activities, medical records review, ensuring current protocols are based on local, state and federal guidelines are being followed, and assisting clinical managers with identification of training needs to continuously improve clinical practice. Participates in Continuing Medical Education activities and attends required conferences and meetings.
6. Internal Management and Operations: Oversees the budget and program development and monitoring, contract processing and monitoring and personnel management processes in the Department. Assures that quality assessment and assurance tools are in place. The Medical Health Officer partners with the County Community Health Center Board to provide leadership oversight to the public entity primary care network, the Ingham Community Health Centers.
7. Ingham County Administrative Relationships: The programs and services of the Health Department are ultimately overseen by the Board of Commissioners. The Medical Health Officer keeps the committees of the Board of Commissioners informed of the activities of the Health Department. The Health Department's budgets and contracts must be reconciled, and consistent with the County's personnel, budgeting and financial management systems and processes. They maintain close collaboration with the Board of Commissioners' Office and as well as with the Controller's Office and the several departments of the Controller's Office: e.g. budget, human resources, financial services, purchasing and properties and management information services.
8. External Relationships: The Medical Health Officer must apply leadership to inform and influence the values, policies and actions of other agencies, organizations and individuals. The Medical Health Officer serves as a liaison between public health and the medical community at all levels including collaboration with academic institutions to provide guidance and training to medical and public health students. They must maintain effective working relationships and partnerships with community business and labor leaders, elected officials at the local, state and national level, leaders in the health care community, directors and staff of several state departments, and with funding organizations, such as foundations.

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: Graduation from an accredited school of medicine is required. License to practice medicine in the State of Michigan as MD or DO. Board Certification in Preventive Medicine or MPH/MSPH.

Experience: More than seven years of progressively more responsible or expansive experience in Public Health or a related field is required inclusive of not less than 2 years of full-time public health clinical practice.

Other Requirements:
Current DEA 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 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, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, and pinching
- This position's physical requirements require regular stamina in twisting, bending, lifting, carrying, grasping, and handling
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- 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.
- This position is exposed to communicable diseases, blood, other body fluids, etc.
- This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures.

*January 31, 2023
MC Grade I*

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AND APPROVE A RECLASSIFICATION OF ONE MEDICAL DIRECTOR IN THE HEALTH DEPARTMENT TO THE POSITION OF MEDICAL HEALTH OFFICER

WHEREAS, the Board of Commissioners appoints the Health Officer for the Health Department, with the concurrence of the Michigan Department of Health and Human Services Local Public Health Services; and

WHEREAS, Linda Vail recently retired as Health Officer; and

WHEREAS, in Resolution #22-547, the Board of Commissioners appointed current Medical Director Adenike Shoyinka, M.D., as Health Officer; and

WHEREAS, the Michigan Department of Health and Human Services Local Public Health Services has approved the appointment of Adenike Shoyinka, M.D. as Health Officer; and

WHEREAS, under PA 368 of 1978, Michigan law creates the position of Health Officer as the administrator of the Health Department; and

WHEREAS, PA 368 of 1978 also provides for a medical health officer, where an individual who is qualified as a Medical Director may serve as both the Health Department administrator and a Medical Director; and

WHEREAS, Dr. Adenike Shoyinka is qualified as a Medical Director; and

WHEREAS, Dr. Adenike Shoyinka, as the Health Officer, has reviewed the structure of the Department and has proposed to combine the position of Health Officer with the position of one Medical Director, resulting in the reclassification of one Medical Director position to the position of Medical Health Officer; and

WHEREAS, the proposed reclassification has been evaluated by the Human Resources Department which concurs with the recommendations that are contained in this resolution; and

WHEREAS, the compensation for the Medical Director position is currently classified at the top grade, Grade G, of the 2023 Managerial & Confidential wage scale; and

WHEREAS, the reclassification of the Medical Director position to the position of Medical Health Officer results in the recommendation that the Medical Health Officer position be classified at Grade I, necessitating the addition of two grades to the top of the current 2023 Managerial & Confidential wage scale as follows:

MC H	O3H	\$111.62	\$116.83	\$122.28	\$127.99	\$134.01
		\$232,159.54	\$243,000.93	\$254,349.31	\$266,227.06	\$278,739.73
MC I	03I	\$122.78	\$128.51	\$134.51	\$140.79	\$147.41
		\$255,375.49	\$267,301.02	\$279,784.24	\$292,849.77	\$306,613.70

; and

WHEREAS, no additional funds are required to implement the proposed change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes and approves combining the position of Health Officer with the position of one Medical Director, resulting in the reclassification of one Medical Director position to the position of Medical Health Officer, effective February 18, 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes and approves the addition of two grades, MC H and MC I, to the top of the current 2023 Managerial & Confidential wage scale.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby appoints Dr. Adenike Shoyinka, M.D. to the position of Medical Health Officer with compensation set at MC Grade I, step 5, effective February 18, 2023.

PLAN OF ORGANIZATION

INGHAM COUNTY HEALTH DEPARTMENT

March 2007

The Ingham County Health Department exists as a unit of Ingham County government. The Department is one of many departments/offices/units which operate under the direction of the Ingham County Board of Commissioners. There are sixteen Ingham County Commissioners who are elected for two year terms. The Board of Commissioners appoints the Health Officer to serve as the Director of the Health Department and establishes through its annual budget process the personnel and other resources available to the Health Department to carry out its statutory mission and any other duties assigned by the Board of Commissioners.

The Board of Commissioners has established a number of administrative policies/procedures and rules for the operation of all county departments. These include the operation of the personnel functions and the financial management functions (budgeting, general ledger, purchasing, etc.). These functions are overseen by the County Controller, who is appointed by the Board of Commissioners as the County's Chief Administrative Officer. The Health Department is bound by these policies/procedures and rules and utilizes the resources of the Controller's Office to implement all such functions (that is, Human Resources Department, Financial Services Department, Purchasing Department, Budget Office, and MIS Department, etc.).

Through its administrative processes, the Board of Commissioners negotiates agreements with several collective bargaining units and establishes a compensation plan for managers and confidential employees. Through these mechanisms, the job titles, classifications, wages, and other terms of employment are established for all positions in the Health Department. The Board of Commissioners charges the Controller, and through him, the Human Resources Director with the responsibility of implementing the collective bargaining agreements and the managerial compensation plan. The Health Officer utilizes these documents to employ and direct the staff of the Health Department.

The Board of Commissioners appoints the Ingham County Board of Health. The Board of Health serves as an advisory body, assisting the Health Department staff and the Board of Commissioners.

The Board of Commissioners appoints the Ingham Community Health Center Board. The Community Health Center Board oversees the operation of the network of community health centers operated by the Health Department.

Ingham County Board of Commissioners

Marc Thomas, Chairperson
Dianne Holman, Vice-Chairperson
Mike Severino, Vice-Chairperson Pro Tem

Victor G. Celentino	District No. 1	Curtis Hertel, Jr.	District No. 9
Debbie De Leon	District No. 2	Mark Grebner	District No. 10
Tina Weatherwax-Grant	District No. 3	Dianne Holman	District No. 11
Rebecca Bahar-Cook	District No. 4	Deb Nolan	District No. 12
Andy Schor	District No. 5	Randy Schafer	District No. 13
Dale Copedge	District No. 6	Steve Dougan	District No. 14
Todd Tennis	District No. 7	Michael Severino	District No. 15
Marc Thomas	District No. 8	Timothy Soule	District No. 16

Human Services Committee (Board of Commissioners)

Curtis Hertel, Jr., Chairperson,
Mark Grebner, Rebecca Bahar-Cook, Andy Schor, Todd Tennis, Michael Severino

Ingham County Board of Health

George Rowan, Chairperson
Martha Adams, Jacqueline Day, Patricia Hepp, Mark Kieselbach, June Morse, Maurice Reizen, M.D., Saturnino Rodriguez, Barry Saltman, M.D., Beth Spyke

Health Department Administrative Staff

Dean G. Sienko, M.D., M.S., Medical Health Officer/Chief Medical Examiner
Jaeson Fournier, D.C., M.P.H., Deputy Health Officer for Community Health Services
Laura Peterson, M.A., Deputy Health Officer for Health Plan Management Services
Vacant, Deputy Health Officer for Nursing Services and Special Programs
Vacant, Assistant Deputy Health Officer
Melany Mack, Director, Planning and Special Services
James Wilson, R.S., M.S., Director of Environmental Health
John Jacobs, C.P.A., Chief Financial Officer
Anita Turner, R.N., M.A., Director of Nursing
Judy Williams, B.S.N., M.P.A., Director of Communicable Disease Control

Ingham Community Health Center Board

Margaret Beall, Willie Davis, Patricia Farrel, Angie Garza, Curtis Hertel, Jr., Lonnie Johnson, Anne Smiley, Sara Steele, Robin Turner

Health Department Mandate

The Constitution of the State of Michigan includes the following declaration:

"The public health and general welfare of the people of the State are hereby declared to be matters of primary public concern. The Legislature shall pass suitable laws for the protection and promotion of public health."

In 1978, the Public Health Code was passed by the Legislature and signed by the Governor. The "Code" establishes a State/Local system to carry out the responsibility to protect and promote public health.

The Code establishes the Michigan Department of Public Health with the responsibility to:

". . .continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of diseases; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health services delivery systems to the extent provided by law."

The Michigan Department of Public Health is charged in the Public Health Code to:

". . .promote an adequate and appropriate system of local health services throughout the state."

The Public Health Code requires every county to provide for a local health department. County Boards of Commissioners are required to organize county or district health departments.

The Public Health Code charges the local health departments with the same basic responsibilities as are given to the State:

"A local health department shall continually and diligently endeavor to prevent disease, prolong life and promote the public health through organized programs, including prevention and control of environmental health hazards, prevention and control of disease; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems; and regulation of health care facilities and health care delivery systems to the extent provided by law."

The Ingham County Board of Commissioners has responded to this mandate by establishing the Ingham County Health Department as a Department of Ingham County Government. Each year, through the County budget process and through contracts established with the State, the Board of Commissioners determines which programs and services will be established and maintained to respond to the legal requirements to promote and protect the public health of the citizens of Ingham County.

Chain of Command

The Health Officer is appointed by the Board of Commissioners with the concurrence of the Director of the Michigan Department of Community Health. The Health Officer acts as the chief administrative officer and must "Have powers necessary or appropriate to perform the duties and exercise the powers given by law to the local health officer and which are not otherwise prohibited by law." The most serious of these powers relate to the declaration of "imminent danger to health or lives" which could lead to orders to restrain a condition, practice or person, and the issuance of emergency orders and procedures to include involuntary detention and treatment of persons in the event of an epidemic.

To assure that a proper representative of the Health Department is always available to exercise the power and duties of the Health Officer, the following Chain of Command is established in the Health Department and through the adoption of this Plan of Organization supported by the Ingham County Board of Commissioners and by the Director of the Michigan Department of Community Health.

In the event that Dean Sienko cannot be reached, or is absent from Ingham County, and there is a need to act with the authority of the Health Officer, the following chain of command shall be in effect:

1. Laura Peterson, M.A., Deputy Health Officer for Health Plan Management
2. Jaeson Fournier, Deputy Health Officer for Community Health Services
3. Deputy Health Officer for Nursing Services and Special Programs (new position)

In the event that the chain of command is activated, there will be no official Acting Health Officer. However, the above list identifies the person authorized to act with the authority vested in the Health Officer via statute, rule or policy.

(SEE NEXT PAGE FOR ORGANIZATION CHART.)

Organizational Structure

The Health Department (as shown in the Table of Organization) is organized into three major divisions each headed by a Deputy Health Officer. These direct service units are supported by the Director's Office and the Financial Services Unit.

Dean Sienko, M.D., M.S. has served as the Department's Medical Director since 1988 and was recently appointed Health Officer, effective February 2007. Dr. Sienko has served as Ingham County's Chief Medical Examiner since 1989. In all of these capacities, he serves at the pleasure of the Ingham County Board of Commissioners.

Three other physicians provide a combined 1.0 FTE in administrative support to the Health Department's operations. Sugandha Lowhim, M.D., M.P.H. serves as the Department's Chief Deputy Medical Director. Dr. Lowhim is a full-time county employee; she serves half-time in administrative public health and half-time as an internal medicine physician in the Health Department's clinics. Dennis Jurczak, M.D., serves as a Deputy Medical Director and Chief Deputy Medical Examiner; Dr. Jurczak is a part-time contractual employee who works approximately 10 hours per week. Bonta Hiscoe, M.D. is also a Deputy Medical Director and part-time contractual employee who works approximately 10 hours per week.

Jaeson Fournier, D.C., M.P.H., serves as the Deputy Health Officer for Community Health Care Services. His work area is the largest in the Health Department, with an annual budget of about \$15 million and approximately 150 employees. The Clinical Services unit operates a network of Federally-Qualified Community Health Centers (FQHCs) serving people who are eligible for Medicaid; people who do not have health insurance; or people who are enrolled in the Ingham Health Plan, the Medical Access Plan or another health benefit program coordinated by the Department. This unit also houses some categorically funded programs such as family planning. Because of his leadership role for both the Health Department and our FQHCs, Dr. Fournier is jointly appointed by the Health Officer and the Community Health Center Board; he provides staff support for the Community Health Center Board. Recently, this unit took over responsibility for inmate medical services at the Ingham County Jail. Dr. Fournier reports to the Health Officer.

Laura Peterson, M.A. serves as the Deputy Health Officer for Health Plan Management (HPM). This unit operates services to provide outreach to the low-income, at-risk community and to work with this community to find health insurance or a health care benefits program. The HPM unit serves as staff to the Ingham Health Plan Corporation, and 17 County Health Plans in 53 counties in Michigan through its participation with the Ingham Health Plan. Overall the HPM unit provides the administrative services for health plans that have enrolled more than 28,000 previously uninsured persons into health coverage plans that provide primary care, specialty care physician services, a pharmacy benefit, laboratory services and radiology services. The HPM unit also operates the pharmacy programs for seven health plans, providing a discounted price for prescription drugs to uninsured persons and those whose health insurance does not provide pharmacy coverage. The Breast and Cervical Cancer Control Program (BCCCP) is located within this unit.

Laura Peterson will also supervise our Environmental Health (EH) and Public Health Preparedness units. The Environmental Health (EH) unit directs the Department's programs to prevent and control environmental hazards; it is managed by Jim Wilson, R.S., M.S. The EH unit operates three program areas: Planned Programs (which includes the food service sanitation program), Demand Program (including the water supply services and on-site sewage programs) and the Special Projects unit which includes the planning for solid waste management, environmental toxicology, lead and radon services. The Public Health Preparedness Unit was created to provide leadership within the Health Department and coordination with emergency management and medical care preparedness in the community. Sue McIntosh, M.S., R.S. is the Emergency Preparedness Coordinator.

The third major division of the Health Department will be headed by our Deputy Health Officer for Nursing Services. This unit contains the following programmatic areas: Public Health Nursing, Disease Control, Immunizations, and Planning and Special Services. Virtually all pure public health nursing responsibilities are located within this unit; these responsibilities include home visits, outbreak control, infant mortality prevention, lead poisoning prevention and the hearing and vision program. Key leaders in this area include Anita Turner, R.N., M.A., Judy Williams, B.S.N., M.P.A., and Joy Maloney, R.N.

The Planning and Special Services unit, supervised by Melany Mack, M.S.W., is also located here. This unit conducts our community health assessment and health promotion, Food Bank, and tobacco cessation and control functions. Much of the effort of this unit is directed at engaging the community in learning experiences about the status of health and the causes of disease and disability with an outcome of community planning to improve health status. This Bureau represents the Department's effort to extend beyond direct services and to engage the entire community in learning, strategy development and actions to improve the quality of life. The Deputy Health Officer for Nursing Services will report to the Health Officer.

The Financial Services Unit is managed by John Jacobs, C.P.A. This unit is responsible for operating the financial aspects of the Health Department within the guidance of county policies/procedures and rules and consistent with contractual grant requirements. The Financial Services Unit provides Health Department managers with financial reports necessary to efficiently operate the Department. This unit also coordinates the internal telephone and computer support system, maintaining liaison with the County MIS Department. Mr. Jacobs reports to the Health Officer.

Local Public Health Operations (LPHO)

Annually, the appropriations bill for the Michigan Department of Community Health establishes funding for a set of public health services which are supported through a Local Public Health Operations (LPHO) line item. In State Fiscal Year 2007, \$1,426,785 of that funding is allocated to support Ingham County services. The County is required to describe how those services will be delivered. The following statements serve as the LPHO plan for 2007:

- Immunizations – Ingham County operates a full-time Immunization Clinic in the Human Services Building and offers childhood and adult immunizations through all of the outlying community health centers. The Immunization Program operates under the supervision of the Director of Communicable Disease Control. The Director of Communicable Disease Control reports administratively to the Deputy Health Officer for Nursing Services; he/she works directly with the Medical Director or Chief Deputy Medical Director on all medical matters.
- Sexually Transmitted Disease – Ingham County operates a full-time Sexually Transmitted Infection (STI) Clinic in the Human Services Building and provides for STI diagnosis and treatment through all of its community health centers. The dedicated STI Clinic in the Human Services Building operates within the Adult Health Clinic. The STI Program is supervised by the Deputy Health Officer for Community Health Services; medical matters are brought to the attention of the Medical Director or Chief Deputy Medical Director.
- Infectious Disease – Ingham County operates a Communicable Disease Control Office. This Office is supervised by the Disease Control Supervisor who reports to Deputy Health Officer for Nursing Services on administrative matters. The Medical Director or Chief Deputy Medical Director supervise all medical matters. The Office is staffed with full-time Disease Control Nurses and support staff.

- Hearing Screening – Ingham County operates a Hearing Screening Program within the Public Health Nursing Unit. The Unit employs trained Hearing Technicians who conduct the screenings at all Ingham County schools and child care facilities. The Program is supervised by the Public Health Nursing Director who reports to the Deputy Health Officer for Nursing Services.
- Vision Screening – Ingham County operates a Vision Screening Program within the Public Health Nursing Unit. The Unit employs trained Vision Technicians who conduct the screenings at all Ingham County schools and child care facilities. The Program is supervised by the Public Health Nursing Director who reports to the Deputy Health Officer for Nursing Services.
- Food Protection – Ingham County operates a Food Sanitation Program within the Bureau of Environmental Health. The Bureau utilizes Registered Sanitarians with specific training in food service sanitation to implement the plan review, education, inspection, enforcement and outbreak investigation functions of the Program. The Program operates within the Planned Program Unit of the Bureau. It operates under the direct supervision of the Planned Program Supervisor who reports to the Environmental Health Director. The EH Director reports to the Deputy Health Officer for Health Plan Management.
- Private and Public Water Supply – Ingham County operates a Drinking Water Program within the Bureau of Environmental Health. The Bureau utilizes Registered Sanitarians to implement the Program. The Program operates within the Demand Services Unit of the Bureau, under the direct supervision of the Demand Services Supervisor, who reports to the Environmental Health Director. The EH Director reports to the Deputy Health Officer for Health Plan Management.
- On-site Sewage Management – Ingham County operates an On-site Sewage Program within the Bureau of Environmental Health. The Bureau utilizes Registered Sanitarians to implement the Program. The Program operates within the Demand Services Unit of the Bureau, under the direct supervision of the Demand Services Supervisor, who reports to the Environmental Health Director. The EH Director reports to the Deputy Health Officer for Health Plan Management.

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: March 7, 2023
SUBJECT: Resolution To Amend The Occupational Illness And Injury Reporting Policy
For the meeting agenda of March 21, 2023

BACKGROUND

The Controller's Office has established a Policy Review Committee consisting of representatives from the Board of Commissioners Office, Clerk's Office, Treasurer's Office, Sheriff's Office, Circuit Court, Health Department, Controller's Office (including DEI) and Human Resources to review current policies and recommend changes. At the behest of Human Resources, the Policy Review Committee recently suggested changes to the Occupational Illness and Injury Reporting Policy primarily to address procedures for the exposure to bloodborne pathogens.

ALTERNATIVES

Leave the policy as it is.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE OCCUPATIONAL ILLNESS AND INJURY REPORTING POLICY

WHEREAS, Ingham County Policy Review Committee was established to review existing policies and recommend new policies for Ingham County; and

WHEREAS, the Human Services Department requested the Committee review suggested changes to the Occupational Illness and Injury Reporting Policy, primarily to better define the reporting procedures for exposure to bloodborne pathogens; and

WHEREAS, the Committee reviewed and agreed with suggested changes for reporting bloodborne pathogens as well as other minor edits to the policy.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the changes to the Occupational Illness and Injury Reporting Policy suggested by the Human Services Department and supported by the Policy Review Committee, which shall take effect upon approval of this resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County.

**Personnel
Policy No. 111**

Occupational Illness and Injury Reporting

Approved: April 30, 2019
Resolution No.: 19-173

Name:	Occupational Illness and Injury Reporting	Policy #:	111
Category:	Personnel, Finance, etc.	Effective Date:	4/30/19
Resolution #:	19-173	Last Revised:	1/26/23
		Next Review:	1/26/24
Applicable To:	All Ingham County Operations		

A. Introduction

Ingham County places a great deal of importance on ensuring the safety of our employees. However, the County recognizes that even in the safest workplace accidents and injuries can still happen. Reporting those incidents in a complete and timely manner ensures the employee receives appropriate treatment and any corrective action that can be taken to reduce future incidents is made. Employees have the right to report workplace illness/injury without any fear of retaliation. If an illness/injury occurs while working, all employees, elected officials, and Commissioners must comply with the following reporting guidelines.

B. Guidelines

1. Before an Illness/Injury
 - a. Follow any established safe working practices.
 - b. Discuss any unsafe working conditions with your supervisor.
2. After an Illness/Injury - Employees
 - a. Notify your supervisor immediately.
 - i. Report all illness/injury to your supervisor, no matter how minor or temporary they may seem to be. **This includes** incidents that have the potential to result in emotional/psychological trauma ~~should always be reported.~~
 - ii. If you witness an illness/injury that prevents a coworker from moving or speaking, immediately inform your supervisor **and/or contact first responders.**
 - b. Work with your supervisor to determine what kind of care you need for your illness/injury.
 - c. If needed, seek medical attention.

- i. The County has partnered with Sparrow Occupational Health for treatment of employee illness/injury. A list of Sparrow locations for care is included on the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B). Phone numbers are also included on this form.
 - ii. For emergencies, call 911 and go to the Sparrow Hospital Emergency Room (or nearest emergency room) by ambulance.
 - Examples of emergencies can include blood loss, heart attack, blunt force trauma to the head, severe burns, and electric shock.
 - iii. For ~~injury~~/illness/**injury** involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place Monday through Friday between the hours of 7:00 am and 4:30 pm, go immediately to Sparrow Occupational Health Services for treatment.
 - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
 - **The employee's supervisor should work with the source patient to complete the Ingham County Bloodborne Pathogen Source Testing Form. See 3c under "After an Illness/Injury – Supervisors" for additional instruction on this.**
 - iv. For ~~injury~~/illness/**injury** involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place outside of normal business hours, go immediately to Sparrow Hospital Emergency Room for treatment.
 - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
 - **The employee's supervisor should work with the source patient to complete the Ingham County Bloodborne Pathogen Source Testing Form. See 3c under "After an Illness/Injury – Supervisors" for additional instruction on this.**
 - v. For non-emergencies that take place Monday through Friday between the hours of 7:00 am and 4:30pm, call Sparrow Occupational Health Services to schedule an appointment. This office also accepts walk-in appointments, but calling ahead ensures you will be seen in a timely manner.
 - vi. For non-emergencies that take place outside of normal business hours, multiple Sparrow Urgent Care offices are available to provide care until 8:00 pm Monday through Friday and from 8:00 am to 8:00 pm on weekends and holidays.
- d. Once any needed medical attention has been received, work with your supervisor to complete any required paperwork, including the Ingham County Employee Incident Report (Attachment A).
 - e. If you are provided with any paperwork to return to your employer, ensure this is given to your supervisor as soon as you return to work.
 - i. This paperwork will also specify any work restrictions you may have been placed on.

- f. If you were treated in an emergency room or urgent care, make a follow-up appointment with Sparrow Occupational Health Services as soon as possible following your initial treatment. Sparrow Occupational Health Services will determine any necessary plan for follow-up treatment.
 - i. In order to ensure follow-up care is covered under Workers' Compensation, it must be coordinated by Sparrow Occupational Health for the first 28 days following the initial onset of injury/illness.
- g. Attend any scheduled follow-up visits as directed by Sparrow. Keep your supervisor and the Human Resources (HR) Benefits/Leave Analyst up to date on your recovery progress by providing them with any additional paperwork you receive during your follow-up visits.

3. After an Illness/Injury - Supervisors

- a. As soon as an employee illness/injury is reported to you, ensure that the employee receives any necessary care.
 - i. If an employee is sent to a Sparrow facility for care, the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B) should be completed and sent with the employee.
- b. If the employee needs emergency care, supervisors (or their designee) should meet at or accompany the employee to the hospital. If at all possible, the supervisor should remain with the employee until their emergency contact has been notified, the employee is released, or they are directed to leave by the employee. Update the HR Benefits/Leave Analyst on the employee's condition as soon as possible.
- c. In the event of a bloodborne pathogen exposure, the supervisor must notify the Ingham County Human Resources Benefits/Leave Analyst by providing them with a completed Ingham County Employee Incident Report Form (Attachment A) and Bloodborne Pathogen Source Testing Form (Attachment C). The supervisor should also provide the source patient with a copy of the Bloodborne Pathogen Source Testing Form (Attachment C), as this will provide the source patient with direction on how to make arrangements to be tested at any Sparrow Laboratory as soon as possible to determine HIV, HCV, and HBV infectivity.**
- de. Time spent for initial treatment for the illness/injury on the day an employee is sent for care is to be recorded as regular hours worked on their time card. Any additional time/days off taken by the employee for follow-up care and/or recuperation should be taken as sick leave (or annual leave if sick leave bank is exhausted) pending evaluation of any claim for wage loss benefits.
- ed. If the employee requires any follow-up care in response to emotional/psychological trauma they have experienced, ~~that~~ **the** employee should be directed to the County's ~~current~~ **Employee Assistance Program (EAP)** provider.

History: 2019, Resolution 19-173, Effective April 30, 2019; -- Amended 2019, Resolution 19-252, Effective June 12, 2019

- fe. Complete an Ingham County Employee Incident Report (Attachment A) and send it to the HR Benefits/Leave Analyst as soon as possible. If accompanying the employee for emergency care, designate another employee to complete the report.

- i. If the employee is available to complete and sign the report, have them do so.
- ii. Reports should be received with 24 hours of the incident, except in the event of a fatality or a Michigan Occupational Safety & Health Administration (MIOSHA) reportable illness/injury (in-patient hospitalization, loss of an eye, amputation). Turning in reports in a timely manner is crucial for ensuring employees receive appropriate care. It also ensures that any corrective action which can be taken to reduce the risk of future incidents is made as soon as possible.
- iii. If the employee refuses **recommended** medical care, ~~that appears to be necessary~~, document that refusal on the report.
- iv. Any corrective action that should be taken to remove or reduce the threat of employee illness/injury should be taken and documented.

C. MIOSHA Serious Incident Reporting

1. If a work-related incident involves an amputation (even the loss of a fingertip), loss of an eye, and/or an in-patient hospitalization, the County is required to report ~~the that~~ incident to MIOSHA within 24 hours of the incident.
2. If a work-related incident involves a fatality, the County is required to report that incident to MIOSHA within 8 hours of the incident.
3. MIOSHA Serious Incident Reporting Guidelines
 - a. During Business Hours (Monday-Friday, 8:00 am to 5:00 pm): If an incident involving a fatality or one of the injuries listed above takes place during business hours, the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report.
 - i. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327.
 - ii. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
 - b. After Business Hours: If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report.
 - i. Amputation, Loss of an Eye, and/or In-Patient Hospitalization: Call the MIOSHA Injury Report Line at 844-464-6742.
 - ii. Fatality: Call the MIOSHA Fatality Report Line at 800-858-0397.
 - iii. Department Heads (and their designees) will be trained on MIOSHA injury reporting protocol and requirements. See the MIOSHA Serious Incident Reporting Guidelines (Attachment D #3) for guidance on questions that may be asked by MIOSHA when a serious incident reporting call is made.

- iv. The HR Benefits/Leave Analyst should be given a completed Employee Incident Report by the Department Head (or their designee)/supervisor as well as a summary of the report made to MIOSHA via email as soon as possible.

D. Attachments

- Attachment **A#1**: Ingham County Employee Incident Report
- Attachment **B#2**: Sparrow Occupational Health Services Authorization for Work Related Injury Care
- **Attachment C: Bloodborne Pathogen Source Testing Form**
- Attachment **D#3**: MIOSHA Serious Incident Reporting Guidelines

Ingham County Employee Incident Report

For Reporting Work-Related Injuries/Illnesses

Use this form when reporting an incident which has or could have caused injury/illness to an employee. Reports should be submitted to the Benefits/Leave Analyst in Human Resources within 24 hours of the incident. Serious incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident. See the Ingham County Occupational Illness & Injury Reporting policy for reporting guidance.

Employee Name:		
Employee #:	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non Binary <input type="checkbox"/> Not Specified	
Job Title:	Department:	
Home Address (Street, City, State, Zip):		
Home/Cell #:	Work #:	
Date of Birth:	Date of Hire:	Date of Incident:
Location of Incident:	Time of Incident: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Time Shift Began: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	Nature of Injury (i.e. burn, cut, strain):	
Body Part(s) Injured (i.e. right arm, left leg):		
Explain How Incident Happened (attach additional documents if needed, list device type/brand for BBP exposures):		
Name/Phone Number of Witnesses (if any):		
Medical Treatment Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Treatment:	
Treatment Location: <input type="checkbox"/> Sparrow ER <input type="checkbox"/> Sparrow Occupational Health <input type="checkbox"/> Sparrow Urgent Care		
Date Employee Reported Incident:	Employee Have Second Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor's Name:	Supervisor's Work #:	
Supervisor's Signature:		
Form Completed By:	Date Completed:	

If you have any questions about completing this form, contact Steph Keith, Benefits/Leave Analyst in Human Resources at 517-272-4187 or skeith@ingham.org.



OCCUPATIONAL HEALTH SERVICES
AUTHORIZATION FOR WORK RELATED INJURY CARE

INJURY CARE LOCATIONS AND SERVICE HOURS
Sparrow Occupational Health Services
Sparrow Urgent Care (after-hours injury care)
Sparrow Hospital Emergency Room

EMPLOYEE INFORMATION:

Patient's Name: _____ Date of Birth: _____
Authorizing Company: _____ Social Security #: _____

INJURY INFORMATION:

Head Injuries that are accompanied by any of the following symptoms should be sent directly to the Sparrow Emergency Department: Nausea, Vomiting, Dizziness, Loss of Consciousness, Blurred Vision

Date of Injury: _____ Date Injury Reported to Employer: _____

Description of Injury: _____

POST-ACCIDENT DRUG AND ALCOHOL TESTING (Photo Identification Required)

Breath Alcohol Testing (not available at Urgent Care (UC) Locations):

Non-DOT Breath Alcohol Test DOT Breath Alcohol Test

Lab Based Urine Drug Test:

DOT Urine Drug Screen
Urine Drug Screen (Non-DOT)
Urine Drug Screen Collection Only
Other/Special Instructions:

Rapid Urine Drug Tests (not available at UC Locations):

5 Panel Rapid
11 Panel Rapid
Nicotine Rapid

I request and authorize the above-named employee to receive injury care from Sparrow Health Services. I further understand that my company will be financially responsible for any and all authorized services in the event my workers compensation insurance carrier denies the charges for any reason.

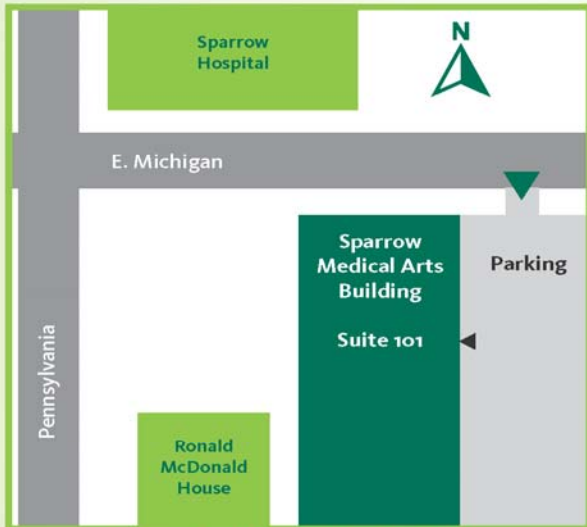
Supervisor Signature: _____

Printed Name: _____ Date: _____

Contact Phone Number: _____ Contact Email: _____

Sparrow Occupational Health

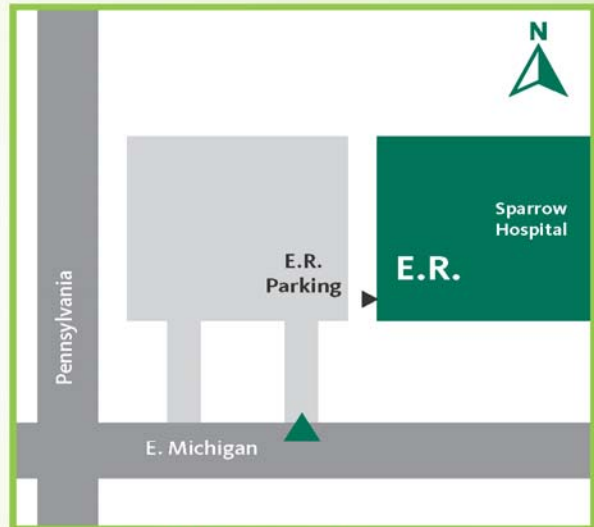
All injuries
Monday-Friday | 7 a.m. to 5 p.m.



Sparrow Occupational Health Services Clinic
Sparrow Medical Arts Building
1322 E. Michigan Avenue, Suite 101, Lansing
517.364.3900

Sparrow Emergency

All emergencies and any injuries
Daily | 8 p.m. to 8 a.m.



Sparrow Hospital Emergency Room
1215 E. Michigan Avenue, Lansing
517.364.1000

Sparrow Urgent Care

Injuries when Occupational Health Services is closed
Monday-Friday | 5 p.m. to 8 p.m.
Saturdays, Sundays, and Holidays | 8 a.m. to 8 p.m.



Sparrow Urgent Care East Lansing
2682 E. Grand River Avenue
517.333.6562



Sparrow Urgent Care Grand Ledge
1015 Charlevoix Drive
517.627.0100



Sparrow Urgent Care Mason
800 E. Columbia Street
517.244.8900



Sparrow Urgent Care Michigan Avenue
1120 E. Michigan Avenue
517.364.9790

All Patients will be referred to Sparrow Occupational Health for follow-up.



INGHAM COUNTY

HUMAN RESOURCES DEPARTMENT

Bloodborne Pathogen Source Testing

You have been involved in bloodborne pathogen exposure. To reduce the risk of bloodborne pathogens transmission to our staff, we request that you have your blood tested for Hepatitis B, Hepatitis C, and HIV. If you have a positive result, you will be contacted by the Ingham County Health Department. You will not be charged for this testing; please see billing information on Page 2. We appreciate your willingness to get tested.

Please present to any Sparrow Laboratory and provide the order form on the next page; some Sparrow Lab locations are listed below. Additional locations can be found on the following website: www.sparrow.org/lab

Dewitt Dewitt Shopping Center 13191 Schavey Road, Suite 2 Dewitt, MI 48820 M-F 7 a.m. to 3 p.m.	Grand Ledge Sparrow Grand Ledge 1015 Charlevoix Drive Grand Ledge, MI 48837 M-F 6 a.m. to 2:30 p.m.	Holt Sparrow Laboratory 2380 N Cedar Street, Suite 103 Holt, MI 48842 M-F 6 a.m. to 2:30 p.m.
Lansing Forest Community Health Center 2316 S Cedar Street Lansing, MI 48911 M-F 8:30 a.m. to 4:30 p.m.	Lansing Sparrow Health Center 2909 E Grand River Avenue, Ste 104 Lansing, MI 48912 M-F 6:30 a.m. to 2:30 p.m.	Lansing (Delta Township) Sparrow Laboratory Lansing 6254 W Saginaw Highway Lansing, MI 48917 M-F 6 a.m. to 2:30 p.m.
Lansing Sparrow Professional Building 1200 E Michigan Avenue, 1 st Floor Lansing, MI 48912 M-Su 6 a.m. to 6 p.m.	Mason Mason Community Health Center 800 E Columbia Street Mason, MI 48854 M-F 6 a.m. to 2:30 p.m.	Okemos Sparrow Okemos Medical Building 1600 W Grand River Avenue, Suite 3 Okemos, MI 48864 M-F 6 a.m. to 2:30 p.m.

If you encounter any issues during the testing process, please contact:

Company Name: Ingham County Human Resources

Main Contact: Stephanie Keith, Benefits/Leave Analyst

Phone: 517-272-4187 **Fax:** 517-887-4396

*** Your information may be shared with Ingham County's Work Comp Carrier for billing purposes, and the Occupational Health Provider treating our staff member that was exposed. ***



INGHAM COUNTY

HUMAN RESOURCES DEPARTMENT

Bloodborne Pathogen Source Testing

Patient Information (Please Print Clearly)

Last Name: _____ Date of Birth: _____

First Name: _____

Sex (circle): Female / Male / Non Binary / Not Specified

Phone Number: _____

Company

Name: Ingham County

Main Contact: Stephanie Keith, Benefits/Leave Analyst

Phone: 517-272-4187 Fax: 517-887-4396

Ordering Provider

Name: Adenike Shoyinka, MD

Address: 5303 South Cedar Street, Lansing, MI 48911

Phone: 517-887-4308 (Option 3) Fax: 517-887-4379

Billing

Company Name: The ASU Group

Address: PO Box 77, Okemos, MI 48805

Phone: 616-301-7287 Fax: 616-957-9108

**Lab Staff: Create 'Institutional Guarantor' using company information.
Do not add patient insurance information.**

Select Test:

	Lab Test	EPIC Code
X	Hepatitis B Surface Antigen	LAB471
X	Hepatitis C RNA VIRAL LOAD	LAB887
X	HIV AG and AB COMBO TEST	LAB4606

MIOSHA Serious Incident Reporting Guidelines

For Reporting Amputations, Loss of an Eye, In-Patient Hospitalizations, and Fatalities

- Incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident.
- If a serious incident or fatality takes place during business hours the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
- If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report. A summary of the report made to MIOSHA must be sent to the HR Benefits/Leave Analyst along with the completed Employee Incident Report.
 - **Amputation, Loss of an Eye, and/or In-Patient Hospitalization:** Call the MIOSHA Injury Report Line at 844-464-6742.
 - **Fatality:** Call the MIOSHA Fatality Report Line at 800-858-0397.

The following questions may be asked during the reporting call to MIOSHA:

- Name/address of employer.
- Name/address/contact information for employee.
- If the employee is temporary or permanent.
- Date of incident.
- What shift/time the employee was working.
- How the incident happened.
- How the event is work-related.
- If the employee was using equipment and/or personal protective equipment (PPE) during the incident.
- If the incident was related to an auto accident.
- If the task the employee was performing was a normal part of their job.
- If the task required the use of lockout/tagout.
- Nature/details regarding the employee's medical condition/treatment.

Questions from MIOSHA may vary based on the nature of the event; this list provides guidelines for the MIOSHA interview but does not reflect every question the Department Head (or their designee) may need to answer. If you have any questions regarding MIOSHA reporting, please contact the HR Benefits/Leave Analyst at 517-272-4187.

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: March 7, 2023
SUBJECT: Resolution To Approve An Agreement With The Pea Group For Montgomery Drain Engineering Review
For the meeting agendas of March 21, 22, 2023

BACKGROUND

Resolution #22-376 provided \$1,000,000 in American Rescue Plan Act (ARPA) funding for the Montgomery Drain project. One of the requirements of the ARPA funding was for a third party review of the remaining Montgomery Drain plans to verify their efficacy and need to the successful operation of the project. A funding amount of \$7,500, to be funded through the ARPA funds, was established.

PEA Group is a national engineering firm with Michigan offices that provides ecological consulting for stormwater management and hydraulic analysis. PEA Group is an engineering firm used by the Drain Commissioner on projects but did not provide engineering or consulting services on the Montgomery Drain.

ALTERNATIVES

Contract with an alternative consultant.

FINANCIAL IMPACT

Funding to be provided through ARPA dollars.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH THE PEA GROUP FOR
MONTGOMERY DRAIN ENGINEERING REVIEW**

WHEREAS, Resolution #22-376 provided \$1,000,000 in American Rescue Plan Act (ARPA) funding to the Ingham County Drain Office for the Montgomery Drain Project; and

WHEREAS, one of the requirements of the ARPA funding was for a third-party review of the remaining Montgomery Drain plans to verify their efficacy and need to the successful operation of the project not to exceed \$7,500; and

WHEREAS, the PEA Group is a national engineering firm with Michigan offices that provides ecological consulting for stormwater management and hydraulic analysis; and

WHEREAS, the PEA Group is an engineering firm used by the Drain Commissioner on projects but did not provide engineering or consulting services on the Montgomery Drain; and

WHEREAS, the PEA Group has agreed to perform the review of the remaining Montgomery Drain plans per Resolution #22-376 for an amount not to exceed \$7,500.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves an agreement with the PEA Group to provide a third party review of the remaining Montgomery Drain plans to verify their efficacy and need to the successful operation of the project not to exceed \$7,500.

BE IT FURTHER RESOLVED, that the funding for the review will be provide through ARPA funds.

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

Agenda Item 7a

TO: Board of Commissioners County Services Committee
FROM: Becky Bennett, Director, Board of Commissioners' Office
DATE: March 8, 2023
SUBJECT: Request for a Step Increase for Controller/Administrator

The Controller/Administrator is eligible for a step increase on his anniversary date which is March 22, 2023. Section B.2 of the *Managerial and Confidential Employee Personnel Manual* sets forth rules for application of step increases in compensation for employees subject to provisions of the *Manual*. Current language in the *Manual* requires that employees not at the top step of the salary range for their classification may be considered for a step increase upon approval of an immediate supervisor. However, step increases for several cited positions are subject to approval of a presiding Judge or liaison committee of the Board of Commissioners.

The Controller/Administrator is eligible to receive a step increase from Grade MCF 20 Step 2 (\$156,177.18) to MCF 20 Step 3 (\$163,517.51), a difference of \$7,340.33. The cost of this step increase is included within the 2023 budget for the Controller's Office. In accordance with the *Managerial and Confidential Employee Personnel Manual*, this request for a step increase is before you for your approval.

If you have any questions, feel free to contact me.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RELEASE OF
ATTORNEY/CLIENT PRIVILEGED COMMUNICATION**

WHEREAS, the County Attorney issued an Attorney/Client privileged communication to the Director of the Board of Commissioners' Office on February 15, 2023; and

WHEREAS, the County Services Committee is requesting the release of the Attorney/Client privileged communication; and

WHEREAS, the County Attorney has determined that the release of this communication would not have a negative effect on pending litigation or other legal matters; and

WHEREAS, the County Services Committee recommends that this document be released.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the release of the Attorney/Client privileged communication from Cohl, Stoker & Toskey, P.C., dated February 15, 2023 to the Director of the Board of Commissioners' Office.