

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

FINANCE COMMITTEE
MARK GREBNER, CHAIR
TODD TENNIS
BRYAN CRENSHAW
MARK POLSDOFER
EMILY STIVERS
ROBERT PEÑA
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON MONDAY, FEBRUARY 7, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [January 19, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Approve the [Reorganization](#) of the County Clerk's Office
2. Probate Court – Resolution to Authorize a Supplemental Reimbursement for Probate Court [Judicial Assistants](#)
3. Prosecutor's Office – Resolution to Authorize a Memorandum of Understanding between the [Tri-County Metro Narcotics Squad](#) and the Ingham County Prosecutor's Office Under the 2022 Byrne JAG Grant
4. Parks Department – Resolution to Authorize a Contract with [Praise Companies, LLC](#) for Designing, Fabricating, and Installing Signage for the Ingham County Park Department
5. Health Department
 - a. Resolution to Authorize an [Amendment to Resolution #21-498](#)
 - b. Resolution to Authorize an Agreement with [Graphic Sciences, Inc.](#) for the Transport, Storage, and Retrieval of Health Department Files
 - c. Resolution to Amend Agreement for [Registered Dietician Services](#)
 - d. Resolution to Authorize an Agreement with [ChartSpan Medical Technologies, Inc.](#)
6. Financial Services Department
 - a. Resolution to Request a Reallocation of Assets within Municipal Employees' Retirement System ([MERS](#))
 - b. Resolution to Approve an Agreement with [Plante Moran, LLC](#) for ERP Software Consulting Services
7. Controller/Administrator's Office – Resolution to Approve the Use of American Rescue Plan Funds for COVID-19 Related [Sick Leave](#)

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.

FINANCE COMMITTEE
January 19, 2022
Draft Minutes

Members Present: Grebner, Crenshaw, Peña, Polsdofer, Schafer, and Tennis.

Members Absent: Stivers (virtual).

Others Present: Paige Bartkowiak, Erica Lynn, Michael Lynn, Gregg Todd, Michael Townsend, Linda Vail, Jessica Yorko, Mary Konieczny, and others.

The meeting was called to order by Chairperson Grebner 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/89160266022>.

Approval of the December 8, 2021 Minutes

CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE DECEMBER 8, 2021 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Stivers.

Additions to the Agenda

Removed –

17. Human Resources Department – Pursuant to MCL 15.268(h) a Written Attorney/Client Privileged Legal Opinion from Corporate Counsel (*Closed Session*)

Limited Public Comment

None.

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

1. Drain Commissioner - Resolution Pledging Full Faith and Credit to Smith and Oesterle Drain Drainage District Bonds
2. Sheriff's Office
 - a. Resolution to Authorize a Contract for Services with Danielle Patrick to Audit Evidence and Evidence Records at the Ingham County Sheriff's Office
 - b. Resolution to Authorize the Purchase of Axon Body Worn Cameras, Equipment, and Licenses
 - c. Resolution to Reclassify the Central Records Office Coordinator to Central Records and Freedom of Information Act Coordinator
 - d. Resolution to Authorize Contract Addendum with Securus Technologies to Address Applicable Portions of the Federal Communications Commission Ruling on Inmate Telephone Fees

- e. Resolution to Authorize a Contract Renewal to Continue Maintenance and Support from LexisNexis for their E-Citation and UD-10 Crash Reporting Systems
- 3. Probate Court - Resolution to Accept the 2022 Coronavirus Emergency Supplemental Funding (CESF) Grant for Probate Court
- 4. Circuit Court – Resolution to Accept the 2022 Coronavirus Emergency Supplemental Funding (CESF) Grant for Circuit Court
- 5. Health Department
 - b. Resolution to Authorize an Agreement with Safe Passages DBA Advance Peace for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool
 - c. Resolution to Amend Agreement with Dignified Aging Project
 - d. Resolution to Amend Resolution #10-275 with Nextgen® Healthcare Information Systems, Inc. for Nextgen® Mobile
- 6. 9-1-1 Dispatch Center
 - a. Resolution to Approve the Disposal of the County-Owned Surplus Property from the Decommissioned Harris EDACS Radio System
 - b. Resolution to Authorize the Purchase of Scheduling Software/Services
- 7. Animal Control
 - a. Resolution to Purchase LexisNexis e-Citation Programming and One Year of Software Support
 - b. Resolution to Authorize a Contract for Website Redesign for Ingham County Animal Control and Shelter
- 8. Potter Park Zoo
 - a. Resolution to Authorize a Reorganization of Potter Park Zoo Maintenance Positions
 - b. Resolution to Amend Resolution #20-015 Visitor Incentive Programs at Potter Park Zoo
 - c. Resolution to Authorize a Contract Extension with Shane’s Camels
- 9. Parks Department
 - a. Resolution to Authorize a Contract with American Ramp Company dba Progressive Bike Ramps for Construction of a Bike Skills Park at Burchfield Park
 - b. Resolution to Authorize the Development of an 18-Hole Disc Golf Course at Lake Lansing Park North
- 10. Lansing Economic Area Partnership – Resolution to Amend Contract with Capital Consultants, Inc. for State Community Development Block Grant Site Readiness Preliminary Engineering Services
- 11. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District
- 12. Equalization Department – Resolution to Contract for Commercial and Industrial Appraisals

13. Innovation and Technology Department – Resolution to Approve the Lease of Dark Fiber from Zayo Group
14. Facilities Department
 - a. Resolution to Authorize an Agreement with Lansing Tile for the Carpet Replacement at the Human Services Building Admin Office Area
 - b. Resolution to Authorize an Agreement with Trane U.S. Inc., for the Replacement of Multiple Units and Upgrade Tracer Summit at Several Ingham County
15. Road Department – Resolution to Authorize an Engineering Design Services Contract with Bergmann and Authorize a 2nd Party Agreement with the City of East Lansing for the Lake Lansing Road Project from Abbot Road to Hagadorn Road
16. Controller/Administrator’s Office
 - a. Resolution to Approve a Letter of Agreement between Ingham County and Capitol City Labor Program, Corrections Unit, for COVID-19 Related Use of Leave Time

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

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

Chairperson Grebner requested it be noted for the record that had Commissioner Emily Stivers, County Commissioner, been present for the meeting she would have voted in favor of the items on the Consent Agenda.

5. Health Department
 - a. Resolution to Authorize an Agreement with People Ready Activating Youth (P.R.A.Y.) and Peckham Using a Partnership Approach to Implement and Operate the Lansing/Ingham Peacemaker Fellowship® and to Build and Sustain Local Community Capacity to Interrupt Gun Violence

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner Crenshaw requested to abstain from the vote as Terrance Cooper, People Ready Activating Youth (P.R.A.Y.) Founder, was a contractor of the same division as Commissioner Crenshaw in the Lansing School District.

Commissioner Peña stated he had participated in the Advance Peace listening sessions in 2021 and sessions with The Village Lansing. He further stated he had thought the Request for Proposal (RFP) would be awarded to a different organization.

Commissioner Peña stated he was not too sure about P.R.A.Y. and Peckham, and requested additional oversight measures be taken to make sure things were successful.

Linda Vail, Health Officer, stated Advance Peace would provide the requested oversight, and the Michigan Public Health Institute (MPHI) provided evaluation. She further stated the resolution was gray and muddy and acknowledged every resolution went by her desk before presentation to the Board of Commissioners.

Ms. Vail stated P.R.A.Y. was the local operator, and Peckham agreed to provide support with a no-cost contract. She further stated she needed to clarify that the RFP itself was put together at the direction of Advance Peace, and explained the role of Ingham County compared to Advance Peace.

Commissioner Peña stated he wanted to ensure that the project would remain fruitful.

Commissioner Schafer asked how many organizations currently partnered with P.R.A.Y.

Paige Bartkowiak, Health Department Policy Analyst, stated thirteen different partner organizations were listed in the RFP for P.R.A.Y.

Commissioner Schafer stated Ms. Bartkowiak should introduce herself to the Finance Committee.

Ms. Bartkowiak stated her career background and experiences for the Finance Committee.

Commissioner Stivers stated she had received an email inquiring why The Village Lansing was not selected and requested additional information.

Ms. Vail stated The Village Lansing was not selected because the overwhelming vote for the local operator was for P.R.A.Y. She further stated the Evaluation Committee consisted of representatives from Ingham County and the City of Lansing due to funding and standard RFP processes.

Ms. Bartkowiak stated the Evaluation Committee members were herself, DeLisa Fountain, City of Lansing Director of Department of Neighborhoods and Citizen Engagement, Desiree Kirkland, City of Lansing Treasurer, Robin Anderson-King, City of Lansing Neighborhood Resource Coordinator, John Edmond, Father of Amaia Edmond, Mike McKissic, Mikey23Foundation Founder, Johann Fragd, Advance Peace Administrative Director, and Teri Morton, Deputy Controller.

THE MOTION CARRIED UNANIMOUSLY. **Yeas:** Grebner, Peña, Polsdofer, Schafer, Tennis
Nays: None **Absent:** Stivers **Abstain:** Crenshaw

16. Controller/Administrator's Office

b. American Rescue Plan Act Second Tranche (*Discussion*)

Gregg Todd, Controller, provided an update to the Finance Committee regarding the American Rescue Plan Act Second Tranche.

Ms. Vail stated funding for additional testing for schools to utilize in order to keep schools open and continue to implement the test-to-stay policy should be considered.

Chairperson Crenshaw requested a priority ranking be provided at the next meeting.

Mr. Todd stated he would be able to provide that information.

Commissioner Polsdofer asked Ms. Vail what was needed to assist with testing.

Ms. Vail stated funding was needed for testing supplies at schools.

Commissioner Schafer stated it was a great time to look at infrastructure and environmental issues, such as septic for low-income residents. He further stated there was no better bang for the buck than the Ingham Conservation District, as the amount of good they did was incredible.

Announcements

Commissioner Peña stated there would be a series on Veteran's Affairs with the first taking place on January 28, 2022 at 7:00 p.m. at the Alfreda Schmidt Community Center. He further stated the first session's theme was African American experiences in the services.

Commissioner Grebner stated he now wore KN95 masks given the statistics of increased infection and transmittal rates of the Omicron variant of the COVID-19 pandemic. He further stated that there was nobody in line at Frandor, which seemed to be good news.

Commissioner Stivers stated she did not believe Chairperson Grebner's announcement was good news, as too many people were not testing which was disturbing and sad. She further stated when she did contact tracing most of those whom she notified did not want to get tested.

Commissioner Peña stated Pattengill required his niece to be sent home after an exposure in her classroom pod. He further stated she needed to test negatively at school to return, and suggested more testing was probably needed.

Public Comment

Jessica Yorko, Ingham County Resident, stated she was a resident who was affected by Agenda Item 5a, and was pleased to see there was some dialogue with the national partner. She further stated some of the items raised against other applicants during the RFP process included foul language, criticizing elected officials, and late submittal of a report.

Ms. Yorko stated the type of folks needed for the program do not often have the cleanest language or turn in reports without guidance on time, and hoped the program was successful. She further stated she had seen much bias in the RFP process, and she was still unclear of several processes that resulted in the decision.

Ms. Yorko stated as a taxpayer that she feared Ingham County had opened its doors to a lawsuit.

Michael Lynn, The Village Lansing Co-Founder, stated many great questions were asked today and as a result, he did not understand why Agenda Item 5a was approved. He further stated Ms. Yorke created the original RFP and understood the initial process clearly.

Mr. Lynn stated Ms. Vail kept information from the Finance Committee, which was the same issue The Village Lansing had with the City of Lansing. He further stated the RFP showed that The Village Lansing could do the work.

Mr. Lynn stated he was saddened because he hoped people would ask the right questions, and not all the information was provided. He further stated that the action to push something through was detrimental.

Erica Lynn, The Village Lansing Co-Founder, stated she was disappointed that Agenda Item 5a had been approved despite the amount of concern raised regarding the process. She further stated she had submitted a Freedom of Information Act request for the RFP scores and can see why The Village Lansing was not selected.

Ms. Lynn stated that it was still The Village Lansing's assertion that The Village Lansing had been assigned the highest score on the RFP, and the discussions following the interviews were outside of the process, unethical, and immoral. She further stated that Ms. Bartkowiak's request that polls be used as the final score circumvented the RFP process.

Ms. Lynn stated The Village Lansing had won the last RFP process, and the resolution was pulled from the agenda over a Facebook post, and was surprised the resolution was continuously being voted through tonight.

Mr. Lynn stated he thought Advance Peace had chosen The Village Lansing to be the local operator which was clear if you looked into the process. Mr. Lynn stated Ms. Morton and Ms. Bartkowiak lied during conversations with the RFP evaluation committee.

Mr. Lynn stated people in the committee had told him that Ms. Morton and Ms. Bartkowiak were openly disparaging The Village Lansing to influence the poll.

Adjournment

The meeting was adjourned at 6:36 p.m.

**FEBRUARY 2, 2022 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller’s Office recommends approval of the following resolutions:

1. **Clerk’s Office** – *Resolution to Approve the Reorganization of the County Clerk’s Office*

This resolution approves the reorganization of the Clerk’s Office:

- Recording Secretary – MC 4 to MC 5
- Clerk Coordinator (prev. Executive Assistant) – MC 5 to MC 7
- Elections Director (prev. Elections/Clerk Coordinator) – MC 10 to MC 12
- Chief Deputy County Clerk – MC 13 to MC 14
- Deputy County Clerk (x6) – UAW TOPS E to UAW TOPS G

Current Position	Current Max. Cost	Future Max Cost	Difference
Recording Secretary	\$97,741	\$102,777	\$5,036
Clerk Coordinator	\$102,777	\$115,903	\$13,126
Elections Director	\$144,017	\$163,194	\$19,177
Chief Deputy County Clerk	\$172,922	\$184,464	\$11,542
Deputy County Clerk x6	\$514,458	\$558,486	\$44,028
TOTAL	\$1,031,915	\$1,124,824	\$92,909

See memo for details.

2. **Probate Court** – *Resolution to Authorize a Supplemental Reimbursement for Probate Court Judicial Assistants*

This resolution will authorize additional compensation for the Judicial Assistants for the Chief Probate Judge (\$500 every six months) and the Judicial Assistant for the Chief Probate Judge Pro Tempore (\$100 every six months) effective January 1, 2022. This would provide parity with the Judicial Assistants for the Circuit Court. Resolution #12-51 authorized additional compensation for the Judicial Assistants of the Chief Circuit Judge, the Chief Circuit Judge Pro Tempore, and the Presiding Judge of the Family Division and/or General Trial Division. These payments are paid due to extra job responsibilities and duties performed by these Judicial Assistants.

The cost of this supplemental pay is relatively small and can be absorbed within the existing Probate Court budget. The Managerial and Confidential Plan will be amended to reflect these amounts.

See memo for details.

3. Prosecutor's Office – *Resolution to Authorize a Memorandum of Understanding between The Tri-County Metro Narcotics Squad and the Ingham County Prosecutor's Office Under the 2022 Byrne JAG Grant*

This resolution will authorize acceptance of an agreement for the Tri-County Metro Narcotics Squad (TCM) to disburse \$28,160 to the Ingham County Prosecutor's Office (ICPO) under the 2022 Byrne JAG Grant Program "Building Investigative Capacity to Combat Dangerous Drugs in Our Communities." The aim of this grant is to reduce overdoses, deaths, and criminal activity related to the sale of heroin and opiates. TCM has offered \$28,160 in grant funds to the ICPO to participate in this grant program in exchange for assistance in the prosecution of these cases in Ingham County. Funding will be used to purchase technological upgrades to the ICPO discovery unit, including higher performance computer processing units for video editing, transfer, and storage.

See memo for details.

4. Parks Department – *Resolution to Authorize a Contract with Praise Companies, LLC for Designing, Fabricating, and Installing Signage for the Ingham County Park Department*

This resolution authorizes a contract with Praise Companies, LLC for a total amount not to exceed of \$6,910 which includes the base sign (\$6,070) and alternate 2 with lighting (\$840) for replacement signage at Lake Lansing Boat Launch. The replacement of the Lake Lansing Boat Launch sign will be funded from the Ingham County Insurance Liability 667 Fund.

5a. Health Department - *Resolution to Authorize an Amendment to Resolution #21-498*

This resolution amends Resolution #21-498 for a total agreement amount not to exceed \$945,301 annually, effective October 1, 2021 through September 30, 2022 with an automatic annual renewal thereafter. This amended agreement will include 8.0 FTEs Behavioral Health Consultants and 1.0 FTE Mental Health Therapist (MHT) Supervisor position. In addition, a nurse coordinator will be provided by CMH-CEI at no cost. Funds for this agreement are included in the 2022 budget.

5b. Health Department - *Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files*

This resolution authorizes extending the agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of Health Department files for an amount not to exceed \$49,000 effective January 27, 2022 through January 26, 2023. Funds for this agreement are included in the 2022 budget.

5c. Health Department - *Resolution to Amend Agreement for Registered Dietician Services*

This resolution authorizes entering into an agreement with Morgan Aleman, RD, to provide four (4) hours per week of registered dietician services to Ryan-White program patients effective February 1, 2022 through January 31, 2023, for an amount not to exceed \$10,816 annually.

5d. Health Department - *Resolution to Authorize an Agreement with ChartSpan Medical Technologies, Inc.*

This resolution authorizes an agreement with ChartSpan Medical Technologies, Inc., effective February 1, 2022 through January 31, 2025, with an auto-annual renewal for a period of five years, providing patient engagement and virtual managed care services at the per patient per month (PPPM) rate outlined in the ChartSpan proposal.

6a. Financial Services – Resolution to Request a Reallocation of Assets within Municipal Employees’ Retirement System (MERS)

This resolution approves the reallocation of assets within MERS from divisions funded greater than 100% to those that are underfunded. If a division is funded well below MERS criteria, it can potentially increase the actuarially determined contribution required annually.

There is no cost associated with this reallocation nor will it affect any employee’s retirement.

See memo for details.

6b. Financial Services – Resolution to Authorize an Agreement with Plante Moran, LLC for ERP Software Consulting Services

This resolution authorizes an agreement with Plante Moran, LLC for consulting services on a new Enterprise Resource Planning (ERP) software system. We currently utilize MUNIS which is outdated and unreliable. Moving to a new software system is critical and hiring a consultant to help us navigate the purchasing on a new ERP system is also critical to make sure we get it right.

Funding of the \$246,960 will be through the revenue replacement allowance of the ARP.

See memo for details.

7. Controller’s Office – Resolution to Approve the use of American Rescue Plan Funds for COVID-19 Related Sick Leave

This resolution approves utilizing ARP funds for COVID-19 related sick leave for employees up to five days (40 hours). It is contingent on the employee being vaccinated or having an approved exemption from HR.

See memo for details.

TO: Ingham County Board of Commissioners
 FROM: Chief Deputy County Clerk Scott Hendrickson
 DATE: December 13, 2021
 SUBJECT: County Clerk Reorganization Discussion

BACKGROUND

This reorganization affects the Vital Records and Elections staff of the Ingham County Clerk’s Office.

The job descriptions for these roles have not been amended for a number of years, and some have not been touched since 2014. As a result, the office has changed dramatically, as have the positions, and yet have been classified under the same pay grade.

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

- Recording Secretary – MC 4 to MC 5
- Clerk Coordinator (prev. Executive Assistant) – MC 5 to MC 7
- Elections Director (prev. Elections/Clerk Coordinator) – MC 10 to MC 12
- Chief Deputy County Clerk – MC 13 to MC 14
- Deputy County Clerk (x6) – UAW TOPS E to UAW TOPS G

This reorganization takes budgetary restraints, employee recruitment and retention into consideration.

FINANCIAL IMPACT

The Human Resources/Clerk repointing results were sent to Director Townsend in the Budget Office, who calculated the financial impact of each change. The results have been included individually and collectively below. The total increase across all 5 positions (10 employees) would be \$92,909.

Current Position	MC 4 Step 5 Total Cost	MC 5 Step 5 Total Cost	Difference
Recording Secretary	\$97,741	\$102,777	\$5,036
TOTAL	\$97,741	\$102,777	\$5,036

Current Position	MC 5 Step 5 Total Cost	MC 7 Step 5 Total Cost	Difference
Clerk Coordinator	\$102,777	\$115,903	\$13,126
TOTAL	\$102,777	\$115,903	\$13,126

Current Position	MC 10 Step 5 Total Cost	MC 12 Step 5 Total Cost	Difference
Elections Director	\$144,017	\$163,194	\$19,177
TOTAL	\$144,017	\$163,194	\$19,177

Current Position	MC 13 Step 5 Total Cost	MC 14 Step 5 Total Cost	Difference
Chief Deputy County Clerk	\$172,922	\$184,464	\$11,542
TOTAL	\$172,922	\$184,464	\$11,542

Current Position	UAW TOPS E Step 5 Total Cost	UAW G TOPS Step 5 Total Cost	Difference
Deputy County Clerk x6	\$85,743	\$93,081	\$7,338
TOTAL	\$514,458	\$558,486	\$44,028

SUMMARY

Current Position	Current Max. Cost	Future Max Cost	Difference
Recording Secretary	\$97,741	\$102,777	\$5,036
Clerk Coordinator	\$102,777	\$115,903	\$13,126
Elections Director	\$144,017	\$163,194	\$19,177
Chief Deputy County Clerk	\$172,922	\$184,464	\$11,542
Deputy County Clerk x6	\$514,458	\$558,486	\$44,028
TOTAL	\$1,031,915	\$1,124,824	\$92,909

OTHER CONSIDERATIONS

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

RECOMMENDATIONS

I respectfully recommend approval of the reorganization for these five positions.

TO: Clerk Byrum

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: 12-10-2021

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization the County Clerk is requesting:

1. Position number 215008 is currently a Chief Deputy – County Clerk. The County Clerk has updated the job description to accurately reflect the duties that are being performed. After analysis, the salary would move from a MC 13 to a MC 14. I have attached a copy of the job description.
2. Position number 215004 is currently an Election Clerk Coordinator – County Clerk. The County Clerk would like to convert this position into an Election Director – County Clerk. After analysis, the salary would move from a MC 10 to a MC 12. I have attached a copy of the job description.
3. Position number 215014 is currently an Executive Assistant – County Clerk. The County Clerk would like to convert this position into a Clerk Coordinator – County Clerk. After analysis, the salary would move from a MC 05 to a MC 07. I have attached a copy of the job description.
4. Position number 215012 is currently a Recording Secretary. The County Clerk has updated the job description to accurately reflect the duties that are being performed. After analysis, the salary would move from a MC 04 to a MC 05. I have attached a copy of the job description.
5. Position numbers 215005, 215006, 215007, 215009, 215011 and 215013 are currently Deputy County Clerks. The County Clerk has updated the job description to reflect the duties that are being performed. After analysis, the salary would move from a UAW E to a UAW G. I have attached a copy of the job description.

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

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

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

From: [Bradley Prehn](#)
To: [Elisabeth Bliesener](#)
Cc: [Joan Clous](#)
Subject: RE: Deputy County Clerk Re-org updated JD
Date: Thursday, December 02, 2021 12:39:31 AM

Beth,

The UAW is okay with Deputy County Clerk position pointing out at a UAW-G pay grade with 825 points.

Thank you

Brad

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Tuesday, November 30, 2021 2:56 PM
To: Bradley Prehn <BPrehn@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Deputy County Clerk Re-org updated JD

Hi Brad,

The Clerk's office is working on a re-organization which includes updating the Deputy County Clerk position. I have included the *Track changes JD and the clean copy of the JD for your review.* Below is the updated JPE and we did discuss the JPE with the Clerk's office as well.

Please let me know if the Union approves these changes and the updated JPE.

Old JPE:	Updated JPE:
1. 45	1. 190
2. 135	2. 135
3. 65	3. 85
4. 60	4. 80
5. 50	5. 50
6. 70	6. 90
7. 50	7. 70
8(1) 35	8(1) 35
8. 35	8(2) 60
9. 10	9. 10
10. 10	10. 10
11. 10	11. 10
Total 575 UAW E	Total 825 UAW G

Let me know if you have any questions.

Thanks,

Beth

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DEPUTY- COUNTY CLERK

General Summary:

Under the broad administrative direction of the County Clerk, serves as a confidential personal advisor and assistant to the County Clerk including preparation of correspondence, file maintenance, screening of telephone calls, maintaining the Clerk's scheduling, travel reservations and other administrative duties as required. Acts as a first level supervisor of clerical workers engaged in the processing of vital record transactions with responsibility for training and scheduling of personnel, assignment of work, review and evaluation of employee performance, initiation of disciplinary action, and participation in hiring and termination decisions. Assists with statutory duties as Clerk to the Board of Commissioners and other Boards and Commissions as assigned by the Clerk. In coordination with the Elections Director, initiates and revises policies and services as needed and/or required by law. Troubleshoots problems as they arise.

Essential Functions:

1. Directs the day-to-day operations of the Clerk's Office. Plans, schedules, assigns work and redistributes workloads as necessary at both office locations. Supervises all staff assigned to the County Clerk's Office. Ensures optimal staffing for both office locations. Takes lead in the screening and interviewing process for new employees, training, performance evaluation, recommends and offers advice regarding disciplinary and/or corrective actions, and implements disciplinary and/or corrective actions up to and including terminations.
2. Coordinates the filing of executed contracts and purchase orders with the Office by other County entities pursuant to county policy and Michigan law, including fielding County department concerns, providing formal presentations and formal trainings, and conducting audits and reporting results to the County Clerk, Board of Commissioners and other county entities. Review and promote county processes to promote efficient processing. Develop and implement contract storage program for long-term record retention.
3. Performs back-up responsibilities as needed for the Deputy County Clerks including but not limited to filing birth records, marriage licenses, death certificates, notary applications, concealed pistol license applications, military discharge papers, and other vital records. Also acts as a backup for the issuance of certified copies of vital records, counter assistance for customers, and answering calls faxes or emails.
4. Utilizing substantial discretion, administers Office's concealed pistol license ("CPL") program, including reviewing and approving or denying CPL applications, reviewing prohibited premises exemption applications, and investigating CPL course instructors for proper credentialing. Serves as user administrator for the Michigan Criminal Justice Information Network ("MiCJIN") portal, including creation, deletion, revising of user profiles and access rights. Primary liaison with County IT Department, County Attorney, and Michigan State Police to ensure secure connectivity with MiCJIN, resolve application issues, and respond to appeals of CPL application denials filed in the Circuit Court. Responsible for reporting, audits, reconciling payments/billing, and staff training.
5. Administers access to the Michigan Electronic Death Registry System, Michigan Centralized Birth Certification System, Vital Events Registration System, Qualified Voter File, and others. Responsible for the creation, deletion, and rights of users. Oversees user training and conduct on systems and reconcile billing. Monitors access contract to ensure compliance with State regulations and continued access. Liaises with funeral homes, licensed mortuaries, Ingham County-located hospitals, Ingham

County Medical Examiner, Michigan Department of Health and Human Services (“DHHS”), and other agencies/offices for accurate preparation of death and birth records, including rendering training and providing process updates

6. Leads investigations of requests for birth records of missing persons, including interacting with requesters, possible missing persons, and associates; coordinating with law enforcement and DHHS; coaching staff; and verifying accuracy of missing person status. Utilize substantial discretion to achieve a positive resolution due to long-term and/or irreversible impact upon well-being and legal rights of others.
7. Verifies, signs and processes employee time cards and per diem payments for all employee of the Clerk’s Office, the Ingham County Board of Canvassers, the Ingham County Election Commission, the Ingham County Apportionment Commission, and temporary employees. Approves and coordinates staff requests for leave time and makes adjustments to office leave schedule, and processes personnel records.
8. Develops, continually amends, and promulgates standard operating procedure manuals, the County Clerk’s employee handbook, and role-based succession manuals as necessary. Monitors changes in applicable statutes and polices/procedures as the State’s Vital Records Offices. Advises staff of statutory and/or procedural changes in the recording and maintenance of vital records.
9. Continuously review internal policies and procedures to determine relevant process improvements that can increase efficiency of County Clerk employees. Draft and recommend policy changes to effect desired improvements and implement said changes to the desired effect.
10. Must be familiar with local, state, and federal statutes, as well as constitutional obligations, relating to the processing, confidentiality, handling, and retention of vital records including but not limited to the Firearms Laws of Michigan, Assumed Name Certificates, Birth Records, Marriage Licenses, Death Certificates and Michigan Election Law.
11. In the absence of the Chief Deputy Court Clerk, assigns duties to, monitors performance of and supervises Circuit Court Clerk’s Office staff.
12. Orders and maintains inventory of office supplies and other equipment necessary at both office locations to perform duties required by staff.
13. In conjunction with the Elections Director, prepares and monitors the annual budget for the County Clerk, Elections and Circuit Court Clerk’s Office. Monitors budgets and advises the County Clerk of the status throughout the year. Assures appropriate distribution of costs to various funding sources.
14. Assist the Elections Director prepare and conduct elections, ensure compliance with the Michigan Campaign Finance Act, process voter registration and absent voter ballot applications, assist with the programming of elections, and other election-related tasks as assigned.
15. Processes the payment of all bills for expenses paid from the County Clerk’s, Elections and Circuit Court Clerk’s budgets.
16. Serves as confidential personal assistant to the County Clerk, including preparation of correspondence, file maintenance, maintenance of Clerk’s schedule, screening of telephone calls, travel reservations and other administrative duties as required by the Clerk.

17. Directs Clerk's Office web-based services. Serves as the administrator of the County Clerk's website by making timely regular updates to content and; posting weekly reports, election-related information, and election results, both unofficial and official.
18. Serves as liaison with the IT Department and the Facilities Department to file and monitor the completion of service work orders for both office locations.
19. Reviews and distributes incoming correspondence from multiple sources, including, but not exclusively, mail, packages, email and faxes. Performs constituent relations work, including responding to inquiries and determining the best solutions within regulations, County procedures and the law.
20. Acts as the County Clerk's liaison to internal policy-related, security, and ad-hoc committees charged with attending, providing written notes and verbal updates, and representing the County Clerk's interests.
21. Provides staff support to various Boards, Commissions, and professional organizations that the County Clerk is statutorily obligated to engage with.
22. Represent County Clerk's Office before the Board of Commissioners, news media, and state, local, and municipal entities. Prepare, submit, and guide resolutions for consideration by the Board of Commissioners. Perform follow up tasks including securing contracts and purchase orders.
23. Act as administrator for communications software, generate content for and coordinate the release of public-interest information regarding the ongoing operations of the County Clerk's office. Implement strategic communications strategies for the purpose of increasing public awareness for the County Clerk's Office. Draft press releases, statements, public remarks, talking points, speeches, in addition to responding to press inquiries.
24. Serves as liaison with other county agencies, local and state-government offices and other outside agencies to achieve the mission of the Clerk's Office. Assists Clerk with responsibilities associated with memberships in related organizations and leadership roles locally, state-wide and nationally. This position requires resolution of situations and matters characterized by complexity and difficulty through skills such as negotiation, formalized debate, and formal presentations to outside groups and individuals which exercise major influence or decision-making authority
25. In the absence of the County Clerk, serve in the capacity as directed for all statutorily-allowed actions.

Other Functions:

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

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

Employment Qualifications:

Education: Bachelor Degree required. Master's Degree preferred.

Experience Five to seven years of progressively more responsible or expansive experience providing a familiarity with supervising employees. Demonstrated experience with computers and technology required.

Other Requirements:

- Ability to work responsibly alone to manage the Deputy Clerk responsibilities of the County Clerk
- Must be able to perform high quality and complex managerial and bookkeeping functions.
- Must be able to work evenings and extended hours.
- Must be able to be commissioned to serve as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.
- Must be able to obtain State of Michigan Election Certification within 6 months of hire date.

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

Working Conditions:

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

Physical Requirements:

- 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 traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers
- This position requires the ability to use a step ladder to access files, supplies and office equipment.
- This position requires the ability to work in confined spaces with cramped body positions.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, etc.

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

December 2021
MC 14

**INGHAM COUNTY
JOB DESCRIPTION**

ELECTIONS DIRECTOR – COUNTY CLERK

General Summary:

Under the broad administrative direction of the County Clerk, serves as a confidential assistant to the County Clerk and serves as the first level Elections Director in the Clerk's office with responsibilities that include the review of filing and petitions, ballot preparation and distribution, computer tabulation, order and providing election supplies, training election workers, certifying election results, and coordinating all other aspects of elections. Review and determine compliance with campaign finance laws, notify candidates of violations and fines owed. Coordinates Election web-based initiatives. Assists the County Clerk and Chief Deputy County Clerk in fulfilling their statutory duties as Clerk of the Board of Commissioners. Assists with vital records transactions. Assists in the development and monitoring of the annual budget.

Essential Functions:

1. Coordinates voting activities with cities and townships by providing officials with information concerning the voting process and campaign financing and notifies them of requirements as set forth by law, rules and Secretary of State notices.
2. Develops procedures based on current laws and rules to accept election filings, voter registration applications, absent voter ballot applications, and campaign finance documents and ensures timely and accurate processing and review.
3. Drafts and issues notices of violations, fines, and various other letters and electronic communications regarding elections and campaign finance.
4. Collects and assimilates information needed for ballot preparation and oversees the preparation, editing and proofing of ballots generated on ballot printing software.
5. Supervises the Recording Secretary ensures they are trained to properly perform the role as well as being able to assist with campaign finance filings and during elections. Reviews Recording Secretary's work for accuracy and makes determinations on matters of complexity outside of routine tasks. Acts as backup for all Recording Secretary duties in the absence or vacancy of the Recording Secretary.
6. Supervises temporary elections staff, which includes the hiring, supervision, and oversight of dozens of individuals, and assigns and reviews tasks relating to data entry, correspondence, filing, record retention, and election supply fulfillment.
7. Programs necessary technology to conduct election and coordinates election web-based services, ensures that ADA-compliant voting machines are properly programmed, creates and proofs paper ballots, requests supplies and the printing of created ballots.
8. Discusses problems, concerns and election law requirements with local clerks, candidates, and the general public.
9. Consults with the State Elections Bureau regarding election matters. Plans and organizes the duties and activities of the County Board of Canvassers and the County Election Commission.

10. Solicits bids for supplies and services and consults with the Clerk on which vendor should be selected. Orders all election, voter registration, and campaign finance supplies, including supplies for voting machines. Verifies billings, distributes supplies to local jurisdictions and maintains inventory. Creates and maintains election materials to be produced in-house for use by local and County clerks.
11. In conjunction with the Chief Deputy County Clerk, prepares and monitors the annual budget and advises the County Clerk of the status. Assures appropriate distribution of costs to various funding sources.
12. Develops forms, documents, informational brochures, and training materials and provides training for election inspectors and candidates. Organizes distribution of materials and arranges web-based and in-person training opportunities.
13. Compiles costs and bills local jurisdictions for items relating to elections. Maintains an invoice log and records payments as they are received.
14. Provides assistance to the County Clerk and Chief Deputy County Clerk in fulfilling their statutory duties as Clerk of the Board of Commissioners and other relevant boards and commissions. Assures timely and accurate preparation of minutes. Assures staffing to meetings and records processing, record votes and actions on agenda items. Directs preparation and maintenance of files for all Board actions, including minutes, resolutions, indexing, and completion of special requests as directed by the County Clerk. Maintains resolutions of continuing effect original contracts and resolution files.
15. Develops training manuals for election equipment and trains poll workers and local election staff on election procedures and equipment.
16. Trains candidates and campaign treasurers in campaign finance laws and procedures to encourage compliance with the Michigan Campaign Finance Act. Creates and distributes materials and arranges web-based and in-person training opportunities.
17. In the absence of the County Clerk or Chief Deputy County Clerk, represents the County Clerk's Office to the media on election issues and at election-related meetings of various boards and commissions.
18. Responds to constituent and election official inquiries and determines the best solutions within rules, regulations and County procedures. Coordinates with County Clerk and Chief Deputy County Clerk on election-related communications.
19. In coordination with the County Clerk and Chief Deputy County Clerk oversees staff.
20. Receives, analyzes for errors and if applicable, processes various documents relating to the processing of concealed weapon license applications, for proper documentation and completeness. These include new applications, renewal applications, and emergency applications. Assist customers with completing the Concealed Pistol License application process by taking and submitting fingerprints to the Michigan State Police.
21. Reviews proposed legislative bills, ballot initiatives, and administrative rules at the County, State and Federal levels. Advises the County Clerk regarding their effects on election administration.
22. Prepares and organizes data into reports for use in the clerk's office and dissemination to officials and general public. Contributes County data to state and national reports.

23. Oversees the technological aspects of meetings for which the County Clerk must maintain the record, including but not limited to software to allow for hybrid meeting availability and audio recordings.

Other Functions:

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

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

Employment Qualifications:

Education: Bachelor Degree required.

Experience: Three years of experience providing a familiarity with the State election laws and election procedures. Experience preferred with computer systems related to that used in the elections process.

Other Requirements:

- Must be able to work evenings and extended hours.
- Must be able to obtain State of Michigan Election Certification within 6 months of hire date.
- Must have excellent interpersonal and communication skills with an emphasis on customer service.
- Must be able to resolve disagreements, disputes, or conflicts that assist the customer yet stay within the confines of law and policy. Leads training and educational sessions involving new policies and changes as a result of law.
- Must be able to perform high quality and complex managerial and bookkeeping functions.
- Must have excellent computer skills and the ability to learn new systems quickly.
- Must have excellent time management skills.
- Must have possession of a valid Michigan driver's license.
- Must be free of Federal or State felony conviction as well as any misdemeanors relating to breach of trust, fraud, embezzlement, or dishonesty in carrying out a responsibility involving public trust.
- Must be able to be commissioned as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.

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

Working Conditions:

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

Physical Requirements:

- 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 traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers
- This position requires the ability to use a step ladder to access files, supplies and office equipment.
- This position requires the ability to work in confined spaces with cramped body positions.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

December 2021
MC 12

**INGHAM COUNTY
JOB DESCRIPTION**

RECORDING SECRETARY

General Summary:

Under the supervision of the Elections Director, performs general secretarial and stenographic functions, including taking, preparing and distribution of minutes for the Board of Commissioners meetings including committees, task forces, and other meetings where a quorum of commissioners is present or as directed. Assists customers at the counter, by telephone and email, by responding to inquiries related to all records of the Clerk's Office.

Essential Functions:

1. Records minutes of meetings by use of recording equipment and handwritten notes.
2. Transcribes and proofreads minutes.
3. Sends draft minutes to proper recipients by established deadlines.
4. Prepares and distributes packets of information for the meetings of the Board of Commissioners.
5. Maintains and updates public notice boards for the various Boards and Commissions that the County Clerk is responsible to in compliance with the Open Meetings Act.
6. Sets up and manages webinars to ensure accessibility for hybrid participation at any meeting for which the County Clerk is responsible for minutes, across Ingham County in a variety of locations.
7. Responsible for the transportation, setup, functionality, and tear down of recording and meeting technology.
8. Manage online archive of meeting minutes, audio and video recording files meeting board-established deadlines.
9. Assists in the creation of social media and informational graphics on topics relevant to the County Clerk's job functions in the areas of elections, vital records, and other civic responsibilities.
10. Assists with election preparation, including, but not limited to, proofreading and typing, programming and testing ballots, tabulators, ADA compliant machines and accessories.
11. Manages election-related mail, faxes and emails, relating to voter requests including, but not limited to processing and distributing requests for Permanent Absent Voter Ballot Applications, Voter Cancellations upon Death, election-related communications, and voter cancellation notices.
12. Assists with training sessions for poll workers for elections. Assists with training sessions for candidates and treasurers on campaign finance.
13. Indexes vital and election records for future access. Enters data in computer-based systems and retrieves information to respond to inquiries.

14. Receives campaign filings and assists with the review of such documents for errors and omissions. Assists with maintaining campaign filings index and the preparation of notification letters.
15. Represents the County Clerk at various events to register voters, staff the County Clerk, and other various event-related functions.
16. Assists the Elections Director in his/her role as liaison to municipal clerks including but not limited to the distribution of election-related material, conducting post-election audits, assisting with election material inspection and maintenance sessions.
17. Uses a variety of software programs to provide secretarial support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions.
18. Provides counter assistance and assists with clerical duties necessary in processing concealed weapons permits. Receives, analyzes for errors and if applicable, processes concealed weapon permits by checking for proper documentation and completeness. Typing and responding to related inquiries at the counter and via other forms of communication.
19. Receipts cash, check, credit/debit cards; balances tills; and other money handling duties as necessary.

Other Functions:

- Performs other duties as assigned.
- Travel to meetings of the Board of Commissioners, including committees, task forces, and other meetings where a quorum of commissioners is present or as directed. Also travel to meetings that the Clerk is a statutory or constitutional member of, or has an obligation to support. These meetings include, but are not limited to the Ingham County Board of Commissioners, any of the Board-created Committees, the County Apportionment Commission, the County Election Commission, the Board of Canvassers, and the Plat Board.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues, as it relates to work with confidential documents and applications.
- 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.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
 - Dependable and regular attendance required.
 - Ability to handle stressful situations on an occasional basis
 - Ability to maintain excellent customer service during stressful situations

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

Employment Qualifications:

Education: Bachelor's degree

Experience: A minimum of one-two years' experience as a Recording Secretary or equivalent experience. Experience preferred in graphic design, customer service, social media management, and/or meeting/event facilitation.

Other Requirements:

- Must be able to obtain State of Michigan Election Certification within 6 months of hire date
- Must be able to be commissioned to serve as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.
- Must be able to work in a fast-paced environment managing multiple deadlines and projects.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. Periodic physical exertion beyond that which is typical in an office setting is expected due to the maintenance requirements of County records and the transportation of meeting-related equipment.
3. This position requires Mandatory day and evening hours, often with an irregular schedule.

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 little to no stamina in all other physical requirements listed above.
- This position's physical requirements require continuous stamina in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position's physical requirements require the ability to use a step ladder to access files, supplies, and office equipment.
- This position occasionally requires the ability to work in confined spaces with cramped body positions.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to read fine detail and writing and numbering of documents and case files.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY COUNTY CLERK

General Summary:

Under the supervision of the County Clerk and direct supervision of the Chief Deputy Clerk, receives, processes and records documents of births, deaths, marriages and other records processed by the Office of the County Clerk. Assists customers at the counter, by telephone and email, by responding to inquires related to all records of the Clerk's Office. Processes complex requests for information and documents which require researching county records, files of the Clerk's Office and the law.

Essential Functions:

1. Processes requests for information, certificates and documentation relating to the many vital records that the County Clerk is the custodian of. These files include, but are not limited to, birth certificates, death certificates, marriage licenses, concealed weapons license applications, Assumed Name and Co-Partnership Certificates, Military Discharge records, County Contracts, Campaign Finance Reports, and more. Searches files of the Clerk's Office and other county offices or law to obtain needed information.
2. Provides counter assistance in issuing certified copies of vital records listed previously and explaining the procedures of the Clerk's Office to customers. Fulfills requests for certified copies of vital records listed previously that are made with the Clerk's office through mail, fax, email and other means of transmission.
3. Answers calls, emails, faxes, and written requests to the Clerk's Office and responds to inquiries related to the processing of vital records and other functions of the office. Possess functional knowledge of the operations of multiple other County Departments to facilitate directing callers to the proper office or individual.
4. Receives, analyzes for errors and if applicable, processes various documents relating to the processing of concealed weapon license applications, for proper documentation and completeness. These include new applications, renewal applications, and emergency applications. Assist customers with completing the Concealed Pistol License application process by taking and submitting fingerprints to the Michigan State Police. Typing and responding to related inquiries at the counter via other forms of communication. Review Personal Protection Orders and the NICS database and compare against registry of Concealed Pistol License holders throughout the State of Michigan. Process notices of disqualification, suspension, and revocation for existing Concealed Pistol License holders. Process name changes and issue replacement Concealed Pistol License cards. Send Concealed Pistol License renewal letters to those that qualify on a regular basis.
5. Issues marriage licenses by checking residency, reviewing application for completeness, accepting and receipting fees and preparing marriage licenses. Keeps track of marriage licenses and waivers and provides necessary data to the State of Michigan or other agencies as directed by law or by the County Clerk. Processes marriage license requests for out-of-state residents seeking to get married in Ingham County. Schedules wedding ceremonies within the Clerk's availability. Notifies customers of incomplete or incorrect marriage licenses that will require a court order to correct and process and track ex parte orders to correct those licenses.
6. Accepts, reviews for acceptable filing and processes Notary applications and surety bonds. Provide Notarization services for county residents and non-county residents on a variety of documents provided by the customer. Issue Notarial Certificates for customers.

7. Accepts, reviews, and files military discharge paperwork (DD-214s), and issues certified copies as necessary and by request. Accepts applications for and processes Veteran's Identification cards and Veteran's Peddler's licenses.
8. Receives, analyzes for proper information, and processes birth certificates by reviewing for completeness, assigning numbers making copies and filing. Creates and files birth records for those births that occur outside of a hospital environment. Must work with hospitals to ensure the accurate and complete finalization of birth records to be placed on file. Must act as liaison with State of Michigan Office of Vital Records to recreate and/or reissue replacement birth records from legacy-formatted records. Processes and flags birth records of missing persons as reported by the State Office of Vital Records, as well as missing persons cancellation notices.
9. Receives, analyzes for proper completion, and processes death certificates by reviewing for completeness, assigning file numbers, making copies and filing. Work with Funeral Homes and Crematoriums for accurate completion and submission of death certificates. Requests amended death records from certifying physicians and medical examiners prior to certification and filing.
10. Receives, processes and prepares Assumed Name Certificates, enters information from Assumed Name Certificates in the computer. Processes Assumed Name Certificate requests received by mail, fills requests for copies and responds to related requests for services. Processes Co-Partnership requests; enter them in the computer and process certified copy requests via mail, fax, or email. Processes Assumed Name and Co-Partnership Dissolutions, Address Changes, and Irrevocable Consent forms. Sends semi-monthly reminders for those Assumed Name Certificates and Co-Partnerships that are approaching their expiration dates, as required by statute.
11. Assists with ballot preparation, including, but not limited to, proofreading and typing. Indexes vital and election records for future access. Enters information on office records in the computer and retrieves information to respond to inquiries. May be asked to assist with other election-related duties, as necessary.
12. Receives campaign filings and assists with the review of such documents for errors and omissions. Assists with maintaining campaign filings index and the preparation of notification letters. Receives and files Statements of Organization, Affidavits of Identity, Campaign Finance Reports, campaign finance fines, Precinct Delegate applications, Permanent Absent Voter Ballot Applications, and more. Assists voters and potential voters with registering to vote or updating their registration.
13. Receives, processes, and files Oaths of Offices, deputizations, and Revocations of Oaths of Office for various offices.
14. Prepares reports for other governmental agencies of records or documents files or applications made with the County Clerk's Office. Processing, filing, retention and providing copies of County Contracts and Purchase Orders. Filing various other public notices, ordinance changes, and other reports from intergovernmental and semi-governmental agencies.
15. Scanning and filing physical vital records to electronic media for later ease of review and provision of certified copies.

16. Counts and balances till daily. This balancing includes, but is not limited to, cash, checks, debit and credit card transactions.
17. Uses a variety of software programs to provide secretarial support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions.
18. Must be familiar with local, state, and federal statutes, as well as constitutional obligations relating to the processing, confidentiality, handling, and retention of vital records including but not limited to the Firearms Laws of Michigan, Assumed Name Certificates, Birth Records, Marriage Licenses, and Death Certificates.
19. Uses software programs provide by the State Of Michigan and others to process and handle vital records. These systems include but are not limited to VERA, EDRS, MiCJIN, QVF, and others.
20. May be required to assist in training new Deputy Clerks after gaining experience in the position.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required. Prefer some experience related to processing of vital records, data processing and related areas.

Experience: A minimum of two years' experience as a Deputy Clerk or equivalent experience.

Other Requirements:

Must be able to be commissioned and serve as a Notary Public. Employer would be responsible for cost of acquiring commission, including the surety bond fee.

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

Working Conditions:

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

Physical Requirements:

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

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

December 2021 / UAW G

**INGHAM COUNTY
JOB DESCRIPTION**

CLERK COORDINATOR - COUNTY CLERK

General Summary:

Under the supervision of the County Clerk, serve as a confidential, personal assistant to the County Clerk and other staff as assigned. Provides a variety of administrative support services. Coordinates the processing of Concealed Pistol Licenses (CPLs). Performs backup duties for the Deputy County Clerks, Recording Secretary, Elections Director, and Chief Deputy County Clerk.

Essential Functions:

1. Provides a variety of administrative support services for the County Clerk, Chief Deputy County Clerk, Elections Director, and other County Clerk's Office staff. Fields, processes, composes, and disseminates correspondence, phone calls, mail, email, reports, press releases, and other communications on behalf of the County Clerk. Assists with data collection for grants, reports, charts, and projects as assigned. Compiles large amounts of data into concise reports and charts. Screens and directs visitors. Helps manage calendars for the County Clerk and other administrative staff. Schedules appointments, confirms meetings and makes corresponding travel arrangements.
2. Assists in the screening and interviewing process for new employees, investigates and assists the Chief Deputy County Clerk in implementing disciplinary and/or corrective actions.
3. Schedules internal and external meetings. Assists with the meeting logistics regarding room set-up, agendas, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Works with the County Clerk and Chief Deputy County Clerk to follow-up on tasks assigned at meetings. Monitors work projects and deadlines.
4. Performs review of concealed pistol license applications after initial processing by Deputy County Clerks, including screening for errors, processing disqualifications/revocations, or handling other issues as they arise. Reviews CPL-related billing statements from Michigan State Police for accuracy and works with the Michigan State Police Concealed Pistol Unit if needed for adjustments, corrections or errors. Attends CPL-related trainings, meetings, and conferences on behalf of the County Clerk. Conducts CPL trainings for County Clerk's Office staff.
5. Serves as User Administrator for the Michigan Criminal Justice Information Network portal, including creation, deletion, and revision of user profiles, and assigning access rights as well as the creation and filing of annual costs.
6. Performs back-up responsibilities as needed for the Deputy County Clerks including but not limited to filing birth records, marriage licenses, death certificates, notary applications, concealed pistol license applications, military discharge papers, and other vital records. Also acts as a backup for the issuance of certified copies of vital records, counter assistance for customers, and answering calls, faxes, and emails.
7. Organizes and maintains filing systems, including those that are confidential, sensitive, or public in nature. Records include, but are not limited to, concealed pistol license applications and related materials, personnel records, vital records, and other records as assigned.

8. Compiles and posts weekly reports to the County Clerk's website of summary information for vital record statistics and necessary updates as required by statute.
9. Takes lead in preparing and conducting outreach regarding County Clerk operations, including but not limited to, vital records, CPL's, campaign finance, and voter registration/engagement activities. Accompany and assist Clerk at meetings, conferences, and other events.
10. Receipts cash, checks, credit/debit cards, money orders; balances tills; prepares and submits deposits to the Treasurer's Office.
11. Orders and maintains office supplies for two office locations. Coordinate the reconciliation and payment of invoices and purchase orders, prepare bills and procurement card statements for the County Clerk's administrative.
12. Verifies and processes employee time cards and per diem payments for all employees of the Clerk's office including but not limited to full and part-time staff, temporary employees, the Ingham County Board of Canvassers, the Ingham County Election Commissioners, the Ingham County Apportionment Commissioners, and others. Assists the Chief Deputy in making necessary adjustments to office leave schedule.
13. Assists in the training of new hires; supplies information and necessary materials to Deputy County Clerks, Recording Secretary, and others. Assists in the creation of new and revised policy documentation, standard operating procedures, employee manual updates, and revisions to frequently used forms and informational guides.
14. Assist the Elections Director prepare and conduct elections, ensure compliance with the Michigan Campaign Finance Act, process voter registration and absent voter ballot applications, assists with the programming of elections, and other election-related tasks as assigned.
15. Monitors activities occurring in the County and community. Composes and submits summary updates to County Clerk.
16. Processes Personnel Action Requests for new hires, terminations, retirements, promotions, transfers, etc. Works with Human Resources and the Chief Deputy County Clerk to track EFMLA, FMLA, and other ongoing personnel situations.
17. Assists in the administration of access to various state software systems including, but not limited to, the Michigan Electronic Death Registry, Michigan Centralized Birth Certification System, Michigan Vital Events Registration System, Qualified Voter File, and others.
18. Coordinates work orders and communications with County Departments and other entities, including IT, Facilities, and Human Resources.
19. Provides backup support to the Recording Secretary, Elections Director, Chief Deputy County Clerk and Deputy County Clerks, as needed.
20. Must be familiar with local, state, and federal statutes, as well as constitutional obligations relating to the processing, confidentiality, handling, and retention of vital records, including but not limited to the Firearms Laws of Michigan, Assumed Name Certificates, Birth Records, Marriage Licenses, and Death Certificates.

Other Functions:

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

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

Employment Qualifications:

Education: Bachelor's degree

Experience: Two years of administrative/secretarial support experience, including extensive experience with computers and technology

Other Requirements:

- Must be able to work evenings and extended hours.
- Must obtain access credentials to Michigan's Qualified Voter File within 6 months of beginning employment in this position and must maintain credentials for duration of employment
- Must be able to be commissioned as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. Periodic physical exertion beyond that which is typical in an office setting is expected due to the maintenance requirements of County records and the transportation of meeting-related equipment.
3. This position is required to travel for meetings and appointments

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position's physical requirements require continuous stamina in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hands or fingers.

- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position's physical requirements require the ability to use a step ladder to access files, supplies, and office equipment.
- This position occasionally requires the ability to work in confined spaces with cramped body positions.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to read fine detail and writing and numbering of documents and case files.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

December 2021
MC 07

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE OF THE REORGANIZATION OF THE COUNTY CLERK’S OFFICE

WHEREAS, the roles and responsibilities of the County Clerk’s office staff change periodically due to a myriad of reasons; and

WHEREAS, new service offerings and new requirements from state and federal statutes related to election law are some of these reasons that have happened several times in the last several years; and

WHEREAS, some job descriptions in the County Clerk’s office have not been updated since 2014; and

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

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

WHEREAS, the UAW was consulted and provided their support for the reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the County Clerk’s office.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
215012	Recording Secretary	Move from MC 4 to MC 5 and update the current job description
215014	Executive Assistant	Move from MC 5 to MC 7, update the current job description, and change title to Clerk Coordinator
215004	Elections/Clerk Coordinator	Move from MC 10 to MC 12, update the current job description, and change the title to Elections Director
215008	Chief Deputy County Clerk	Move from MC 13 to MC 14 and update the current job description
215005	Deputy County Clerk	Move from UAW E to UAW G and update the current job description
215006	Deputy County Clerk	Move from UAW E to UAW G and update the current job description
215007	Deputy County Clerk	Move from UAW E to UAW G and update the current job description
215009	Deputy County Clerk	Move from UAW E to UAW G and update the current job description

- 215011 Deputy County Clerk Move from UAW E to UAW G and update the current job description
- 215013 Deputy County Clerk Move from UAW E to UAW G and update the current job description

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

<u>Position Title</u>	2021	2022	<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Recording Secretary	MC 4: 48,755	MC 5: 52,075	3,320.00
Clerk Coordinator	MC 5: 52,075	MC 7: 60,731	8,656.00
Elections Director	MC 10: 79,269	MC 12: 91,914	12,645.00
Chf. Dep. Cty Clk	MC 13: 98,329	MC 14: 105,940	7,611.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
Deputy County Clk	UAW E: 43,640	UAW G: 48,805	5,165.00
TOTAL:			63,222.00

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

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

Agenda Item 2

TTO: Board of Commissioners - Law & Courts, County Services, and Finance Committees
FROM: Morgan E. Cole, Probate Court Administrator/Register
DATE: January 13, 2022
SUBJECT: Acceptance of Resolution Authorizing Supplemental Reimbursement for Probate Court Judicial Assistants

For the work session of January 27, 2022 and February 2, 2022

BACKGROUND

Since 2012, the Circuit Court has provided additional reimbursement for the Judicial Assistants (JAs) of the: Chief Circuit Judge; Chief Circuit Judge Pro Tempore, and Presiding Judge of the Family Division and/or General Trial Division, pursuant to Resolution #12-51 – adopted by the Board of Commissioners on February 28, 2012. These payments are paid due to extra job responsibilities and duties performed by the Judicial Assistants.

However, no additional reimbursement has been provided for the Probate Court Judicial Assistants of the Chief Probate Judge and the Chief Probate Judge Pro Tempore, whom also perform extra job responsibilities and duties. In addition, to provide reimbursement only to Circuit Court Judicial Assistants to the Chief Circuit Judge; Chief Circuit Judge Pro Tempore, and Presiding Judge of the Family Division and/or General Trial Division, and not the Judicial Assistants to the the Chief Probate Judge and the Chief Probate Judge Pro Tempore, creates inequities between the two courts for employees under the same contract performing the same duties.

ALTERNATIVES

None.

FINANCIAL IMPACT

Due to the relatively small size of the supplemental pay compared to the overall personnel budget for Probate Court, a budget adjustment would not be necessary. The cost would be absorbed within the existing budget.

OTHER CONSIDERATIONS

The Controller's Office as well as the Human Resource's Department was consulted on this matter.

RECOMMENDATION

Accept the Resolution Authorizing Supplemental Reimbursement for Probate Court Judicial Assistants.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SUPPLEMENTAL REIMBURSEMENT FOR PROBATE COURT
JUDICIAL ASSISTANTS**

WHEREAS, since 2012, the Circuit Court has provided additional reimbursement for the Judicial Assistants (JAs) of the: Chief Circuit Judge; Chief Circuit Judge Pro Tempore, and Presiding Judge of the Family Division and/or General Trial Division, pursuant to Resolution #12-51 – adopted by the Ingham County Board of Commissioners (“BOC”) on February 28, 2021; and

WHEREAS, these payments are paid due to extra job responsibilities of serving the Chief Circuit Judge; Chief Circuit Judge Pro Tempore, and Presiding Judge of the Family Division and/or General Trial Division; and

WHEREAS, the JAs also perform extra job responsibilities of serving the Chief Probate Judge and the Chief Probate Judge Pro Tempore; and

WHEREAS, the JAs are not provided additional reimbursement for their extra job responsibilities of serving the Chief Probate Judge and the Chief Probate Judge Pro Tempore; and

WHEREAS, acceptance of this Resolution Authorizing Supplemental Reimbursement for the JAs requires approval by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Judicial Assistant for the Chief Probate Judge shall receive additional compensation of \$500 every six months and the Judicial Assistant for the Chief Probate Judge Pro Tempore shall receive additional compensation of \$100 every six months.

BE IT FURTHER RESOLVED, that this additional compensation is effective January 1, 2022.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Plan be amended to reflect these amounts.

Agenda Item 3

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: January 18, 2022

SUBJECT: Resolution to Enter into a Memorandum of Understanding between the Tri-County Metro Narcotic Squad and the Ingham County Prosecutor's Office under the 2022 Byrne Jag Grant Program
For the meeting agendas of January 27th and February 2nd

BACKGROUND

Under the Urban Cooperation Act, MCL 124.501 et seq., the Michigan Department of State Police (MSP), the City of Lansing, County of Ingham, County of Eaton, and the County of Clinton all participate in the Tri-County Metro Narcotics Squad (TCM). This task force combines law enforcement personnel and resources to investigate violations of the controlled substance laws of Michigan. TCM has been awarded funds under the 2022 FY Byrne Jag Grant Program "Building Investigative Capacity to Combat Dangerous Drugs in Our Communities." The primary goal of this grant is to focus on heroin, fentanyl, and prescription opiates. This includes prescription provider diversion investigations. The aim is to reduce overdoses, deaths, and criminal activity related to the sale of heroin and opiates. TCM has offered \$28,160 in grant funds to the Ingham County Prosecutor's Office (ICPO) to participate in this grant program in exchange for assistance in the prosecution of these cases in Ingham County.

ALTERNATIVES

None

FINANCIAL IMPACT

The proposed agreement would have no financial impact. Currently, ICPO works with TCM and the other participating entities without financial remuneration. Under the proposed agreement, ICPO would receive a total disbursement of \$28,160 during the current grant cycle. Please note that this is the third year ICPO has received this grant.

OTHER CONSIDERATIONS

ICPO intends to use this funding to purchase technological upgrades to our discovery unit. Specifically, ICPO would purchase higher performance computer processing units for video editing, transfer, and storage. This hardware would enable our discovery unit to transfer law enforcement video, convert non-law enforcement proprietary video (such as store surveillance video), and edit video for courtroom presentation more efficiently than our current computer equipment.

RECOMMENDATION

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

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN
THE TRI-COUNTY METRO NARCOTICS SQUAD AND THE INGHAM COUNTY
PROSECUTOR’S OFFICE UNDER THE 2022 BYRNE JAG GRANT**

WHEREAS, the Tri-County Metro Narcotics Squad (TCM) has been approved under the 2022 Byrne JAG Grant Program “*Building Investigative Capacity to Combat Dangerous Drugs in Our Communities*” to disburse \$28,160 in funds to the Ingham County Prosecutor’s Office (ICPO) for the fiscal year of October 1, 2021 through September 30, 2022; and

WHEREAS, the primary goal of the grant program is to focus on heroin, fentanyl, and prescriptions opiates including prescription provider diversion investigations to reduce overdoses, deaths, and other criminal activities related to the sale and distribution of heroin and opioids in Ingham County and the surrounding area; and

WHEREAS, ICPO currently assists TCM with the investigation and prosecution of controlled substance cases without financial remuneration and ICPO has agreed to assign a dedicated assistant prosecuting attorney to the investigation, warrant review, and prosecution of cases under the grant program; and

WHEREAS, the grant funding would assist ICPO in obtaining technological equipment to efficiently meet its constitutional and statutory obligations to provide timely discovery in criminal matters; and

WHEREAS, the funds will be disbursed to ICPO prior to September 30, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize acceptance of the proposed agreement for the Tri-County Metro Narcotics Squad to disburse \$28,160 to the Ingham County Prosecutor’s Office under the 2022 Byrne JAG Grant Program “*Building Investigative Capacity to Combat Dangerous Drugs in Our Communities.*”

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2022 budget consistent with this resolution.

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

Agenda Item 4

TO: Board of Commissioners Human Services and Finance Committees

FROM: Tim Morgan, Parks Director

DATE: January 18, 2022

SUBJECT: Contract with Praise Companies, LLC
For the meeting agenda of 1/31/22 Human Services and 2/2/22 Finance

BACKGROUND

The Purchasing Department solicited proposals from experienced vendors for the purpose of entering into a contract for designing, fabricating, and installing new signage at Lake Lansing Boat Launch.

The evaluation committee recommends that the contract be awarded to Praise Companies, LLC. It's anticipated that all work with this project will be completed no later than May 1, 2022.

ALTERNATIVES

Signage is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Signage is needed by Ingham County visitors and residents to navigate the area if they are unfamiliar with the area. The alternative is to not complete the project.

FINANCIAL IMPACT

The cost to replace the Lake Lansing Boat Launch sign is \$6,910 which includes the base sign (\$6,070) and alternate 2 with lighting (\$840). The Lake Lansing Boat Launch sign will be funded from the Ingham County Insurance Liability 667 Fund.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their January 10, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a contract with Praise Companies, LLC.

Agenda Item 4

TO: Timothy Morgan, Director, Parks Department
FROM: James Hudgins, Director of Purchasing
DATE: November 18, 2021
RE: Memorandum of Performance for RFP No. 142-21 Designing, Fabricating, and Installing Signage for the Ingham County Parks Department

Per your request, the Purchasing Department sought proposals from experienced vendors for the purpose of entering into a contract for designing, fabricating, and installing new signage throughout the Ingham County Parks system.

The scope of work includes, but is not limited to, designing new signs that will set the standard for replacing old and outdated signs, fabricating, installing, and furnishing all necessary labor, equipment, and materials required for the complete installation of one (1) new sign for the Lake Lansing Boat Launch.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	52	21
Vendors responding	2	2

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

A preconstruction meeting will be required prior to commencement of work if 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 Pref	Entrance Sign, Basic Sign, Supply & Install Total / 1 each	Alternate 1 Add Digital Screen Total 1/ Each	Alternate 2 w/ Lighting, hard-wired Total 1/ Each	Alternate 3 w/ Lighting, Solar Total 1/ Each	Number of Days ARO for Shipment of Signs
Praise Companies LLC	No, Grandville MI	\$6,070.00	\$20,982.00	\$840.00 (spotlights)	\$1,340.00 (spotlights)	1-2 wks. for submittals & following approval 8-10 wks. for fabrication.
Signs by Crannie	No, Flint MI	\$13,505.00	\$17,605.00	\$1,865.00	\$3,350.00	10 wks. from final approval of artwork and color samples

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH PRAISE COMPANIES, LLC FOR DESIGNING, FABRICATING, AND INSTALLING SIGNAGE FOR THE INGHAM COUNTY PARK DEPARTMENT

WHEREAS, the Purchasing Department solicited proposals from experienced vendors for the purpose of entering into a contract for designing, fabricating, and installing new signage at Lake Lansing Boat Launch; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Praise Companies, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Praise Companies, LLC for a total amount not to exceed of \$6,910 which includes the base sign (\$6,070) and alternate 2 with lighting (\$840) for replacement signage at Lake Lansing Boat Launch.

BE IT FURTHER RESOLVED, that the replacement of the Lake Lansing Boat Launch sign be funded from the Ingham County Insurance Liability 667 Fund.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 4, 2022
SUBJECT: Authorization to Amend Resolution #21-498

For the Meeting Agendas of January 31, 2022 and February 2, 2022

BACKGROUND

Ingham County Health Department's (ICHHD's) Community Health Centers (CHC) wish to amend Resolution #21-498 by increasing the agreement to \$945,301 annually, for a total increase of 43,963.00 effective October 1, 2021 through September 30, 2022 with an automatic annual renewal thereafter. This amended agreement will also include 1.0 additional FTEs Behavioral Health Consultant for a total of 8 Behavioral Health Consultants and whereby all other terms of the agreement will remain the same.

ALTERNATIVES

Forgoing amending this agreement would result in a loss of mental health therapist services, as CMH-CEI is the designated Community Mental Health Agency for our service area.

FINANCIAL IMPACT

The total cost of the amended agreement shall not exceed \$945,301 annually and will be covered by the CHC FY22 operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes amending Resolution #21-498 for an amount not to exceed \$945,301 annually, and will include one additional 1.0 FTE Behavioral Health Consultant effective October 1, 2021 through September 30, 2022 with an automatic annual renewal thereafter.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #21-498

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHC) wish to amend Resolution #21-498 by increasing the agreement to \$945,301 annually, for a total increase of \$43,963 effective October 1, 2021 through September 30, 2022 with an automatic annual renewal thereafter; and

WHEREAS, the amended agreement will include one additional 1.0 FTEs Behavioral Health Consultant; and

WHEREAS, all other terms of the agreement will remain the same; and

WHEREAS, the total cost of the amended agreement shall not exceed \$945,301 annually; and

WHEREAS, the cost of this amendment will be covered by the CHC FY22 operating budget; and

WHEREAS, Ingham Community Health Center Board of Directors and the Health Officer support amending Resolution #21-498 for an amount not to exceed \$945,301 annually, and will include one additional 1.0 FTE Behavioral Health Consultant effective October 1, 2021 through September 30, 2022 with an automatic annual renewal thereafter.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #21-498, increasing the agreement by \$43,963 for a total amount not to exceed \$945,301 annually and will include one additional 1.0 FTE Behavioral Health Consultant effective October 1, 2021 through September 30, 2022 with an automatic annual renewal thereafter.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: January 12, 2022
SUBJECT: Agreement with Graphic Sciences, Inc.
For the meeting agendas of January 31, 2022 & February 02, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to extend its agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of Health Department files for an amount not to exceed \$49,000 effective January 27, 2022 through January 26, 2023. ICHHD currently has an agreement with Graphic Sciences, Inc. for the transport, storage and retrieval of Health Department files and has been satisfied with these services which are set to end January 26, 2022.

ALTERNATIVES

Failure to extend this agreement would result in a gap in transport, storage and retrieval services for ICHHD, which are necessary provisions for HD files.

FINANCIAL IMPACT

The proposed total annual cost of this agreement shall not exceed \$49,000. The proposed costs are based on \$3.68 per box and \$6.95 per file requested, and the per file fee includes locating, removing and re-filing the requested document. In addition, the costs to remove, transport and catalog the files at Graphic Science, Inc. is estimated to cost approximately \$18,000. The funds for the annual cost of this agreement are included in the FY 22 County Budget.

OTHER CONSIDERATIONS

There are no other considerations.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into agreement with Graphic Sciences, Inc. not to exceed \$49,000 effective January 27, 2022 through January 26, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Ingham County Health Department (ICHD) wishes to extend its agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of Health Department files for an amount not to exceed \$49,000 effective January 27, 2022 through January 26, 2023; and

WHEREAS, ICHD currently has an agreement with Graphic Sciences, Inc. for the transport, storage and retrieval of Health Department files; and

WHEREAS, ICHD has been satisfied with the services of Graphic Sciences, Inc. which are set to end January 26, 2022; and

WHEREAS, ICHD wishes to extend the agreement through January 26, 2023; and

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

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

WHEREAS, Graphic Sciences, Inc. has estimated that the proposed total annual cost of this agreement shall not exceed \$49,000 and will be effective one year; and

WHEREAS, the proposed costs are based on \$3.68 per box and \$6.95 per file requested and the per file fee includes locating, removing and re-filing the requested document; and

WHEREAS, the costs for the storage of documents is included in the FY 22 ICHD budget; and

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

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes a one-year contract with Graphic Sciences, Inc. for the transport, storage and retrieval of files for an amount not to exceed \$49,000 effective January 27, 2022 through January 26, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one-year contract with Graphic Sciences, Inc. for the transport, storage, and retrieval of files for an amount not to exceed \$49,000 effective January 27, 2022 through January 26, 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 4, 2022
SUBJECT: Authorization to Amend Agreement for Registered Dietician Services
For the Meeting Agendas of January 31, 2022 and February 2, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Morgan Aleman, RD, to provide four (4) hours per week of registered dietician services to Ryan-White program patients, effective February 1, 2022 through January 31, 2023, at \$52.00 per hour for a total amount not to exceed \$10,816 annually. This agreement will help to ensure that medical nutrition services are in accordance with the most current and evidence-based medical nutrition knowledge, and will provide individual or group medical nutrition therapy, as needed, for people living with HIV.

ALTERNATIVES

Failure to enter into this agreement would result in a loss of nutritional patient care to Ingham County residents living with HIV.

FINANCIAL IMPACT

The cost of this agreement will be covered by Ryan White funding approved through Resolution #21-420.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes entering into an agreement with Morgan Aleman, RD, to provide four (4) hours per week of registered dietician services to Ryan-White program patients effective February 1, 2022 through January 31, 2023, for an amount not to exceed \$10,816 annually.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND AGREEMENT FOR REGISTERED DIETICIAN SERVICES

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Morgan Aleman, RD, to provide four (4) hours per week of registered dietician services to Ryan-White program patients effective February 1, 2022 through January 31, 2023, at \$52.00 per hour for a total amount not to exceed \$10,816 annually; and

WHEREAS, this agreement will help to ensure that medical nutrition services are in accordance with the most current and evidence-based medical nutrition knowledge, and will provide individual or group medical nutrition therapy to people, as needed, who are living with HIV; and

WHEREAS, the cost of this agreement will be covered by Ryan White funding approved through Resolution #21-420; and

WHEREAS, Ingham Community Health Center Board of Directors and the Health Officer support entering into an agreement with Morgan Aleman, RD, to provide four (4) hours per week of registered dietician services to Ryan-White program patients effective February 1, 2022 through January 31, 2023, for an amount not to exceed \$10,816 annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Morgan Aleman, RD, to provide four (4) hours per week of registered dietician services to Ryan-White program patients effective February 1, 2022 through January 31, 2023, for an amount not to exceed \$10,816 annually.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: January 4, 2022

SUBJECT: Authorization to Enter Agreement with ChartSpan Medical Technologies, Inc.
For the Meeting Agendas of January 31, 2022 and February 2, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with ChartSpan Medical Technologies, Inc., effective February 2, 2022 through January 31, 2025, with an auto-annual renewal for a period of five years following the commencement date of the initial term. ChartSpan Medical Technologies, Inc. will provide patient engagement and virtual managed care coordination to CHC Medicare enrolled patients with chronic medical conditions. Care management services have been shown to improve patient health outcomes and reduce overall cost of patient care. ChartSpan Medical Technologies Inc. will allow ICHD's CHCs to generate revenue through the billing of care management services currently not provided due to nurse staffing inefficiencies. ChartSpan will be fully paid through medical reimbursement claims for care management visits provided to CHC Medicare patients at the per patient/per month (PPPM) rate outlined in the ChartSpan proposal. The CHCs and ChartSpan will share revenue from reimbursed medical claims. Therefore, there is no cost for this program.

ALTERNATIVES

Choosing not to participate in this program would result in a loss of patient engagement, options for virtually managed care, and thus a loss of potential improved health outcomes.

FINANCIAL IMPACT

Because ChartSpan will be fully paid through medical reimbursement claims for care management visits provided to CHC Medicare patients, there is no cost for this program.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend entering into an agreement with ChartSpan Medical Technologies, Inc., effective February 1, 2022 through January 31, 2025, with an auto-annual renewal for a period of five years, providing patient engagement and virtual managed care services at the per patient per month (PPPM) rate outlined in the ChartSpan proposal.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
CHARTSPAN MEDICAL TECHNOLOGIES, INC.**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to enter into an agreement with ChartSpan Medical Technologies, Inc., effective February 2, 2022 through January 31, 2025, with an auto-annual renewal for a period of five years following the commencement date of the initial term; and

WHEREAS, ChartSpan Medical Technologies, Inc. will provide patient engagement and virtual managed care coordination to CHC Medicare enrolled patients with chronic medical conditions; and

WHEREAS, care management services have been shown to improve patient health outcomes and reduce overall cost of patient care; and

WHEREAS, ChartSpan Medical Technologies Inc. will allow ICHHD's CHCs to generate revenue through the billing of care management services, a service currently not provided due to nurse staffing inefficiencies; and

WHEREAS, ChartSpan will be fully paid through medical reimbursement claims for care management visits provided to CHC Medicare patients at the per patient per month (PPPM) rate outlined in the ChartSpan proposal; and

WHEREAS, the CHCs and ChartSpan will share revenue from reimbursed medical claims and therefore there is no cost for this program; and

WHEREAS, the CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorizes entering into an agreement with ChartSpan Medical Technologies, Inc., effective February 1, 2022 through January 31, 2025 with an auto-annual renewal for a period of five years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with ChartSpan Medical Technologies, Inc., effective February 1, 2022 through January 31, 2025, with an auto-annual renewal for a period of five years.

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

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Tori Meyer, Director Financial Services
DATE: January 11, 2022
SUBJECT: Requesting Reallocation of Assets within Municipal Employees' Retirement System (MERS)
MEETINGS: February 1 and February 2, 2022

BACKGROUND

Ingham County participates in MERS for their pension system. In aggregate, Ingham County is not 100% funded, though some divisions are funded greater than 100% while other divisions are less than 100%. Those divisions that are funded greater than 100% can be reallocated to lesser-funded divisions, which in turn has the potential to reduce the overall actuarially defined contribution. The divisions funded greater than 100% are a result of the fair market value allocation being accounted for by division instead of by aggregate. If a division is funded well below MERS criteria, it can potentially increase the actuarially determined contribution required annually.

ALTERNATIVES

1. Approve the reallocation of assets to get a more accurate accounting of the County's funded position.
2. Forgo the reallocation and potentially increase the actuarially determined contribution.

FINANCIAL IMPACT

There is no cost to requesting the reallocation from MERS. There is a potential cost savings in the actuarially determined contribution calculated annually in the actuarial evaluation.

STRATEGIC PLANNING IMPACT

Maintain the County's financial reserves at adequate levels.

RECOMMENDATION

I respectfully request the approval of requesting a reallocation of assets within MERS.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REQUEST A REALLOCATION OF ASSETS WITHIN
MUNICIPAL EMPLOYEES’ RETIREMENT SYSTEM (MERS)**

WHEREAS, Ingham County has been a participating municipality in the Municipal Employees’ Retirement System of Michigan (MERS); and

WHEREAS, pursuant to MERS requirements, since December 31, 1994, asset accounting had been separate for each division instead of aggregate for the entire municipality; and

WHEREAS, over time, significant disparities have arisen in the County’s MERS plan as a result of allocating the fair market value of plan assets on a divisional basis instead of on an aggregate basis, which are disparities Ingham County wishes to eliminate; and

WHEREAS, in order to address the anticipated increase in unfunded liability for the pensions to be provided participants in the defined benefit plan that is likely to occur as a result of the diminished contributions to that plan, the County wishes to reallocate certain divisional market assets between these divisions.

THEREFORE BE IT RESOLVED, that the governing body of Ingham County, a participating municipality as defined in the Municipal Employees’ Retirement Act as recodified by Act No. 427 of the Public Acts of 1984, as amended, and as the employer, hereby requests MERS to reallocate the total market value of assets as of 12/1/2021 as follows:

Division Number	Decrease in Employer Reserve Assets	Increase in Employer Reserve Assets
17		\$376,091
HL	\$376,091	
15		\$429,553
HI	\$429,553	
13		\$434,872
HN	\$434,872	
21		\$1,538,942
HG	\$1,538,942	
18		\$329,298
HT	\$329,298	
01		\$2,367,423.18
10		\$2,367,423.18
93	\$331,368	
HC	\$4,403,478	
90		\$342,627
HK	\$342,627	

12		\$1,209,622
HJ	\$1,209,622	
14		\$1,551,354
HF	\$1,551,354	
19		\$6,841
HA	\$6,841	
98		\$51,394
HP	\$51,394	
16		\$16,848
HB	\$16,848	
97		\$7,049
HH	\$7,049	
22		\$88,454.65
23		\$88,454.65
HD	\$176,909	
99	\$167,204	
HU		\$167,204

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Tori Meyer, Director Financial Services
DATE: January 18, 2022
SUBJECT: Requesting Financial Software Consulting Services Agreement with Plante Moran, LLC
MEETINGS: February 1 and February 2, 2022

BACKGROUND

The current financial software product used at Ingham County is MUNIS. MUNIS was purchased and implemented in 2004. As with any software products, they eventually need to be replaced. Ingham County is a sophisticated and complex user of financial software. Software consulting services are a valuable resource to ensure that the replacement software product will meet the County's needs and be best-suited for future years. After an RFP (Request For Proposals) was completed and once proposals were evaluated, Plante Moran, LLC was selected.

ALTERNATIVES

1. Approve an agreement with Plante Moran, LLC for software consulting services.
2. Not approve an agreement for software consulting services.

FINANCIAL IMPACT

Plante Moran, LLC was the lowest cost proposal at \$246,960. American Rescue Plan Act funding could be utilized for these services.

STRATEGIC PLANNING IMPACT

Maintain the County's financial reserves at adequate levels.

RECOMMENDATION

I respectfully request the approval of a software consulting services agreement with Plante Moran, LLC.

TO: Tori Meyer, Financial Services Director
Michael Townsend, Director of Budgeting
Deb Fett, I.T. Director

FROM: James Hudgins, Director of Purchasing

DATE: October 18, 2021

RE: Memorandum of Performance for RFP No. 88-21 88-21 Enterprise Resource Planning (ERP)
Software Consulting Services, RFP

Per your request, the Purchasing Department sought proposals from qualified and experienced consultants to provide project oversight and advisory services related to the County’s Enterprise Resource Planning (ERP) software selection and implementation project. The RFP issued includes evaluating and making recommendations for integrating Road Department software into the new ERP software.

The scope of work includes, but is not limited to, coordinating and leading the ERP Project Team, IT staff, and departments; assisting the County in identifying an estimated price range for new ERP software and system implementation; and, performing the duties of an Executive Project Manager through all phases of this project.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	64	6
Vendors responding	9	1

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

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 Pref	Phase I	Expenses	Travel	Phase I	Other	Phase II	Implementation / Timeline Estimate Phase 1 / Phase 2	Expenses	Phase II	Phase I & II	Remote Work
		Estimate	Estimate	Estimate	Total Estimate		Estimate		Estimate	Total Estimate		
Plante Moran	Yes, East Lansing	\$90,160	Cost Excludes Expenses	Cost Excludes Travel	\$90,160	\$49,000 Project Support- Option	\$107,800	368 Hours (Phase 1) / 440 Hours (Phase 2)	Cost Excludes Expenses	\$107,800	\$197,960	Hybrid
SoftResources LLC	No, Kirkland, Washington	\$86,400	\$10,400	Included in Expenses	\$96,800	-	\$324,000	18-24 Months / TBD	\$52,800	\$376,800	\$473,600	Phase I - Yes
Resultant	No, Indianapolis IN	\$207,025	Not Provided	\$31,053	\$238,078	-	\$10,000/ Month	1,183 Hours / 18 - 20 Months	Not Provided	\$180,000 - \$200,000	\$418,078 - \$438,078	Hybrid
Public Consulting Group	No, Sacramento, CA	\$257,780	Not Provided	No Travel - work remotely	\$257,780	-	\$419,535.00	9 Months/ 18 Months	Not Provided	\$419,535	\$677,315	100% Remote
Berry Dunn	No, Portland ME	\$112,400	Not Provided	\$7,000	\$119,400	-	\$491,400	546 Hours / 130 Hours	TBD	\$491,400	\$610,800	Available
ISG	No Stamford CT	\$276,400	\$17,500	Not Provided	\$293,900	-	\$627,200	78 Weeks (Pg.39)	\$58,000	\$685,200	\$979,100	100 % Remote
Baker Tilly US LLP	No, Chicago IL	\$156,000	\$16,000	Not Provided	\$172,000	-	\$750,000 - \$1,000,000	95 Hours (Phase 0) / 645 Hours (Phase 1) / 4,000-5,000 Hours (Phase 2)	\$50,000 - \$75,000.	\$800,000 - \$1,075,000.	\$972,000 - \$1,247,000.	Available
Avero Advisors	No, Maryville TN	\$141,840	Includes all fees, labor travel and 5% new client discount	\$14,184	\$148,932	5% Discount (\$7,092) deduction included in Phase I Total Estimate	TBD - Contingent on Phase 1	7-8 Months (Phase 1)	Not Provided	Not Provided	-	Hybrid
Elire Inc.	No, Minneapolis MN	\$280,000	Cost Excludes Expenses	Cost Excludes Travel	\$280,000	-	Not provided	31 Weeks (Phase 1) / TBD (Phase 2)	Not Provided	Not Provided	-	Remote Work

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH PLANTE MORAN, LLC FOR
ERP SOFTWARE CONSULTING SERVICES**

WHEREAS, the financial software product used by Ingham County (MUNIS) is nearing 18 years old and is beginning to experience a higher frequency of processing issues; and

WHEREAS, most local governments replace their financial software every 10 to 15 years; and

WHEREAS, the costs associated with replacing financial software is an expensive endeavor, estimated at more than \$1 million dollars; and

WHEREAS, Ingham County is a sophisticated user of financial software and consulting expertise is widely used and widely recommended to ensure the best software product is chosen to replace MUNIS; and

WHEREAS, the American Rescue Plan Act provides funding for general government services and can be used to cover all costs associated with implementing a new financial software solution; and

WHEREAS, a Request For Proposals (RFP) was completed and after evaluations were done, the proposal best suited to meet the needs of Ingham County belonged to Plante Moran, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Plante Moran, LLC for computer consulting services for the selection and implementation of new financial software at a cost of \$246,960.

BE IT FURTHER RESOLVED, that this consultant will lead the project, write the RFP for a new financial software product, aid in evaluating the proposals, arrange for demos, and assist in negotiating the acquisition price.

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

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 and Finance Committees
FROM: Gregg Todd, Controller
DATE: January 24, 2022
SUBJECT: Resolution to Approve the Use of American Rescue Plan Funds for COVID-19 Related Sick Leave
For the meeting agendas of February 1 and 2

BACKGROUND

COVID-19 cases continue to rise in Ingham County. Employees earn sick leave accruals on a pay period basis which may result in new Ingham County employees and some existing employees not having sufficient sick leave accumulated to cover absences necessitated by COVID-19 isolation and/or quarantine requirements.

Current Center for Disease Control guidelines advise a five (5) day period for isolation and/or quarantine. The Final Rule for American Rescue Plan (ARP) funds states, *“Treasury agrees that these constitute impacts of the pandemic, and accordingly, under the final rule, creating, expanding, or financially supporting paid sick, medical, or family leave programs is an enumerated eligible use of funds to respond to the negative economic impacts of the pandemic.”*

Identifying a pay code that employees can bill COVID-related absences to will be beneficial for our employees. We do recommend limiting it to five days (40 hours) per employee.

ALTERNATIVES

The Board of Commissioners may decline to approve the use of ARP funds for sick leave.

FINANCIAL IMPACT

The cost will be covered by ARP funds.

STRATEGIC PLAN CONSIDERATIONS

This will enhance the ability of Ingham County to recruit and retain exceptional employees who value public service.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE USE OF AMERICAN RESCUE PLAN FUNDS FOR COVID-19 RELATED SICK LEAVE

WHEREAS, COVID-19 cases continue to rise in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners is committed to ensuring employees have adequate leave time and options available should they be required to isolate and/or quarantine due to COVID-19; and

WHEREAS, employees earn sick leave accruals on a pay period basis which may result in new Ingham County employees and existing County employees not having sufficient sick leave accumulated to cover absences necessitated by COVID-19 isolation and/or quarantine requirements; and

WHEREAS, current Center for Disease Control guidelines advise a five (5) day period for isolation and/or quarantine for vaccinated individuals; and

WHEREAS, the American Rescue Plan (ARP) Final Rule states, “*creating, expanding, or financially supporting paid sick, medical, or family leave programs is an enumerated eligible use of funds to respond to the negative economic impacts of the pandemic.*”; and

WHEREAS, employees that have used all of their sick leave, and who are either vaccinated or have an approved exemption from Human Resources, may utilize up to five (5) days (i.e. 40 hours) of ARP funded sick leave if they are required to be absent from work due to COVID-19.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the use of up to five (5) days (i.e., 40 hours) ARP funded sick leave for the purposes of covering the time the employee is off of work due to COVID-19 related absences effective January 1, 2022.

BE IT FURTHER RESOLVED, that the use of ARP funded sick leave is contingent on the employee not having sufficient accumulated sick leave and documented COVID-19 vaccinations or a preapproved exemption from Human Resources, for use for COVID-19 related absences effective January 1, 2022; and authorize the Board Chair to sign Letters of Understanding with the County’s bargaining units to implement this resolution upon approval as to form by corporation counsel.

BE IT FURTHER RESOLVED, that this resolution will be reviewed every six months by the Controller/Administrator and the Human Resources Department.