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MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
ROBERT PEÑA
MYLES JOHNSON
RANDY MAIVILLE

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 WEDNESDAY, FEBRUARY 8, 2023 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [January 18, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – 4th Quarter Investment Report
2. Sheriff's Office – Resolution to Authorize a Contractual Agreement between the Ingham County Sheriff's Office and [Axon Enterprise, Inc.](#) to Purchase Taser Cartridges and Taser Batteries
3. Drain Commissioner – Resolution Pledging Full Faith and Credit to [Bank Intercounty Drain](#) Drainage District Note or Notes
4. Homeland Security and Emergency Management Office
 - a. Resolution to Authorize an Equipment Purchase Agreement with [Aerial Armor](#) for Two Drone Detection Systems
 - b. Resolution to Authorize a Five-Year Maintenance and Service Agreement Contract with [Mobile Communications America](#) for the Bi-Directional Amplifier and Cellular Network Boost System in the Ingham County Justice Complex
 - c. Resolution to Authorize an Equipment Purchase Agreement with [Motorola Solutions, Inc.](#) for the Purchase of Corrections Radios and Accessories
 - d. Resolution to Sell the Ingham County [Hazmat Truck](#) and Use the Proceeds to Purchase Updated Hazmat Response Equipment
5. Circuit Court – Resolution to Authorize a Statement of Work with [Imagesoft](#) for Implementing OnBase Workflow and Integrating with New Case Management System
6. 9-1-1 Dispatch Center
 - a. Resolution to Authorize Contract Renewal of [Training Records](#) Program for the 9-1-1 Center
 - b. Resolution to Authorize Renewal of Software Support Agreement with [Central Square Technologies](#) for the Computer Aided Dispatch System
 - c. Resolution to Authorize Contract Renewal of [Scheduling Software](#) and Services for the 9-1-1 Center

7. Veterans Affairs – Resolution to Approve the [Reorganization](#) of the Ingham County Department of Veterans Affairs

8. Health Department
 - a. Resolution to Authorize an Agreement with [Maxim Healthcare Staffing Services](#)
 - b. Resolution to Authorize [Amendment #2](#) to the 2022 -2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - c. Resolution to Authorize [Amendment #2](#) to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
 - d. Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration [Health Center Program Funds](#)
 - e. Resolution to Amend the Agreement with [Walgreens](#) to Add Pharmacy #16374 and Pharmacy #21362 to the 340B Drug Discount Program
 - f. Resolution to Authorize an Agreement with [Trident Contract Management](#)
 - g. Resolution to Authorize an Agreement with [Dr. Austin Schaar](#) for Dental Services
 - h. Resolution to Authorize the Acceptance of a [Wellbeing Grant](#)

9. Facilities Department
 - a. Resolution to Authorize an Agreement with [Hedrick Associates](#) to Replace the Drinking Fountains at the Hilliard Building and Historical Mason Courthouse
 - b. Resolution to Authorize an Agreement with [Sheridan Realty & Auction Co.](#) for Real Estate Services

10. Controller/Administrator's Office
 - a. Resolution to Approve \$1,750,000 in [Housing Trust Funds](#) to the Ingham County Land Bank for Scattered Single-Family Housing Construction/Rehabilitation
 - b. Resolution to Provide Retiree Health Insurance for [Linda Vail](#)
 - c. Resolution to Approve an Agreement with [Terrill Consulting, LLC](#) to Serve as County Representative for the Final Stages of Ingham County Justice Complex Project
 - d. Resolution to Approve Additional Funding for the [Okemos Road Bridge](#) Project

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 18, 2023
Draft Minutes

Members Present: Grebner, Morgan, Peña, Polsdofer, Johnson, Sebolt, Maiville, and Tennis.

Members Absent: None.

Others Present: Treasurer Alan Fox, Keith Watson, Scott Hendrickson, Michael Townsend, Madison Hughes, Kaitlyn Hetfield, and others.

The meeting was called to order by Chairperson Morgan at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/89160266022>.

Approval of the December 7, 2022 Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. PEÑA, TO APPROVE THE MINUTES OF THE DECEMBER 7, 2022 FINANCE COMMITTEE MEETING AS WRITTEN.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Substitutes -

4. Circuit Court – General Trial

- b. Resolution to Authorize a Statement of Work with ImageSoft for Implementing OnBase Workflow and Integrating with New Case Management System

12. Parks Department

- b. Resolution to Modify a Contract with Penchura Recreation Products and Services for Replacements of a Portion of the Lake Lansing South County Park Playground to Comply with the Ingham County Prevailing Wage Policy

13. Health Department

- a. Resolution to Authorize a 2022/2023 Agreement with the Michigan Department of Environment, Great Lakes, and Energy
- c. Resolution to Amend Resolution #17-354 with 340B Technologies, Inc.
- e. Resolution to Amend Resolution #21-160

19. Human Resources Department – Resolution to Approve Reclassification Requests

Limited Public Comment

None.

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

1. Treasurer's Office
 - a. Resolution Authorizing 2023 Administrative Fund
 - b. 2023 Borrowing Resolution (2022 Delinquent Taxes)

3. Sheriff's Office – Resolution to Allow the Ingham County Sheriff's Office to Purchase Havis Storage Drawers

4. Circuit Court – General Trial
 - a. Resolution to Authorize a Contract for Representation of Indigent Parties Facing Contempt Charges in Personal Protection Order Cases and Certain Friend of the Court Matters
 - b. Resolution to Authorize a Statement of Work with ImageSoft for Implementing OnBase Workflow and Integrating with New Case Management System

5. Circuit Court – Family Division
 - a. Resolution to Authorize a Contract for Delinquency Attorney Services
 - b. Resolution to Authorize Contracts for Lawyer Guardian Ad Litem Representation

7. Community Corrections – Resolution to Authorize Amending the Contract with Averhealth to Extend the Performance Period for Drug Testing and Breathalyzer Services

8. Animal Control and Shelter – Resolution to Accept a Donation from the Ingham County Animal Shelter Fund for the Purposes of Providing Employment Bonus Pay to New Shelter Veterinarians

9. Big Brothers Big Sisters – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program

10. Community Mental Health Authority – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Health Services Millage Eligible Services

11. Potter Park Zoo
 - a. Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New Animal Health Facility at Potter Park Zoo
 - b. Resolution to Authorize an Agreement with Scarlett Excavating Inc. for Water Replacement Services at Potter Park Zoo

12. Parks Department
 - a. Resolution to Authorize a Contract with Laux Construction for Improvements to Lake Lansing Park South
 - b. Resolution to Modify a Contract with Penchura Recreation Products and Services for Replacements of a Portion of the Lake Lansing South County Park Playground to Comply with the Ingham County Prevailing Wage Policy

13. Health Department
 - a. Resolution to Authorize a 2022/2023 Agreement with the Michigan Department of Environment, Great Lakes, and Energy
 - b. Resolution to Accept Donation from the Peoples Church of East Lansing
 - c. Resolution to Amend Resolution #17-354 with 340B Technologies, Inc.
 - d. Resolution to Amend the Agreement with RegLantern™ for Continuous Compliance Coaching Services
 - e. Resolution to Amend Resolution #21-160

15. Prosecuting Attorney's Office – Resolution to Approve a Consultant Services Agreement between Michael Cheltenham and the Ingham County Prosecuting Attorney's Office

16. Innovation & Technology Department – Resolution to Approve Friend of the Court Hearing Room Upgrades

17. Facilities Department – Resolution to Authorize an Agreement with Wolverine Engineers & Surveyors Inc. for Engineering Services for Parking Lot Replacement at the Hilliard Building, Ingham County Family Center, and Veterans Memorial Courthouse/Grady Porter Building

18. Road Department
 - a. Resolution to Authorize an Engineering Services Contract for the 2023-2024 Bridge Inspection Program
 - b. Resolution to Authorize an Engineering Services Contract for As-Needed Signal Modeling and Timing Permit Services for 2023-2024
 - d. Resolution to Authorize a Contract for Bulk Fuel Delivery
 - g. Resolution of Commitment for Transportation Alternatives Program Funds to Construct Non-Motorized Facilities on Lake Lansing Road between Abbot Road and Hagadorn Road

19. Human Resources Department – Resolution to Approve Reclassification Requests

20. Controller/Administrator's Office
 - a. Resolution to Authorize a Contract with Resolution Services Center of Central Michigan to Support Small Claims Work
 - b. Resolution to Correct Resolution #22-470 Authorizing 2023 Agreements for Juvenile Justice Community Agencies

THE MOTION CARRIED UNANIMOUSLY.

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

2. Clerk's Office – Resolution Establishing Compensation for the Ingham County Board of Canvassers

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated that the amount of funding was very small but that he would like to point out two objectives when setting compensation that involve per diems for small bodies, such as the Board of Canvassers. He further stated that the first objective would be to address any practical issue the department would have.

Commissioner Grebner stated that he had no problem if Ingham County Clerk Barb Byrum believed this was the best way forward. He further stated that the second objective would be that compensation for such bodies could cause grief and scandal.

Commissioner Grebner stated that individuals should pay attention to the potential scandals. He further stated that the number of people that are caught in stupid scandals would be larger than one might think.

Commissioner Grebner stated that he had no objection to how this was done but believed there were some loose ends to be aware of.

Chairperson Morgan asked what department oversaw the per diems for the Board of Canvassers.

Scott Hendrickson, Ingham County Chief Deputy County Clerk, stated that the County Clerk's office handled the receipt of timecards for the Board of Canvassers and their assistants. He further stated that they were run through the typical payroll process through the Human Resources department.

THE MOTION CARRIED UNANIMOUSLY.

6. Public Defenders Office – Resolution to Authorize the Provision of Lawyers Professional Liability Insurance Coverage to Attorneys in the Office of the Public Defender

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

Commissioner Grebner asked what liability there was. He further asked if the defense would be covered by governmental immunity.

Keith Watson, Ingham County Chief Public Defender, stated that it did not appear to be covered by governmental immunity. He further explained that there recently was a lawyer and an

Assistant Prosecuting Attorney who were sued in Federal Court, which created an issue when the County Attorney took the case.

Mr. Watson stated that there was room in the budget for the Lawyers Professional Liability Insurance. He further stated that other Public Defender's offices around the State also had this.

Mr. Watson stated that there were three bids accepted and this was well inside the budget and met all of the needs.

Commissioner Grebner stated that he did not believe that they would have liability. He further stated that if a lawsuit ensued, representation would still be needed and this would cover that.

Commissioner Grebner stated that this would ensure the need to have representation available if it was needed.

Mr. Watson stated that this would protect Ingham County as well.

THE MOTION CARRIED UNANIMOUSLY.

14. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. PEÑA, TO APPROVE THE RESOLUTION.

Commissioner Maiville stated that he wished to disclose that his family member was appointed to be the Ingham Conservation District Director.

THE MOTION CARRIED UNANIMOUSLY.

18. Road Department
 - c. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Construction Engineering Services on the Meridian Road and Grand River Avenue (M-43) Project

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

Commissioner Polsdofer stated that he wished to disclose that his current employer was the Michigan Department of Transportation (MDOT).

THE MOTION CARRIED UNANIMOUSLY.

18. Road Department

- e. Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering 34CS Slag, CS-T Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, 3/8 X #4 Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates

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

Commissioner Peña explained that CS Slag stood for crushed stone, A stood for aggregate, NS stood for Natural Sand and G stood for gravel.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

18. Road Department

- f. Resolution to Authorize Contracts for the Purchase of Furnishing and Delivering Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and 2NS Sand

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

Commissioner Peña stated that NS stood for Natural Sand.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

Alan Fox, Ingham County Treasurer, stated that there were some closed session meetings in the past regarding court cases that involved the foreclosure process and what might be due to past owners of the property. He further stated that he was made aware that the United States Supreme Court had recently taken a case that would be heard in April of 2023 and decided in June of 2023.

Treasurer Fox stated that the case was *Tyler v Hennepin County* in Minnesota, and Minnesota had a Delinquent Tax and Foreclosure law that was similar to the one Michigan had before the Michigan Supreme Court *Rafaeli, LLC v Oakland County* decision. He further stated that the Minnesota law did not include anything regarding the reimbursement of past owners.

Treasurer Fox stated that the key issue in the *Tyler v Hennepin County* case was if a tax foreclosure was a taking under the United States Constitution. He further stated that he would expect to receive further guidance from the United States Supreme Court in June of 2023.

Treasurer Fox stated that the attorneys have advised that there would be no immediate change in Michigan. He further stated that more could come in the future.

Adjournment

The meeting was adjourned at 6:43 p.m.

FEBRUARY 8, 2023 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

2. **Sheriff's Office** – *Resolution to Authorize a Contractual Agreement between the Ingham County Sheriff's Office and Axon Enterprise, Inc. to Purchase Taser Cartridges and Taser Batteries*

This resolution will authorize the purchase of TASER training cartridges and batteries from AXON Enterprise, Inc. in the amount of \$9,465.52. To fulfill the requirements for TASER's annual recertification, each Corrections Deputy that is authorized to carry a TASER, must fully comply with TASER's training requirements, which includes the deployment of two training cartridges. Each TASER cartridge and TASER battery has an expiration date. An inventory of ICSO's equipment reveals the need for additional TASER cartridges and TASER batteries. Funds for this purchase are available within the Sheriff's Office's 2023 budget.

See memo for details.

3. **Drain Commissioner** – *Resolution Pledging Full Faith and Credit to Bank Intercounty Drain Drainage District Note or Notes*

This resolution pledges the full faith and credit of the County to the Bank Intercounty Drain Drainage District (Delta Charter Township in Eaton County and Lansing Charter Township and City of Lansing in Ingham County). In order to pay the costs of design engineering and property acquisition, the Drainage District will need to issue an interim note for these preliminary expenses. The note will be issued in an amount not to exceed \$4,000,000. This note will be paid from the proceeds of bonds that will be issued for the permanent financing of the project.

See memo for details.

- 4a. **Homeland Security and Emergency Management Office** – *Resolution to Authorize an Equipment Purchase Agreement with Aerial Armor for Two Drone Detection Systems*

This resolution will authorize the purchase of two drone detection systems in the amount of \$44,000 from Aerial Armor utilizing funding from the FY2020 Homeland Security Grant Program Funding. Drone detection systems aide in increasing facility safety and security through the identification and detection of drones operating in or around the airspace above these facilities. The drone detection systems will be installed within Region 1 at the Ingham County Sheriff's Office Justice Complex and Michigan International Speedway, Lenawee County.

See memo for details.

4b. Homeland Security and Emergency Management Office – Resolution to Authorize a Five-Year Maintenance and Service Agreement Contract with Mobile Communications America for the Bi-Directional Amplifier and Cellular Network Boost System in the Ingham County Justice Complex

This contract will authorize a five-year Bi-Directional Amplifier (BDA) and cellular network system maintenance and service contract with Mobile Communications America at an annual rate of \$17,500. The 2023 expense of \$17,500 will be paid for with funds from the 2023 contingency account with the remaining annual expenses to be included in future years' budgets. The BDA enables the emergency radio system to function within the Justice Complex where the radio signals are not able to penetrate the re-enforced structure. The radio system is used by corrections, law enforcement, and other first responders, serving as the life-line and communication tool.

See memo for details.

4c. Homeland Security and Emergency Management Office – Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase of Corrections Radios and Accessories

This resolution will authorize the purchase of fifty-two radios and accessories from Motorola Solutions, Inc., for \$281,838.84, utilizing funding from the Ingham County Justice Millage. An amount of \$275,500 was included in the 2023 Capital Improvement Projects. Updated quotes increased the total cost by \$6,338.84, which will also be funded from the Justice Millage. The radios will enhance the safety of Correctional staff and promote operational effectiveness and efficiency while Corrections staff perform their duties. Each corrections deputy will be assigned their own radio. Currently, radios are shared among deputies.

See memo for details.

4d. Homeland Security and Emergency Management Office – Resolution to Sell the Ingham County Hazmat Truck and Use the Proceeds to Purchase Updated Hazmat Response Equipment

This resolution will authorize the sale of the HazMat response truck through the Sheridan Auction. Proceeds from the sale will be allocated to the HazMat account in order to be utilized for future HazMat equipment purchases and upgrades. Historically, Ingham County maintained a HazMat response team and truck, operated by members of various Ingham County Fire Departments in conjunction with the Local Emergency Planning Committee and Office of Emergency Management, to respond to incidents involving Hazardous Materials. Over time, best practices for HazMat response have evolved, resulting in HazMat responses being handled by the responding fire departments with HazMat equipment they have stored on their primary responding apparatuses. Equipment purchased from these proceeds will be done so in accordance with County Purchasing Policies.

See memo for details.

5. Circuit Court/General Trial – Resolution to Authorize a Statement of Work with Imagesoft for Implementing OnBase Workflow and Integrating with New Case Management System

This resolution will authorize entering into an agreement with Equivant to provide Clean Slate reprogramming. In 2020 and 2021 the Michigan Legislature passed a package of several bills, nicknamed "Clean Slate," which provides for the automatic set-aside of several adult and juvenile offenses, an expansion of other offenses allowing for a request to set-aside, and the sealing of juvenile court records. Operative aspects of Clean Slate require criminal and juvenile courts to start communicating relevant case data to state authorities by April 2023 (for adult cases) and July 2023 (for juvenile cases).

A reprogramming of the case management system is necessary to comply with the state law. The State Court Administrative Office (SCAO) has committed to provide funds to pay for the Clean Slate reprogramming costs incurred by courts on non-state case management systems. In order to provide for Equivant to make the necessary reprogramming changes, the county must enter into an agreement with them. This agreement, which will require the county to employ Electronic Fund Transfer (EFT) technology to receive and pass on payments, will have no net cost to the county.

See memo for details.

6a. 9-1-1 Dispatch Center – Resolution to Authorize Contract Renewal of Training Records Program for the 9-1-1 Center

This resolution will authorize the expenditure of \$8,100 from the 9-1-1 Emergency Telephone Dispatch Services Fund for the costs associated with continuing to utilize Virtual Academy Solutions for three years. Virtual Academy offers approved training courses in virtual sessions that are necessary to maintain state-required training for the entire Dispatch Center staff. The application retains and holds training records to report to the State 9-1-1 Office and allows for the circulation of procedures and other documents for sign-off.

See memo for details.

6b. 9-1-1 Dispatch Center – Resolution to Authorize Renewal of Software Support Agreement with Central Square Technologies for the Computer Aided Dispatch System

This resolution will approve the 2023-2024 Central Square Renewal of Software Support Agreement between Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch (CAD) System from April 14, 2023, through April 13, 2024, at a cost of \$155,590.76. The CAD system is a critical system that connects units in the field with call information and mapping in their vehicles. The annual support covers all servers in the live, training, and test environments, and all Geographic Information System support services for mapping. This agreement includes support for all CAD clients in use at the primary and backup centers and other locations. All software upgrades are included in the software support as well. Funds for this agreement are included in the 2023 Budget.

See memo for details.

6c. 9-1-1 Dispatch Center – Resolution to Authorize Contract Renewal of Scheduling Software/Services for the 9-1-1 Center

This resolution will authorize the expenditure of \$5,040 from the 9-1-1 Emergency Telephone Dispatch Services Fund for the costs associated with continuing to utilize Pace Scheduler Software and Services for one year. The purchase of software and support of scheduling software from PACE Scheduler was approved and the program was put in place in 2022. The Center has had a few issues arise through the first year, but PACE has been responsive and Center management recommends continuing the services for another year.

See memo for details.

7. Veterans Affairs – Resolution to Approve the Reorganization of the Ingham County Department of Veterans Affairs

This resolution authorizes a reorganization that includes all positions within the Department of Veterans Affairs except the Director position. The department will be reorganized and positions reclassified as follows:

1. Administrative Clerk (682003) UAW D (\$36,992 to \$44,059) will now be known as Administrative Assistant UAW G (\$44,049 to \$52,531)
2. Transportation Officer (682004) UAW D (\$36,992 to \$44,059) to UAW E (\$39,367 to \$46,972)
3. Benefits Specialist (682007, 682009) UAW E (\$39,367 to \$46,972) to UAW I (\$49,311 to \$58,837)
4. Benefits Counselor (682005, 682008) MC 5 (\$46,773 to \$56,159) to MC 9 (\$65,106 to \$78,171)
5. Benefits Counselor (682006) will become a Deputy Director Veteran's Affairs will be placed in the MC11 (\$76,813 to \$92,322)

The total cost of this reorganization is \$175,662. Following County policy, this resolution is presented for action, following discussions at the Human Services and County Services Committees during the previous round of meetings.

8a. Health Department - Resolution to Authorize an Agreement with Maxim Healthcare Staffing Services

This resolution authorizes an agreement with Maxim Healthcare Staffing Services for supplemental staffing effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824. Maxim will provide the Ingham County Health Department with temporary Registered Nurses, Licensed Practical Nurses and Medical Assistants to aid in vaccinations and Immunization Clinics and to assist with Michigan Care Improvement Registry (MCIR). The cost for this agreement will be covered by Michigan Department of Health and Human Services Emerging Threats – Local Health Department – 2023 COVID Immunization grant.

8b. Health Department - Resolution to Authorize Amendment #2 to the 2022 -2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement

This resolution authorizes amendment #2 to the Emerging Threats Master Agreement with MDHHS. The financial impact of this agreement will increase the FY '23 grant agreement from \$1,676,315 to \$1,726,315, an increase of \$50,000. The revised resolution makes the following specific change to the budget:

Monkeypox Virus Response: increase of \$50,000 from \$0.00 to \$50,000

8c. Health Department - Resolution to Authorize Amendment #2 to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement

This resolution authorizes Amendment #2 to the agreement with Michigan Department of Health and Human Services for the delivery of public health services. The financial impact of this increased support will increase the FY 2023 grant agreement from \$6,918,310 to \$6,919,914 and increase of \$1,604. The revised resolution makes the following specific changes to the budget:

Public Health Emergency Preparedness (PHEP) funding will increase from \$117,068 to \$148,743 for a total increase of \$31,675, Breast & Cervical Cancer Control (BCCCP) Coordination funding will decrease from \$102,500 to \$74,375 for a total decrease of \$28,125, and Tuberculosis (TB) Control funding will decrease from \$5,440 to \$3,494 for a total decrease of \$1,946.

8d. Health Department - Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Program Funds

This resolution accepts the Health Center Program funding award from the Health Resources and Services Administration (HRSA), effective February 1, 2023 through January 31, 2026, in an annual amount not to exceed \$2,773,592. The Community Health Centers rely on this funding to support primary care, dental, mental health, substance abuse, and supportive services for Ingham County's low-income, uninsured, and medically underserved populations.

8e. Health Department - Resolution to Amend the Agreement with Walgreens to Add Pharmacy #16374 and Pharmacy #21362 to the 340B Drug Discount Program

This resolution amends the existing agreement with Walgreens to add additional pharmacy locations, effective upon approval. These pharmacy locations will include Pharmacy #16374 and Pharmacy #21362. The 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use. Public Law 102-585 states that the Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufactures may charge covered entities. The 340B program offers opportunities to purchase discounted drugs for use during the patient visit, or for dispensing from a covered entity owned pharmacy or via contract arrangement with a retail pharmacy. The Ingham County Health Department's Community Health Centers currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit. There is no cost to participate in this agreement. This agreement will generate \$150,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreens, Pharmacy #16374 and Pharmacy #21362.

8f. Health Department - Resolution to Authorize an Agreement with Trident Contract Management

This resolution authorizes an agreement with Trident Contract Management (TCM) for an amount not exceed \$3,600 in Year 1, and subsequent annual amounts not to exceed \$1,200. This agreement will be effective March 1, 2023 through February 18, 2024 and will renew annually for up to five years. TCM offers the Poseidon service, a highly customizable robust grants management platform. The Ingham County Health Department Community Health Centers (CHC) seek to utilize the TCM's grants management platform to create a more proactive and effective grant management process for local, state, federal, public and private funding awards, which will include periodic reporting. The cost of this agreement will be covered by the CHC's operational budget.

8g. Health Department - Resolution to Authorize an Agreement with Dr. Austin Schaar for Dental Services

This resolution authorizes an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840, effective March 1, 2023 through February 28, 2024, with 1-year automatic renewals for five years. This agreement will cover services for up to eight (8) hours per week, at \$83.75 per hour. The cost of this agreement will be covered by billable services.

8h. Health Department - Resolution to Authorize the Acceptance of a Wellbeing Grant

This resolution accepts a Local Health Department Staff Wellbeing grant in an amount not to exceed \$5,000 from the Michigan Association for Local Public Health (MALPH), effective March 1, 2023 through September 30, 2023. The purpose of this agreement is to specify the responsibilities of MALPH and the Ingham County Health Department related to the implementation of the Wellbeing mini-grant program. This funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic, and to bolster employees' sense of social and emotional wellbeing.

9a. Facilities Department – Resolution to Authorize an Agreement with Hedrick Associates to Replace the Drinking Fountains at the Hilliard Building and Historical Mason Courthouse

This resolution authorizes an agreement with Hedrick Associates for the replacement of drinking water fountains at the Hilliard Building and Historic Mason Courthouse. The replacement drinking fountains will have the standard bubbler and a water bottle filling station. Hedrick Associates, who is on the MiDeals cooperative agreement and therefore does not require three quotes per the Ingham County Purchasing Policy, submitted a quote of \$27,870, which includes materials and labor to replace the seven drinking fountains. Facilities is requesting a contingency of \$4,000 for any uncovered conditions.

Funding is available in the 2020 Public Improvement Fund CIP.

See memo for details.

9b. Facilities Department – Resolution to Authorize an Agreement with Sheridan Realty & Auction Co. for Real Estate Services

This resolution authorizes an agreement with Sheridan Realty & Auction Co. to help us locate and negotiate real estate transactions. These services to Ingham County should not result in direct fees as they will seek the typical brokerage fees from the seller.

See memo for details.

10a. Controller's Office – Resolution to Approve \$1,750,000 in Housing Trust Funds to the Ingham County Land Bank for Scattered Single-Family Housing Construction/Rehabilitation

This resolution approves \$1,750,000 in Housing Trust Funds to the Ingham County Land Bank for single family housing construction/rehabilitation. The Land Bank has 50+ scattered sites throughout Ingham County with a goal of building/rehabbing 16 homes.

The for-sale units would have a target audience of 80% Area Median Income (AMI) and consist of:

- Multiple designs from 1-story, 1,040 sf to 2-story, 1600 sf.
- 2-4 bedrooms, 1-2 baths, basements or slabs
- Energy efficient, all-electric homes
- Down Payment Assistance (DPA)
 - Capped at \$25,000
 - Income qualified and provided as needed
 - Unforgiven for first five years
 - 20% pay back for each year following

See memo for details

10b. Controller's Office – Resolution to Provide Retiree Health Insurance for Linda Vail

This resolution provides retiree health insurance to Linda Vail who is retiring February 17 after 8 years and 10 months of service. Although short of the 10 years required by the contract, Director Vail has requested that she stay on the County's health insurance at a 75%/25% employee to County split of the insurance premium until she reaches Medicare age (65).

See memo for details.

10c. Controller's Office – Resolution to Approve an Agreement with Terrill Consulting, LLC to Serve as County Representative for the Final Stages of Ingham County Justice Complex Project

This resolution approves an agreement with Terrill Consulting, LLC to serve as the County representative for the completion of the Ingham County Justice Complex. Rick retires February 14, and the final completion of the Complex is scheduled for mid-July; in order to maintain a consistent County presence on the project, we are recommending contracting with Terrill Consulting, LLC, an entity which Rick has created and is a registered vendor with the County, to finalize the project.

The total cost would not exceed \$16,800 (21 weeks at 10 hours/week at \$80/hour) with funding coming from the project. The Building Authority supports this recommendation.

See memo for details.

10d. Controller's Office – Resolution to Approve Additional Funding for the Okemos Road Bridge Project

This resolution approves additional funding for the Okemos Road Bridge project. It got cold, concrete contractor went south until mid-March, and we need a backup contractor to finish before spring. The backup contractor will cost an additional \$184,000 (\$160,000 additional in unit costs plus an additional 15% in JIC monies); for this, we can utilize allocated but unused American Rescue Plan Act (ARPA) funds.

See memo for details.

PRESENTATION/DISCUSSION/OTHER ITEM:

1. Treasurer's Office – 4th Quarter Investment Report

**INGHAM COUNTY
POOLED CASH AND INVESTMENTS
12/31/2022**

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE DECEMBER 31, 2022
OPERATING BANK ACCOUNTS				8,776,567.01
CERTIFICATES OF DEPOSIT				
LAFCU	12/27/2020	12/27/2023	0.70	1,014,867.19
LAFCU	12/27/2022	12/27/2025	4.66	1,000,000.00
MSUFCU	1/5/2022	1/5/2026	1.25	1,000,000.00
MSUFCU	12/22/2020	12/22/2023	0.80	1,000,000.00
MSUFCU	12/22/2020	12/22/2024	0.90	500,000.00
MSUFCU	6/2/2021	6/2/2025	1.10	1,000,000.00
MSUFCU	7/1/2022	7/1/2024	1.74	1,000,000.00
MSUFCU	7/2/2020	7/2/2024	1.25	1,000,000.00
MSUFCU	9/30/2022	3/30/2023	2.25	1,000,000.00
CASE CREDIT UNION	10/10/2022	10/11/2023	3.00	1,000,000.00
CASE CREDIT UNION	10/10/2022	10/10/2024	3.50	1,000,000.00
CHOICE ONE BANK	11/14/2022	11/14/2023	3.25	1,000,000.00
CIBC	8/18/2022	8/18/2023	2.85	1,000,000.00
CIBC	9/19/2022	9/19/2023	3.00	1,000,000.00
HORIZON BANK	8/22/2022	8/22/2023	3.03	1,000,000.00
INDEPENDENT BANK	6/27/2022	6/25/2023	1.40	2,000,000.00
FLAGSTAR BANK	6/15/2022	6/15/2023	2.30	2,000,000.00
FLAGSTAR BANK	6/15/2022	6/17/2024	2.70	2,000,000.00
FLAGSTAR BANK	10/17/2022	10/17/2023	3.50	2,000,000.00
FLAGSTAR BANK	10/17/2022	10/17/2024	3.40	1,000,000.00
FNB BANK	9/8/2022	6/8/2024	2.43	1,000,000.00
FNB BANK	9/13/2022	3/13/2024	2.02	1,000,000.00
TOTAL CERTIFICATES OF DEPOSIT				25,514,867.19
RESERVE AND SAVINGS				
LAFCU			0.20	231,250.01
MSUFCU			1.46	531,069.55
DART			1.06	2,020,630.39
CASE CREDIT UNION			0.67	39,151.00
SMALL ACCOUNTS				32.19
MICHIGAN CLASS			4.26	31,672,183.03
TOTAL RESERVE AND SAVINGS				34,494,316.17

	PURCHASE DATE	MATURITY	INTEREST RATE	BALANCE DECEMBER 31, 2022
FEDERAL AGENCY COUPON SECURITIES				
Federal Farm Credit Bank	9/2/2020	8/25/2025	0.61	1,000,000.00
Federal Farm Credit Bank	11/19/2020	11/24/2025	0.60	2,000,000.00
Federal Home Loan Mort Corp	9/2/2020	3/17/2025	0.50	1,000,000.00
Federal Home Loan Mort Corp	9/10/2020	6/24/2024	0.41	1,000,000.00
Federal Home Loan Mort Corp	9/14/2020	9/30/2025	0.60	1,000,000.00
Federal Home Loan Bank	11/19/2020	12/1/2027	0.90	2,000,000.00
Federal Home Loan Mort Corp	10/8/2020	10/28/2026	0.75	1,000,000.00
Federal Home Loan Mort Corp	11/19/2020	5/28/2026	0.65	1,000,000.00
Federal Home Loan Bank	1/27/2021	1/29/2027	0.80	1,000,000.00
Federal Home Loan Bank	1/28/2021	11/17/2028	1.00	1,000,000.00
Federal Home Loan Bank	2/17/2021	2/22/2030	1.43	1,000,000.00
Federal Home Loan Bank	2/25/2021	9/17/2026	1.00	1,000,000.00
Federal Home Loan Bank	2/25/2021	3/3/2028	1.34	1,000,000.00
Federal Home Loan Bank	3/8/2021	3/30/2028	1.50	833,333.33
Federal Home Loan Bank	3/12/2021	3/29/2029	1.00	2,000,000.00
Federal Home Loan Bank	4/15/2021	7/15/2024	0.45	1,000,000.00
Federal Home Loan Bank	6/15/2021	6/15/2027	1.25	1,000,000.00
Federal Home Loan Bank	6/29/2021	7/20/2026	1.13	3,000,000.00
Federal Home Loan Bank	6/29/2021	1/22/2025	0.38	3,000,000.00
Federal Home Loan Bank	7/23/2021	8/19/2026	0.50	5,000,000.00
Federal Home Loan Bank	7/23/2021	8/23/2024	0.52	5,000,000.00
Federal Home Loan Bank	10/27/2021	11/18/2025	1.20	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/23/2026	1.50	2,000,000.00
Federal Home Loan Bank	10/27/2021	11/22/2024	1.00	2,000,000.00
Federal Home Loan Bank	1/11/2022	1/27/2025	0.70	2,000,000.00
Federal Home Loan Bank	2/15/2022	3/8/2027	2.17	2,000,000.00
Federal Home Loan Bank	3/26/2022	3/28/2025	2.30	2,000,000.00
Federal Farm Credit Bank	3/30/2020	3/30/2027	1.55	2,000,000.00
Federal Farm Credit Bank	5/19/2022	3/9/2023	2.00	2,000,000.00
Federal Farm Credit Bank	5/19/2022	12/9/2024	3.00	2,000,000.00
Federal Farm Credit Bank	5/23/2022	2/23/2024	3.00	5,000,000.00
Federal Farm Credit Bank	5/25/2022	5/25/2023	2.25	5,000,000.00
Federal Farm Credit Bank	5/26/2022	12/15/2023	2.55	2,000,000.00
Federal Farm Credit Bank	5/26/2022	9/15/2023	2.40	2,000,000.00
Federal Farm Credit Bank	5/26/2022	6/1/2027	3.45	2,000,000.00
Federal Home Loan Mort Corp	7/11/2022	7/11/2024	3.50	1,250,000.00
Federal Home Loan Mort Corp	7/12/2022	1/12/2024	3.50	2,000,000.00
Federal Home Loan Mort Corp	6/29/2022	12/29/2023	2.90	2,000,000.00
Federal Home Loan Bank	7/19/2022	1/19/2024	3.50	2,000,000.00
Federal Home Loan Bank	7/28/2022	7/28/2025	4.00	2,000,000.00

	PURCHASE		INTEREST	BALANCE
	DATE	MATURITY	RATE	DECEMBER 31, 2022
Federal Home Loan Bank	8/8/2022	8/8/2024	4.00	2,000,000.00
Federal Home Loan Bank	7/29/2022	7/26/2023	3.25	2,000,000.00
Federal Home Loan Mort Corp	7/29/2022	7/26/2024	3.65	2,000,000.00
Federal Home Loan Bank	8/22/2022	11/22/2023	3.25	2,000,000.00
Federal Home Loan Bank	8/23/2022	2/23/2024	3.38	2,000,000.00
Federal Home Loan Bank	9/29/2022	9/29/2023	4.13	2,000,000.00
Federal Home Loan Mort Corp	9/30/2022	9/30/2024	4.50	2,000,000.00
Federal Home Loan Bank	9/30/2022	3/28/2024	4.25	2,000,000.00
Federal Home Loan Bank	10/6/2022	10/6/2026	5.00	2,000,000.00
TOTAL FED AGENCY COUPON SECURITIES				97,083,333.33
US TREASURY NOTES				
US Treasury Note	9/22/2022	5/31/2023	3.71	2,928,699.27
US Treasury Note	9/22/2022	7/31/2023	3.85	2,940,197.70
US Treasury Note	9/22/2022	8/31/2023	3.95	2,895,532.58
US TREASURY NOTES				8,764,429.55
MUNICIPAL BONDS				
Houghton-Portage Twp Schs	6/21/2016	5/1/2025	2.70	201,666.00
Ionia School District	3/22/2017	5/1/2025	2.20	235,884.12
State of Michigan GO Sch Ln	10/11/2022	5/15/2027	3.20	1,942,295.56
TOTAL MUNICIPAL BONDS				2,379,845.68
TOTAL POOLED INVESTMENTS				168,236,791.92
TOTAL POOLED CASH AND INVESTMENTS				177,013,358.93



Alan Fox, Ingham County Treasurer

Agenda Item 2

TO: Board of Commissioners: Law & Courts and Finance Committees

FROM: Undersheriff Andrew R. Bouck

DATE: January 24th, 2023

SUBJECT: Resolution to authorize a contractual agreement between the Ingham County Sheriff's Office and Axon Enterprise, Inc. to purchase Taser cartridges

For the meeting agendas of February 2nd 2023 and February 8th 2023

BACKGROUND

The Ingham County Sheriff's Office (ICSO) is responsible for maintaining the safety and security of inmates housed in the Ingham County Jail. The Municipal Risk Management Authority (MMRMA), the County insurance carrier, fully support their clients obtaining TASER's as a tool to maintain safe and secure operations in the correctional environment.

Corrections Deputies properly trained and equipped with functional, up to date TASERs have greatly limited use of force complaints, deadly force situations, and legal issues since the initial release of these tools.

Axon Enterprises produces two type of TASER cartridges; those used for training and those used for live deployment.

To fulfill the requirements for TASER's annual recertification, each Corrections Deputy that is authorized to carry a TASER, must fully comply with TASER's training requirements, which includes the deployment of two training cartridges.

Each TASER cartridge and TASER battery has an expiration date.

An inventory of ICSO's equipment reveals the need for additional TASER cartridges and TASER batteries.

This resolution requests approval for the Ingham County Sheriff's Office to enter into an agreement with Axon Enterprise, Inc. to proceed with the purchase of TASER cartridges and TASER batteries in order to remain compliant with TASER's requirements for annual recertification and for the continued use of functional and up to date TASERs and TASER equipment for ICSO Corrections Deputies.

ALTERNATIVES

AXON is a sole source vendor and all equipment must be purchased through them exclusively.

FINANCIAL IMPACT

The total cost of the TASER cartridges and batteries is \$9,465.52, as indicated in the attached sales quote. The funds will come from accounts #26336201-736000 and #59503110-726010.

STRATEGIC PLANNING IMPACT

Not Applicable

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the Sheriff's Office to contract with Axon Enterprise, Inc. in order to purchase TASER cartridges and batteries for ICSO Corrections Deputies.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACTUAL AGREEMENT BETWEEN THE
INGHAM COUNTY SHERIFF'S OFFICE AND AXON ENTERPRISE, INC. TO PURCHASE
TASER CARTRIDGES AND TASER BATTERIES**

WHEREAS, the Ingham County Sheriff's Office (ICSO) is responsible for maintaining the safety and security of inmates housed in the Ingham County Jail; and

WHEREAS, the Municipal Risk Management Authority (MMRMA), the County insurance carrier, fully supports their clients obtaining TASER's as a tool to maintain safe and secure operations in the correctional environment; and

WHEREAS, Corrections Deputies properly trained and equipped with functional, up to date TASERs have greatly limited use of force complaints, deadly force situations, and legal issues since the initial release of these tools; and

WHEREAS, Axon Enterprises produces two type of TASER cartridges; those used for training and those used for live deployment; and

WHEREAS, to fulfill the requirements for TASER's annual recertification, each Corrections Deputy that is authorized to carry a TASER, must fully comply with TASER's training requirements, which includes the deployment of two training cartridges; and

WHEREAS, each TASER cartridge and TASER battery has an expiration date; and

WHEREAS, an inventory of ICSO's equipment reveals the need for additional TASER cartridges and TASER batteries; and

WHEREAS, AXON is a sole source vendor and all equipment must be purchased through them exclusively; and

WHEREAS, the necessary funds exist within the Ingham County Sheriff's Office budget to make this purchase; and

WHEREAS, these items will allow ICSO Corrections Deputies to remain compliant with TASER's requirements for annual recertification and for the continued use of functional and up to date TASERS.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase TASER training cartridges and batteries from AXON Enterprise, Inc. in the amount of \$9,465.52.

BE IT FURTHER RESOLVED, that Ingham County recognizes AXON Enterprise, Inc. as a sole source vendor for this equipment and training.

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.

Agenda Item 3

TO: Board of Commissioners County Services and Finance Committees

FROM: Patrick E. Lindemann, Drain Commissioner

DATE: January 24, 2023

SUBJECT: Full Faith and Credit Resolutions in Support of Intercounty Interim Note
For the meeting agendas of February 7 (County Services) and 8 (Finance)

BACKGROUND

Under the Michigan Drain Code, when a drainage district contains lands benefitted by the drain located in multiple counties, an intercounty drainage district is created under the Drain Code to have jurisdiction over the drain. The intercounty drainage district is governed by a drainage board, normally consisting of the drain commissioner of each county in which lands that will benefit from the drain are located and a deputy of the director of the Michigan Department of Agriculture and Rural Development. When an intercounty drainage district is created, the Drain Code provides that the costs of a drain project be apportioned between the Counties included in the drainage district according to benefit.

Section 434 of the Drain Code gives an intercounty drainage district the power to borrow funds which may be used to pay the preliminary costs of a project, such as engineering fees, legal expenses and the costs of acquiring property and easements. The note would ultimately be paid from the proceeds of bonds issued for the project. Under Section 434, a county board of commissioners, by a 2/3rds vote, may pledge the full faith and credit of the County to the payment of the portion of the principal of and interest on the note apportioned to the County. This pledge provides backup security to the holder of the note.

While it is common for an intra county drain (one located entirely in the jurisdiction of one county) to issue interim notes without the full faith and credit of the county, it is more common for counties to pledge their full faith and credit to notes for larger intercounty preliminary notes. The pledge of full faith and credit in these instances helps obtain better borrowing terms, ultimately saving on the costs of the project for the county and the property owners in the drainage district. Perhaps more importantly, when full faith and credit is pledged, it gives the counties partnering in the intercounty drainage district assurance that each county stands by the percentage of the project apportioned to that county.

A project for the Bank Intercounty Drain Drainage District (the "Drainage District") was initiated when the Eaton County Drain Commissioner received a petition from 56 freeholders on November 1, 2021 requesting a drain project, including the consolidation, maintenance and improvement of drains to address drainage issues in Delta Charter Township in Eaton County and Lansing Charter Township and the City of Lansing in Ingham County.

The Drainage Board met on April 25, 2022 and determined that the petition was sufficient and that the requested improvement was practical. The Drainage Board also determined that the requested consolidation was conducive to the public health, convenience, or welfare. The Drainage Board retained Spicer Group to provide preliminary engineering alternatives and cost estimates. A preliminary engineering study has been completed and upon the drainage board making its determination of necessity for the project, there will be a need for the drainage district to move expeditiously to begin design engineering for the project and to acquire properties necessary for detention.

In order to pay the costs of design engineering and property acquisition, the Drainage District will need to issue an interim note for these preliminary expenses. The note will be issued in an amount not to exceed \$4,000,000. This note will be paid from the proceeds of bonds that will be issued for the permanent financing of the project.

ALTERNATIVES

Upon a finding of necessity, the Drainage District will be legally obligated to proceed with the project for the Bank Intercounty Drain. If the County does not adopt the resolution pledging full faith and credit, the financial advisor believes there is a possibility that the Drainage District would not be able to find a purchaser for the note. If that were to happen, the Drainage District would not have the necessary funds to design the project, and the project might not be able to proceed, exposing the Drainage District (and possibly the County) to liability. Alternatively, if the resolution is not adopted and a purchaser is found for the note, it is possible the interest rate will be higher than it would be if full faith and credit were pledged, increasing costs to the Drainage District and ultimately the County and its property owners. Finally, if Ingham County does not pledge its full faith and credit, the Drainage District and Ingham County will not receive the assurance that will be provided by Eaton County pledging its full faith and credit to the portion of the note apportioned to it.

FINANCIAL IMPACT

Based on analysis provided in Other Considerations below, the Drainage District has the ability to issue bonds for the project in an amount sufficient to pay the principal of and interest on the Drainage District's note, and in the event the project does not move forward to completion there is significant value in the Bank Intercounty Drain Drainage District which is sufficient to support the payment of the assessments for the Drainage District's note in the event the project does not move forward. Therefore, the likelihood the County would have to make payment on the note as a result of the full faith and credit pledge is remote. In the worst case scenario where they could have to make payment on the note, the payment would likely be recouped by special assessments levied to cover the principal of and interest on the note in a relatively short period of time.

STRATEGIC PLANNING IMPACT

The County's strategic plan calls for the provision of quality roads and drains in the County and this project furthers the goal of providing quality drains.

OTHER CONSIDERATIONS

The Drain Code provides significant powers to intercounty drainage districts and counties to assure that funds are available to pay interim notes.

a) Section 130 of the Drain Code provides each county drain commissioner with the power to specially assess the costs of the drain project that have been apportioned to a county against benefitted properties and public corporations. This power is given to the same extent and with the same safeguards to a county as are available to intra county drainage districts for their projects. Section 132 of the Drain Code further provides the intercounty drainage district with the power to issue bonds for the project in anticipation of these special assessments. Notes issued by intercounty drainage districts for interim costs of a project are intended to be paid from the proceeds of bonds issued to provide the permanent financing for the project. Since the drainage district has broad powers to issue bonds for a project, there is sufficient power under the Drain Code to issue the bonds needed for projects, including the payment of notes for preliminary costs.

b) In rare circumstances, a project for which notes have been issued to pay for preliminary expenses does not move forward and bonds are not issued for the project. In such circumstances, Sections 306 and 307 of the Drain Code provide the County Board of Commissioners with the power to authorize the drain commissioner to assess the amount of the preliminary expenditures to the drainage district. This power gives the county and the drain commissioner the ability to raise the funds needed to pay an interim note in such circumstances.

c) A county in an intercounty borrowing is only responsible for payment of the portion of the debt apportioned to the county. It is not responsible for portions of the debt apportioned to the other counties.

d) The County has never made a payment pursuant to a resolution pledging full faith and credit for drainage district debt issued by a drainage district during my 30-year tenure as drain commissioner.

Most importantly, for Ingham County, the amount of the interim note that has been apportioned to the County is only 5% of the total note amount. The balance has been apportioned to Eaton County. Therefore, the maximum exposure for Ingham County for this note is only \$200,000, plus accrued interest on that amount.

Furthermore, the pledge of full faith and credit by the counties will provide assurance to the counties that both counties stand behind their apportioned share of the project.

Both Ingham County and Eaton County will be asked to pledge their full faith and credit to the note. Ingham's pledge is contingent upon Eaton County pledging its credit and upon the drainage board for the Drainage District entering a first order of determination for the project.

RECOMMENDATIONS

Based on the information presented, I respectfully recommend approval of the attached Resolution Pledging Full Faith and Credit to Bank Intercounty Drain Drainage District Note or Notes.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO
BANK INTERCOUNTY DRAIN DRAINAGE DISTRICT NOTE OR NOTES**

Resolution # _____

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the County on _____, 2023, at _____ p.m., local time.

PRESENT: Commissioners _____

ABSENT: Commissioners _____

The following resolution was offered by Commissioner _____ and supported by Commissioner: _____

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Eaton, State of Michigan, proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain improvements to the Bank Intercounty Drain (the "Project") which is being undertaken by the Bank Intercounty Drain Drainage District (the "Drainage District"); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay preliminary costs of the Project, the Drainage Board for the Drain Drainage District intends to issue the Drainage District's note or notes (the "Note") in an amount not to exceed \$4,000,000 pursuant to Section 434 of the Act; and

WHEREAS, the principal of and interest on the Note will be payable from bonds to be issued by the Drainage District to provide the permanent financing for the Project (the "Bonds"); and

WHEREAS, for purposes of the issuance of the Note, five percent (5%) of the cost of the Project was apportioned by the Drainage Board for the Drainage District to the County of Ingham (the "County") and ninety-five percent (95%) of the cost of the Project was apportioned by the Drainage Board to the County of Eaton; and

WHEREAS, the Ingham County Drain Commissioner (the "Drain Commissioner"), in consultation with professionals engaged by the Drainage District, has analyzed the Project and informed the County that the Drainage District's ability to issue the Bonds and its ability to levy

special assessments for the payment of interim costs of the Project provide the Drainage District with sufficient powers to raise funds to pay the principal of and interest on the Note; and

WHEREAS, the Drainage Board deems it advisable and necessary to request that this Board adopt a resolution consenting to the pledge of the limited tax full faith and credit of the County on the Note to the extent that the cost of the Project has been apportioned to the County; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a majority vote of two-thirds of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Note pursuant to Section 434 of the Act; and

WHEREAS, the Drain Commissioner has informed the County that the pledge of the full faith and credit of the County to the Note will reduce the interest cost of financing the Project thus reducing the interest cost of the County and the property owners in the Drainage District for the Project; and

WHEREAS, the Drain Commissioner recommends that the Board adopt a resolution to pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Note; and

WHEREAS, based on the recommendation of the Drain Commissioner, the Board agrees to pledge the full faith and credit of the County to the Note.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of 5% of the principal of and interest on the Note and any Note issued to refinance the Note, and the County agrees that in the event that the Bonds are not issued prior to the date on which the principal of and interest on the Note (or a Note issued to refinance the Note) are due and that moneys are not otherwise available to the Drainage District on such date to pay such principal and interest, the County will immediately make such advancement from general funds of the County to the extent necessary to pay the County's share of the principal of and interest on the Note (or a note issued to refinance the Note) when due. The ability of the County to levy taxes to pay its share of the principal of and interest on the Note (or a note issued to refinance the Note) shall be subject to constitutional and statutory limitations on the taxing power of the County. The Note may be issued as part of one or more note issues.

2. In the event that, pursuant to said pledge of full faith and credit, the County advances County funds to pay any part of the principal of and interest due on the Note, the County shall take all actions and proceedings and pursue all remedies permitted or authorized by law for the reimbursement of such sums so paid.

3. The Chairperson of the Board, the County Controller/Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Note and to execute any documents or certificates necessary to complete the issuance of the Note, including, but not limited to, any applications including the Michigan Department of Treasury,

Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to sign such documents and give any approvals necessary therefor.

4. This resolution shall become effective only if the Board of Commissioners of the County of Eaton adopts a resolution substantially in the form of this resolution that pledges the limited tax full faith and credit of the County of Eaton to the payment of the principal of and interest on the Note to the extent of its apportioned share of the cost of the Project, and only after the Drainage Board determines that the Project is necessary for the public health, convenience, or welfare and a first order of determination has been signed by the Chairperson of the Drainage Board.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners _____

NAYS: Commissioners _____

ABSTAIN: Commissioners _____

COUNTY SERVICES:

Yeas: _____

Nays: _____ Absent: _____ Approved: _____

FINANCE:

Yeas: _____

Nays: _____ Absent: _____ Approved: _____

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on January _____, 2023, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: _____, 2023

Barb Byrum, Clerk
County of Ingham

TO: Board of Commissioners: Law & Courts Committee and Finance Committee

FROM: Sergeant Bob Boerkoel, Office of Emergency Management

DATE: January 23, 2023

SUBJECT: Resolution to authorize an Equipment Purchase Agreement with Aerial Armor for two Drone Detection systems.

For the meeting agendas of *February 2, 2023* and *February 8, 2023*

BACKGROUND

This resolution is for the approval to utilize Region 1 FY2020 Homeland Security Grant Program (HSGP) Funding to purchase drone detection systems from Aerial Armor. Drone detection systems aide in increasing facility safety and security through the identification and detection of drones operating in or around the airspace of above these facilities. Drones pose a potential threat to the facilities and their occupants in the form of potential drone borne attacks, inappropriate surveillance and intelligence gathering, contraband deliveries, and errant crashes. The drone detection systems will be installed within Region 1 at the Ingham County Sheriff’s Office Justice Complex and Michigan International Speedway, Lenawee County.

ALTERNATIVES

The FY 2020 HSGP Grant requirements dictate the minimum expenditure of \$42,432 on projects in the designated National Priority Area identified as *Emerging Threats*. The purchase of this drone detection system fulfills the required expenditure in this National Priority Area. Aerial Armor is a sole source vendor of the software.

FINANCIAL IMPACT

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal using FY2020 HSGP grant funds. The FY2020 HSGP grant funds were previously accepted by the Board of Commissioners via Resolution #20-530.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as equipment purchased will be able to detect drones that may pose a threat to the security of Ingham County Justice Complex; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies awarded to Ingham County Emergency Management.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Ingham County Sheriff’s Office to enter into a purchase agreement with Aerial Armor for two Drone Detection Systems.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH
AERIAL ARMOR FOR TWO DRONE DETECTION SYSTEMS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management received pass through grant funds from the FY2020 Homeland Security Grant Program (HSGP); and

WHEREAS, the Ingham County Board of Commissioners previously accepted the FY20 HSGP grant funds via Resolution #20-530; and

WHEREAS, the purpose of these grant funds is to purchase equipment and provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the FY20 HSGP Grant requirements dictate the minimum expenditure of \$42,432 on projects in the designated National Priority Area identified as Emerging Threats; and

WHEREAS, the purchase of two drone detection systems from Aerial Armor fulfill the FY20 HSGP National Priority Area Emerging Threat requirements; and

WHEREAS, drone detection systems aide in achieving a safe and secure facility by mitigating drone borne attacks on the facilities, inappropriate surveillance and intelligence gathering, potential contraband deliveries, and errant crashes; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, Aerial Armor is a sole source vendor of the drone detection software; and

WHEREAS, the total expenditure for this proposal is \$44,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of two drone detection systems in the amount of \$44,000 from Aerial Armor utilizing funding from the FY2020 Homeland Security Grant Program Funding.

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

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

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Bob Boerkoel, Sergeant, Ingham County Sheriff's Office
DATE: January 24, 2023
SUBJECT: Resolution to authorize a five-year maintenance and service agreement contract with Mobile Communications America for the Bi-Directional Amplifier and cellular network boost system in the Ingham County Justice Complex.

For the meeting agenda of *February 2, 2023, February 8, 2023*

BACKGROUND

This resolution is for the approval to of a five-year maintenance and service agreement contract with Mobile Communications America to maintain the cellular network boosters and Bidirectional Amplifier (BDA) installed in the new Ingham County Justice Complex.

The BDA enables the MPSCS radio system to function within the Justice Complex where the radio signals are not able to penetrate the re-enforced structure. The MPSCS radio system is used by corrections, law enforcement, and other first responders, serving as the life-line and communication tool.

The cellular signal boosters enable cell reception for numerous cellular networks within the facility, allowing for cellular phones and related devices to function within the facility by connecting with their respective cellular networks. This technological equipment not only improves the operational effectiveness of staff completing their assignments, but also fulfills code requirements as both systems contribute to the life-safety of staff and inmates in the event of an emergency.

This maintenance and service contract with Mobile Communications America will maintain both systems, includes 24/7 monitoring, regular optimization of the cellular frequencies being utilized by cellular providers as they change, and prompt emergency services on both systems in the event of a system disruption or equipment failure.

ALTERNATIVES

Ingham County contracted with Mobile Communications America for the installation of their BDA and cellular booster system during the construction of the Ingham County Justice Complex. Mobile Communications America is the service and maintenance provider of the system. The system requires regular, minimally annual, maintenance to ensure optimal functionality. If no service and maintenance agreement exist, in the event of a system failure, a prolonged outage may be experienced due to technician availability and lack of stocked parts. This would create a significant deputy safety concern for staff and compromise their ability maintain a safe and secure correctional facility for staff and inmates.

FINANCIAL IMPACT

This is a five-year contract with an annual expense of \$17,500, for a total expense of \$87,500 over five years.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it ensures staff have consistent, reliable, and effective radio communications to efficiently conduct their job duties and increases staff and inmate safety; (C) Finance – Maintain and enhance County fiscal health by avoiding costly, unexpected service and maintenance costs while mitigating operational staffing expenses and improving staff efficiencies; (E) Facilities & Infrastructure - providing quality infrastructure as it ensures the radio and cellular network communications within the facility are always up-to-date and operating optimally.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the five-year maintenance and service agreement contract with Mobile Communications America for the Ingham County Justice Complex BDA and cellular network boost system.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A FIVE-YEAR MAINTENANCE AND SERVICE AGREEMENT CONTRACT WITH MOBILE COMMUNICATIONS AMERICA FOR THE BI-DIRECTIONAL AMPLIFIER AND CELLULAR NETWORK BOOST SYSTEM IN THE INGHAM COUNTY JUSTICE COMPLEX

WHEREAS, the Ingham County Justice Complex facility required the use of a Bi-Directional Amplifier (BDA) for the Michigan Public Safety Communications System (MPSCS) radio system and cellular network boosters to ensure reliable radio and cell phone coverage and functionality within the facility; and

WHEREAS, the Ingham County Corrections staff, law enforcement officers, and emergency responders in Ingham County utilize the MPSCS radio system in order to complete their job duties and maintain a safe and secure facility for staff and inmates; and

WHEREAS, the Justice Complex staff and the technology they use to complete their daily duties require reliable cellular network communications within all portions of the facility; and

WHEREAS, Mobile Communications America was selected during the Justice Complex construction to install the BDA and wireless network booster system; and

WHEREAS, the BDA and wireless network require on-going maintenance by Mobile Communications America to ensure the systems operate optimally at the correct frequencies as MPSCS and cellular providers update their networks; and

WHEREAS, Mobile Communications America is the service provider for the system and provides a five-year maintenance and service agreement contract from January 2023 through December 2027 at an annual cost of \$17,500 to provide 24/7 system monitoring, regular system maintenance, and emergency system repairs in the event of an equipment failure; and

WHEREAS, the maintenance and service agreement contract were not included in the approved 2023 annual budget due to the recent completion of the Justice Complex construction; and

WHEREAS, funding for the 2023 service agreement expense of \$17,500 is requested out of the 2023 contingency budget with the remaining future years to be budgeted under operational costs as contractual services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a five-year BDA and cellular network system maintenance and service contract with Mobile Communications America at an annual rate of \$17,500.00.

BE IT FURTHER RESOLVED, that a transfer of \$17,500.00 from the 2023 contingency account is authorized for the first year of the agreement with the remaining annual expenses to be budgeted under operational costs as contractual services.

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

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

TO: Board of Commissioners Law & Courts Committee, Finance Committee

FROM: Bob Boerkoel, Sergeant, Ingham County Sheriff's Office

DATE: January 24, 2023

SUBJECT: Resolution to authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the purchase of Corrections radios and accessories.

For the meeting agenda of *February 2, 2023, February 8, 2023*

BACKGROUND

This resolution is for the approval to utilize 2023 Capital Improvement Project funds to purchase fifty-two APX6000 radios for Corrections and associated accessories. The radios will enhance the safety of Correctional staff and promote operational effectiveness and efficiency while Corrections staff perform their duties.

ALTERNATIVES

Ingham County contracted with Motorola Solutions, Inc. for the Ingham County Public Safety Radio replacement project (Resolutions #18-260, #18-550, #18-552).

FINANCIAL IMPACT

The purchase takes advantage of the previously negotiated 41% discount on equipment purchases from Motorola Solutions that will expire at the end of 2023. The project and funds allocated for the purchase were approved as part of the 2023 Capital Improvement Projects process.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it maximizes efficiencies of Corrections staff to maintain effective communications during the performance of their duties; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as takes advantages of previously negotiated discounts set to expire at the end of 2023; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the Corrections Radio capabilities with our MPSCS radio communications system.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of fifty-two APX6000 Corrections radios and accessories.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH MOTOROLA SOLUTIONS, INC. FOR THE PURCHASE OF CORRECTIONS RADIOS AND ACCESSORIES

WHEREAS, the Ingham County Public Safety Radio System upgraded to the Michigan Public Safety Communications System (MPSCS)/Motorola system in fall of 2021; and

WHEREAS, the Ingham County Board of Commissioners approved a contract with Motorola Solutions, Inc. for the replacement of the Ingham County Public Safety Radio System through the adoption of Resolution #18-550; and

WHEREAS, the contract established an equipment purchasing discount with Motorola Solutions, Inc. viable through 2023; and

WHEREAS, the Ingham County Corrections Division utilizes the MPSCS/Motorola system as part of this radio system upgrade; and

WHEREAS, as a means to optimize staff safety, operational effectiveness, and overall efficiency, a project proposal to purchase fifty-two additional Corrections radios and accessories for \$275,500 was approved in the 2023 Capital Budget for purchase with Justice Millage Funds; and

WHEREAS, the expense of the project proposal increased by \$6,338.84 to a total project cost of \$281,838.84 due to 2023 pricing schedules; and

WHEREAS, the additional \$6,338.84 expense of the project can also be paid for with funds from the Ingham County Justice Millage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of fifty-two radios and accessories from Motorola Solutions, Inc., for \$281,838.84.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to increase the 2023 Capital Budget for this purchase from \$275,500 to \$281,839, with additional necessary funding provided by the Justice Millage.

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

TO: Board of Commissioners Law & Courts Committee, Finance Committee
FROM: Sergeant Bob Boerkoel, Office of Emergency Management
DATE: January 24, 2023
SUBJECT: Resolution to sell the Ingham County HazMat Truck and use the proceeds to purchase updated HazMat Response Equipment.

For the meeting agendas of *February 2, 2023, February 8, 2023*

BACKGROUND

This resolution is for the approval to sell the Ingham County Hazardous Materials (HazMat) truck and use the proceeds to purchase new HazMat response equipment to be utilized by Ingham County Fire Departments.

Historically, Ingham County maintained a HazMat response team and truck, operated by members of various Ingham County Fire Departments in conjunction with the Local Emergency Planning Committee and Office of Emergency Management, to respond to incidents involving Hazardous Materials. Over time, best practices for HazMat response have evolved, resulting in HazMat responses being handled by the responding fire departments with HazMat equipment they have stored on their primary responding apparatuses.

The HazMat truck is no longer deployed on HazMat incidents as it is no longer operationally efficient to run a separate apparatus. Furthermore, the truck needs costly equipment upgrades to make it DOT compliant and much of the equipment on the truck is expired or no longer viable.

With current best practices to effective HazMat responses in mind, the Ingham County Fire Chiefs in collaboration with the Local Emergency Planning Committed and Office of Emergency Management request and support the sale of the HazMat truck in order to use the proceeds to purchase updated HazMat response equipment.

ALTERNATIVES

If the HazMat truck is to be retained, it will need equipment upgrades to make it road legal and Department of Transportation complaint. Additionally, much of the HazMat response equipment will need to be updated as most of it is expired or obsolete.

FINANCIAL IMPACT

This proposal seeks to be fiscally responsible by eliminating unnecessary, unused equipment through sale and using the proceeds to purchase needed updated HazMat response equipment.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as it updates needed HazMat response equipment to achieve a more effective HazMat response leading to the restoration of a safe, healthy environment after an incident; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it eliminates unused equipment and uses the proceeds of the sale to purchase alternate, needed equipment.

OTHER CONSIDERATIONS

Response to HazMat incidents is primarily handled by the local responding fire departments in conjunction with the Local Emergency Planning Committee and Ingham County Office of Emergency Management.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the sale of the HazMat truck and using the proceeds to purchase upgraded HazMat response equipment identified by the Ingham County Fire Chiefs.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SELL THE INGHAM COUNTY HAZMAT TRUCK AND USE THE PROCEEDS TO PURCHASE UPDATED HAZMAT RESPONSE EQUIPMENT

WHEREAS, Ingham County has a duty to respond to incidents involving hazardous materials (HazMat) so as to maintain a safe, healthy community; and

WHEREAS, Ingham County maintains a HazMat Response effort in collaboration with the Ingham Fire Departments, Ingham County Local Emergency Planning Committee, and Ingham County Office of Emergency Management; and

WHEREAS, Ingham County owns a HazMat Response truck (a 1995 Chevrolet truck, VIN 1GBJ7H1J45J114039) as part of the HazMat response efforts; and

WHEREAS, the HazMat truck is no longer functionally deployed on HazMat incidents due to restructured operational procedures moving from a single, jointly shared HazMat response truck to deploying HazMat response equipment on primary responding fire apparatuses; and

WHEREAS, the truck is in need of extensive maintenance and repairs to make it operational and Michigan Department of Transportation compliant while the HazMat response equipment on the truck are expired beyond viable utility and need to be updated; and

WHEREAS, the HazMat response efforts would benefit from the sale of the HazMat truck to eliminate maintenance expenses while providing funds to purchase updated HazMat response equipment; and

WHEREAS, the Ingham County Fire Chiefs recommend the sale of the truck through Sheridan Auction in order to yield a better sale price due to the type of apparatus; and

WHEREAS, the Ingham County Fire Chiefs, Local Emergency Planning Committee, and Office of Emergency Management support the sale of the truck to purchase updated equipment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the sale of the HazMat response truck through the Sheridan Auction.

BE IT FURTHER RESOLVED, that the funds generated from the sale of the HazMat response truck are to be allocated to the HazMat budget account so as to be utilized for future HazMat equipment purchases and upgrades.

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

Agenda Item 5

TO: Board of Commissioners Law & Courts and Finance Committees

FROM: George M. Strander
Court Administrator, 30th Circuit Court

DATE: January 24, 2023

RE: Reprogramming of Case Management System for Clean Slate
For the meeting agendas of 2/2/23 and 2/8/23

BACKGROUND

In 2020 and 2021 the Michigan Legislature passed a package of several bills, nicknamed “Clean Slate,” which provides for the automatic set-aside of several adult and juvenile offenses, an expansion of other offenses allowing for a request to set-aside, and the sealing of juvenile court records. Operative aspects of Clean Slate require criminal and juvenile courts to start communicating relevant case data to state authorities by April 2023 (for adult cases) and July 2023 (for juvenile cases).

For a court the size of our Circuit Court, with the concomitant volume of criminal and juvenile matters, a reprogramming of the case management system is the only realistic method of complying with the state law. The State Court Administrative Office (SCAO) has committed to provide funds to pay for the Clean Slate reprogramming costs incurred by courts on non-state case management systems.

Equivant, which provides our court’s case management system, CourtView, failed to enter into a direct agreement with SCAO for Clean Slate reprogramming, resulting in SCAO directing CourtView courts to receive bills directly from Equivant, pass them on to SCAO, and then eventually pass through payments back to Equivant. Although the court is moving away from CourtView as a case management system, since the court will not be ready to implement its new system until after the April 2023 deadline for adult Clean Slate, it is necessary to have CourtView reprogrammed to follow statutory mandates.

To provide for Equivant to make the necessary reprogramming changes, the county must enter into an agreement with Equivant. This agreement, which will require the county to employ Electronic Fund Transfer (EFT) technology to receive and pass on payments, will have no net cost to the county.

ALTERNATIVES

None.

FINANCIAL IMPACT

There is no net financial impact to the County.

STRATEGIC PLANNING IMPACT

This project would support Ingham County’s values listed in the Strategic Plan, specifically Creativity and Innovation. Furthermore, this project would support the goal of Services to Residents.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend the Board of Commissioners authorize entering into an agreement with Equivant to have CourtView reprogrammed to be consistent with the data communication requirements of Clean Slate.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A STATEMENT OF WORK WITH IMAGESOFT
FOR IMPLEMENTING ONBASE WORKFLOW AND INTEGRATING WITH
NEW CASE MANAGEMENT SYSTEM**

WHEREAS, in 2020 and 2021 the Michigan Legislature passed a package of several bills, nicknamed “Clean Slate,” which provides for the automatic set-aside of several adult and juvenile offenses, an expansion of other offenses allowing for a request to set-aside, and the sealing of juvenile court records; and

WHEREAS, operative aspects of Clean Slate require criminal and juvenile courts to start communicating relevant case data to state authorities by April 2023 (for adult cases) and July 2023 (for juvenile cases); and

WHEREAS, for a court the size of the 30th Judicial Circuit Court, with the concomitant volume of criminal and juvenile matters, a reprogramming of the case management system is the only realistic method of complying with the state law; and

WHEREAS, the State Court Administrative Office (SCAO) has committed to provide funds to pay for the Clean Slate reprogramming costs incurred by courts on non-state case management systems; and

WHEREAS, Equivant, which provides our court’s case management system, CourtView, failed to enter into a direct agreement with SCAO for Clean Slate reprogramming, resulting in SCAO directing CourtView courts to receive bills directly from Equivant, pass them on to SCAO, and then eventually pass through payments back to Equivant; and

WHEREAS, to provide for Equivant to make the necessary reprogramming changes, the county must enter into an agreement with Equivant; and

WHEREAS, the county will need to employ Electronic Fund Transfer (EFT) technology to receive and pass on payments, and there will be no net cost to the county under the agreement; and

WHEREAS, the court is moving away from CourtView as a case management system; the court will not be ready to implement its new system until after the April 2023 deadline for adult Clean Slate, thus necessitating having the reprogramming in CourtView to follow statutory mandates.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Equivant to provide Clean Slate reprogramming.

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

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

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: January 24, 2023
SUBJECT: Renewal of the contract with Virtual Academy, a division of Savant Learning System, Inc.
For the meeting agenda of the Law & Courts Committee -February 2, 2023, and Finance Committee – February 8, 2023

BACKGROUND

Virtual Academy offers approved training courses in virtual sessions that are necessary to maintain state-required training for our entire staff. The application retains and holds our training records to report to the State 9-1-1 Office. Additionally, the application allows us to circulate procedures and other documents for sign-off.

ALTERNATIVES

Very few companies offer this complete package of training and holding of training records. Virtual Academy is used by many other 9-1-1 Centers in Michigan. Options can be explored but we have been satisfied with the program.

FINANCIAL IMPACT

A three-year quote was provided at a rate of \$2,700 per year or \$8,100 for the full three-year term. This extended contract will ensure that we will not see a price increase for 60 users until the term expires. The effective date will begin three years from the date of the later signature on the contract.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the renewal of the contract with Virtual Academy, a division of Savant Learning Systems, Inc.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACT RENEWAL OF TRAINING RECORDS PROGRAM
FOR THE 9-1-1 CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners approved under Resolution #21-062 the purchase of software and services with Virtual Academy Solution, a division of Savant Learning System; and

WHEREAS, the Virtual Academy Solution has met the needs of our 9-1-1 Center's state-mandated training as well as the administrative needs to electronically document, track, and store training information; and

WHEREAS, the company Savant Learning Systems, Inc., provider of the Virtual Academy program, has provided a 3-year quote for these programs in the amount of \$8,100; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of \$8,100 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 Fund for the costs associated with continuing to utilize Virtual Academy Solutions for three additional years upon date of execution.

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

Agenda Item 6b

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, 9-1-1 Director
DATE: January 24, 2023
SUBJECT: Renewal of Software Support Agreement with Central Square Technologies.
For the meeting agenda of the Law & Courts Committee -February 2, 2023, and Finance Committee – February 8, 2023

BACKGROUND

Our Computer-Aided Dispatch (CAD) system is a critical system at the very center of our operations and connects our units in the field with call information and mapping in their vehicles. The annual support covers all servers in our live, training, and test environments, and all Geographic Information System (GIS) support services for mapping. This agreement includes support for all CAD clients in use at our primary and backup centers and other locations. All software upgrades are included in the software support as well. The terms of this agreement are April 14, 2023 to April 13, 2024.

ALTERNATIVES

The level of 24-hour system support we receive from Central Square cannot be found with another vendor and could not be reasonably duplicated in staffing and training here.

FINANCIAL IMPACT

This year's annual support cost is \$155,590.76 and is included in our budget. This is an increase of approximately 4.8% over last year's cost.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our CAD software support with Central Square Technologies.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RENEWAL OF SOFTWARE SUPPORT AGREEMENT WITH
CENTRAL SQUARE TECHNOLOGIES FOR THE COMPUTER AIDED DISPATCH SYSTEM**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of a TriTech Computer Aided Dispatch System (CAD) for the Ingham County 9-1-1 Center under Resolution #14-081; and

WHEREAS, Trittech has since merged with two other companies to become Central Square Technologies; and

WHEREAS, the 9-1-1 Center needs to continue to contract with Central Square for the ongoing maintenance and support of the Ingham County 9-1-1 CAD system; and

WHEREAS, the 9-1-1 Director recommends continuing the use of the Central Square CAD system, and renewal of the support agreement, which has been budgeted for in the 9-1-1 Center's 2023 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2023-2024 Central Square Renewal of Software Support Agreement between Central Square Technologies and Ingham County 9-1-1 Center for the Computer Aided Dispatch System from April 14, 2023, through April 13, 2024, at a cost of \$155,590.76.

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

Agenda Item 6c

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: January 24, 2023
SUBJECT: Renewal of Software Support/Services Agreement with Pace Scheduler for scheduling for the 9-1-1 Center

For the meeting agenda of the Law & Courts committee -February 2, 2023, and Finance committee – February 8, 2023

BACKGROUND

The Board approved the purchase of software and support of scheduling software from PACE Scheduler under Resolution #22-042 and the program was put in place. We have had a few issues come up as we are working through our first year but PACE has been responsive and we would like to continue with them

ALTERNATIVES

Alternatives can be sought. We previously reviewed five different companies' programs and chose PACE. The 9-1-1 Center's schedule is complex and finding a company that can do everything needed has been difficult. We will continue to look but we believe PACE meets most of our needs and has a plan to improve areas such as their application.

FINANCIAL IMPACT

The yearly contract with Pace Scheduler includes training, support, and upgrades for a 12- month term running from March 7, 2023, to March 7, 2024, at a cost of \$5,040. This has been placed in the Center's budget as an ongoing annual cost.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to renew our support and service agreement with PACE Scheduler.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACT RENEWAL OF SCHEDULING SOFTWARE
AND SERVICES FOR THE 9-1-1 CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners approved under Resolution #22-042 the purchase of software and services with Pace Scheduler in January of 2022; and

WHEREAS, the Ingham County 9-1-1 Center has been satisfied with the program and continued resolution of identified problems; and

WHEREAS, the yearly contract with Pace Scheduler includes training, support, and upgrades for a 12-month term from March 7, 2023 to March 7, 2024 at a cost of \$5,040; and

WHEREAS, the 9-1-1 Director is recommending that the Ingham County Board of Commissioners fund this request from the 9-1-1 Emergency Telephone Dispatch Services Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract of \$5,040 for the time period of March 7, 2023 through March 7, 2024 from the 9-1-1 Emergency Telephone Dispatch Services Fund for the costs associated with continuing to utilize Pace Scheduler Software and Services.

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

TO: Ingham County Board of Commissioners

FROM: Amy Poca, Director

DATE: November 13, 2022

SUBJECT: Resolution to Approve the Reorganization of the Department of Veterans Affairs
For the meeting discussion agendas of January 17th and January 23rd.

BACKGROUND

The reorganization effects all positions within the Department of Veterans Affairs except the Director position. The following is the history of the positions within the Veterans Affairs department:

- Deputy Director position was created in 2005 at an MC Level 6. Upgraded in 2008 to an MC Level 7, and terminated in 2011.
- Veteran Benefits Counselor was created in 2008 at an MC Level 5. The second position was created in 2011, after the termination of the Deputy Director position. A grant-funded position was established in 2021.
- Benefits Support Specialist was created as a three-quarter time UAW Level D in 2013. Upgraded to a full-time UAW Level E in 2015, and a grant-funded position was established in 2021.
- Veterans Clerk Trust Fund Agent position was created in 2005 at a UAW Level D. No upgrade since 2005.
- Transportation Officer position was created in 2005 at a UAW Level D. No upgrade since 2005.

With the demands for job responsibility having become more complex with changes to veterans federal and state regulations and laws. In January 2022, the Ingham County Veterans Affairs Committee voted to request a reorganization for all positions in the Veterans Affairs Department. In April 2022, the Director position was reclassified from an MC Level 10 to an MC Level 13.

After interviewing, reviewing, and recreating all the job descriptions for all positions within the Department of Veterans Affairs. The Human Resources Department, including Director Graham, Controller’s Office, including Deputy Controller Cypher, and myself, worked to re-point and regrade all department positions. The Human Resource re-pointing results are as follows:

- Administrative Assistant (prev. Veterans Clerk Trust Fund Agent) - UAW D - UAW G
- Transportation Officer- UAW D - UAW E
- Benefits Support Specialist (x2) - UAW E - UAW I
- Veteran Benefits Counselor (x2) – MC 5 – MC 9
- Deputy Director (prev. Veteran Benefits Counselor)- MC 5 – MC 11

ALTERNATIVES

The Board of Commissioners could decline to approve the proposed reorganization.

FINANCIAL IMPACT

The Budget Office calculated the financial impact based on the Human Resources results for each positions proposed classification.

Deputy Director	MC 5 Step 1 Total Cost	MC 5 Step 5 Total Cost	MC 11 Step 1 Total Cost	MC 11 Step 5 Total Cost	Difference Total Cost
TOTAL	\$97,212	\$111,943	\$144,356	\$168,696	\$56,753

Veteran Benefits Counselor	MC 5 Step 1 Total Cost	MC 5 Step 5 Total Cost	MC 9 Step 1 Total Cost	MC 9 Step 5 Total Cost	Difference Total Cost
TOTAL	\$97,212	\$111,943	\$125,984	\$146,488	\$34,545
Veteran Benefits Counselor- Grant	MC 5 Step 1 Total Cost	MC 5 Step 5 Total Cost	MC 9 Step 1 Total Cost	MC 9 Step 5 Total Cost	Difference Total Cost
TOTAL GRANT	\$102,061	\$102,061	\$102,061	\$102,061	\$44,427
TOTAL	\$97,212	\$111,943	\$125,984	\$146,488	\$34,545

Benefits Support Specialist	UAW E Step 1 Total Cost	UAW E Step 5 Total Cost	UAW I Step 1 Total Cost	UAW I Step 5 Total Cost	Difference Total Cost
TOTAL	\$79,599	\$90,388	\$93,707	\$107,222	\$16,834
Benefits Support Specialist- Grant	UAW E Step 1 Total Cost	UAW E Step 5 Total Cost	UAW I Step 1 Total Cost	UAW I Step 5 Total Cost	Difference Total Cost
TOTAL GRANT	\$65,416	\$65,416	\$65,416	\$65,416	\$41,806
TOTAL	\$79,599	\$90,388	\$93,707	\$107,222	\$16,834

Administrative Assistant	UAW D Step 1 Total Cost	UAW D Step 5 Total Cost	UAW G Step 1 Total Cost	UAW G Step 5 Total Cost	Difference Total Cost
TOTAL	\$76,229	\$86,256	\$86,241	\$98,275	\$12,019

Transportation Officer	UAW D Step 1 Total Cost	UAW D Step 5 Total Cost	UAW E Step 1 Total Cost	UAW E Step 5 Total Cost	Difference Total Cost
TOTAL	\$76,229	\$86,256	\$79,599	\$90,388	\$4,132

Department Total Cost Increase: \$175,662

OTHER CONSIDERATIONS

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

RECOMMENDATIONS

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

Agenda Item 7

TO: Amy Pocan, Veteran Affairs Director
FROM: Joan Clous, Human Resources Specialist
DATE: October 31, 2022
RE: Support for Reorganization of the Veteran Affairs Office

Per your request, Human Resources has reviewed the reorganization materials submitted.

After analysis we have placed the following positions as follows:

1. Administrative Clerk (682003) UAW D (\$36,992 to \$44,059) will now be known as Administrative Assistant UAW G (\$44,049 to \$52,531)
2. Transportation Officer (682004) UAW D (\$36,992 to \$44,059) to UAW E (\$39,367 to \$46,972)
3. Benefits Specialist (682007, 682009) UAW E (\$39,367 to \$46,972) to UAW I (\$49,311 to \$58,837)
4. Benefits Counselor (682005, 682008) MC 5 (\$46,773 to \$56,159) to MC 9 (\$65,106 to \$78,171)
5. Benefits Counselor (682006) will become a Deputy Director Veteran's Affairs will be placed in the MC11 (\$76,813 to \$92,322)

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

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

From: Joan Clous <JClous@ingham.org>
Sent: Monday, October 31, 2022 10:34 AM
To: Amy Pocan <APocan@ingham.org>
Subject: FW: VA Reorg

Amy,

Please include this email from the union in with your packet to the board as support from the union.

Thanks,
Joan

From: Teresa Carter <TCarter@ingham.org>
Sent: Monday, October 31, 2022 10:21 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: VA Reorg

Yes Joan

The Union is in agreement with the reclass grade for the VA Reorg,

Administrative Assistant

1	2	3	4	5	6	7	8a	8b	9	10	11
Total											
140	135	110	100	50	90	70	60	60	10	10	25

860 UAW G

Transportation Office

1	2	3	4	5	6	7	8a	8b	9	10	11
Total											
45	90	60	60	50	70	70	35	60	15	25	45

625 UAW E

Benefits Specialist

1	2	3	4	5	6	7	8a	8b	9	10	11
Total											
190	90	110	140	50	90	130	35	115	10	10	25

995 UAW I

Thank you

Teresa Carter

Unit Chair

Local 2256

**INGHAM COUNTY
JOB DESCRIPTION**

Benefits Counselor – Department of Veteran Affairs

General Summary:

Under the direction and supervision of the Director of the Ingham County Department of Veteran Affairs, the employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assist veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws.

Essential Functions:

1. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility for Federal, State, and local laws; provides explanation and interpretation of laws and regulation for benefits available to veterans and their dependents.
2. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g., Social Security, welfare and vocational rehabilitation), identifies client problems and provides solutions to material, financial, medical and social needs within the framework of department guidelines.
3. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals, and representing veterans and their dependent's to U.S. Board of Veteran Appeals.
4. Create and manage case files, maintain client's electronic records and upload documents into client files; prepares monthly and quarterly reports as requested by the director.
5. Assist veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans; maintains liaison with community partners to remain aware of community resources offered.
6. Serves as program and benefits representative in a designated geographical area; develops and or presents informational speeches, benefits awareness fairs, programs, and problem-solving sessions to increase awareness of veterans benefits and programs; responds to veterans, dependents, legislators, and veterans service organizations regarding benefit questions.
7. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stay abreast of changes within Federal, State, and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents.

Other Functions:

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

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

Employment Qualifications:

Education & Experience: A Bachelor's degree in Sociology, Psychology, Business Administration or related discipline. At least one (1) year of full time work experience in counseling with considerable experience as a Veterans Counselor and two (2) year of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or manager experience; or an equivalent combination of education, training, and /or experience.

OR

An Associate's degree in Sociology, Psychology, Business Administration or a related field. At least 5 years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or manager experience; or an equivalent combination of education, training, and /or experience.

Other Requirements:

- Veteran of the U.S. Armed Forces (preferred) and have a discharged under honorable conditions.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Must maintain accreditation in accordance with VA Office of General Counsel.
- Possess a valid State of Michigan operator license and maintain this license throughout employment in this position
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. 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 twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- 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 performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

September 2022

**INGHAM COUNTY
JOB DESCRIPTION**

Benefits Specialist – Department of Veteran Affairs

General Summary:

Under the direction and supervision of the Director of the Ingham County Department of Veteran Affairs, the employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assist veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws.

Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals.

Essential Functions:

1. Serves as benefits representative, develops and presents information to veterans and their dependents to increase awareness of veteran's benefits and programs.
2. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility.
3. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g., Social Security, welfare and vocational rehabilitation).
4. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals.
5. Identify client's problems and concerns and provide solutions to housing, financial, medical and social needs within the framework of department guidelines.
6. Assist in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits.
7. Provides informational and administrative tasks to service staff, collaborators and community partners.
8. Consults with benefit counselors to determine specifics related to eligibility standards and application requirements for benefits.
9. Assist veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans; maintains liaison with community partners to remain aware of community resources offered.
10. Create and manage case files, maintain client's electronic records and upload documents into client files; prepares monthly and quarterly reports as requested by the director.
11. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stay abreast of changes within Federal, State, and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents

Other Functions:

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

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

Employment Qualifications:

Education & Experience: Bachelor's Degree from an accredited college or university with a major in Sociology, Psychology, Human Service or related discipline and at least one (1) year of full time work experience in counseling with considerable experience working with veterans and their dependents.

OR

Possession of an Associate's Degree and two or more years of professional or technical experiences involving public contact in the areas of business, public or personnel administration, social service or a military service program.

Other Requirements:

- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Must maintain accreditation in accordance with VA Office of General Counsel.
- Possess a valid State of Michigan operator license and maintain this license throughout employment in this position
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. 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 twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- 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 performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

September 2022

Pay Grade

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY DIRECTOR/VETERANS AFFAIRS

General Summary:

Under the direction and supervision of the Director of Ingham County Department of Veteran Affairs, and the supervision of the County Administrator. The employee in this position will perform and assist in the administrative functions required to establish, maintain, and implement Veteran Services in Ingham and Clinton County. The employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assists veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws. The employee in this position is responsible for the development, management, and training of subordinates for the Veteran Services Department. ~~Under the supervision of the Director, interviews, counsels and assists veterans and/or their dependents in obtaining assistance to which they are entitled. Other responsibilities include performing routine and moderately complex accounting functions for the Veteran Affairs Department and serves as assistant to the Director.~~

Essential Functions:

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

1. Formulates, recommends, implements, and monitors policies relating to administrative and programmatic operations of the Veteran Services Department in such areas as organization, personnel and other managerial areas as directed. ~~Serves as assistant to the Director, assuming those duties as well as supervisory duties.~~
2. Provides updates to the Director, County Administrator and the County Board of Commissioners relative to service objectives and program activities as directed. ~~Interviews, counsels and completes forms to assist veterans and/or their dependents in filing for any federal, state or county benefits.~~
3. Meets with and makes presentations to administrators, veterans' organizations, service clubs, private groups, and interested citizens regarding the needs of veterans and the types of services provided by the Veteran Services Department. ~~Performs a variety of routine accounting functions such as processing accounting records for department of Veterans Affairs Committee, prepares all vouchers for bills to be paid, assists with preparing departmental budget, and prepares balance list of all line items for Veterans Affairs Committee, monthly.~~
4. Analyzes laws, regulations, decisions and policy revisions to determine any effect on the Veteran Services Department's policies and services and recommends the appropriate changes. ~~Determines eligibility for county burial benefits and maintains records. Determines eligibility for foundation fee reimbursement.~~
5. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility for Federal, State and local laws; provides explanation and interpretation of laws and regulations for benefits available to veterans and their dependents. ~~Prepares appeals regarding denied claims.~~
6. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g. Social Security, welfare and vocational rehabilitation), identifies client problems and provides solutions to material, financial, medical and social needs within the framework of department guidelines. ~~Assists veterans/dependents in obtaining information regarding their claim when claimant is unable to do so.~~
7. Actively coordinate and participate with community partners in Veterans Treatment Court as a direct liaison to the Ingham County Judicial courts as a representative of veteran's benefits. ~~Evaluates and determines validity of claim by reviewing legislation, regulations and precedents, and by studying veteran's medical reports and service history.~~

8. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical and related benefits; competes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals of VA claims. ~~Attends local, state and national schools of instruction.~~
9. Coordinate, supervise, and represent all U.S. Board of Veteran Appeals hearings within the department. ~~May assist veterans who are addicted to drugs and/or alcohol in getting proper assistance.~~
10. Assists veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans and their dependents; maintains liaison with community partners to remain aware of community resources offered. ~~Assists veterans who have psychological problems in scheduling appointments for appropriate help.~~
11. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stays abreast of changes within Federal, State and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers' and Sailors' Relief Fund.~~
12. ~~Issue purchase orders so emergencies are met by the Michigan Veterans Trust Fund and the Soldiers' and Sailors' Relief Fund.~~
13. ~~Complete and verify applications and amounts, and determine eligibility with utility companies.~~
14. ~~When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments and also pickup and sign for medications.~~
15. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers' and Sailors' Relief Fund.~~
16. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers' and Sailors' Relief Fund.~~
17. ~~Issue purchase orders so emergencies are met by the Michigan Veterans Trust Fund and the Soldiers' and Sailors' Relief Fund.~~
18. ~~Complete and verify applications and amounts, and determine eligibility with utility companies.~~
19. ~~When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments and also pickup and sign for medications.~~
20. ~~Performs related duties as required.~~

Other Functions:

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

Employment Qualifications:

Education: A Bachelor's degree in Sociology, Psychology, Business Administration or a related discipline. ~~Two years of college level course work in psychology, social work, counseling, or related area of social services required.~~

Experience: At least two years of full-time work experience in counseling with considerable experience as a Veterans Counselor and two years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or managerial experience. ~~related experience.~~

Other Requirements:

- Veteran of the U.S. Armed Forces (preferred) and have a discharged under honorable conditions.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the National Association of County Veterans Service Officers (NACVSO) and any Congressionally

Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.

- Knowledge of laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Ability to understand medical and legal terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. 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 twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- 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 performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

Must be a Notary Public.

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

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

Working Conditions:

~~Works in office conditions.~~

~~Exposure to individuals with various emotional, mental and physical problems.~~

~~Exposure to communicable diseases.~~

October, 1999

September 2022
MC

**INGHAM COUNTY
JOB DESCRIPTION**

TRANSPORTATION OFFICER

General Summary

Under the general supervision of the Veterans Affairs Director, responsible for coordinating and arranging transportation appropriate for eligible veterans to and from VA Medical Centers. Direct and assist patients to appointments to various clinics and hospitals. Acts as liaison for Ingham County Department of Veteran Affairs to VA Medical Centers staff and provides assistance to veterans at the facilities. ~~transporting veterans to and from VA Medical Centers. Directs patients to admitting rooms at various clinics and hospitals. Acts as liaison for Veterans Affairs Department to hospital staff and provides assistance to the veterans at the facilities.~~

Essential Functions

1. Operates a multi-passenger van ~~with wheelchair ramp~~ to transport veterans needing medical care to VA Medical Centers ~~in Ann Arbor and Detroit.~~
2. Coordinates scheduled pre-approved home pick-up for disabled veterans, transporting them to appropriate clinics, and assures their arrival at the scheduled time. Makes house calls to pick-up disabled veterans, transports them to appropriate clinic, and assures their arrival at the scheduled time. Assists veterans on to and off of vehicle, includes pushing wheelchair up the van ramp, and securing wheelchair in safety restraint system in van.
3. Serves as an advocate for veterans, directing patients to appointments at various clinics and hospitals, and handling various inquires such as appointments, rescheduling, prescriptions urgent care and other communications between veterans and VA Medical Centers. ~~admitting rooms at various clinics and hospitals, and handling various inquires such as fee base requests, appointment changes, incorrect prescriptions, problems with prescriptions and other communications between the veteran and the VA Medical Centers.~~
4. Prior to departure from VA Medical Centers, locates veterans by checking clinics or communicating between veterans and the VA Medical Centers. ~~with social workers, doctors and nurses.~~
5. Greets passengers and provides assistance with loading and unloading. ~~Maintains log of daily activities, including entering data on home pick-ups, miles traveled, and locations traveled to.~~
6. Operates the shuttle van in a safe and efficient manner and complies with all traffic and safety regulations. ~~Picks up and refills prescriptions and delivers to the homes of disabled veterans and veterans who are unable to come into office or travel to VA clinic.~~
7. Monitors vehicle's condition and records malfunctioning items or damage on appropriate forms. ~~Serves as liaison between Veterans Affairs Department and the VA Medical Center administrative staff in Ann Arbor and Detroit.~~
8. Conducts pre-post trip inspections of the shuttle buses at the beginning and end of shift to ensure sound operating conditions. ~~Makes occasional visits to disabled veterans' home to examine equipment such as wheelchair and beds. May make minor adjustments to assure proper working order.~~
9. Monitors traffic and weather conditions and notifies the Director or supervisor of potential problems. ~~Maintains preventative maintenance records on van and arranges for routine maintenance, following agency policies and procedures. Inspects equipment and supplies such as tires, lights, brakes, gas, oil and water and reports any problems to the Veterans Affairs Director.~~
10. Reports accidents or other safety situations to the Director or supervisor.
11. Treats all veterans and their dependents in a courteous, friendly and professional manner.
12. Maintains log of daily activities, includes entering data on home pick-ups, miles traveled and locations traveled to and from.
13. Maintains preventive maintenance records on van and arranges for routine maintenance, following agency policies and procedures. Inspect equipment and supplies such as tires, lights, brakes, gas, oil and water reporting any problems to the Veteran Affairs Director.

14. Assist office personnel with routine clerical duties such as answering phones, filing, and assisting veterans and their dependents.

~~10. May assist office personnel with routine clerical duties such as filing and operating office machines.~~

Other Functions

1. None listed.

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: High School Diploma or its equivalent.

Experience: A minimum of one year experience in passenger transportation. ~~Some previous experience in transportation related job.~~

Other Requirements:

- Must possess a valid Driver's License for at least 5 years.
- Must have been licensed continuously for at least the past 2 years.
- Must possess a Michigan Driver's License with a Class B, C, or P endorsement, and an excellent driving record.
- Ability to operate a passenger van safely and efficiently.
- Ability to drive in all weather conditions when authorized.
- Ability to work flexible hours, evenings and weekends as directed.
- Possess positive and professional attitude with strong communication skills.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~*Must acquire and maintain a valid Michigan Chauffeur's License within thirty (30) days of hiring; and must possess and maintain an excellent driving record.~~

~~*CPR Certification required.~~

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

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

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment

- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 35 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Physical ability to set up and clean up facilities for special events.
- The employee typically works in office conditions
- The noise level in the work environment is moderate with many interruptions.
- The position requires working with a very diverse cross-section of the public.
- Work outside in various weather and driving conditions
- Exposure to individuals with various emotional/mental issues
- Exposure to communicable diseases.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~Ability to support and/or assist veterans onto and from the vehicle.~~

~~Ability to push and/or pull clients in a wheelchair up or down a ramp to board or depart the vehicle.~~

~~Ability to sit for extended periods of time.~~

Working Conditions:

~~Works outside in various weather and driving conditions.~~

~~Exposure to individuals with various emotional/mental problems.~~

~~Exposure to communicable diseases.~~

September 1, 2022
1998 – UAW/D
Updated July 2018

**INGHAM COUNTY
JOB DESCRIPTION**

**~~VETERANS CLERK/TRUST FUND AGENT~~
ADMINISTRATIVE ASSISTANT**

General Summary

Under the direction and supervision of the Director of the Ingham County Department of Veterans Affairs, the employee in this position is responsible for supporting office staff and performing administrative tasks. The employee in this position will provide a variety of administrative support services, including but not limited to, filing, scanning, answering phones, assists in coordinating and managing the administrative support function of the department. ~~serves as receptionist to the Veterans Affairs Office and provides support to the office by typing forms, reports, correspondence and other materials, entering data to the computer, maintaining activity and financial statistics, and databases, and performing related functions. Assists the Director in operating the Veterans Trust Fund by reviewing completed applications, scheduling cases before the Veterans' Trust Fund Committee, presenting the claim to the Committee, preparing and sending out the determination letter, and maintaining Trust Fund records.~~

Essential Functions

1. Uses a variety of software programs to provide administrative support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing reports for the Director's review and signature. ~~Receives, screens, and routes telephone calls, determines information that can be released, and determines matters needing the attention of a Service Officer, Vocational or Rehabilitation Counselor, Employment Associate, a Counselor from the Vet Counseling Center, or whether referral to another agency is appropriate. Explains departmental policies and procedures and the necessary documentation required.~~
2. Receives, screens, and routes telephone calls, determines information that can be released, and matters needing the attention of the Director and Counselors. Determines whether referrals to another agency is appropriate. Explains departmental policies and procedures and the necessary documentation required. ~~Assists walk-in clients by ascertaining needs, explaining departmental services and policies, initiating applications or other forms, or making referrals to an appropriate agency.~~
3. Assists walk-in clients by ascertaining needs, exploring departmental services and policies, initiate applications or other forms, or making referrals to appropriate agencies. ~~Provides secretarial support including maintaining office filing systems, scheduling meetings and appointments, assembling reports, and related tasks.~~
4. Provides secretarial support including maintaining office filing systems, scheduling meetings and appointments, assembling reports, and related tasks as directed. ~~Assists in organizing and maintaining veterans record systems. Processes various administrative records, enters data to computerized veteran's information system, and maintains office filing systems. Performs client screens on new clients, includes entering the name, social security number, and dates of service. Updates the data activity screen on each client's contact with the Veterans Affairs Office.~~
5. Processes various administrative records, enters and maintains veteran's confidential information in the departments computerized data programs. ~~Schedules van appointments for veterans being transported to medical centers, inputs data on travel pay, and records clinics used by veterans.~~
6. Prepares departmental supply requisitions and ensures proper inventory of all forms and supplies. Works with purchasing departments to develop specifications and purchase order for equipment, furniture, and other items. ~~Maintains and drafts required reports and documentation for the department.~~
7. Responds to trouble calls on equipment, troubleshoots equipment problems or prepares work orders for maintenance. Serves as liaison with maintenance staff and coordinates the repair of office and telephone equipment. Assists the Director in operating the Michigan Veterans Trust Fund to assist veterans and dependents with emergency needs for housing, food, utilities, prescriptions, transportation and other needs.

8. Reviews and processes time cards and enters data into the County payroll system, and handles all payroll matters and questions for the office. ~~Coordinates the application process for relief funds to veterans, including coding in veteran data to the computer and delivering the application to a Service Officer for completion and collection of supporting documentation.~~
9. Process outgoing courier mail, and assists in opening and sorting incoming postal mail. ~~Attends Veteran's Trust Fund Committee meetings and provides list of veterans seeking relief funds to Committee members. Presents the applications, providing a factual account of each claim. Records minutes of the meeting.~~
10. Assists with routine business travel arrangements to meet the specific needs of the department with hotels, flights, and car rental availability. Confirms reservations and makes itinerary changes as necessary or as directed. ~~Records Trust Fund Committee decisions on applications, prepares and mails notices of determination to veterans applying for assistance, includes notification on the approval or denial of claim and dollar amount of grant.~~
11. Assists the Director in operating the Michigan Veterans Trust Fund and Veteran Relief Fund by reviewing completed applications, scheduling cases before the Committee, presenting the claim to the Committee, preparing and sending out the determination letter, and maintaining Trust Fund records. .
12. Assists veteran and their dependents with emergency needs for housing, food, utilities, and other emergent needs in accordance with MCTF an VRF guidelines. ~~Maintains stock of veteran informational pamphlets and orders pamphlets from Veterans Affairs regional office when necessary.~~
13. Attends Veteran's Trust Fund Committee meetings, present applications providing a factual account of each request for emergency assistance. ~~Processes outgoing mail, and receives incoming postal and departmental mail, sorts and distributes.~~
14. Records Trust Fund Committee decision on applications, prepares and mails notices of determination to veteran and their dependents applying for assistance, includes notification on the approval or denial of the application and dollar amount granted.
15. Prepares vouchers of payment of Trust fun bills, enters information to records and maintains accounting ledger. Maintains Trust Fund records and submits required reports and documentation to the State. Prepares a monthly final report and submits to County Treasurer.

Other Functions

Other Functions:

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

The above statements are intended to describe the general nature and level of work being performed by 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: Two years of college level ~~High school graduation or equivalent, with prefer some advanced~~ coursework in data processing, accounting, general office management and/or related areas. ~~word processing and bookkeeping.~~

Experience: A minimum of two years ~~one year~~ of experience is required. ~~in a secretarial/office administrative capacity including dealing with the public, PC computer applications, and word processing functions.~~

Other Requirements:

- Knowledge of laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepares and process routine reports; operate computer systems and programs.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals make decisions under adverse conditions in the accordance with department policies and procedures.

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

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

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 35 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Physical ability to set up and clean up facilities for special events.
- The employee typically works in office conditions
- The noise level in the work environment is moderate with many interruptions.
- The position requires working with a very diverse cross-section of the public.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~Ability to access various files.~~

~~Ability to operate copying machine and other office equipment.~~

~~Ability to enter and access information to the computer.~~

~~Working Conditions:~~

~~Works in office conditions.~~

~~Exposure to individuals with various emotional/mental problems.~~

**1/11/99
September 2022**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE INGHAM COUNTY
DEPARTMENT OF VETERANS AFFAIRS**

WHEREAS, the demands and complex changes in federal and state veterans' laws require the roles and responsibilities of the Department of Veterans Affairs staff to change; and

WHEREAS, the positions in the Veterans Affairs Department have not been re-evaluated for more than fifteen years; and

WHEREAS, additional job responsibilities and clarification of existing duties that were not captured in the existing job descriptions for the Deputy Director, Veteran Benefits Counselor, Benefits Support Specialist, Administrative Assistant, and Transportation Officer resulted in reclassifications in higher grades; and

WHEREAS, the Veterans Affairs Department reorganization is proposed to consist of:

- Reclassify Veteran Benefits Counselor (MC5) to the Deputy Director at MC level 11 (\$76,813 to \$92,322)
- Reclassify Veterans Benefits Counselor (MC 5) positions to MC level 9 (\$65,106 to \$78,171)
- Reclassify Benefits Support Specialist (UAW E) positions to UAW I (\$49,311 to \$58,837)
- Reclassify Veterans Clerk/Trust Fund Agent (UAW D) to the Administrative Assistant at UAW G (\$44,049 to \$52,531)
- Reclassify Transportation Officer (UAW D) position to UAW E (\$39,367 to \$46,972); and

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

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

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

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

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
682003	Veterans Clerk/ Trust Fund Agent	Move from UAW D to UAW G, update the current job description, and change the title to Administrative Assistant
682004	Transportation Officer	Move from UAW D to UAW E, update the current job description

682007 & 682009	Benefits Support Specialist	Move from UAW E to UAW I, update the current job description
682005 & 682008	Benefits Counselor	Move from MC 5 to MC 9, update the current job description
682006	Benefits Counselor	Moved from MC 5 to MC 11, update the current job description, and change the title to Deputy Director

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

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: January 20, 2022

SUBJECT: Authorization to Enter Into Agreement with Maxim Staffing
For the Meeting Agendas of February 6 and February 8, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Maxim Healthcare Staffing Services for supplemental staffing effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824. Maxim will provide ICHHD with temporary Registered Nurses, Licensed Practical Nurses and Medical Assistants to aid in vaccinations, in Immunization Clinics, and to assist with Michigan Care Improvement Registry (MCIR). Staffing will be compensated at the following rates:

Registered Nurses: \$65 per hour
Licensed Practical Nurse: \$55 per hour
Medical Assistants: \$35 per hour

ALTERNATIVES

Not entering into this agreement would result in a continued shortage of staffing and assistance with ICHHD's Immunization Clinic and with MCIR.

FINANCIAL IMPACT

The financial impact of this agreement will not exceed \$104,824 and will be covered by MDHHS Emerging Threats – Local Health Department – 2023 COVID Immunization grant.

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 Maxim Healthcare Staffing Services effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
MAXIM HEALTHCARE STAFFING SERVICES**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with Maxim Healthcare Staffing Services for supplemental staffing effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824; and

WHEREAS, Maxim will provide ICHHD with temporary Registered Nurses, Licensed Practical Nurses, and Medical Assistants to aid in vaccinations and Immunization Clinics and assist with Michigan Care Improvement Registry (MCIR); and

WHEREAS, staffing will be compensated at the following rates:

Registered Nurses: \$65 per hour
Licensed Practical Nurse: \$55 per hour
Medical Assistants: \$35 per hour; and

WHEREAS, the financial impact of this agreement will not exceed \$104,824 and will be covered by Michigan Department of Health and Human Services (MDHHS) Emerging Threats – Local Health Department – 2023 COVID Immunization grant; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Maxim Healthcare Staffing for supplemental staffing services, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Maxim Healthcare Staffing for supplemental staffing services, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$104,824.

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.

Agenda Item 8b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 13, 2023
SUBJECT: FY 23 State of Michigan Emerging Threats Comprehensive Agreement – Amendment #2
For the meeting agendas of February 6, 2023 and February 8, 2023

BACKGROUND

Ingham County Health Department (ICHHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The Board of Commissioners (BOC) approved the 2022-2023 Emerging Threats Comprehensive Agreement through Resolution #22-397 and amended this agreement through Resolution #22-562.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this agreement will increase the FY '23 grant agreement from \$1,676,315 to \$1,726,315, an increase of \$50,000. The revised resolution makes the following specific change to the budget:

Monkeypox Virus Response: increase of \$50,000 from \$0.00 to \$50,000

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this Emerging Threats amendment with MDHSS effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2022-2023 EMERGING THREATS MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and Ingham County Health Department (ICHHD) have entered into a 2022 – 2023 Emerging Threats Agreement which was authorized through Resolution #22-397 and amended through Resolution #22-562; and

WHEREAS, MDHHS has proposed Amendment #2 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the revised agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2022 – 2023 Emerging Threats Agreement with the MDHHS for the delivery of emerging threats services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall increase from \$1,676,315 to \$1,726,315, an increase of \$50,000.

BE IT FURTHER RESOLVED, that the increase in funds consist of the following specific change to program budgets:

Monkeypox Virus Response: increase of \$50,000 from \$0.00 to \$50,000.

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

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2022-2023 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: January 13, 2023
SUBJECT: FY 23 State of Michigan Master Agreement Amendment # 2
For the meeting agendas of February 6, 2023 and February 8, 2023

BACKGROUND

Ingham County Health Department (ICHHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmits State & Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) approved the 2022-2023 Master Agreement through Resolution #22-358 and amended the agreement through Resolution #22-563.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this increased support will increase the FY '23 grant agreement from \$6,918,310 to \$6,919,914 and increase of \$1,604. The revised resolution makes the following specific changes to the budget:

Public Health Emergency Preparedness (PHEP) funding will increase from \$117,068 to \$148,743 for a total increase of \$31,675, Breast & Cervical Cancer Control (BCCCP) Coordination funding will decrease from \$102,500 to \$74,375 for a total decrease of \$28,125, and Tuberculosis (TB) Control funding will decrease from \$5,440 to \$3,494 for a total decrease of \$1,946.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this amendment with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2022-2023 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and ICHD have entered into a 2022-2023 Master Agreement authorized through Resolution #22-358 and amended through Resolution #22-563; and

WHEREAS, MDHHS has proposed Amendment #2 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Health Officer has recommended that the Ingham County Board of Commissioners authorize the revised agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2022–2023 agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Master Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$6,918,310 to \$6,919,914 for a total increase of \$1,604.

BE IT FURTHER RESOLVED, that the Public Health Emergency Preparedness (PHEP) funding will increase from \$117,068 to \$148,743 for a total increase of \$31,675, Breast & Cervical Cancer Control (BCCCP) Coordination funding will decrease from \$102,500 to \$74,375 for a total decrease of \$28,125, and Tuberculosis (TB) Control funding will decrease from \$5,440 to \$3,494 for a total decrease of \$1,946.

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

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2022 -2023 Master Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

Agenda Item 8d

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 29, 2022
SUBJECT: Authorization to Accept Health Center funds from the Health Resources and Services Administration (HRSA)
For the meeting agendas of February 6 and February 8, 2023

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept the Health Center Program funding award from the Health Resources and Services Administration (HRSA) effective February 1, 2023 through January 31, 2026, in an annual amount not to exceed \$2,773,592.

ALTERNATIVES

We are unaware of any other funding that would allow the ability to expand CHC programs designed to meet patient needs.

FINANCIAL IMPACT

This funding will support primary care, dental, mental health, substance abuse, and supportive services for Ingham County's low-income, uninsured, and medically underserved population through the CHCs.

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 approval of the attached resolution to authorize accepting a funding award from the HRSA, effective February 1, 2023 through January 31, 2026 in an annual amount not to exceed \$2,773,592.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH RESOURCES AND SERVICES ADMINISTRATION HEALTH CENTER PROGRAM FUNDS

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept Health Center Program funding from the Health Resources and Services Administration (HRSA) effective February 1, 2023 through January 31, 2026 for an annual amount not to exceed \$2,773,592; and

WHEREAS, this funding will support CHC primary care, dental, mental health, substance abuse, and supportive services for Ingham County's low-income, uninsured, and medically underserved populations; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize the Health Center Program funding award from the HRSA effective February 1, 2023 through January 31, 2026, in an annual amount not to exceed \$2,773,592.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the Health Center Program funding award from HRSA effective February 1, 2023 through January 31, 2026, in an annual amount not to exceed \$2,773,592.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary 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 9, 2023
SUBJECT: Authorization to Amend the Agreement with Walgreens to add Pharmacy #16374 and Pharmacy #21362 to the 340B Discount Program

For the Meeting Agendas of February 6 and February 8, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend the existing agreement with Walgreens to add additional pharmacy locations, effective upon approval. These pharmacy locations will include Pharmacy #16374 and Pharmacy #21362. Pharmacy #16374 is located at 4501 Woodward Avenue, Ste. 105, Detroit, MI 48201. Pharmacy #21362 is located at 3520 Forest Road, Suite 1-350, Lansing, MI 48901. The 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use. Public Law 102-585 states that the Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufactures may charge covered entities. The 340B program offers opportunities to purchase discounted drugs for use during the patient visit, or for dispensing from a covered entity owned pharmacy or via contract arrangement with a retail pharmacy. ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit.

ALTERNATIVES

If ICHD does not amend this agreement, any savings associated with patients utilizing Walgreens - Pharmacy #16374 and Pharmacy #21362 will be forfeited.

FINANCIAL IMPACT

There is no cost to participate in this agreement. This agreement will generate \$150,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreens, Pharmacy #16374 and Pharmacy #21362.

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 the existing agreement with Walgreens to add Pharmacy #16374 and Pharmacy #21362, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE AGREEMENT WITH WALGREENS TO ADD PHARMACY #16374 AND PHARMACY #21362 TO THE 340B DRUG DISCOUNT PROGRAM

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend the existing agreement with Walgreens to add additional pharmacy locations, effective upon approval; and

WHEREAS, these pharmacy locations include Pharmacy #16374 and Pharmacy #21362; and

WHEREAS, Pharmacy #16374 is located at 4501 Woodward Avenue, Ste. 105, Detroit, MI 48201; and

WHEREAS, Pharmacy #21362 is located at 3520 Forest Road, Suite 1-350, Lansing, MI 48901; and

WHEREAS, the 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use; and

WHEREAS, Public Law 102-585 – Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufactures may charge covered entities; and

WHEREAS, the 340B program offers opportunities to purchase discounted drugs for use during the patient visit for dispensing from a covered entity owned pharmacy, or via contract arrangement with a retail pharmacy; and

WHEREAS, ICHD currently participates in the 340B program only for the purchase of drugs administered as part of a patient visit; and

WHEREAS, there is no cost to participate in this agreement and the agreement will generate \$150,000 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreens, Pharmacy #16374 and Pharmacy #21362; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize amending the existing agreement with Walgreens to add Pharmacy #16374 and Pharmacy #21362, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the existing agreement with Walgreens to add Pharmacy #16374 and Pharmacy #21362, effective upon approval.

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 13, 2023
SUBJECT: Authorization to Enter Into an Agreement with Trident Contract Management
For the meeting agendas of February 6 and February 8, 2023

BACKGROUND

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to enter an agreement with Trident Contract Management (TCM) for an amount not exceed \$3,600 in Year 1, and subsequent annual amounts not to exceed \$1,200. This agreement will be effective March 1, 2023 through February 18, 2024 and will renew annually for up to five years. TCM offers the Poseidon service, a highly customizable robust grants management platform. ICHD’s CHCs seek to utilize the TCM’s grants management platform to create a more proactive and effective grant management process for local, state, federal, public and private funding awards, which will include periodic reporting.

ALTERNATIVES

If this resolution is not approved, the current process will continue. However, the current process is not efficient, comprises of manual activities, which often results in near missed deadlines for mandatory grant reporting.

FINANCIAL IMPACT

The cost of this agreement is \$3,600 for Year 1, which includes a one-time set up fee of \$2,400 and an annual fee of \$1,200. The cost of this agreement for Year 2 and beyond is \$1,200. These costs will be covered by the FY 23 CHC 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 CONSIDERATION:

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize an agreement with Trident Contract Management (TCM) effective March 1, 2023 through February 18, 2024, and will renew annually for up to five years.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRIDENT CONTRACT MANAGEMENT

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Trident Contract Management (TCM) for an amount not exceed \$3,600 in Year 1, and subsequent annual amounts not to exceed \$1,200; and

WHEREAS, this agreement will be effective March 1, 2023 through February 18, 2024 and will renew annually for up to five years; and

WHEREAS, TCM offers the Poseidon service, a highly customizable, robust grants management platform; and

WHEREAS, ICHHD's CHCs seek to utilize the TCM's grants management platform to create a more proactive and effective grant management process for local, state, federal, public, and private funding awards, and will include periodic reporting; and

WHEREAS, the cost of this agreement is \$3,600 for Year 1, which includes a one-time set up fee of \$2,400 and an annual fee of \$1,200; and

WHEREAS, the cost of this agreement for Year 2 and beyond is \$1,200 and the costs will be covered by the FY 23 CHC Operating Budget; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Trident Contract Management (TCM) effective March 1, 2023 through February 18, 2024, and will renew annually for up to five years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Trident Contract Management (TCM) effective March 1, 2023 through February 18, 2024, and will renew annually for up to five years.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 10, 2023
SUBJECT: Authorization to Enter Into an Agreement with Dr. Austin Schaar for Dental Services
For the meeting agendas of February 6 and February 8, 2023

BACKGROUND

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to enter an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840, effective March 1, 2023 through February 28, 2024, with 1-year automatic renewals for five years. This agreement will cover services for up to eight (8) hours per week, at \$83.75 per hour. ICHD’s CHCs provide dental services through its Forest and Cedar CHC locations. ICHD’s CHCs have not been able to successfully recruit dentists through staff positions, which has resulted in a 1.5 FTE dentist position that remains vacant.

ALTERNATIVES

Failure to enter into this agreement would impact patient access to dental care and impact quality of care to patients currently being seen at Forest CHC.

FINANCIAL IMPACT

The cost of the agreement will not exceed \$34,840 and will be covered by billable services.

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 an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840, effective March 1, 2023 through February 28, 2024 with 1-year automatic renewals for five years.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DR. AUSTIN SCHAAR
FOR DENTAL SERVICES**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840 effective March 1, 2023 through February 28, 2024, to renew automatically on an annual basis, for a period not to exceed five years; and

WHEREAS, ICHD's CHCs provide dental services through its Forest and Cedar CHC locations; and

WHEREAS, ICHD's CHCs have not been able to successfully recruit dentists through staff positions, which has resulted in a 1.5 FTE dentist position that remains vacant; and

WHEREAS, the cost of the agreement will not exceed \$34,840 and will be covered by billable services; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840 effective March 1, 2023 through February 28, 2024, with 1-year automatic renewals for five years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Dr. Austin Schaar to provide dental services for an annual amount not to exceed \$34,840 effective March 1, 2023 through February 28, 2024, , to renew automatically on an annual basis, for a period not to exceed five years.

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

Agenda Item 8h

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 5, 2023
SUBJECT: Authorization to Accept MALPH Wellbeing Grant
For the Meeting Agendas of February 6, and February 8, 2023

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept a Local Health Department Staff Wellbeing grant in an amount not to exceed \$5,000 from the Michigan Association for Local Public Health (MALPH), effective March 1, 2023 through September 30, 2023. The purpose of this agreement is to specify the responsibilities of MALPH and ICHD related to the implementation of the Wellbeing mini-grant program. This funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic, and to bolster employees' sense of social and emotional wellbeing. Program services may be therapeutic in nature, and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence.

ALTERNATIVES

ICHD could decline the funding and forfeit the opportunity to provide well-being services for employees in response to COVID-19 associated workplace stresses.

FINANCIAL IMPACT

The total amount of grant funding is \$5,000.

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 accepting a Local Health Department Staff Wellbeing grant in an amount not to exceed \$5,000 from MALPH, effective March 1, 2023 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF A WELLBEING GRANT

WHEREAS, Ingham County Health Department (ICHHD) wishes to accept a Local Health Department Staff Wellbeing grant for an amount not to exceed \$5,000 from the Michigan Association for Local Public Health (MALPH) effective March 1, 2023 through September 30, 2023; and

WHEREAS, the purpose of this grant agreement is to specify the responsibilities of MALPH and of the Grantee related to the implementation of Wellbeing mini-grant program; and

WHEREAS, this funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic and to bolster employees' sense of social and emotional wellbeing; and

WHEREAS, program services may be therapeutic in nature and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize accepting a Local Health Department Staff Wellbeing grant for an amount not to exceed \$5,000 from MALPH effective March 1, 2023 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a Local Health Department Staff Wellbeing grant for an amount not to exceed \$5,000 from MALPH effective March 1, 2023 through September 30, 2023.

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 approved to form by the County Attorney.

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: January 24, 2023
RE: Resolution to Authorize an Agreement with Hedrick Associates for Drinking Fountain Replacement at the Hilliard Building and the Historical Mason Courthouse

For the meeting agendas of: February 7 & 8

BACKGROUND

The drinking fountains at the Hilliard Building and the Historical Mason Courthouse have reached their expected operational life and some units have been tested for high levels of copper in the water reservoir which could pose health risks to those vulnerable to high levels of metals. Currently there are water coolers stationed at each shut down drinking fountain area which costs the County a monthly rental fee plus the bottles of water and cups. The replacement drinking fountains will have the standard bubbler and a water bottle filling station. Hedrick Associates, who is on the MiDeals co-operative agreement and therefore does not require three quotes per the Ingham County Purchasing Policy, submitted a quote of \$27,870 which includes materials and labor to replace the seven drinking fountains. We are requesting a contingency of \$4,000 for any uncovered conditions.

ALTERNATIVES

The alternative would be to not approve replacing the drinking fountains, leaving the water coolers and continuing to pay the monthly fees and costs.

FINANCIAL IMPACT

Funds are available in the approved 2020 CIP line item # 245-90210-976000-20F15.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-90210-976000-20F15	\$40,000	\$40,000	\$31,870	\$8,130
Public Imp. Fund				

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Hedrick Associates to replace the drinking fountains at the Hilliard Building and Historical Mason Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEDRICK ASSOCIATES TO
REPLACE THE DRINKING FOUNTAINS AT THE HILLIARD BUILDING AND
HISTORICAL MASON COURTHOUSE**

WHEREAS, the drinking fountains at the Hilliard Building and the Historical Mason Courthouse have reached their expected operational life and some units have been tested for high levels of copper in the water reservoir which could pose health risks to those vulnerable to high levels of metals; and

WHEREAS, there are water coolers stationed at each shut down drinking fountain area which costs the County a monthly rental fee plus the bottles of water and cups; and

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

WHEREAS, Hedrick Associates is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends an agreement with Hedrick Associates, who submitted the proposal of \$27,870 to replace seven drinking fountains that are located at the Hilliard Building and Historical Mason Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$4,000 for any uncovered conditions; and

WHEREAS, funds are available in the approved 2020 CIP line item #245-90210-976000-20F15, which has a balance of \$40,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Hedrick Associates, 2360 Oak Industrial Dr. NE, Grand Rapids, Michigan 49505, to replace drinking fountains at the Hilliard Building and Historical Mason Courthouse for an amount not to exceed \$31,870, which includes a \$4,000 contingency.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: January 24, 2023
RE: Resolution to Authorize an Agreement with Sheridan Realty for Real-estate Services

For the meeting agendas of: February 7 & 8

BACKGROUND

In the past, we have solicited Real Estate services to help with locating and negotiating real estate transactions. The broker we have used in the past has retired, we are requesting to enter into an agreement with Sheridan Realty who currently works with the County on farm land preservation acquisitions. The purpose is to enter into an agreement is to represent the County on any lease space and/or purchase any commercial real estate properties within Ingham County. These services to Ingham County should not result in direct fees as they will seek the typical brokerage fees from the seller.

ALTERNATIVES

The alternative would be to not approve the agreement for services, leaving the County to look for other real estate services.

FINANCIAL IMPACT

Funds are available in the appropriate line item.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Sheridan Realty for real estate services.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SHERIDAN REALTY & AUCTION CO.
FOR REAL ESTATE SERVICES**

WHEREAS, the real estate broker the County has used in the past has retired; and

WHEREAS, Ingham County needs real estate services to represent the County on any lease space and/or purchase any commercial real estate in Ingham County; and

WHEREAS, the Facilities Department recommends entering into an agreement with Sheridan Realty & Auction Co. for real estate services to represent Ingham County on any lease space and/or purchase any commercial real estate properties within Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Sheridan Realty, 740 S. Cedar St, Mason, Michigan 48854, to represent Ingham County on any lease space and/or purchase any commercial real estate properties within Ingham County.

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, 2023
SUBJECT: Resolution to Approve \$1,750,000 in Housing Trust Funds to the Ingham County Land Bank for Scattered Single-Family Housing Construction/Rehabilitation
 For the meeting agendas of February 7 and 8

BACKGROUND

The Ingham County Board of Commissioners funded the Ingham County Housing Trust Fund (HTF) with \$9 million in ARP funds through Resolution #22-211. At the January 17, 2023, the HTF Fund Committee meeting, the Committee voted unanimously to support a \$1.75 million allocation of HTF dollars to go toward Ingham County Land Bank’s (ICLB) single-family housing construction/rehabilitation project. The ICLB has over 50 vacant lots in Ingham County that are suitable for this project and the \$1.75 million in funding would allow them to build/rehab up to 16 houses on selected properties.

The for-sale units would have a target audience of 80% Area Median Income (AMI) and consist of:

- Multiple designs from 1-story, 1,040 sf to 2-story, 1600 sf.
- 2-4 bedrooms, 1-2 baths, basements or slabs
- Energy efficient, all-electric homes
- Down Payment Assistance (DPA)
 - Capped at \$25,000
 - Income qualified and provided as needed
 - Unforgiven for first five years
 - 20% pay back for each year following

ALTERNATIVES

Do not approve the funding

FINANCIAL IMPACT

\$1.75 million funding would leave the following balance:

Housing Trust Fund	
Beginning Balance	\$ 9,000,000
CAHP - Walter French	\$ (1,500,000)
ICLB - Row Houses	\$ (2,000,000)
ICLB - Single Family	\$ (1,750,000)
Staff/Admin (2022-2024)	\$ (300,000)
Balance	\$ 3,450,000

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE \$1,750,000 IN HOUSING TRUST FUNDS TO THE
INGHAM COUNTY LAND BANK FOR SCATTERED SINGLE-FAMILY HOUSING
CONSTRUCTION/REHABILITATION**

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, has allocated \$9,000,000 of the second tranche of American Rescue Plan funds received by Ingham County for affordable housing opportunities through the Ingham County Housing Trust Fund; and

WHEREAS, the Ingham County Board of Commissioners desires to utilize the allocated \$9,000,000 of American Rescue Plan funds swiftly and effectively to develop affordable housing opportunities to aid Ingham County residents and businesses disproportionately affected by COVID-19; and

WHEREAS, the Ingham County Board of Commissioners identified that the purposes of the Housing Trust Fund include projects that create “partnerships to construct energy efficient, affordable housing options including: medium-density housing such as row houses and small apartment buildings, single-family homes, and duplexes,” and “prioritize Land Bank properties”; and

WHEREAS, the Ingham County Land Bank (ICLB) owns approximately 50 vacant parcels at scattered sites in Ingham County suitable for construction/rehab of Single-Family Houses; and

WHEREAS, the ICLB plans to construct/rehab up to 16 Single-Family Houses on vacant parcels already owned by the ICLB on scattered sites throughout Ingham County; and

WHEREAS, the houses will be offered for sale targeted to buyers with incomes of 80% to 120% of Area Median Income in order to expand the availability of owner-occupied housing to more buyers in diverse neighborhoods; and

WHEREAS, ICLB is partnering with State and Local agencies such as the Michigan State Housing Development Authority (MSHDA) and the Michigan Economic Development Corporation (MEDC) to seek additional funding to allow construction/rehab on ICLB owned sites, and prioritizing properties in a County Brownfield Plan, which, if built on, would help capture taxes for the Plan and possibly fund some of the infrastructure work; and

WHEREAS, ICLB has proposed to manage funding and partner involvement to increase energy efficiency of new builds/rehabs using a variety of designs to fit the neighborhoods of each parcel, including an all-electric house(s) and the use of renewables (solar panels) where possible; and

WHEREAS, ICLB will devise and further develop projects sites that meet many of the objectives set forth by the Board of Commissioners and by the Housing Trust Fund Committee for the use of the Housing Trust Fund allocation, including identifying vacant properties targeted for re-development to promote neighborhood stabilization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners contracts with ICLB to utilize up to \$1,750,000 of the \$9,000,000 allocated to the Housing Trust Fund to help construct up to 16 single-family scattered housing projects planned by ICLB throughout Ingham County.

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

Agenda Item 10b

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: January 23, 2023
SUBJECT: Resolution to Approve Retiree Health Insurance for Linda Vail
For the February 7 County Services and February 8 Finance Committees

BACKGROUND

Linda Vail retires on February 17, 2023 after 8 years and 10 months of service to Ingham County. Per the 2022-2024 Managers/Confidential contract, *Section 3. Retiree Health Insurance, paragraph b. ii - After 10 years of service, the Employer's contributions for a retiree's health insurance premium shall be capped at 50% of the Employer's current contribution for active employee single coverage.*

Although short of the 10 years required by the contract, Director Vail has requested that she stay on the County's health insurance at a 75%/25% employee to County split of the insurance premium until she reaches Medicare age (65).

ALTERNATIVES

If not approved, Ms. Vail can rely on COBRA/personal insurance

FINANCIAL IMPACT

The County's contribution would be for the next four years, at which point Ms. Vail will be of Medicare age.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE RETIREE HEALTH INSURANCE FOR LINDA VAIL

WHEREAS, Linda Vail has served as Health Officer for the Ingham County Health Department since April 7, 2014; and

WHEREAS, the Ingham County Managerial/Confidential employee contract allows for a 50% County contribution to retiree's health insurance premium after 10 years of service; and

WHEREAS, Ms. Vail's retirement date will fall one year and two months short of the 10 year requirement; and

WHEREAS, Ms. Vail's leadership during COVID-19 led to extremely long hours with limited time off and a need to be available 24 hours a day, seven days a week; and

WHEREAS, Ms. Vail has requested retiree health insurance with a 25% County contribution until she reaches Medicare age; and

WHEREAS, the estimated cost to the County for the four years of 25% health insurance premium contribution will be approximately \$8,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Linda Vail to receive County retiree health insurance with a 25% County contribution until she reaches Medicare age (four years).

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, 2023

SUBJECT: Resolution Approving an Agreement with Terrill Consulting, LLC for the Ingham County Justice Complex
February 7 County Services and February 8 Finance Committees

BACKGROUND

Rick Terrill is retiring from the County as Facilities Director on February 14, 2023. One of the primary responsibilities of the Facilities Director is to be the staff liaison to the Building Authority. Currently, the Building Authority is in the final stages of overseeing the Justice Complex project. With Mr. Terrill's experience with the Justice Complex project to date and the incoming Facilities Director's learning curve to get up to speed on all aspects of the job, it is in the best interest of the County to retain Mr. Terrill's services, through his company Terrill Consulting LLC, through the completion of the Justice Complex project. Terrill Consulting, LLC is a registered vendor with Ingham County, the professional services contract would be below the \$25,000 threshold for bidding. Terrill Consulting, LLC has quoted a rate of \$80/hour on an as-needed basis with a projected 10 hours per week February 21, 2023 through July 14, 2023 with a not to exceed amount of \$16,800 (21 weeks at 10 hours/week at \$80/hour). This agreement would be limited to the Justice Complex only and the Building Authority members are supportive of this recommendation.

ALTERNATIVES

Utilize the incoming Facilities Director to oversee the work.

FINANCIAL IMPACT

Funds are available in the Justice Complex project budget.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Respectfully request approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AGREEMENT WITH TERRILL CONSULTING, LLC TO SERVE AS COUNTY REPRESENTATIVE FOR THE FINAL STAGES OF INGHAM COUNTY JUSTICE COMPLEX PROJECT

WHEREAS, the Ingham County Justice Complex (ICJC) project is in the final stages of completion; and

WHEREAS, the ICJC is an Ingham County Building Authority project; and

WHEREAS, Richard Terrill, in his role as Facilities Director has served as the County's staff liaison to the Building Authority through the life of the ICJC project; and

WHEREAS, Richard Terrill is retiring February 14, 2023 and has started a consulting firm, Terrill Consulting, LLC; and

WHEREAS, in order to maintain consistency through the end of the ICJC project, it would be beneficial to enter into an agreement with Terrill Consulting, LLC for Richard Terrill to continue to serve as the County's representative on the project; and

WHEREAS, Terrill Consulting, LLC is a registered vendor with Ingham County; and

WHEREAS, the estimated scope of work through the completion of the ICJC is 10 hours per week from February 21, 2023 through July 14, 2023; and

WHEREAS, Terrill Consulting, LLC has quoted a price of \$80 per hour, which at 10 hours per week for 21 weeks equates to \$16,800; and

WHEREAS, this amount is below the \$25,000 threshold requiring RFPs for professional services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Terrill Consulting, LLC for Richard Terrill to serve as the County's representative on the ICJC project from February 21, 2023 through July 14, 2023 at an hourly rate of \$80 per hour with a not to exceed amount of \$16,800.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement/contract 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, 2023
SUBJECT: Resolution to Approve Additional Funding for the Okemos Road Bridge Project
For the meeting agendas of February 7 and 8

BACKGROUND

The Okemos Road Bridge project was presented with an unexpected delay when the concrete contractor, Martin J, left the job January 17th for a seasonal shutdown until mid to late March. This delay was concerning for Meridian Township as the extended lack of southbound access on Okemos Road until spring prompted them to issue a Public Safety Crisis due to a lack of emergency services in the southern portion of the Township. A Zoom meeting was held on Thursday, January 19th to discuss options. The Zoom consisted of Meridian Township representatives, the Michigan Department of Transportation (MDOT) representatives, Nashville Construction (Prime Contractor) representatives, Commissioner Polsdofer, Road Department Project Engineer Eric Burns, and the Ingham County Controller. At this meeting, Meridian Township indicated their desire to have a replacement contractor onsite by January 30th. A local concrete contractor, GM & Sons, was available but their unit price exceeded the bid unit price and therefore could not simply replace the existing contractor. MDOT indicated that they could replace Martin J if they (Martin J) signed a release for that portion of their contract and a local funding source contributed the unit price difference (estimated at \$160,000).

Meridian Township agreed to commit to the \$160,000 while the County went through the committee process. Martin J has agreed to the release and a work order has been issued to Nashville Construction to hire GM & Sons to complete the concrete work. This resolution would fund the \$160,000 plus a 15% contingency (\$184,000 total) out of allocated but unused ARPA funds, specifically County PPE and Other Public Health allocations, which have \$197,185 remaining with no plans for additional expenses.

ALTERNATIVES

Do not approve the funding and leave for Meridian Township to fund.

FINANCIAL IMPACT

The total not to exceed amount of \$184,000 would come from allocated, but unused ARPA funding and would be classified as Revenue Replacement, which allows us to use for any general government expenditure.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE ADDITIONAL FUNDING FOR THE
OKEMOS ROAD BRIDGE PROJECT**

WHEREAS, the Ingham County Board of Commissioners, through Resolution #21-358, authorized a second party agreement with the Michigan Department of Transportation (MDOT) for the Okemos Road project from Jolly Road to Central Park Drive; and

WHEREAS, Resolution #21-404 increased the local participation costs to address as-bid results that exceeded the engineer's estimate by nearly 25%; and

WHEREAS, this project included the replacement of two bridges on Okemos Road with one bridge to improve traffic flow; and

WHEREAS, this project included the following funding sources:

Local Bridge Program (LBP):	\$3,652,000
Earmark Repurposed Funds:	\$1,491,390
Surface Transportation Program (STP):	\$ 166,753
National Highway Performance Program (NHPP):	\$ 223,243
Congestion Mitigation and Air Quality Improvement Program (CMAQ):	\$ 349,000
Local Participation (revised per #21-404):	<u>\$ 2,333,519</u>
	\$ 8,751,992; and

WHEREAS, the Ingham County Road Department (ICRD) was responsible for the estimated local participation costs of \$2,333,519 shown above; and

WHEREAS, the ICRD requested a 20% contingency of the estimated local participation costs, totaling an additional \$466,704; and

WHEREAS, due to increased labor costs and unforeseen issues, the contingency has been depleted; and

WHEREAS, due to numerous impacts to the scheduling including utility relocation delays, construction material shortages, shipping delays, contractor inefficiencies, revisions to drain relocation work, trucking shortages, beam fabrication issues, subcontractor unavailability, and weather, the opening of the full bridge and roadway has been delayed from the November 2022 proposed date; and

WHEREAS, these delays have been exacerbated by the concrete contractor walking off the job until mid to late March as part of a seasonal weather shutdown; and

WHEREAS, a replacement concrete contractor, GM & Sons, has been approved by MDOT and ICRD to complete the remaining concrete work beginning on January 30, 2023 at a high unit price which will result in an additional \$184,000 (\$160,000 plus 15% contingency of \$24,000) in local participation costs; and

WHEREAS, the original local participation contribution and contingency has been exhausted; and

WHEREAS, allocated, but unused American Rescue Plan Act (ARPA) funds are available for the required additional funding and can be classified as Revenue Replacement funds, which can be used for any general government expenses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners agrees to contribute a not to exceed amount of \$184,000 in ARPA funds for local participation costs to the Okemos Road Bridge project for the concrete work to be completed by GM & Sons.

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

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