

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

**FINANCE COMMITTEE**  
THOMAS MORGAN, CHAIR  
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 MONDAY, FEBRUARY 27, 2023 AT 7:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

**NOTE CHANGE IN DATE AND TIME**

Agenda

Call to Order

Approval of the [February 8, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Authorize a Contract Extension with the Michigan Department of Health and Human Services for [Transport Services](#) of Specific Juveniles by Sheriff's Deputies
  - b. Resolution to Authorize a Contract Renewel to Continue Maintenance and Support from [LexisNexis](#) for Their E-Citation and UD-10 Crash Reporting Systems
2. 9-1-1 Dispatch Center
  - a. Resolution to Approve the Creation of a Full-Time [Administrative Analyst](#) for Quality Assurance and Freedom of Information Act Requests for the Ingham County 9-1-1 Center
  - b. Resolution to Authorize Renewal of ProQA Medical Software Licenses and Support from [Priority Dispatch](#) for the Ingham County 9-1-1 Center
3. Circuit Court – Juvenile Division – Resolution to Authorize the Purchase of Time Keeping and [Scheduling Software](#) for the Ingham County Youth Center
4. Circuit Court – Jury Administration – Resolution to Approve the [Reorganization](#) of the 30<sup>th</sup> Circuit Court Jury Administration Office
5. Animal Control and Shelter
  - a. Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society [Spay/Neuter Clinic](#) and Ingham County Animal Control
  - b. Resolution to Authorize an Equipment Purchase Agreement with [Motorola Solutions, Inc.](#) for the Purchase of One Motorola APX6000 Radio and Two Desk Chargers for the Ingham County Animal Control and Shelter
6. Potter Park Zoo – Resolution to Authorize a Purchase Order for a Utility Vehicle from [Spartan Distributors](#)

7. Health Department
  - a. Resolution to Authorize an Agreement with [Graphic Sciences, Inc.](#) for the Transport, Storage, and Retrieval of Health Department Files
  - b. 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
  - c. Resolution to Authorize an Agreement with [Maxim Healthcare Staffing Services](#)
  - d. Resolution to Authorize an Agreement with [Piper & Gold](#) Public Relations for a Harm Reduction Community Education Campaign
  - e. Resolution to Authorize a Reducing Overdose through [Community Approaches](#) Mentorship Grant Agreement with National Association of City and County Health Officials
  - f. Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support to Operate the [Advance Peace](#) Lansing/Ingham Peacemaker Fellowship®
8. Facilities Department – Resolution to Authorize a Purchase Order to [MacAllister Machinery Co. Inc.](#), for the Purchase of Scissor Lifts at the Ingham County Justice Complex
9. Controller/Administrator’s Office – Resolution to Approve the Scoring Criteria and Process for the [Housing Trust Fund](#) Competitive Grant RFP

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
February 8, 2023  
Draft Minutes

Members Present: Grebner, Morgan, Peña, Polsdofer, Sebolt (Arrived at 6:31 p.m.), Tennis, and Maiville.

Members Absent: Johnson.

Others Present: Michael Townsend, Gregg Todd, Treasurer Alan Fox, Roxanne Case, 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 January 18, 2023 Minutes

MOVED BY COMM. POLSDOFER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE JANUARY 18, 2023 MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Sebolt and Johnson.

Commissioner Sebolt arrived at 6:31 p.m.

Additions to the Agenda

Removed –

8. Health Department

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

Limited Public Comment

None.

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

- 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
  - 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 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
  - b. Resolution to Provide Retiree Health Insurance for Linda Vail

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

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

1. Treasurer's Office – 4<sup>th</sup> Quarter Investment Report

Treasurer Alan Fox, Ingham County Treasurer, provided an overview of the Pooled Cash and Investments Report.

Commissioner Maiville asked at what point the higher interest rates would be considered positively affecting the County, and how it would play into the General Fund.

Treasurer Fox stated the County budgeted interest earnings for 2023 was \$500,000. He further stated he estimated 2023 interest earnings would be approximately \$3 million.

Treasurer Fox stated that was not General Fund, but pooled investments, and was substantially higher than budgeted. He further stated that interest rates would inevitably come down, but was confident in the \$3 million interest earning projection.

Treasurer Fox stated the finances of the County were in shape. He further stated there were bills coming due to pay off the construction of the Justice Complex, drain projects, and the County would have the money to be able to do it.

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

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

Commissioner Grebner stated he was not against the Resolution, but that he believed it was a mistake for governments to build housing. He further stated the actual finances of this were very tangled.

Commissioner Grebner stated there were many other less expensive ways to deal with housing, other than building houses at a loss. He further stated he was not convinced it would create more affordable housing, but the Federal Government, the State of Michigan, and the County's constituents seemed to think that it would.

Commissioner Grebner stated he was not against the Resolution, however he believed it was wrong-headed.

Commissioner Tennis asked to clarify that it would be a little over \$100,000 per project.

Commissioner Grebner stated that was the County's money and that was not the full budget. He further stated Treasurer Fox could provide more detail.

Treasurer Fox stated the projects were budgeted approximately \$180,000 apiece and a substantial amount of that would come back after the sale, but not all of it. He further stated there would be other money applied for through the State of Michigan that would increase the number of units that were built, and the Land Bank had approximately 50 parcels in the County where it would be possible to construct the houses.

Treasurer Fox stated the County was dealing with things constantly changing with the State of Michigan and that was the reason why the details were so ambiguous. He further stated all of those parcels were available to private investors who wanted to buy them and do the same thing, who would then find out unless they worked with the State of Michigan or another funding source they would also need to request public money.

Treasurer Fox stated the benefits to the community were owner-occupied houses, neighborhood stabilization, as well as fulfilling a County goal of increasing homeownership, particularly among minority communities. He further stated that it was correct that the finances were tangled largely due to not knowing what other funds would come in.

Treasurer Fox stated that there would be ongoing communication about this and would likely communicate to the Board of Commissioners proactively. He further stated it would be a topic of conversation at the Land Bank meetings.

Commissioner Maiville stated his agreement with Commissioner Grebner. He further stated it was not the most efficient use of government funds, however there were benefits to local neighborhoods and minority communities.

Chairperson Morgan asked what was being done as far as encouraging density and encouraging more multi-family housing.

Treasurer Fox stated the Land Bank had communications with the City of Lansing as well as other units, for example doing work in Leslie, and that kind of density was up to the City of Lansing within the City of Lansing. He further stated he had started informally speaking with Lansing City Council members and Mayor Andy Schor, City of Lansing Mayor, to develop relationships and to make a case.

Treasurer Fox stated his agreement that the units would largely be rental units. He further stated there was a need for housing at all levels and that it would depend on the City to identify locations where housing could be built.

Treasurer Fox stated he was confident there would be money from the State of Michigan, as well as local money to support the construction. He further stated he did not feel it was currently a priority of the City of Lansing.

Chairperson Morgan suggested a Yes in My Back Yard (YIMBY) brochure to pass around.

Commissioner Sebolt stated with some of the American Rescue Plan Act (ARPA) Money in 2022, the County did row housing and several different houses with four or five units in each one in the City of Lansing, as well as appropriated money to the Walter French Project which would be denser. He further stated the Housing Trust Fund was looking at an all-of-the-above approach for many different housing needs, and there would be more proposals for the Board of Commissioners to vote on soon.

Commissioner Sebolt stated the Tri-County area was short 17,000 housing units today and that would not account for any growth, and could be as much as 35,000 short in the next 50 years. He further stated the County did not have enough housing and if the County wanted to grow the region, the only way to grow was to attract people to the County.

Commissioner Sebolt stated the County had to turn away refugees due to lack of housing, people could not afford the houses that were available, and housing that was being built was being built for a profit, and the County had a chance to sell housing at cost so more people could afford to live in a home. He further stated one of the guiding principles of the County was focusing on meeting basic needs, and there was no more basic need than having a roof over your head.

Commissioner Sebolt stated he felt it fit the mission and the County needed an all-of-the-above approach to get people into homes and grow the region. He further stated he had brought this up at the Capital Area Council of Governments (CAPCOG), and the business people as well as the more conservative County representatives that were there agreed that CAPCOG needed to be advocating for housing dollars also.

Commissioner Sebolt stated this was not a political ideology. He further stated the County needed more housing and the government needed to be involved.

Commissioner Grebner stated that Treasurer Fox mentioned the units could be built for \$180,000 but he believed that was only components of the construction.

Roxanne Case, Land Bank Executive Director, confirmed that the developments would be from \$180,000 to \$220,000, depending on the size.

Commissioner Grebner stated his understanding that the development could be constructed for around \$200,000.

Ms. Case stated confirmation.

Commissioner Grebner asked if that number included land cost.

Treasurer Fox stated there would be no land cost because the land was owned by the Ingham County Land Bank, but there were costs previously incurred by the Land Bank and the County over time.

Commissioner Grebner stated he was happy to hear the cost would be lower. He further stated that the housing market in the City of Lansing was about \$40 billion so anything done with \$1 million dollars is a small portion of that market.

Commissioner Grebner stated the way that housing leaves the Lansing market was due to bottom-end landlords that do not maintain the properties. He further stated as the County created more nice housing, what they were really doing was pushing the current housing out of the market faster.

Commissioner Grebner stated the place to put housing money were places like Walter French where there was already a structure, where you could prevent the structure from being lost permanently. He further stated there were approximately 500-1,000 housing units on their way out of the housing market in the City of Lansing.

Commissioner Grebner stated he was convinced it was not possible to build your way out of a housing problem like this, but it was the right thing to do.

Commissioner Sebolt stated it was nice to hear that Commissioner Grebner thought the County should be putting money into the Walter French Project. He further stated he understood the idea of housing falling out because it was not being maintained, but the County simply did not have enough housing available.

Commissioner Sebolt stated there needed to be a private component to building more housing as well, both industry and individuals, but more had to be done. He further stated doing nothing, and not adding to the housing stock, was not an option and was why the Housing Trust Fund was established to begin with.

Treasurer Fox stated Commissioner Grebner was correct by stating the most efficient way was to utilize an existing structure, however the difficult part was that neither the local units nor the County had control over those structures. He further stated the County needed to figure out how to work around that.

Treasurer Fox stated that the City of Lansing had approximately 600-700 red-tagged structures that were not suitable for occupancy, and people were paying taxes on them, which meant the County could not foreclose on those properties to gain control of them in any way that was meaningful. He further stated the County now had funds to deal with structures like that and the State of Michigan was willing to give through the Ingham County Land Bank.

Treasurer Fox stated he was starting conversation with the City of Lansing on how to figure out a way to gain control over the properties that neither the County nor the City of Lansing owns. He further stated there may be more opportunities outside the City of Lansing and will look to pursue those.



Chairperson Morgan stated it would be incumbent on him and his fellow Lansing Commissioners to have conversations with City Council members, encouraging multi-family building and density. He further stated multi-family housing was not politically popular at the neighborhood level but was the right policy to pursue.

Commissioner Grebner stated if a property was not owned by the City or the County and was not under the County's control, the answer would be to offer money to the landlord to purchase the property before they completely destroy the property.

Treasurer Fox stated his agreement.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

10. Controller/Administrator's Office

- 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

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

Commissioner Tennis stated he had a philosophical opposition to employees in a public body retiring and the public body immediately hiring the employee back to do something. He further stated he understood it was a fairly limited project, but he would be voting no on the Resolution.

Commissioner Grebner stated he felt it would be problematic if it were to become an established relationship. He further stated if the situation was terminal, he did not see an issue.

Commissioner Grebner stated if the Sheriff's Department wanted to have a continuous relationship, his concern would be that it may appear to be favoritism. He further stated that if the situation was that Rick Terrill, Facilities Director, was going to assist with the completion of a couple of projects, then he did not see an issue with that.

Gregg Todd, County Controller, stated Mr. Terrill was retiring next week and the new Facilities Director starts February 21, 2023. He further stated at the Justice Complex, the Sheriff's Department and the 55<sup>th</sup> District Court has moved in, and as soon as they moved in it became the County's building, and there were a number of issues to address over the remainder of the project.

Mr. Todd stated having Mr. Terrill on board through the entire process of the Justice Complex was incredibly helpful and the Building Authority recommended having Mr. Terrill on board to complete the project. He further stated it was important to the County to have Mr. Terrill's expertise while trying to move in and tie up loose ends on the project.

Commissioner Peña asked to clarify that it was only for the completion of the Justice Complex project.

Mr. Todd stated confirmation.

Commissioner Grebner stated one of the most insecure periods in a jail's existence was when it was first being opened. He further stated it was the most dangerous time for employees and inmates, and he felt that it was a good thing to have one more person to make sure everything was completed.

THE MOTION CARRIED VIA ROLL CALL VOTE.      **Yeas:** Grebner, Peña, Polsdofer, Sebolt, Maiville      **Nays:** Morgan, Tennis      **Absent:** Johnson

10.      Controller/Administrator's Office

d.      Resolution to Approve Additional Funding for the Okemos Road Bridge Project

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

Commissioner Grebner stated it was a small amount of money, and he did not have an objection to the Resolution. He further stated that General Fund money should not be used for roads.

Commissioner Grebner stated that the County was responsible for 40% of the roads in the County and 60% of the roads were paid for by the taxpayers of the City of Lansing, East Lansing, and City of Mason. He further stated it was a small enough amount of money to not fuss over.

Commissioner Sebolt stated General Fund money did get used for roads all the time, even if Ingham County did not frequently do it. He further stated the State of Michigan was currently putting General Fund dollars into the Road Fund for road funding.

Commissioner Sebolt stated this was, in fact, the County's road, and the County was not bailing anyone out except for themselves.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Johnson.

Announcements

Commissioner Peña stated Andy Schor, City of Lansing Mayor, was having a Participatory Budget Meeting on February 9, 2023 from 12 p.m. to 1:30 p.m. located at the Neighborhood Empowerment Center at 600 W. Maple Street in the City of Lansing. He further stated it was a chance for the Board of Commissioners to speak with City of Lansing Council members about needs around the City of Lansing.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:05 p.m.

## FEBRUARY 22, 2023 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

- 1a. Sheriff's Office** – *Resolution to Authorize a Contract Extension with the Michigan Department of Health and Human Services for Transport Services of Specific Juveniles by Sheriff's Deputies*

This resolution will authorize the renewal of a contract with the Michigan Department of Health and Human Services (MDHHS) for the transportation of specific in-custody juvenile inmates for an amount up to \$40,000 for the duration of the contract extension starting October 1, 2023 and expiring September 30, 2025. This contract was originally authorized in 2014. This relationship has been extended several times to include a current contract that expires September 30, 2023, but has a two-year extension option. It is mutually desirable for the Sheriff and MDHHS to continue this agreement to ensure youthful offenders are safely transported following State or Judicial orders. The Sheriff's Office uses regular or overtime staff, as needed, to fulfill these periodic requests. The Sheriff is reimbursed for the associated personnel hours, billed at overtime rate, and vehicle mileage.

See memo for details.

- 1b. Sheriff's Office** – *Resolution to Authorize a Contract Renewal to Continue Maintenance and Support from LexisNexis for their E-Citation and UD-10 Crash Reporting Systems*

This resolution will authorize a contract with LexisNexis in the amount of \$3,863.70 to be paid out of the 2023 Sheriff's Office budget from Field Services/Contractual Services account #10130102-8180000 with an auto-renewal for an additional two, one-year (1) extensions not to exceed \$4,500 per year, if desired by the County and agreed to by the vendor.

- 2a. 9-1-1 Dispatch Center** – *Resolution to Approve the Creation of a Full-Time Administrative Analyst for Quality Assurance and Freedom of Information Act Requests for the Ingham County 9-1-1 Center*

This resolution will create a new 9-1-1 Administrative Analyst for Quality Assurance and Freedom of Information Act (FOIA) requests. The position will be classified as a Manager/Confidential (MC) Grade 7 position (wage range of \$54,546.17 - \$65,492.51). The long-term cost of the positions (top step plus fringes) will be \$126,591. Additional staff is necessary for the successful creation of a robust and effective quality assurance program and to handle the increase in FOIA requests and public safety partner requests. This new position will assist by gathering the needed information, compiling it, and reviewing it for these areas. Funding for the position will come from the 9-1-1 fund, and was approved in the 2023 Adopted Budget.

See memo for details.

**2b. 9-1-1 Dispatch Center – Resolution to Authorize Renewal of ProQA Medical Software Licenses and Support from Priority Dispatch for the Ingham County 9-1-1 Center**

This resolution will authorize the renewal of ProQA Medical software licenses, service, and support with Priority Dispatch for the time period April 1, 2023 through March 31, 2024, in amount not to exceed \$12,480. This program is used for processing all medical calls received at the 9-1-1 Center.

See memo for details.

**3. Circuit Court – Juvenile Division – Resolution to Authorize the Purchase of Time Keeping and Scheduling Software for the Ingham County Youth Center**

This resolution will authorize an agreement with TimeClock Plus for a total amount not to exceed \$14,400, effective January 1, 2023 through December 31, 2025. Youth Center Shift Supervisors currently spend a large portion of their time ensuring each shift has the required number of staff. The purchase of Time Keeping and Scheduling Software will improve efficiency for employee staffing, allowing Shift Supervisors to focus more time and attention on the safety and security of the facility. Funding for this project was included in the 2023 Capital Budget.

See memo for details.

**4. Circuit Court – Jury Administration – Resolution to Approve the Reorganization of the 30<sup>th</sup> Circuit Court Jury Administration Office**

This resolution will approve a reorganization of the 30<sup>th</sup> Circuit Court Jury Administration Office with the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130024	Jury Clerk - Circuit Court to Cir. Ct. Jury Admin. Coord.	Move from UAW E to UAW J
130058	Cir. Ct. Jury Admin. Coord. Jury Clerk – Circuit Court	Move from UAW H to UAW J Eliminate

The two affected positions, Jury Clerk and Jury Administration Coordinator, are staffed by a single employee each, are functionally similar in nature and it is generally intended that each will back up the other's basic functions in the other's absence as there is no one else to perform those tasks. The demands and responsibilities of each of these positions have increased and become more complex over time and it has become apparent that backing up only the basic functions of each position is insufficient. Given the interrelated nature of these positions, information received during the reclassification process for the Jury Clerk's position necessitated that the Human Resources Department re-examine the Jury Administration Coordinator's job description. After review, it was determined that the two job descriptions should be combined, resulting in a reorganization consisting of a proposed reclassification of both positions and an elimination of the Jury Clerk position. Chief Judge Draganchuk and the UAW Technical, Office & Professional and Service Employees Union support this reorganization.

See memo for details.

**5a. Animal Control and Shelter** – *Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control*

This resolution will authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period January 1, 2023 through December 31, 2023. Ingham County Animal Control and Shelter sells reduced cost spay/neuter vouchers to eligible participants. These vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic. When a spay/neuter voucher is redeemed, Capital Area Humane Society bills Ingham County, who then pays the Capital Area Humane Society from the Trust and Agency Fund where the voucher sale proceeds are reserved. This cooperative arrangement provides low cost spay/neuter services to the community, benefitting both pets and their owners.

See memo for details.

**5b. Animal Control and Shelter** – *Resolution to Authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the Purchase of One Motorola APX6000 Radio and Two Desk Chargers for the Ingham County Animal Control and Shelter*

This resolution will authorize the purchase of one Motorola APX 6000 radio and two desk chargers for Ingham County Animal Control and Shelter at a cost not to exceed \$5,661.63. This purchase is necessary to provide one additional portable radio for use by the seventh animal control officer authorized by Resolution #22-502. Funding is available for this purchase within the Ingham County Animal Shelter Millage fund.

See memo for details.

**6. Potter Park Zoo** - *Resolution to Authorize a Purchase Order for a Utility Vehicle from Spartan Distributors*

This resolution authorizes the purchase of a utility vehicle with a dump bed for removal of waste from animal holding areas. The total cost will not exceed \$44,721.56. Funds were included in the 2023 budget for this purchase.

**7a. Health Department** - *Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files*

This resolution authorizes a one-year contract with Graphic Sciences, Inc. for the transport, storage, and retrieval of files effective January 27, 2023 through January 26, 2024 in an amount not to exceed \$49,000. Funding for this contract is included in the 2023 budget.

**7b. 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 amends the FY22-23 Master agreement by increasing the grant agreement from \$6,918,310 to \$6,919,914 for a total increase of \$1,604 effective October 1, 2022 through September 30, 2023. Currently, ICHD 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 approved the 2022-2023 Master Agreement through Resolution #22-358 and amended the agreement through Resolution #22-563.

The financial impact of this increased support will increase the FY '23 grant agreement from \$6,918,310 to \$6,919,914, an 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 (BCCCCP) 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.

**7c. 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 \$116,344. Maxim will provide the Health Department with temporary medical clerical staffing to assist with the Breast and Cervical Cancer Control & Navigation Program (BC3NP) and 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: \$67.50 per hour  
Licensed Practical Nurse: \$60 per hour  
Medical Assistants: \$42.50 per hour  
Administrative Assistant I: \$31.50 per hour

The cost of this agreement will be covered by the Michigan Department of Health and Human Services (MDHHS) FY 23 Emerging Threats Local Health Department COVID Immunization grant, and the BC3NP grant awarded through the FY23 MDHHS Master Agreement.

**7d. Health Department - *Resolution to Authorize an Agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign***

This resolution authorizes an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000. All costs associated with this project are funded by the FY23 contract between the Health Department and Mid-State Health Network for Substance Abuse Disorder (SUD) Treatment approved through Resolution #22-494.

**7e. Health Department - *Resolution to Authorize a Reducing Overdose through Community Approaches Mentorship Grant Agreement with National Association of City and County Health Officials***

This resolution authorizes an agreement with National Association of City and County Health Officials NACCHO to accept up to \$150,000 in grant funds effective February 1, 2023 and January 31, 2024 under the NACCHO Reducing Overdose through Community Approaches (ROCA) program. Through the NACCHO ROCA program, ICHD will join a national mentoring network focused on reducing overdoses through community approaches. ICHD staff will receive direct mentoring from other local health departments with extensive overdose prevention activities and systems. This program will build capacity within ICHD staff and other Ingham County partners to expand overdose prevention efforts through direct mentoring, participation in the national network, and provide opportunities for ICHD staff to receive extensive training. This program will also provide opportunities for staff to participate in national conferences and learning experiences focused on overdose prevention.

**7f. Health Department - Resolution to Authorize an Agreement with Michigan Public Health Institute for Administrative Support to Operate the Advance Peace Lansing/Ingham Peacemaker Fellowship ®**

This resolution authorizes an agreement with Michigan Public Health Institute (MPHI) for administrative support to operate the Advance Peace Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024. The funds for this agreement are included within the secured second year of the Advance Peace Lansing budget

**8. Facilities Department – Resolution to Authorize a Purchase Order to MacAllister Machinery Co. Inc., for the Purchase of Scissor Lifts at the Ingham County Justice Complex**

This resolution authorizes a purchase order for two scissor lifts from MacAllister Machinery Co. Inc., for use at the new justice complex. The areas behind the posts and chase have two levels of inmate cells that are to be reached from the lower level, this requires equipment to reach the plumbing, electrical, and controls for the cells.

In order to conserve Justice Complex project funds, we are recommending that these lifts be purchased utilizing the Contingency Fund. The current balance in the fund is \$267,500, the scissor lifts were quoted at \$29,600, which will leave a balance of \$237,900.

See memo for details.

**9. Controller's Office – Resolution to Approve the Scoring Criteria and Process for the Housing Trust Fund Competitive Grant RFP**

This resolution approves the scoring criteria for the Housing Trust Fund's (HTF) competitive grant RFP. The HTF Committee has set aside \$2,000,000 for this round of grant requests.

See memo for details.



## Agenda Item 1a

**TO:** Law & Courts and Finance Committees of the Ingham County Board of Commissioners  
**FROM:** Darin J. Southworth, Chief Deputy, Sheriff's Office  
**DATE:** February 7, 2023  
**SUBJECT:** Contract Renewal With The Michigan Department Of Health And Human Services For Juvenile Transports  
For the meetings' agenda of February 16 and February 22, 2023

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### **BACKGROUND**

Resolution #14-234 authorized a contract with the Michigan Department of Human Resources (MDHHS) to participate in a pilot project where the Sheriff's Office would provide transportation of specific in-custody juvenile inmates under the care of MDHHS. This relationship has been extended several times to include a current contract in place via resolution 20-437, that expires 9/30/23 but has a two-year extension option. It is mutually desirable for the Sheriff and MDHHS to continue this agreement to ensure youthful offenders are safely transported at the direction of State or Judicial orders.

### **ALTERNATIVES**

MDHHS would likely contract with other Sheriff's Office's, if willing, or a for profit organization.

### **FINANCIAL IMPACT**

The Sheriff's Office uses regular or overtime staff, as needed, to fulfill these periodic requests. The Sheriff is reimbursed for the associated personnel hours, billed at overtime rate, and vehicle mileage. This two-year contract extension is worth a maximum of \$40,000.

### **STRATEGIC PLANNING IMPACT**

This has no impact on our strategic plan. Transports are infrequent, can be planned in most instances, and while not essential to our Mission, this is an effective service to a strategic partner.

### **OTHER CONSIDERATIONS**

We have managed this relationship seamlessly in a business sense and effectively in an operational sense since inception.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend these Committees approve the Sheriff's request to move forward with a contract extension through 9/30/2025, with MDHHS.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT EXTENSION WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR TRANSPORT SERVICES OF SPECIFIC JUVENILES BY SHERIFF'S DEPUTIES**

WHEREAS, Ingham County Board of Commissioners Resolution #20-437 authorized a contract with the Michigan Department of Health and Human Services (MDHHS); and

WHEREAS, the existing contract is set to expire on September 30, 2023 but offers a two (2) year extension option; and

WHEREAS, this contract will again authorize the Ingham County Sheriff's Office, hereafter Sheriff, to provide secure transportation for specific, in-custody juveniles at the request of the MDHHS; and

WHEREAS, the Sheriff and MDHHS have mutual interest in exercising the two-year extension and to continue this necessary and valuable service; and

WHEREAS, the MDHHS shall reimburse the Sheriff for deputies' overtime wages and mileage costs in an amount not to exceed \$40,000 over this period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract extension with MDHHS allowing the Sheriff to renew and continue their participation with the MDHHS for the transportation of specific in-custody juvenile inmates for an amount up to \$40,000 for the duration of the contract extension starting October 1, 2023 and expiring September 30, 2025.

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

## Agenda Item 1b

**TO:** Board of Commissioners: Law & Courts and Finance Committees  
**FROM:** Undersheriff Andrew R. Bouck  
**DATE:** February 13, 2023  
**SUBJECT:** Resolution to authorize a contract renewal to continue maintenance and support from LexisNexis for their E-Citation and UD-10 crash reporting systems.

For the meeting agenda of *February 16, 2023, February 22, 2023*

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### **BACKGROUND**

This resolution is to renew a contract with LexisNexis for electronic ticket writing program and UD-10 crash reporting system. These LexisNexis programs allow for paperless reporting of citations and crash reports, saving staff time through the reporting and approval process. Both LexisNexis applications allow for the immediate, electronic submission and access of the documents to the court(s) and Michigan State Police, compliant with reporting requirements. Additionally, public can easily and conveniently access their crash reports online 24/7, saving them and our staff additional time and resources through reduced report requests. The Sheriff's Office has been using LexisNexis since 2016.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

The total cost of this project for renewal of a one-year operation contract for 2023 is \$3,863.70. The Sheriff's Office is requesting the training cost be paid from Field Services / Contractual Services account #10130102-8180000 in the amount of \$3,863.70 for the contractual year of 2023. The Sheriff's Office is also requesting two additional one-year extensions, not to exceed \$4,500.00 per year.

### **STRATEGIC PLANNING IMPACT**

This project fits with the Ingham County Goal of: Service to Residents - provide easy access to reporting systems. The electronic system allows for the reporting to be completed in a timely manner, allowing residents to access the reports as quickly as possible. Additionally, individuals can obtain crash reports online directly through LexisNexis, saving them time, county staff resources for processing in-person requests, and eliminates unnecessary in-person contact helping reduce the spread of COVID.

### **OTHER CONSIDERATIONS**

None

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a contract with LexisNexis for E-Citation and UD-10 Crash Reporting systems.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWEL TO CONTINUE MAINTENANCE AND SUPPORT FROM LEXISNEXIS FOR THEIR E-CITATION AND UD-10 CRASH REPORTING SYSTEMS**

WHEREAS, the Ingham County Sheriff's Office staff complete traffic crash investigation reports and issues citations as part of their sworn duties; and

WHEREAS, LexisNexis provides applications for electronic completion of the Michigan UD-10 Crash Reports and E-Citations for reporting and record management; and

WHEREAS, the Michigan UD-10 Crash reporting system with LexisNexis meets the Michigan State Police requirements; and

WHEREAS, the Ingham County Sheriff's Office has been using LexisNexis for its E-Citations and Michigan UD-10 Crash Reporting since 2016; and

WHEREAS, LexisNexis requires an annual subscription to provide and maintain the reporting applications and their records; and

WHEREAS, the 2023 subscription for LexisNexis E-Citation and UD-10 Crash Report applications and system maintenance is \$3,863.70.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with LexisNexis in the amount of \$3,863.70 to be paid out of the 2023 Sheriff's Office budget from Field Services/Contractual Services account #10130102-8180000 with an auto-renewal for an additional two, one-year (1) extensions not to exceed \$4,500 per year, if desired by the County and agreed to by the vendor.

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

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

## Agenda Item 2a

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

**FROM:** Barb Davidson, Director 9-1-1

**DATE:** February 7, 2023

**SUBJECT:** Creation of 911 Administrative Analyst for Quality Assurance and FOIA

*For the meeting agenda of the Law & Courts Committee – February 16, 2023, County Services Committee – February 21, 2023, and Finance Committee – February 22, 2023*

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### **BACKGROUND**

Quality assurance has been identified as crucial to achieving the 911 Center's mission. A robust quality assurance program will give us the tools we need to reduce risk and improve the effectiveness of our dispatchers' emergency communication by proactively identifying and mitigating knowledge gaps and compliance issues. It will also help improve employee engagement, accountability, and job satisfaction by identifying and recognizing exemplary performance or strengths in incident response. The current challenge of the 9-1-1 Supervisors and Managers is time management to be able to gather the information needed to deploy this program to the level necessary to meet the goals. The time necessary would be at the consequence of their other assigned tasks. Having the ability to assign those tasks to another responsible staff member will ensure that the Supervisors and Managers will have the necessary time to utilize the information gathered, meet with staff, and provide timely and quality feedback. The skills necessary to perform this job can also be utilized to respond to an ever-growing number of FOIA requests. Each year these requests grow and take our Supervisors and Administrative Assistant away from other tasks. This position would be under the direction of the Director. The Analyst would be responsible for gathering all of the information necessary to complete call taker and dispatcher quality assurance evaluations including, but not limited to Computer Aided Dispatch (CAD), audio recording, policy, procedure, and resources. This information is also what is typically requested from FOIA requests.

### **ALTERNATIVES**

We currently are paying Priority Dispatch \$24,700 per year to evaluate 25 medical calls per week. These evaluations focus on the call-taking portion of the call. We could also engage Priority Dispatch for their additional products, EPD (Emergency Police Dispatch) and EFD (Emergency Fire Dispatch). These are protocol-driven products that would have to be purchased and maintained at additional costs. The estimated cost for the first year would be approximately \$300,000. We would have additional training, costs, software license/upgrade, and quality assurance review expenses each year. It is possible that all three products, which each have separate certification and recertification costs, and quality assurance review costs, could continue to cost us about \$90,000 a year without getting the desired result as only the call-taking portion of the call would be reviewed. Quotes from the Denise Amber Lee Foundation were sought to understand the possible economic impact of having another outside vendor do the remaining quality assurance reports. We asked for a quote for evaluating police incident call taking including police dispatch and fire incident call-taking with fire dispatch. The quote returned was an initial set-up fee and site visit for \$14,000. The calls would be charged at a rate of \$16.85 per call. If the calls and radio traffic lasted longer than 15 minutes, we would be charged an additional fee of \$40 per hour for any time over the 15 minutes. The estimated cost for the first year would be approximately \$120,000.

### **FINANCIAL IMPACT**

This full-time position was approved as part of the 911 Center's 2023 budget as a service enhancement. Ingham County Human Resource Department did an analysis for this new classification. After analysis, their recommendation was that the position would be appropriately compensated at a MC 07, which has a salary range of \$54,546.17 to \$65,492.51. The long-term cost of the position (top step plus fringes) is \$126,591.

### **OTHER CONSIDERATIONS**

The best practice as described by NENA (National Emergency Number Association) is for a quality assurance program to be designed to evaluate approximately 2% of call load. Last year, our call volume was 399,083 calls. 2% of that is 7,982 calls which should be evaluated from call-taking through dispatch. That breaks down to 665 calls per month to be evaluated. Having someone who can dedicate their time to pulling this information is essential to being able to launch a comprehensive, effective quality assurance program. Utilizing staff already in place would take them away from already assigned tasks. A NENA-compliant program has been developed by the Director and Staff Services Managers and could be utilized at no cost. We have recently upgraded to the NICE Elite platform which is the logger recorder we utilize. Within the platform already purchased is a component called Evaluator which was designed to assist in pulling and evaluating audio for quality assurance. Currently, this module is not being used.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the creation of a full-time position of a 911 Administrative Analyst for Quality Assurance and FOIA.

**Agenda Item 2a**

TO: Barb Davidson, 9-1-1 Director

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

DATE: January 9, 2023

RE: Memo of analysis for a new classification

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Per your request, Human Resources has assisted with the creation of a new job description titled 9-1-1 Administrative Analyst – Quality Assurance and FOIA. After analysis, the position is appropriately compensated at a MC 07.

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

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**9-1-1 ADMINISTRATIVE ANALYST - QUALITY ASSURANCE AND FOIA**

**General Summary:**

Under the supervision of the 9-1-1 Director, the analyst will perform specialized telecommunications work involving assessment, reporting, and organization of call review in accordance with Ingham County 9-1-1 policies and expectations. The analyst will also provide support to all staff members in the proper application of the International Academy of Emergency Dispatch protocol system. This position will provide Quality Improvement (QI) advice to the Staff Services Managers and Department based on trend analysis. The analyst will perform these duties in addition to processing and filling Freedom of Information requests and must possess appropriate time management skills. The individual selected for this position must demonstrate outstanding performance in telecommunications duties, have substantial written and oral communication skills, must adhere to departmental standards in regard to CJIS, HIPPA, and other privacy issues. and the ability to remain objective at all times.

**Essential Functions:**

1. Measure protocol compliance through random and focused case review, according to call volumes set by IAED;
2. Measure compliance to Departmental policies and procedures and generally accepted best practices in radio and CAD performances and functions;
3. Document evaluation results with thorough, objective feedback;
4. Search for and examine documents related to call processing, including but not limited to CAD records, logging records, PROQA software, applicable educational material, and standards;
5. Distribute individual case review reports to staff;
6. Prepare and disseminate reports for individuals, teams, and departments as directed by the Director;
7. Provide benchmark assessments to inform staff of their performance compared to generally accepted standards;
8. Maintain QA/QI and continuing education files, records, and tracking logs;
9. Meet with supervisors and Staff Services Managers to discuss trends or issues;
10. Provide justifiable support for case review feedback as necessary;
11. Provide recommendations for performance improvement;
12. Address all case review appeals according to Departmental policies;
13. Identify QA trends and develop QI plan, training, and professional development based on QA data;
14. Facilitate employee certification and recertification needs;
15. Assist in the development of policies, procedures, and performance goals;
16. Report and document technical issues related to QA equipment or software;
17. Maintains confidential records, processes, and fills Freedom of Information requests
18. Performs other job duties as assigned by the Director.



## **Other Functions:**

### **INTERPERSONAL COMMUNICATION:**

Candidates for this position must exhibit excellent communication skills both orally and in writing. Due to the sensitive nature of tasks, the analyst must be able to foster and create effective working relationships with all staff members and external individuals/organizations, focusing on confidentiality. A successful candidate will demonstrate the ability to encourage and support the highest quality of workplace team interaction and behavior. This individual will demonstrate comprehension and application of diversity awareness and an active commitment to ensure equality in interpersonal communication.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrate an understanding of the 9-1-1 Center's mission, values, and vision;
- Demonstrate a comprehensive knowledge of the duties and essential functions of the position;
- Ability to comply with the expectations of professional conduct;
- Demonstrate comprehension and application of ethical behavior;
- Demonstrate an ability to work within Ingham County 911's chain of command;
- Have working knowledge and thorough understanding of directives (including policies, procedures, and memoranda);
- Knowledge of 911 call-center procedures;
- Knowledge of quality assurance protocols and tools;
- Knowledge of Industry terminology;
- Ability to complete and maintain certifications and re-certification in a self- directed manner;
- Ability to comply with all training and continuing education requirements;
- Demonstrate responsibility for one's own professional development by actively seeking opportunities to enhance job knowledge and skills;
- Demonstrate a commitment to using fact-based analysis to support QA/QI processes;
- Knowledge of research design, statistical sampling techniques, and database software;
- Knowledge of QA and training liability issues;
- Ability to prepare professional documents, including spelling, punctuation, and grammar;
- Ability to ensure accurate reporting and documentation of records for which they are responsible;
- Ability to maintain the confidentiality of individual quality improvement action and other privileged administrative and disciplinary information;
- Ability to communicate with superiors and peers in a positive and constructive manner;
- Ability to complete reports and provide feedback in a timely manner;
- Ability to adhere to applicable local, state, or federal, laws;
- Other tasks as assigned.
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

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

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

### **Employment Qualifications:**

**Education:** A minimum of a High school diploma or equivalent is required.

**Experience:** A minimum of 5 years of public safety communications work or related field is required and prefer that experience includes training and/or evaluating quality and/or performance measures; Two or more years' experience with IAED protocols; preferred

### **Other Requirements:**

The analyst must hold the following certifications within 6-12 months of assignment:

- EMD
- EMD-Q,
- CPR

*(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 individuals in crisis. These individuals may suffer from mental or emotional illness.
3. May be subjected to unpleasant, upsetting or uncomfortable call audio, and may be required to review these calls multiple times.

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, lift, carry, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, lifting and carrying.

- This position's physical requirements require regular stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as
- 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.)*

**MC 07**  
**January 2023**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE CREATION OF A FULL-TIME  
ADMINISTRATIVE ANALYST FOR QUALITY ASSURANCE AND FREEDOM OF INFORMATION  
ACT REQUESTS FOR THE INGHAM COUNTY 9-1-1 CENTER**

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

WHEREAS, after more than ten years of experience operating the consolidated 9-1-1 Center, it has become apparent that additional staff is necessary for the successful creation of a robust and effective quality assurance program and to handle the increase in Freedom of Information Act (FOIA) requests and public safety partner requests; and

WHEREAS, the operational needs have been assessed and areas for improvement were identified; and

WHEREAS, the creation of a new position of 9-1-1 Administrative Analyst for Quality Assurance and FOIA will assist by gathering the needed information, compiling it, and reviewing it for these areas; and

WHEREAS, funding for this new position from the 9-1-1 Fund was included in the 2023 Adopted Budget; and

WHEREAS, the Human Resources Department analyzed the job description for this position and has classified it at Manager/Confidential (MC) Grade 7; and

WHEREAS, it is intended that this job creation will allow the 9-1-1 Center Administration and Supervisors to put the necessary focus on working with staff more directly and regularly.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the creation of a new 9-1-1 Administrative Analyst for Quality Assurance and FOIA classified as a Manager/Confidential (MC) Grade 7 position (wage range of \$54,546.17 - \$65,492.51) upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Budget and Position Allocation List in accordance with this resolution.

## Agenda Item 2b

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Barb Davidson, Director 9-1-1  
**DATE:** February 7, 2023  
**SUBJECT:** Renewal of ProQA Medical software licenses, services, and support from Priority Dispatch  
*For meeting agendas of Law & Courts on February 16, 2023, and Finance on February 22, 2023*

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### **BACKGROUND**

We use the Priority Dispatch Emergency Medical Dispatch (EMD) program called ProQA for processing all medical calls received at the 9-1-1 Center. We need to renew eight (8) system licenses and four (4) backup software licenses for use at our backup 9-1-1 Center. This quote and purchase include the purchase of these licenses, service, and support from 4/1/2023 through 3/31/24.

### **ALTERNATIVES**

Use only the backup paper EMD card sets instead of using the software program which will be more difficult for our staff and slows down our processing of 9-1-1 medical calls.

### **FINANCIAL IMPACT**

The quoted cost of the licenses, service, and support as described above is \$12,480.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the renewal of ProQA Medical software licenses, service, and support from Priority Dispatch.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE RENEWAL OF ProQA MEDICAL SOFTWARE LICENSES AND SUPPORT FROM PRIORITY DISPATCH FOR THE INGHAM COUNTY 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 previously authorized the acquisition of Priority Dispatch's Emergency Medical Dispatch ProQA Program, under Resolution #14-081, and ProQA continues to be used for all medical calls received; and

WHEREAS, a quote for renewal of eight (8) licenses and four (4) training licenses for ProQA Medical software licenses, service, and support for April 1, 2023, through March 31, 2024, has been provided by Priority Dispatch at a cost of \$12,480.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of ProQA Medical software licenses, service, and support for an amount not to exceed \$12,480 with Priority Dispatch for the time period April 1, 2023 through March 31, 2024, as outlined by the Proposal/Sales quotation, #Q-64853.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$12,480 from the 9-1-1 Fund for the total cost of this purchase.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign a software services support agreement with Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 3

**TO:** Law and Courts and Finance Committees  
**FROM:** Scott LeRoy, Interim Circuit Court Administrator  
**DATE:** February 7, 2023  
**SUBJECT: Youth Center Time Keeping and Scheduling Software**  
For the meeting agendas of Law and Courts Committee February 16 and Finance Committee February 22, 2023

### **BACKGROUND**

The Ingham County Youth Center, a 24 bed short-term juvenile detention facility, has full time and on-call detention staff. Due to the facility having around the clock operations with a minimum staffing requirement, Shift Supervisors spend a large portion of their time ensuring each shift has the required number of staff scheduled to work. With the current antiquated system, Shift Supervisors report spending around 60% of their shifts working from a paper schedule and making phone calls to fill staff vacancies. This takes time away from the Supervisor's ability to perform other necessary tasks necessary to protect the safety and security of those within the facility. Additionally, each pay period, the Director and Administrative Assistant spend an exorbitant amount of time verifying schedules and revising time sheets based on actual hours worked against labor contracts, holidays, call-ins, leave requests, and overtime for staff who pick up additional shifts.

As a result of the aforementioned issues, the Youth Center was appropriated funds through the 2023 CIP process to purchase Time Keeping and Scheduling Software.

The Juvenile Division received quotes from three different vendors. The quotes range from \$3,200.00 to \$4,902.00 annually (please see attached Memo of Performance from the Purchasing Department). The Youth Center is seeking approval to entering into an agreement with TimeClock Plus for the purchase of Time Keeping and Scheduling Software for a price not to exceed \$4,800.00 annually or \$14,400.00 for a 36 month term.

One of the many advantages of TimeClock Plus software is the "mobile technology" that will not only make the process more efficient but also fits well with the generational trends that exists in the current workforce. The current generations' preferred method of communication and conducting business seems to be through smartphones. Providing a mobile option will allow the Youth Center to better meet the needs of our changing workforce. Another advantage of the TimeClock Plus software is the ability for on-call staff to log into their accounts and change their work availability at a moment's notice, thus ensuring the Youth Center has the most accurate information.

### **ALTERNATIVES**

The Youth Center not enter into an agreement for Time Keeping and Scheduling Software causing the staff to use a paper and phone scheduling system.

### **FINANCIAL IMPACT**

The Youth Center was approved for a 2023 Capital Improvement Project for Time Keeping and Scheduling Software for an amount not to exceed \$35,000.00. The cost of the recommended software, including subscriptions, is \$14,400.00 for a 36 month term. Funds for this Capital Improvement Project are available in the Juvenile Justice Millage Fund Balance.

**STRATEGIC PLANNING IMPACT**

Provide appropriate evidence based treatment and sanctions for at-risk youth and juveniles. Provide fair and efficient judicial processing.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Authorize the purchasing of the recommended Time Keeping and Scheduling Software



**Agenda Item 3**

TO: Scott LeRoy, Interim 30<sup>th</sup> Circuit Court Administrator  
FROM: James Hudgins, Director of Purchasing  
DATE: January 30, 2023  
RE: Memorandum of Performance for Packet #48-23: Time Keeping and Scheduling Software

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Bids were sought from qualified and experienced vendors for the purpose of purchasing time-keeping and scheduling software for the Ingham County Youth Center. The software will be user-friendly and accessible to managers, on-call, and full-time staff in a 24/7 real-time environment. It will also include a secure phone application with messaging capabilities.

The following grid is a summary of the vendors' costs:

Company Name	Local Preference	Number of Users	One-Time Fee	Year 1 - Total	Cost per User	Terms	Re-occurring Annually	3-Year Cost
Pace Scheduler	No, Naperville IL	50	Waived	\$3,200.00	\$64.00	Hold price for 3-years, pay up front.	\$3,200.00	\$9,600.00
TIMECLOCK Plus LLC (ALADTEC Professional Subscription)	No, San Angelo TX	50	None listed	\$4,800.00	\$96.00	36 Months, Net 30 days.	\$4,800.00	\$14,400.00
Workforce PayHub	No, Adrian, MI	44	\$250.00	\$4,902.00	\$111.41	No terms listed	\$4,902.00	\$14,706.00

All software purchases must be approved by the I.T. Department. Please make sure that the software purchase is compliant with the I.T. Department prior to requesting a contract or purchase order.

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

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF TIME KEEPING AND SCHEDULING SOFTWARE FOR THE INGHAM COUNTY YOUTH CENTER**

WHEREAS, the Ingham County Youth Center is a 24 bed short-term juvenile detention facility with full time and on-call juvenile detention staff; and

WHEREAS, the Ingham County Youth Center has around the clock operations with a minimum staffing requirement; and

WHEREAS, Shift Supervisors spend a large portion of their time ensuring each shift has the required number of staff; and

WHEREAS, the purchase of Time Keeping and Scheduling Software would improve efficiency for employee staffing, allowing Shift Supervisors to focus more time and attention on the safety and security of the facility; and

WHEREAS, the Youth Center received three quotes from vendors who offer Time Keeping and Scheduling Software; and

WHEREAS, based on a Memo of Performance from the Purchasing Department, the Youth Center is requesting authorization to enter into an agreement with TimeClock Plus for a 36-month term; and

WHEREAS, the County IT Department has confirmed that the TimeClock Plus software is compatible with County systems.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is hereby authorized to enter into an agreement with TimeClock Plus for a total amount not to exceed \$14,400, effective January 1, 2023 through December 31, 2025.

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 4

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

FROM: Sue Graham, Human Resources Director

DATE: February 7, 2023

SUBJECT: Resolution to Approve the Reorganization of the 30<sup>th</sup> Circuit Court Jury Administration Office  
For the meeting agendas of February 16, 21 & 22

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### **BACKGROUND**

The proposed reorganization affects the only two jury administration positions within the Jury Administration Office of the 30<sup>th</sup> Circuit Court. Both of these positions are within the UAW Technical, Office & Professional and Service Employees bargaining unit. These two positions, Jury Clerk and Jury Administration Coordinator, are staffed by a single employee each and are functionally similar in nature. It is generally intended that each will back up the other's basic functions in the other's absence as there is no one else to perform those tasks. Although they are similar in nature, the Jury Clerk focuses on jurors, while the Jury Administration Coordinator focuses on technology. The demands and responsibilities of each of these positions have increased and become more complex over time and it has become apparent that backing up only the basic functions of each position is insufficient. Until now, the Jury Clerk's position has not undergone a classification review since 2006. The Jury Administration Coordinator's position was more recently reclassified in 2021. However, given the interrelated nature of these positions, information received during the reclassification process for the Jury Clerk's position necessitated that the Human Resources Department re-examine the Jury Administration Coordinator's job description. After review, it was determined that it is most appropriate to combine the two job descriptions, resulting in a reorganization consisting of a proposed reclassification of both positions and an elimination of the Jury Clerk position. The smooth operation of the Jury Administration Office is critical to the functioning of the jury system and this proposed reorganization results in much needed depth of coverage in the event one or the other employee is absent. Chief Judge Draganchuk supports this reorganization.

### **ALTERNATIVES**

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

### **FINANCIAL IMPACT**

The financial impact of the proposed reorganization is as reflected in the attached resolution.

### **THERE CONSIDERATIONS**

The UAW is supportive of this reorganization and the email 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 30<sup>th</sup> Circuit Court Jury Administration Office.

**Agenda Item 4**

TO: George Strander, Circuit Court Administrator/Jury Administrator  
Sue Graham, Human Resources Director

FROM: Joan Clous, Human Resources Specialist

DATE: January 27, 2023

RE: Support for Reorganization of the Jury Administration

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

After analysis we have placed the following positions as follows:

1. Jury Clerk (130024) UAW E (\$38,634.60 to \$46,050.88) will now be known as Circuit Court Jury Administration Coordinator UAW J (\$51,146.50 to \$61,041.63).
2. Circuit Court Jury Administration Coordinator (130058) UAW H (\$45,704.24 to \$54,513.63) will move to UAW J (\$51,146.50 to \$61,041.63).

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed reorganization. You are now ready to complete the next steps in the process.

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

**From:** [Teresa Carter](#)  
**To:** [Sue Graham](#); [Joan Clous](#)  
**Subject:** RE: Circuit Court Reclass  
**Date:** Tuesday, January 24, 2023 10:07:03 AM

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Thank you Sue

This email is in Support of the Reorganization for the 2 Circuit Court position, combining and creating a new job description and job title pointing out as a UAW J.

Thank you

Teresa Carter Unit Chair  
Local 2256

**INGHAM COUNTY  
JOB DESCRIPTION**

**CIRCUIT COURT JURY ADMINISTRATION COORDINATOR (NEW)**

**General Summary:**

Under the supervision of the Court Administrator of the General Trial Division, assists with ensuring all duties of Jury Administration are met.

**Essential Functions:**

1. Collaborates with jury management system (JMS) vendors. Tests modifications to the JMS before deployment in production.
2. Manages and conducts Juror Orientation for those summoned for Circuit Court Jury Service. Welcomes jurors, explains jury service process and expectations, reporting information, parking, employer verification, forms, compensation and other pertinent issues. Answers jurors' questions. Plays an initial and critical role in the engagement, satisfaction and willingness of the public to fulfil the civic duty of jury service.
3. Annually coordinates the effort between the jury clerks, vendors, Circuit Court Administration, Ingham County Information Technology Department, Ingham County Equalization Department, and the Michigan Secretary of State, to generate random lists of potential jurors.
4. Mails jury summons, troubleshoots systems issues, ensures the delivery of electronic information, and adheres to jury related retention schedules.
5. Tags and provides daily reporting instructions within a critical timeframe to jurors summoned to appear for the General Trial Division, Family Division, and Probate Court jury trials for the Mason Historical Courthouse, Veterans Memorial Courthouse, and potentially other, locations.
6. Scans jurors who are reporting for service on the day of a trial into the JMS. Prepares juror lists and generates bio-forms for judicial staff, counsel, and Circuit Court Clerk's Office staff.
7. Secretary to the Ingham County Jury Board appointed members. Schedules, arranges, prepares and distributes packets of information including minutes, attachments, and agendas to jury board members, the Chief Judge, Court Administrators and Jury Clerks. Ensures adherence to Open Meetings Act procedures. Makes room arrangements, sends notices of meetings and performs other support functions.
8. Responds via email, telephone, text and in person to questions and concerns from prospective jurors, attorneys, family members, employers and others regarding jury duty. Provides counter and telephone assistance to jurors regarding jury procedures. Proofreads, faxes, copies, maintains office supplies and equipment as assigned.
9. Performs complex functions including record processing in the JMS. Enters data, investigates and corrects errors, researches issues, engages in problem solving and communicates with jury program vendors.
10. Uses independent judgment and professional discretion to investigate and resolve prospective juror issues and concerns in relation to juror eligibility. Communicates in person via telephone, email or mail. Listens to and considers prospective juror complaints, circumstances, hardships, stated personal biases and other personal issues. Determines if a juror must report for duty, deferred for a certain period, or excused from service. Exposed to persons with physical, mental and/or emotional health issues, anger, hostility, obscenities, other negative behaviors or intolerance.
11. Gathers, prepares and maintains statistical data for quarterly and annual jury report submissions to the State Court Administrative Office as required. Failure to compile and submit required juror utilization, jury reimbursement and other informational or statistical reports can have adverse effects on General Trial Division funding. Manages and updates excel spreadsheets on a periodic basis.
12. Manages, researches and extracts historical data from the Ingham County XEROX jury program, which contains pre-2017 juror information. Assists the Circuit Court and the three District Court jury departments by researching and sharing information contained within the XEROX platform as requested.

13. Researches incidents, drafts and prepares histories, Motions and Orders to Show Cause, Orders after Hearing and Orders for Bench Warrants. Follows bench warrants to ensure entry into the Law Enforcement Information Network (LEIN). Testifies before the Jury Judge at bench warrant arraignment hearings.
14. Compiles Jury Panel numbers and prepares Orders for Jury Draw and any supplemental orders as needed.
15. Processes mail, including incoming juror questionnaires. Reviews documents, records, data and other materials to identify missing information and other issues. Initiates appropriate corrective actions, such as sending email/text messages or written letters to jurors, inquiring about new addresses, identifying felony convictions, and questioning doctors' notes. Scans in juror questionnaires. Enters non-populated information to include email addresses, telephone numbers, and occupations into the JMS.
16. Technical jury advisor to all Ingham County courts, including the Ingham County Probate Court and all three county District Courts. Sets up proper jury pools in JMS for all courts on a weekly, bi-weekly or other basis. Identifies errors and recommends corrective actions for jury statistical reports.
17. Arranges, attends and facilitates meetings of the Jury Clerks for the 54A, 54B, 55<sup>th</sup> District Courts and the 30<sup>th</sup> Circuit Court, as necessary, to test and deploy new technology.
18. Receives lists of names from the Secretary of State of county residents who qualify to be jurors. Must process lists of three counties – Eaton and Clinton in addition to Ingham – to accommodate pools for the cities of Lansing and East Lansing.
19. Reviews jury administration financial accounts. Selects checks for escheating to comply with the best accounting practices regarding unclaimed property. Processes and sends reports to the Ingham County Treasurer. Receives affidavits for check reissues. Enacts proper financial protocols for jury accounts.
20. Processes, monitors and tracks statistical information to meet departmental and governmental requirements. Prepares correspondence and documents, and handles special projects. Researches, compiles and interprets data for the State Court Administrative Office. Assists the Court in identifying data.
21. Serves as the primary contact person for procedural jury administration questions and provides input for modified and new procedures.
22. Is knowledgeable and proficient in the utilization of the Judicial Data Warehouse (JDW). Uses the JDW to check the criminal history of each juror to ensure each juror meets minimum requirements to serve.
23. Actively reviews Jury budget and makes recommendations for its management, to include payments of the yearly postal permit, postage for mailing summons/questionnaires and inventory of jury office supplies.
24. Tracks legislative bills that are proceeding or have been passed regarding jury duty. Makes adjustments in the procedures due to changing laws, regulations, and/or written guidelines.
25. May serve as a backup to other General Trial Division staff as required.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A minimum of two years of college level coursework in secretarial, business, court operations, technology or related areas.

**Experience:** A minimum of 5 to 7 years of progressively more responsible experience in a court, clerk's office or legal setting which provides an understanding of court related documents, systems, and procedures, and a technical and/or administrative support role in a court, law office or other related setting is required.

**Other Requirements:**

- N/A

*(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:**

4. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
5. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, and could have violent tendencies.

**Physical Requirements:**

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

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

**UAW J  
December 2022**



**INGHAM COUNTY  
JOB DESCRIPTION**

**JURY CLERK - CIRCUIT COURT  
(TO BE ELIMINATED)**

**General Summary:**

Under the supervision of the Deputy Court Administrator/General Trial Division, serves as the Jury Clerk for the General Trial Division and the Family Division of the Circuit Court, includes answering inquiries of jurors regarding jury service and related procedures; responding to requests from prospective jurors to be excused or to serve at a particular time; preparing list of eligible jurors; conducting juror orientation; preparing per diem and mileage checks; preparing no show letters and show cause orders for non-appearance; and preparing telephone message daily instructing summoned jurors.

**Essential Functions:**

1. Determines number of jurors needed for voir dire based on judicial requests and court recycling process.
2. Provides daily reporting instructions to jurors summoned to appear for General Trial Division and Family Division jury trials at the Mason and Lansing locations.
3. Scans reporting jurors into the ACS Juror management System and then presents an orientation to those jurors which cover the topics of parking, pay, employer verification forms, etc.
4. Generates lists and bioforms for Judicial staff and parties.
5. Responds to all forms of communication (e-mail, mail, walk-ins, and phone)
6. Prepares and processes jury payroll.
7. Performs data entry of jury information into ACS Juror Management System.
8. Drafts employer verification forms for jurors.
9. Identifies jurors eligible for failure to appear procedures. Acts as liaison between the Jury Judge and County Counsel in preparing for show cause hearings, and testifies at hearings.
10. Maintains schedule of jury assembly room usage.
11. Compiles juror data for semi-annual Jury Reimbursement Report to the State Court Administrative Office.
12. Prepares the annual Mason and Lansing location pool order for Chief Judge's signature.
13. Performs other duties as directed.

**Other Functions:**

1. Assists Clerks' office at counter when requested.

UAW-E

March 10, 2006

This position was formerly a Deputy Clerk III  
approved for Title change to Jury Clerk

**INGHAM COUNTY  
JOB DESCRIPTION**

**CIRCUIT COURT - JURY ADMINISTRATION COORDINATOR (OLD)**

**General Summary:**

Under the supervision of the Deputy Court Administrator of the General Trial Division, oversees the jury administration and selection process. Technical administrator for the jury management system. Serves as the jury services liaison between the Ingham County Circuit Court and IT Department, and other departments as necessary. Ensures proper procedures are in place for the efficient selection of jurors. Summons jurors to participate in jury trials as needed. Responds to questions concerning jury duty service. Provides backup assistance for other General Trial Division personnel/duties as directed. Acts as the Circuit Court jury administration liaison with the Ingham County Jury Board. Performs a variety of clerical assignments.

**Essential Functions:**

1. Administrator of the jury management system (JMS). Acts as the primary contact to collaborate with JMS program vendors. Tests modifications to the JMS before its deployment into production.
2. Annually coordinates the effort between the jury clerks, vendors, Circuit Court Administration, Ingham County Information Technology Department, Ingham County Equalization Department, and the State of Michigan Secretary of State to generate random lists of potential jurors.
3. Mails jury summons, troubleshoots systems issues, ensures the delivery of electronic information, and adheres to jury related retention schedules.
4. Secretary to the Ingham County Jury Board appointed members. Schedules, arranges, prepares and distributes packets of information including minutes, attachments, and agendas to jury board members, the Chief Judge, Court Administrators and Jury Clerks. Ensures adherence to Open Meetings Act procedures. Makes room arrangements, sends notices of meetings and performs other support functions.
5. Responds via email, telephone, text and in person to questions and concerns from prospective jurors, attorneys, family members, employers and others regarding jury duty. Provides counter and telephone assistance to jurors regarding jury procedures. Proofreads, faxes, copies, maintains office supplies and equipment as assigned.
6. Processes mail, including incoming juror questionnaires. Reviews documents, records, data and other materials to identify missing information and other issues. Initiates appropriate corrective actions, such as sending email/text messages or written letters to jurors, inquiring about new addresses, identifying felony convictions, and requesting doctors' notes. Scans in juror questionnaires. Enters non-populated information to include email addresses, telephone numbers, and occupations into the JMS.
7. Technical jury advisor to all Ingham County courts, including the Ingham County Probate Court and all three county District Courts. Sets up proper jury pools in JMS for all courts on a weekly, bi-weekly or other basis. Identifies errors and recommends corrective actions for jury statistical reports.
8. Arranges, attends and facilitates meetings of the Jury Clerks for the 54A, 54B, 55<sup>th</sup> District Courts and the 30<sup>th</sup> Circuit Court, as necessary, to test and deploy new technology.

9. Receives lists of names from the Secretary of State of county residents that qualify to be jurors. Must process lists of three counties – Eaton and Clinton in addition to Ingham – to accommodate pools for the cities of Lansing and East Lansing.
10. Reviews jury administration financial accounts. Selects checks for escheating to comply with the best accounting practices regarding unclaimed property. Processes and sends reports to the Ingham County Treasurer. Receives affidavits for check reissues. Enacts proper financial protocols for jury accounts.
11. Processes, monitors and tracks statistical information to meet departmental and governmental requirements. Prepares correspondence and documents, and handles special projects. Researches, compiles and interprets data for the State Court Administrative Office. Assists the Court in identifying data.
12. Serves as the primary contact person for procedural jury administration questions and provides input for modified and new procedures.
13. Is knowledgeable and proficient in the utilization of the Judicial Data Warehouse (JDW). Uses the JDW to check the criminal history of each juror to ensure each juror meets minimum requirements to serve.
14. Actively reviews Jury budget and makes recommendations for its management, to include payments of the yearly postal permit, postage for mailing summons/questionnaires and inventory of jury office supplies.
15. Tracks legislative bills that are proceeding or have been passed regarding jury duty. Makes adjustments in the procedures due to changing laws, regulations, and/or written guidelines.
16. Assists daily with telephone calls, emails and other correspondence that the Circuit Court Jury Clerk receives. Serves as a backup to the Jury Clerk for trials. Serves as backup to other General Trial Division clerks as required.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A minimum of two years of college level coursework in secretarial, business, court operations, technology or related areas.

**Experience:** A minimum of 3 to 5 years of progressively more responsible experience in a court, clerk's office or legal setting which provides an understanding of court related documents, systems, and procedures, and a technical and/or administrative support role in a court, law office or other related setting is required.

**Other Requirements:** NA

*(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 individuals in crisis. These individuals may suffer from mental or emotional illness, and could have violent tendencies.

**Physical Requirements:**

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

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

**October 2021  
UAW H**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE 30<sup>th</sup> CIRCUIT COURT  
JURY ADMINISTRATION OFFICE**

WHEREAS, the proposed reorganization effects the only two jury administration positions within the Jury Administration Office of the 30<sup>th</sup> Circuit Court; and

WHEREAS, both of these positions are within the UAW Technical, Office & Professional and Service Employees bargaining unit; and

WHEREAS, these two positions, Jury Clerk and Jury Administration Coordinator, are staffed by a single employee each, are functionally similar in nature and it is generally intended that each will back up the other's basic functions in the other's absence as there is no one else to perform those tasks; and

WHEREAS, although they are similar in nature, the Jury Clerk focuses on jurors, while the Jury Administration Coordinator focuses on technology; and

WHEREAS, the demands and responsibilities of each of these positions have increased and become more complex over time and it has become apparent that backing up only the basic functions of each position is insufficient; and

WHEREAS, until now, the Jury Clerk's position has not undergone a classification review since 2006 and the Jury Administration Coordinator's position was more recently reclassified in 2021; and

WHEREAS, given the interrelated nature of these positions, information received during the reclassification process for the Jury Clerk's position necessitated that the Human Resources Department re-examine the Jury Administration Coordinator's job description; and

WHEREAS, after review, it was determined that it is most appropriate to combine the two job descriptions, resulting in a reorganization consisting of a proposed reclassification of both positions and an elimination of the Jury Clerk position; and

WHEREAS, the smooth operation of the Jury Administration Office is critical to the functioning of the jury system and this proposed reorganization results in much needed depth of coverage in the event one or the other employee is absent; and

WHEREAS, Chief Judge Draganchuk and the UAW Technical, Office & Professional and Service Employees Union support this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 30<sup>th</sup> Circuit Court Jury Administration Office with the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130024	Jury Clerk - Circuit Court to Cir. Ct. Jury Admin. Coord.	Move from UAW E to UAW J
130058	Cir. Ct. Jury Admin. Coord. Jury Clerk – Circuit Court	Move from UAW H to UAW J Eliminate

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

<u>Position Title</u>	<u>2022 Current Grade, Step 5</u>	<u>2022 Proposed Grade, Step 5</u>	<u>Difference</u>
Jury Clerk – Cir. Ct. to Cir. Ct. Jury Admin. Coord.	UAW E: 46,050.88	UAW J: 61,041.63	14,990.75
Cir. Ct. Jury Admin. Coord.	UAW H: 54,513.63	UAW J: 61,041.63	6,528.00
<b>TOTAL:</b>			<b>21,518.75</b>

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

BE IT FURTHER RESOLVED, that the reclassification of the Jury Clerk – Circuit Court position made as a part of this reorganization above is effective the first full pay period following the date the reclassification request was submitted to the Human Resources Department and the reclassification of the Circuit Court Jury Administration Coordinator position is effective with the first full pay period following the date the proposed reorganization recommendation was accepted by the 30<sup>th</sup> Circuit Court.

## Agenda Item 5a

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** February 7, 2023  
**SUBJECT:** Resolution for MOU with CAHS Spay/Neuter Clinic  
For the meeting agenda of February 16, 2023 and February 22, 2023

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### **BACKGROUND**

Ingham County Animal Control and Shelter (ICACS) sells reduced cost spay/neuter vouchers to eligible participants. These vouchers can be redeemed for services at the Capital Area Humane Society (CAHS) Spay/Neuter Clinic, who is then reimbursed by ICACS for these services from the proceeds from the voucher sales. This cooperative partnership helps to provide low cost spay/neuter services to the community.

### **ALTERNATIVES**

This service is offered as a convenience to ICACS customers. Community members could go directly to the CAHS for these services.

### **FINANCIAL IMPACT**

Sales of vouchers by ICACS are collected in a trust and agency fund, from which they are disbursed to the CAHS. Approximately \$50,000 passes through this fund annually for these services.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN CAPITAL AREA HUMANE SOCIETY SPAY/NEUTER CLINIC AND INGHAM COUNTY ANIMAL CONTROL**

WHEREAS, Ingham County Animal Control and Shelter sells reduced cost spay/neuter vouchers to eligible participants; and

WHEREAS, these vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic; and

WHEREAS, when a spay neuter voucher is redeemed, Capital Area Humane Society bills Ingham County, who then pays the Capital Area Humane Society from the Trust and Agency Fund where the voucher sale proceeds are reserved; and

WHEREAS, through this cooperative arrangement, low cost spay/neuter services are provided to the community, benefitting both pets and their owners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period January 1, 2023 through December 31, 2023, as detailed in the attached document.

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.





## Memorandum of Understanding

between

### Capital Area Humane Society Spay/Neuter Clinic

5919 South Cedar Street Lansing MI 48911

And

### Ingham County Animal Control

600 Curtis Street, Mason, MI 48854

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## I. Purpose and Scope

The Capital Area Humane Society Spay/Neuter Clinic will provide a reduced cost spay/neuter and basic wellness services to animals that are at least 8 weeks of age and that weigh at least 2 pounds and that are in the care and custody of Ingham County Animal Control or are owned by the public and participating in ICAC spay/neuter voucher program. The Capital Area Humane Society Spay/Neuter Clinic and its employees reserve the right to refuse procedures or services that are requested by Ingham County Animal Control. Animals that are deemed by the clinic to be unhealthy, unthrifty, or if the procedure is not in the current best interest of the animal may be refused for surgery by the clinic.

## II. MOU Term

The term commences January 1<sup>st</sup> 2023 and terminates December 31<sup>st</sup> 2023. The Capital Area Humane Society reserves the right to terminate this MOU prior to the term date.

## III. Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control agree to the following:

**Weight and Age:** All animals must be at least 8 weeks of age and weigh at least 2lbs for procedures or services to be performed.

**Appointments:** Appointments for services will be made by calling 517-908-0756 or emailing [clinic@adoptlansing.org](mailto:clinic@adoptlansing.org). Appointments will be filled as space on the clinics general calendar allows. The CAHS spay/neuter clinic reserves the right to require non-refundable appointment deposits for multiple appointments that are made on the same day. Large appointment reservations may be subject to a pre-payment/reservation fee/pet at the discretion of the reception staff. This fee is non-refundable and will be discussed at the time the appointment is made. If you show at full capacity of the requested appointment, the fees are applied towards surgery. **If you do not show the fee will not be refunded.**

**Transportation:** Ingham County Animal Control is responsible for all transportation of animals to and from the clinic.

**Consent:** The morning of the animals' appointment Ingham County Animal Control will provide a completed consent form for each individual animal receiving service.

**Rabies Vaccination:** All animals three months of age and older are required to be up to date on their rabies vaccinations. If the animal is not up to date they will receive a vaccine during their stay for an additional charge.

**Late/Failure to Pick up Animals:** All animals will be picked up from the Capital Area Humane Society Spay/Neuter Clinic the same day of service. Animals that are housed overnight will be unattended and a \$25.00 charge will apply for each evening spent at the clinic. If the animal is picked up after 5p.m. on the same day of surgery, a modification of the \$25.00 fee may be charged at the discretion of the employees that are required to stay for the discharge of the patient. Animals not picked up after three days will be considered abandoned and given to the proper authorities.

**Additional Surgical Services:** Any animal that is deemed to be pregnant during their alteration will have the pregnancy terminated at an additional charge and fluids given on an as needed basis for an additional charge. Any animals with an umbilical hernia will have the site repaired for an additional charge during their alteration. Any animal with a pyometra, in heat or cryptorchid will accrue additional charges at the discretion of the clinic director. Pregnant dogs may also be charged differently on a case by case basis.

**Charges:**

Canine Spay less than 70lbs: \$100

Canine Neuter less than 70lbs: \$80

Canine Spay over 70lbs: \$135

Canine Neuter over 70lbs: \$105

Feline Spay: \$50

Feline Neuter: \$30

Feral Cat Surgeries: \$45 (includes 2 vaccines and an ear tip is required)

\*Inj. abx will be offered at \$10/feral cat on an as needed basis.

"Already fixed" anesthesia costs: \$20/cat, \$30/dog 30# or less, \$50/dog over 30#

Vaccinations: \$5.00 ea.

Heartworm: \$20 ea.

Feline Combo Testing: \$20 ea.

Microchip: \$20 ea.

Microchip "insertion only" fee (for non-CAHS microchips): \$1.00

Heat/Hernia Repair/Cat Pregnancies: \$15.00

Fluid therapies: \$5-\$20 depending on amount, route of administration and species of animal

Fecal Flootation: \$10.00

Pre-Operative Blood work: \$40.00

Preventative: \$2 discount from retail/rounded to the nearest whole \$ amount

Example: Cat Multi \$12/dose

Rx Products: \$2 discount from price to client

(Includes de-wormers, inj. antibiotics, inj. anti-emetics, flea tx and any other tx as offered by the doctor).

Euthanasia (general cremation included): \$10/cat, \$15/dog under 30#, \$30/dog under 50#

\*Larger patients and private cremation charges available on a case by case basis.

**Specially Ordered or Priced Items:** If agreed upon by the clinic director and the doctor, any specially ordered products will be offered at a price that is either rounded up to the nearest \$5 or \$10 amount from our cost as decided on a case by case basis through the clinic director. Any variances of the prices listed above will be rare and will need approval by the clinic director.

**Payments:** Payment is due the same day services are rendered. Payment is taken in the morning during check in. Payment may also be taken the same day of service over the phone if morning payment is unavailable or you may elect to keep a credit card on file. Failure to keep the account balance current will result in the Capital Area Humane Society declining services.

**Grant Qualifications:** Animals that are being put up for adoption through rescue organizations do not qualify for any grant assisted procedures unless otherwise approved by the CAHS Spay/Neuter Clinic contacts listed below. In the event that an owner or employee of a rescue organization qualifies for a grant surgery with their own personal pet, the following documentation will be required and a copy of the documentation will be kept on file at the CAHS Spay/Neuter Clinic:

**Animals 6 months and younger:** Any documentation such as a bill of sale/transfer or veterinary services rendered (including microchip registrations) with the animal's name and description and the current owners name and/or address.

**Animals older than 6 months:** A rabies license and/or any of the above documentation will be required to show proof of ownership.

**Adoption Expectations/Recommendations:** As we are also directly associated with a shelter location, CAHS S/N Clinic will not allow adoptions through other rescue entities to occur on the premises. Violation of this rule can result in direct termination of all services of the spay/neuter clinic with the rescue organization and its members. While this is still to be decided at the discretion of each rescue we also do not recommended that an animal that has had a spay/neuter procedure go home to a new environment on the same day of surgery for the safety of both the animals and the new owners.

#### IV. Contacts

**Capital Area Humane Society Spay/Neuter Clinic**

**Primary:** Holly Thoms, Clinic Director 517-908-0756

[hthoms@adoptlansing.org](mailto:hthoms@adoptlansing.org)

**Secondary:** Julia Willson, President/CEO, 517-626-6060

[jwillson@adoptlansing.org](mailto:jwillson@adoptlansing.org)

**Ingham County Animal Control**

**Primary:** Heidi Williams, Director, 517-676-8362

[Hwilliams2@ingham.org](mailto:Hwilliams2@ingham.org)

#### V. Effective Date and Signature

This MOU shall be effective upon the signature of Ingham County Animal Control authorized officials. It shall be enforced from January 1<sup>st</sup> 2023 to December 31<sup>st</sup> 2023.

\_\_\_\_\_  
Signature / Date

## Agenda Item 5b

**TO:** Board of Commissioners Law & Courts Committee, Finance Committee  
**FROM:** Heidi Williams, Director, Ingham County Animal Control & Shelter  
**DATE:** February 7, 2023  
**SUBJECT:** Resolution to authorize an Equipment Purchase Agreement with Motorola Solutions, Inc. for the purchase of one portable radio

For the meeting agendas of *February 16, 2023 and February 22, 2023*

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### **BACKGROUND**

This Resolution is for the approval to purchase additional radio equipment for the Ingham County Animal Control. Specifically, funding will be used to purchase one Motorola APX 6000 portable radio and two desk chargers at a cost of \$5661.63

### **ALTERNATIVES**

If this resolution is not approved, one animal control officer will not have a portable radio to utilize in the performance of their duties.

### **FINANCIAL IMPACT**

Funding exists in the Ingham County Animal Shelter Millage Fund to cover this purchase.

### **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 allows the ICACS to maintain effective communications during the course of our duties; (E) Facilities & Infrastructure - providing quality infrastructure as it upgrades and expands the ICAC Dispatch Radios to the new radio communications system.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the purchase of one Motorola APX 6000, and two desk chargers for the Ingham County Animal Control.

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 ONE MOTOROLA APX6000 RADIO AND TWO DESK CHARGERS FOR THE INGHAM COUNTY ANIMAL CONTROL AND SHELTER**

WHEREAS, Ingham County Animal Control and Shelter (ICACS) needs to purchase one additional portable radio for use by the seventh animal control officer authorized by Resolution #22-502; and

WHEREAS, funding exists for this purchase in the Ingham County Animal Shelter Millage fund; and

WHEREAS, the Ingham County Board of Commissioners, with Resolution #18-550, previously contracted with Motorola Solutions, Inc. for the replacement of the Ingham County Public Safety Radio System; and

WHEREAS, the total expenditure for this proposal is \$5,661.63.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of one Motorola APX 6000 radio, and two desk chargers for ICACS at a cost not to exceed \$5,661.63.

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

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 Human Services and Finance Committees  
**FROM:** Cynthia Wagner, Potter Park Zoo Director  
**DATE:** February 7, 2023  
**SUBJECT:** Authorize a Purchase Order for a Utility Vehicle from Spartan Distributors  
For the meeting agendas of February 22 and February 27, 2023

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**BACKGROUND**

The Animal Care Department at Potter Park Zoo requires the use of a utility vehicle with a dump bed for removal of waste from animal holding areas.

Two Capital Improvement Projects (CIP) were approved in the 2023 budget process for two animal care utility vehicles in the amount of \$25,000 each.

Due to the rise in equipment costs, the cost for the necessary animal care utility vehicle is \$44,721.56. This quote is from Spartan Distributors based on OMNIA Contract #2017025. The Zoo is requesting to combine the two \$25,000 animal care utility vehicle line items into one and purchase one utility vehicle in an amount not to exceed \$44,721.56 from Spartan Distributors.

**ALTERNATIVES**

An alternative is to budget \$50,000 during the 2024 CIP process for the purchase of the animal care utility vehicle.

**FINANCIAL IMPACT**

Funds were approved in the 2023 budget for two \$25,000 animal care utility vehicles. If these funds are combined there are sufficient funds to cover the purchase of one animal care utility vehicle at a cost of \$44,721.56.

<b>2023 Zoo Approved CIP</b>	<b>Amount</b>	<b>Line Item</b>
Animal Waste Truckster Replacement	\$25,000	25869900 978000
Animal Care Truckster	\$25,000	25869900 978000
Total	\$50,000	

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of Improving Facilities, specifically section A.1 (f) of the Ingham County Action Plan - Maintain and improve existing parkland, facilities, and features.

**OTHER CONSIDERATIONS**

None at this time.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a purchase order in an amount not to exceed \$44,721.56 for the purchase of an animal care utility vehicle from Spartan Distributors.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR A UTILITY VEHICLE FROM SPARTAN DISTRIBUTORS**

WHEREAS, the Potter Park Zoo Animal Care Department is in need of a utility vehicle to remove animal waste from animal holding areas; and

WHEREAS, Potter Park Zoo seeks to purchase a utility vehicle from Spartan Distributors at a cost of \$44,721.56 using OMNIA Contract #2017025; and

WHEREAS, two Capital Improvement Projects (CIPs) were approved for animal care utility vehicles in an amount of \$25,000 each in the 2023 budget; and

WHEREAS, Potter Park Zoo requests to combine the two animal care utility vehicle 2023 CIPs into one in an amount of \$50,000; and

WHEREAS, the combined CIPs provide sufficient funds in Zoo line item #25869900 978000 to cover the full cost of \$44,721.56 for the purchase of an animal care utility vehicle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Spartan Distributors for the purchase of a utility vehicle in an amount not to exceed \$44,721.56.

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

**TO:** Board of Commissioner’s Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 7, 2023  
**Subject:** Authorization to enter into an agreement with Graphic Sciences, Inc.

For the meeting agendas of February 22 and February 27, 2023

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**BACKGROUND**

Ingham Community Health Department (ICHHD) wishes to extend its agreement with Graphic Sciences, Inc. for the transport, storage & retrieval of ICHD files effective January 27, 2023 through January 26, 2024 for an amount not to exceed \$49,000. Graphic Sciences, Inc. is a current vendor through the State of Michigan MiDeal Extended Purchasing program for digital imaging, microfilming and storage. Graphic Sciences, Inc. has estimated the costs to store files will be approximately \$2,200 per month and file retrieval at \$6.95 per file requested. The annual costs of these services are not to exceed \$49,000 which will include monthly storage fees, file ingest, file retrieval and re-file fees and will be effective for one year. Graphic Science, Inc. has estimated an additional one-time cost of approximately \$18,000 (included in the total \$49,000) to remove, transport and catalog the files.

**ALTERNATIVES**

There are no viable alternatives for this project.

**FINANCIAL IMPACT**

There are no viable alternatives for this project.

**STRATEGIC PLANNING IMPACT**

This resolution supports the long-term objective of Promoting accessible healthcare, specifically section A.1(e) of the Action Plan to 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 enter into agreement with Graphic Sciences, Inc. not to exceed \$49,000 effective January 27, 2023 through January 26, 2024.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, the Ingham County Health Department (ICHHD) wishes to extend its agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of ICHHD files effective January 27, 2023 through January 26, 2024 for an amount not to exceed \$49,000; and

WHEREAS, ICHHD has a current agreement with Graphic Sciences, Inc. for the transport, storage and retrieval of Health Department files and has been satisfied with the services wishes which are set to end January 26, 2023; and

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

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

WHEREAS, Graphic Sciences, Inc. has estimated the costs to store files will be approximately \$2,200 per month and file retrieval at \$6.95 per file requested; and

WHEREAS, the annual costs of these services are not to exceed \$49,000 which will include monthly storage fees, file ingest, file retrieval and re-file fees and will be for a one-year period; and

WHEREAS, the costs for the storage of documents is included in the 2023 ICHHD budget; and

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

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize a one year contract with Graphic Sciences, Inc. for the transport, storage, and retrieval of files effective January 27, 2023 through January 26, 2024 in an amount not to exceed \$49,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Graphic Sciences, Inc. for the transport, storage, and retrieval of files effective January 27, 2023 through January 26, 2024 in an amount not to exceed \$49,000.

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, 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

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend the FY22-23 Master agreement by increasing the grant agreement from \$6,918,310 to \$6,919,914 for a total increase of \$1,604 effective October 1, 2022 through September 30, 2023. Currently, ICHD 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 the Ingham County Health Department (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 MDHHS 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.

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

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** February 7, 2023

**SUBJECT:** Authorization to Enter Into an Agreement with Maxim Staffing  
For the Meeting Agendas of February 22 and February 27, 2023

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**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 \$116,344. Maxim will provide ICHHD with temporary medical clerical staffing to assist with the Breast and Cervical Cancer Control & Navigation Program (BC3NP) and 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: \$67.50 per hour  
Licensed Practical Nurse: \$60 per hour  
Medical Assistants: \$42.50 per hour  
Administrative Assistant I: \$31.50 per hour

**ALTERNATIVES**

Not entering into this agreement would result in a continued shortage of staffing and assistance with ICHD’s BC3NP program, Immunization Clinic and MCIR entry.

**FINANCIAL IMPACT**

The financial impact of this agreement will not exceed \$116,344 and will be covered by the Michigan Department of Health and Human Services (MDHHS) FY 23 Emerging Threats Local Health Department COVID Immunization grant, and the BC3NP grant awarded through the FY23 MDHHS Master Agreement.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan to 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 \$116,344.

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 (ICHD) 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 \$116,344; and

WHEREAS, Maxim will provide ICHD with temporary medical clerical staffing, Registered Nurses, Licensed Practical Nurses, and Medical Assistants to aid in medical clerical support in the Breast & Cervical Cancer Control & Navigation Program (BC3NP), with vaccinations, in Immunization Clinics, and with Michigan Care Improvement Registry (MCIR) entries; and

WHEREAS, staffing will be compensated at the following rates:

Registered Nurses: \$67.50 per hour  
Licensed Practical Nurse: \$60 per hour  
Medical Assistants: \$42.50 per hour  
Administrative Assistant I: \$31.50 per hour; and

WHEREAS, the financial impact of this agreement will not exceed \$116,344 and will be covered by the Michigan Department of Health and Human Services (MDHHS) FY23 Emerging Threats Local Health Department COVID Immunization grant, and the BC3NP grant awarded through the FY23 MDHHS Master Agreement; and

WHEREAS, the Health Officer recommends that the Ingham County 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 \$116,344.

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 \$116,344.

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 Commissioner’s Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 31, 2023  
**SUBJECT:** Authorization to enter into an agreement with Piper & Gold Public Relations  
For the meeting agendas of February 22 and February 27, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000. The Harm Reduction Community Education campaign’s objectives will be:

- Increasing use of harm reduction practices and tools
- Increasing HIV and HCV rapid tests
- Medication Assisted Treatment
- Reducing fatal overdoses
- Reducing Harm Reduction Stigma
- Reducing HIV and HCV transmission resulting from drug use

This community education campaign will model and explain the necessity of using Harm Reduction practices to reduce fatal overdoses and prevent HIV and HCV transmission. Additionally, the campaign will educate the public that Harm Reduction practices are a proven bridge to community and provider relationships that lead to individuals engaging in Substance Use Disorder (SUD) treatment services. Funding for this agreement will be provided by Mid-State Health Network (MSHN) through the FY23 SUD Treatment contract between ICHD and MSHN approved through Resolution #22-494.

**ALTERNATIVES**

Ingham County could select one of the other, higher bidding and less suited vendors who participated in the RFP.

**FINANCIAL IMPACT**

There will be no financial impact to Ingham County as all costs associated with this project are funded by the FY23 contract between ICHD and Mid-State Health Network for SUD Treatment approved through Resolution #22-494.

**STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan Activity Plan A.1(w) to “continue to work to stem the epidemic of Opioid/Heroin related deaths and crimes.”

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PIPER & GOLD PUBLIC RELATIONS  
FOR A HARM REDUCTION COMMUNITY EDUCATION CAMPAIGN**

WHEREAS, the Ingham County Health Department (ICHD) wishes to enter into an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000; and

WHEREAS, the Harm Reduction Community Education campaign's objectives will be:

- Increasing use of harm reduction practices and tools
- Increasing HIV and HCV rapid tests
- Medication Assisted Treatment
- Reducing fatal overdoses
- Reducing Harm Reduction Stigma
- Reducing HIV and HCV transmission resulting from drug use; and

WHEREAS, this community education campaign will model and explain the necessity of using Harm Reduction practices to reduce fatal overdoses and prevent HIV and HCV transmission; and

WHEREAS, additionally, the campaign will educate the public that Harm Reduction practices are a proven bridge to community and provider relationships that lead to individuals engaging in Substance Use Disorder (SUD) treatment services; and

WHEREAS, funding for this agreement will be provided by Mid-State Health Network (MSHN) FY23 SUD Treatment contract approved through Resolution #22-494; and

WHEREAS, a request for proposals (RFP) was generated by Ingham County Purchasing Department and after reviewing all proposal options, Piper & Gold Public Relations was chosen as the contractor; and

WHEREAS, there will be no financial impact to Ingham County to enter into this agreement as all costs associated with the project are funded by the FY23 contract between ICHD and Mid-State Health Network for SUD Treatment; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Piper & Gold Public Relations for a Harm Reduction Community Education Campaign effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$50,000.

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



**TO:** Board of Commissioner's Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 31, 2023  
**SUBJECT:** Authorization to enter into a Reducing Overdose through Community Approaches Mentorship Grant Agreement with National Association of City and County Health Officials  
For the meeting agendas of February 22 and February 27, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with National Association of City and County Health Officials NACCHO to accept up to \$150,000 in grant funds effective February 1, 2023 and January 31, 2024 under the NACCHO Reducing Overdose through Community Approaches (ROCA) program. These grant funds will come to ICHD as an initial NACCHO contract period effective February 1, 2023 through July 31, 2023 (Year 1) and a second contract period (Year 2), which will extend the agreement through January 31, 2024. According to annual Ingham Opioid Surveillance Reports, between 2016 and 2019 there were between 88 and 89 opioid drug-related deaths each year in Ingham County, and a surge to 117 in 2020 and 125 in 2021. Further evidence reports that in 2020, the opioid-related death rate was 34.4 among White residents and 72.7 among Black residents, and in 2021 it was 35.3 to 68.3. Through the NACCHO ROCA program, ICHD will join a national mentoring network focused on reducing overdoses through community approaches. ICHD staff will receive direct mentoring from other local health departments with extensive overdose prevention activities and systems. This program will build capacity within ICHD staff and other Ingham County partners to expand overdose prevention efforts through direct mentoring, participation in the national network, and provide opportunities for ICHD staff to receive extensive training. This program will also provide opportunities for staff to participate in national conferences and learning experiences focused on overdose prevention.

**ALTERNATIVES**

ICHD could decline the invitation to be part of the NACCHO ROCA program and decline to receive and spend the \$150,000 grant.

**FINANCIAL IMPACT**

The financial impact of this agreement, in an amount not to exceed \$150,000, will support the NACCHO ROCA program.

**STRATEGIC PLANNING IMPACT**

This resolution supports the Ingham County Strategic Plan Activity Plan A.1(w), to continue working to stem the epidemic of Opioid/Heroin related deaths and crimes.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based upon the information provided, I respectfully recommend that the Ingham County Board of Commissioners authorizes a \$150,000 grant agreement with NACCHO under the ROCA program effective February 1, 2023 through January 31, 2024.

Introduced by the Human Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REDUCING OVERDOSE THROUGH COMMUNITY APPROACHES MENTORSHIP GRANT AGREEMENT WITH THE NATIONAL ASSOCIATION OF CITY AND COUNTY HEALTH OFFICIALS**

WHEREAS, the Ingham County Health Department (ICHD) wishes to enter into an agreement with the National Association of City and County Health Officials (NACCHO) to accept up to \$150,000 in grant funds effective February 1, 2023 through January 31, 2024 under the NACCHO Reducing Overdose through Community Approaches (ROCA) program; and

WHEREAS, these grant funds will come to ICHD as an initial NACCHO contract period effective February 1, 2023 through July 31, 2023 (Year 1), and a second contract period that will extend the agreement through January 31, 2024 (Year 2); and

WHEREAS, according to annual Ingham Opioid Surveillance Reports, between 2016 and 2019 there were between 88 and 89 drug-related deaths each year in Ingham County, and a surge to 117 in 2020 and 125 in 2021; and

WHEREAS, in 2020, the opioid-related death rate was 34.4 among White residents and 72.7 among Black residents, and in 2021 it was 35.3 to 68.3; and

WHEREAS, through the NACCHO ROCA program, ICHD will join a national mentoring network focused on reducing overdoses through community approaches; and

WHEREAS, ICHD staff will receive direct mentoring from other local health departments with extensive overdose prevention activities and systems; and

WHEREAS, this program will build capacity within ICHD staff and other Ingham County partners to expand overdose prevention efforts through direct mentoring, participating in the national network, and provide opportunities for ICHD staff to receive extensive training; and

WHEREAS, the ROCA program will provide opportunities for staff to participate in national conferences and learning experiences focused on overdose prevention; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into a two-year grant agreement with NACCHO under the ROCA program effective February 1, 2023 through January 31, 2024 for an amount not to exceed \$150,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a two-year grant agreement with NACCHO under the ROCA program effective February 1, 2023 through January 31, 2024 for an amount not to exceed \$150,000.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents upon approval as to form by the County Attorney.

**TO:** Board of Commissioner’s Law & Courts, Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 7, 2023  
**Subject:** Authorization for an agreement with Michigan Public Health Institute (MPHI) for Administrative Support to Operate the Lansing/Ingham Peacemaker Fellowship®

For the meeting agendas of February 16, February 22, and February 27, 2023

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**BACKGROUND**

Ingham County Health Department wishes to enter into an agreement with Michigan Public Health Institute (MPHI) for Administrative Support to operate the Advance Peace (AP) Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024. The AP Lansing/Ingham Peacemaker Fellowship helps build and sustain local community capacity to interrupt gun violence, in order to save lives and reduce life-altering trauma experienced by people living in the impacted communities, as well as the service providers who support them. Funds under this agreement will be used by MPHI to serve as the AP Lansing Local Operator which will include staffing the project, providing administrative support as well as opportunities for leadership and organizational development, coaching, technical support, and training to build long-term local capacity for program succession. This contract will be eligible to renew for Year 3 based upon performance in Year 2.

Resolution #22-273, authorized MPHI to provide administrative support and operate the AP Lansing/Ingham Peacemaker Fellowship® for Year 1. During Year 1, MPHI demonstrated a strong leadership and understanding of the implementation and management requirements of the AP Lansing/Ingham Peacemaker, Fellowship®, a commitment to maintaining strategy fidelity in its hiring, training, and staff deployment, and an ability to identify, secure, and manage large multi-year funding amounts to support the AP Lansing strategy. MPHI also created a broad communications and advocacy campaign to support the AP strategy and partnership for expanded ecosystem building.

**ALTERNATIVES**

AP National is unaware of any other community-based local organizations within Lansing equipped with the required capacity to implement, manage, and secure requisite resources required by the AP Lansing strategy to be sustained over multiple years.

**FINANCIAL IMPACT**

Funds for this agreement are included within the secured second year of the AP Lansing budget and will not exceed \$301,751.

**STRATEGIC PLANNING IMPACT**

This resolution supports the commitment of the Ingham County Board of Commissioners to continue work on Goal A, Strategy 1, Task x of the 2018-2022 Update to the Strategic Plan and Action Plan, which focuses on violent offenders, high level drug dealers, gang activity, and gun violence.

**OTHER CONSIDERATIONS.**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with MPHI for administrative support to operate the AP Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PUBLIC HEALTH INSTITUTE FOR ADMINISTRATIVE SUPPORT TO OPERATE THE ADVANCE PEACE LANSING/INGHAM PEACEMAKER FELLOWSHIP ®**

WHEREAS, Ingham County wishes to enter into agreement with Michigan Public Health Institute (MPHI) for administrative support to operate the Advance Peace (AP) Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024; and

WHEREAS, the AP Lansing/Ingham Peacemaker Fellowship ® helps build and sustain local community capacity to interrupt gun violence, in order to save lives and reduce life-altering trauma experienced by people living in the impacted communities, as well as the service providers who support them; and

WHEREAS, on May 24, 2022, the Ingham County Board of Commissioners approved Resolution #22-273 authorizing MPHI to provide administrative support and operate the Lansing/Ingham AP Peacemaker Fellowship® for Year 1, a 9-month term; and

WHEREAS, during Year 1, MPHI demonstrated a strong leadership and understanding of the implementation and management requirements of the AP Lansing/Ingham Peacemaker Fellowship®, a commitment to maintaining strategy fidelity in its hiring, training, and staff deployment, and an ability to identify, secure, and manage large multi-year funding amounts to support the AP Lansing/Ingham strategy; and

WHEREAS, MPHI has created a broad communications and advocacy campaign to support the AP Lansing/Ingham strategy and partnership for expanded ecosystem building; and

WHEREAS, funds under this agreement will be used by MPHI to serve as the AP Lansing/Ingham Local Operator which includes staffing the project and providing administrative support in addition to providing opportunities for leadership and organizational development, coaching, technical support, and training to build long-term local capacity for program succession; and

WHEREAS, this contract will be eligible for renewal for Year 3 based upon performance in Year 2; and

WHEREAS, AP National is unaware of any other community-based local organizations within Lansing equipped with the required capacity to implement, manage, and secure requisite resources required by the AP Lansing/Ingham strategy to be sustained over multiple years; and

WHEREAS, the funds for this agreement are included within the secured second year of the AP Lansing/Ingham budget and will not exceed \$301,751; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MPHI for administrative support to operate the AP Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI for administrative support to operate the AP Lansing/Ingham Peacemaker Fellowship® in an amount not to exceed \$301,751, effective March 1, 2023 through February 29, 2024.

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 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.

## Agenda Item 8

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** February 7, 2023

**RE:** Resolution to Authorize a Purchase Order to MacAllister Rentals for the Purchase of Scissor Lifts at the Ingham County Justice Complex

For the meeting agendas of: February 21 & 22

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### **BACKGROUND**

At the Ingham County Justice Complex, there is limited access to the service area behind Post 1 cells, Post 2 cells, and chase 2401A and 2401B. These areas behind the posts and chase have two levels of inmate cells that are to be reached from the lower level, this requires equipment to reach the plumbing, electrical, and controls for the cells. The time it will take to move one lift to the other areas would take an extensive amount of time to maneuver the equipment through the door ways and hall ways and it would also require going into potential inmate occupied areas which will also slow the response time to fix the issue.

MacAllister, 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 \$29,600.

### **ALTERNATIVES**

The alternative would be to not approve the purchase of the lifts, causing the response time to fix issues to be delayed and possibly cost the County more as broken pipes leaking water can cause a lot of damage.

### **FINANCIAL IMPACT**

Funds are available in the County's Contingency Fund (\$267,500 current balance).

### **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 a purchase order to MacAllister for the purchase of two scissor lifts for the Ingham County Justice complex.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO  
MACALLISTER MACHINERY CO. INC., FOR THE PURCHASE OF SCISSOR LIFTS  
AT THE INGHAM COUNTY JUSTICE COMPLEX**

WHEREAS, at the Ingham County Justice Complex there is limited access to the service area behind Post 1 cells, Post 2 cells, and chase 2401A and 2401B; and

WHEREAS, these areas behind the posts and chase have two levels of inmate cells that are to be reached from the lower level, this requires equipment to reach the plumbing, electrical, and controls for the cells; and

WHEREAS, the time it will take to move one lift to the other areas would take an extensive amount of time to maneuver the equipment through the door ways and hall ways and it would also require going into potential inmate occupied areas, which will also slow the response time to fix the issue; and

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

WHEREAS, MacAllister Machinery Co. Inc., is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order to MacAllister Machinery Co. Inc., who submitted a proposal of \$29,600 for the purchase of two scissor lifts at the Ingham County Justice Complex; and

WHEREAS, funds are available in the County's Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to MacAllister Machinery Co. Inc., 24800 Novi Road, Novi, Michigan 48375, for the purchase of two scissor lifts for the Ingham County Justice Complex not to exceed \$29,600.

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 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:** February 10, 2023  
**SUBJECT:** Resolution to Approve Scoring Criteria and Process for the Housing Trust Fund Competitive Grant RFP

For the meeting agendas of February 21 and 22

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### **BACKGROUND**

The Ingham County Board of Commissioners funded the Ingham County Housing Trust Fund (HTF) with \$9,000,000 of American Rescue Plan Act (ARPA) funds through Resolution #22-211. At the February 7, 2023 HTF Committee meeting, the committee voted unanimously to support a resolution to approve the attached process and scoring criteria to distribute up to \$2,000,000 in HTF to eligible applicants including nonprofit organizations, for-profit developers, and governmental agencies through competitive grant awards. The HTF recommends an award maximum of \$500,000 per project.

Potential applicants for the HTF Competitive Grant Award will be encouraged to submit a pre-application notice of interest beginning **March 8, 2023** through **March 29, 2023**, and applications will be solicited beginning **April 5, 2023**, with final submissions due on **May 10, 2023**.

Projects eligible for funding through this opportunity will work to create affordable housing directed at communities disproportionately impacted by the COVID-19 pandemic, including:

- new construction of affordable single-family housing and/or multi-family housing such as row houses, small apartment buildings, and duplexes;
- rehabilitation for single-family and/or multi-family housing such as row houses, small apartment buildings, and duplexes;
- capacity-building projects that create training opportunities in the building trades for new and emerging developers, contractors, and partnerships that include significant participation of Black, Indigenous, People of Color (BIPOC) organizations and/or minority-owned and women-owned business enterprises in the contraction trades;
- innovative/entrepreneurial local housing model expansion projects (which may include but are not limited to: projects utilizing cooperative housing models, community land trusts, co-living and/or intergenerational living)

### **ALTERNATIVES**

Do not approve the Scoring Criteria and RFP process

### **FINANCIAL IMPACT**

No immediate impact. The HTF will make funding recommendations to the Ingham County Board of Commissioners for final funding determinations.

An additional \$2,000,000 would leave the following balance for the Housing Trust Fund:

<b>Housing Trust Fund</b>	
Beginning Balance	\$ 9,000,000
CAHP – Walter French	\$ (1,500,000)
ICLB – Row Houses	\$ (2,000,000)
ICLB – Single Family	\$ (1,750,000)
Staff/Admin (2022-2024)	\$ (300,000)
HTF Competitive Grant Awards	\$ (2,000,000)
Balance	\$ 1,450,000

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

The Housing Trust Fund Committee respectfully recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SCORING CRITERIA AND PROCESS FOR THE HOUSING TRUST FUND COMPETITIVE GRANT RFP**

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, has allocated \$9,000,000 of the second tranche of American Rescue Plan Act (ARPA) funds received by Ingham County to encourage construction, improvement, and maintenance of affordable, accessible, and sustainable housing through the Ingham County Housing Trust Fund; and

WHEREAS, the Ingham County Board of Commissioners desires to distribute the allocated \$9,000,000 of ARPA funds swiftly, effectively, and equitably 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 the goals of the Housing Trust Fund to include efforts to support and establish “energy-efficient, affordable housing options including: medium-density housing such as row houses and small apartment buildings, single-family homes, and duplexes,” in order to “build wealth and equity” in Ingham County; and

WHEREAS, the Housing Trust Fund Committee reviewed and edited the attached scoring criteria and competitive grant process for a maximum of \$2,000,000 of remaining unobligated Housing Trust Fund dollars for approval by the Board of Commissioners; and

WHEREAS, the Housing Trust Fund Committee proposes to begin collecting pre-application letters of interest from potential applicants beginning March 8, 2023 through March 29, 2023, and to collect applications beginning April 5, 2023 with final submissions due on May 10, 2023; and

WHEREAS, in order to reduce barriers to funding for emerging developers and Black, Indigenous, People of Color (BIPOC) communities, applicants will be asked to demonstrate capacity-building efforts through training and partnership in addition to current team experience and financial capacity to receive additional points under the Scoring Criteria; and

WHEREAS, applicants able to demonstrate experience serving communities disproportionately impacted by the COVID 19 pandemic will receive additional points under the Scoring Criteria; and

WHEREAS, the Ingham County Housing Trust Fund Committee recommends that the Ingham County Board of Commissioners adopts the attached Scoring Criteria and Grant Process for the Housing Trust Fund Competitive Grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached Scoring Criteria and Grant Process for the Housing Trust Competitive Grant Process.

BE IT FURTHER RESOLVED, that the Housing Trust Fund will accept pre-applications beginning March 8, 2023 to be collected by March 29, 2023, and applications will be available April 5, 2023 and due on May 10, 2023 for the following project categories:

- new construction of affordable single-family housing and/or multi-family housing such as row houses, small apartment buildings, and duplexes;
- rehabilitation for single-family and/or multi-family housing such as row houses, small apartment buildings, and duplexes;
- capacity-building projects that create training opportunities in the building trades for new and emerging developers, contractors, and partnerships that include significant participation of BIPOC organizations, and/or minority-owned and women-owned business enterprises in the contraction trades;
- innovative/entrepreneurial local housing model expansion projects (which may include but are not limited to: projects utilizing cooperative housing models, community land trusts, co-living, and/or intergenerational living)

BE IT FURTHER RESOLVED, that the Housing Trust Fund Committee will make funding recommendations to the Board of Commissioners once the applications have been received and reviewed.

## **INTRODUCTION**

The mission of the Ingham County Housing Trust Fund (HTF) is to encourage construction, improvement, and maintenance of accessible, affordable, and sustainable housing in Ingham County in order to establish homeownership to build wealth and equity. Ingham County will award American Rescue Plan Act (ARPA) funds via a competitive application process for projects that help to address the negative economic impact of the COVID-19 public health emergency in Ingham County by increasing access to safe, affordable housing for low- and moderate-income residents, including underserved populations.

The HTF has established the following priorities for funding:

- Projects that complete housing rehabilitation for single-family and/or medium-density multi-family housing such as row houses, small apartment buildings, and duplexes to create/restore affordable housing and build wealth and equity in Ingham County;
- Projects that construct new affordable medium-density multi-family housing such as row houses, small apartment buildings, and duplexes for low-moderate income residents to build wealth and equity in Ingham County
- Projects that construct new affordable single-family housing for low-moderate income residents to build wealth and equity in Ingham County
- Capacity-building projects for new and emerging developers, contractors, and partnerships that include significant participation of Black, Indigenous, People of Color (BIPOC) organizations and/or minority-owned and women-owned business enterprises in the construction trades to build wealth and equity in Ingham County
- Innovative/entrepreneurial local housing model expansion projects (which may include but are not limited to: community land trusts, cooperative housing models, co-living and intergenerational living, tiny home villages, or backyard homes/accessory dwelling units) that will work to increase access to affordable housing, and build wealth and equity in Ingham County
- Projects that create training opportunities in the building trades to promote neighborhood stabilization, increase access to affordable housing, and build wealth and equity in Ingham County

## **BACKGROUND**

The HTF was established by the Ingham County Board of Commissioners via Resolution #21-211 on August 24, 2021 in order to invest \$9,000,000 of eligible ARPA funds towards the construction, improvement, and maintenance of accessible, sustainable and affordable housing in Ingham County, to establish homeownership, and to build wealth and equity. To date, the Housing Trust Fund has awarded \$2,000,000 in matching funds to support the construction of 17 row houses on vacant parcels already owned by the Ingham County Land Bank in the City of Lansing, and \$1,500,000 for the renovation of the former Walter French Academy building to create 76 affordable housing units managed by Capital Area Housing Partnership (CAHP).

## **PURPOSE**

The purpose of this RFP is to distribute up to \$2,000,000 of available HTF ARPA funds projects that will create affordable housing units that help establish homeownership, build wealth and equity, and/or improve outcomes for low- and-moderate income residents. Eligible projects may construct new or rehabilitate and recondition multifamily residential units such as row houses and small apartment buildings, single-family homes, and duplexes. HTF-supported projects must produce affordable housing units available for low-to-moderate income residents to buy, rent, or obtain through other innovative/alternative housing models.

The corresponding purpose of this funding opportunity is to build the capacity of new, emerging developers, minority-owned and women-owned businesses in the construction trades, general contractors, and BIPOC organizations to create affordable housing and transform neighborhoods in Ingham County.

## **AVAILABLE FUNDS**

The HTF has budgeted up to **\$2 million** to award in 2023-2024 for construction-ready new-build housing and/or repair or rehabilitate of existing buildings to create new housing units in Ingham County.

**Maximum Award Amount:** \$500,000 per project\*

\* Requests exceeding the maximum Award amount will be considered if the project can demonstrate significant impact, based in part on proposed populations served, project scale, and cost-effectiveness.

## **ELIGIBLE APPLICANTS**

- Nonprofit organizations, for-profit developers (businesses in the construction trades including general contractors), and governmental agencies are invited to compete for project funding through this request for proposals (RFP) process
- Organizations and partnerships with experience developing affordable housing and/or serving low-to-moderate income communities
- All project locations must be in Ingham County

## **DEFINITIONS**

**AMI:** The area median income (AMI) is the household income for the median — or middle — household in a region. AMI as defined by HUD for Ingham County (Lansing-East Lansing Metro FMR Area) in FY 2022 is \$89,500 for a family of four.

**BENEFICIARY:** An income-eligible person residing in housing, also referred to as a homebuyer, homeowner, renter, or resident.

**BIPOC ORGANIZATION:** A nonprofit or nongovernmental organization that primarily serves Black, Indigenous, People of Color communities and has demonstrated experience and expertise providing culturally appropriate services in the community. The dominant organizational culture of a BIPOC organization, including staff, programs, operations, activities and materials, reflect the culture and values of a specific community. A BIPOC organization includes leadership (executive director and/or board of directors) and staffing that is reflective of the BIPOC community it serves.

**CERTIFIED MINORITY-OWNED BUSINESS ENTERPRISE:** Commonly referred to as MBE, refers to a business at least 51% minority-owned, actively operated, and controlled. For the purposes of certification, a minority group member is an individual who is at least 25% Asian Indian, Asian Pacific, Black, Hispanic, or Native American. To inquire about becoming a certified Minority Owned Business, contact the Michigan Minority Supplier Development Council at 313-873-3200 or [Minority Business Certification | Michigan Minority Supplier Development Council](#).

**CERTIFIED WOMEN OWNED BUSINESS ENTERPRISE:** Commonly referred to as WOE, refers to a company that is at least fifty-one percent (51%) owned and controlled by one or more women who are U.S. citizens or permanent legal residents. In order to become a Certified Women Owned Business contact the Michigan Women Business Council at 734-677-1400 or [www.miceed.org](http://www.miceed.org).

**DISPROPORTIONATELY IMPACTED COMMUNITIES:** Communities that experienced a disproportionate, or meaningfully more severe, impact from the COVID-19 pandemic, including communities within Qualified Census Tracts, underserved populations, and low-to-moderate income households with an income under 120% AMI.

**EMERGING DEVELOPER:** an entity that has developed, owned, or operated at least one (1) but not more than three (3) affordable housing developments that are equivalent to the proposed affordable housing development in size, scale, amenity, and target population, as determined by the County. An entity with more experience with similar projects but limited experience applying for and managing public funding may also be considered as an emerging developer. HTF may evaluate the experience of the entity as a whole or the experience of senior staff/leadership.

**MINORITY AND WOMEN-OWNED BUSINESS AND SECTION 3 BUSINESSES:**

Contractors participating in HTF-funded projects must take affirmative steps to solicit minority and women owned business enterprise firms as well as Section 3 registered businesses and eligible individuals as subcontracts to complete contract work once awarded. Affirmative steps include:

1. Soliciting qualified minority and women owned business subcontractors to include placing them on solicitation lists when subcontractors are being solicited.
2. Affirming that minority and women-owned business subcontractors are solicited whenever they are potential sources.
3. Dividing overall obligations, when economically feasible, into smaller tasks or quantities to permit maximum participation by minority and women-owned subcontractors.



4. Establish delivery schedules, where the requirement permits, which encourage participation by minority and women-owned business contractors.

**RECIPIENT:** A Non-Federal entity that receives Federal awards directly from a Federal awarding agency, US Department of Treasury, to carry out an activity under the Federal program, ARPA. For the purposes of this RFP, Ingham County is the recipient of the ARPA federal award.

**SUBRECIPIENT:** Applicants that receive a sub-award from the federal grant recipient/Ingham County, are sub-recipients of the federal award upon signing the grant agreement. For the purposes of this RFP, sub-recipient will be referred to as an Applicant during the application process and a Grant Recipient once approved for funding.

**UNDERSERVED OR MARGINALIZED POPULATIONS:** Populations who face barriers in accessing and obtaining affordable housing. Underserved populations may include individuals from communities who face barriers due to race, income, geographic location, religion, sexual orientation, or gender identity. Underserved populations include racial and ethnic populations with historically limited access to affordable housing, or populations with special needs such as language barriers, disabilities, or current legal citizenship/alienage status.

**VISITABILITY:** For the purpose of this application, a unit of housing will be considered “visitable” by the definition provided by the National Council on Independent Living (<https://vistability.org>) which defines a house as visitable when it includes at minimum: One zero-step entrance; doors with 32 inches of clear passage space; one bathroom on a main floor/single story that is accessible for an individual using a walker or wheelchair.

## **APPLICATION AND APPROVAL PROCESS**

Applicants must complete and submit an online application prior to the application deadline on Wednesday, May 10, 2023 at 5:00 PM.

- A Pre-Application for Interested Applicants will be released Wednesday, March 8, 2023. Pre-Application will ask applicants to submit a summary of the project, the development team, projected project costs, and project beneficiaries and submit via the online form accessible from the [Housing Trust Fund Webpage](#) by Wednesday, March 29, 2023.
- Ingham County Housing Trust Advisory Committee will review pre-applications, and will work with potential applicants on a case-by-case basis
- The Full Application will be released to potential applicants who completed the pre-application process and posted to the [Housing Trust Fund Webpage](#) by Wednesday, April 5, 2023.
- Optional in-person and online Technical Assistance and RFP Instructional Meetings will be available
- All questions and related answers will be posted to Ingham County Treasurer’s Housing Trust Fund website.

- Complete applications will be forwarded to the Ingham County Housing Trust Fund Rating Committee for project scoring.
- Award Recommendations and Funding Decisions: Funding decisions and Award announcements are anticipated by Wednesday, June 28, 2023.
- Funding decisions will be recommended by the HTF based on scoring, funding availability, and additional factors as described below
- Applications may be recommended for funding at an amount below the initial request.
- The HTF will make funding recommendations to the Ingham County Board of Commissioners for final funding determinations.
- If funding remains after the close of the RFP, an additional application may be released.
- Application scoring will help raters identify the level to which a project meets the objectives and goals adopted by the HTF. Funding recommendations to the Board of Commissioners may take additional factors into consideration such as geographic location and distribution, diversity of community-support, and significance of funding gaps, as well as the project's overall: cost-effectiveness, timeliness, and opportunity for capacity building.
- The HTF will accept more than one request from a single entity for distinct and separate projects, and may consider prior awards in any funding decisions.
- All accepted recipients will be required to sign a contract with the County regarding the use of ARPA funds and Scope of Work for the project.

## **RFP TIMELINE**

- Pre-Application available: Wednesday, March 8, 2023
- **Optional Pre-Application Meetings:** Potential applicants are invited to discuss the proposed project with the Housing Trust Fund Advisory Committee
- RFP released: Wednesday, April 5, 2023
- RFP Instructional Meeting/Q&A Session Wednesday, April 12, 2023, 6-8pm  
Location: TBD
- Recording and transcript posted following Instructional Meeting/Q&A Sessions
- Application Deadline: Wednesday, May 10, 2023, at 5:00 PM  
Late applications will not be accepted
- Awards Announced: Wednesday, June 28, 2023

\* Ingham County will hold an optional in-person and online RFP Instructional Meeting and Q&A session for potential applicants. All potential applicants are encouraged to participate. HTF staff is available for additional technical assistance throughout the application process.

## GENERAL REQUIREMENTS

As a sub recipient of ARPA funds, applicants selected for funding are encouraged to expend funds prior to October 2024. Only costs incurred within the contract period will be eligible for reimbursement, beginning the date a contract with the County is signed/executed and expended by December 2026, per federal ARPA requirements.

Funds may be combined with other types of grants and funding for combined benefit, but must follow guidelines for all awarded Federal funds.

Federal guidelines require quarterly reporting of grant expenditures and uses, and a valid SAM.gov registration for all recipients of ARPA funds.

Applicants are encouraged to acquaint themselves with some of the requirements by visiting these resources:

- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, [2 CFR part 200](#) (Please be aware if selected for funding, the applicant would become a “sub-recipient” receiving a “sub-award” from Ingham County, which is the “pass-through entity” (also referred to as a “non-Federal entity”);
- Summary of the ARPA State and Local Fiscal Recovery Funds (SLFRF) Final Rule: [SLFRF-Final-Rule-Overview.pdf \(treasury.gov\)](#)
- [Affordable Housing How-To Guide: How to Use State and Local Fiscal Recovery Funds for Affordable Housing Production and Preservation](#)

## ELIGIBLE USES OF FUNDS

Eligible uses of ARPA funds include: rehabilitation costs of vacant or abandoned properties, the costs of acquiring and marketing such properties, associated environmental remediation costs, and converting such properties to affordable housing directed at communities disproportionately impacted by the COVID-19 pandemic. For the purposes of this grant application, *disproportionately impacted communities* include communities within Qualified Census Tracts, underserved populations, and households with an income under 120% AMI.

Eligible costs include:

- General and Administrative (Soft Costs), including permits, taxes, consultants, and Developer Fees
- Labor and Materials for the rehabilitation and/or new construction of residential buildings
- Pre-development costs

## INELIGIBLE USES OF FUNDS

All development costs should be listed in the project budget, including those listed below that are ineligible for funding from the County:

- Costs associated with creating market rate housing and/or commercial spaces

- General operating costs
- Reimbursement for past expenses

## SCORING CRITERIA

Each complete application meeting the project requirements will be reviewed and scored according to the following evaluation criteria:

Criteria	Maximum Points
Team Capacity	5
Community Support	8
Leveraged Funding	4
Project Readiness	8
Sustainability/Livability	8
Populations Served	47
Equity Indicators	20
<b>Total</b>	<b>100</b>

### Team Capacity – Max 5 points

The knowledge and experience of those who will develop, operate, and/or oversee affordable housing projects is critical to the success of the project. The County will ask for a brief narrative overview of key staff and leadership overseeing project, and additional documentation as needed. Applicants with limited experience may qualify as emerging developers, and will have the opportunity to demonstrate efforts to build team capacity through training and partnerships.

- Applicant/partners demonstrate experience with 4 or more similar projects: **5 points**
- Applicant/partners demonstrate experience with 1 to 3 similar projects: **4 points**
- Applicant/partners have no prior experience with similar projects but demonstrate efforts to build capacity for proposed project through training and partnerships: **3 points**
- Applicant and partners have no experience with similar projects and do not demonstrate capacity for proposed project: **0 points**

### Community Support – Max 8 points

- Demonstration of community or neighborhood support that the applicant has sought and received, including letters of support from the community that the project will serve/partner with significant experience providing services to low-moderate income populations: **8 points**
- No documentation of community/local support from community the project will serve/partners with significant experience providing services to low-moderate income populations: **0 points**

## **Leveraging Funds – Max 4 points**

Financial resources from non-County funds that will be invested in the project.

- Applicant has provided a detailed plan for obtaining sufficient financial resources for the project including non-County funds, and has either obtained letters of commitment from at least 1 other financial source or is requesting technical support from HTF to apply for identified funds: **4 points**
- Applicant has provided plan for obtaining sufficient financial resources for the project including non-County funds but has not obtained letters of commitment from another financial source or identified specific sources: **2 points**
- Applicant has not provided plan for obtaining sufficient financial resources nor identified /obtained letter of commitment from other financial sources: **0 points**

## **Project Readiness – Max 8 points**

Organizations may apply for funding for one or more sites. Applicant does not need to have site control at time of application, but site control may demonstrate project readiness and increase competitiveness of application.

- **Site Control – Max 4 points**
  - The applicant demonstrates project site control has been secured: **4 points**
  - The applicant demonstrates project site control is likely to be secured: **2 points**
  - The applicant has not demonstrated current/likely project site control: **0 points**
- **Timeline - Max 4 points**
  - Based on the project narrative and supporting documentation provided, if funded by HTF, this project is:
    - The project is likely to be completed by September 2024: **4 points**
    - The project may not be completed by September 2024 but is likely to be completed by September 2026: **3 points**
    - The project is unlikely to be completed by September 2026: **0 points**

## **Sustainability & Livability– Max 8 points**

- **Energy Efficiency – Max 4 points**
  - Project has demonstrated efforts to implement a whole-building system approach to energy-efficiency through design or an evaluation adhering to BPI ([www.bpi.org](http://www.bpi.org)) or ENERGY STAR ([Supplemental Program Guidance | ENERGY STAR](#)) standards and protocols.
    - The applicant has included elements of environmental design and/or energy efficiency assessment: **4 points**
    - The applicant does not demonstrate environmental design and/or energy efficiency assessment: **0 points**
- **Renewable Energy – Max 1 point**

- Proposal includes plan for sustainability to reduce utility costs for residents by utilizing renewable energy: **1 point**
- **Project Site Location - Max 3 points**
  - Project site is within 1/3 of a mile of a location with a [Walk Score](#) greater than or equal to 70-89 (Very Walkable) OR is within 1/3 of a mile of a public transportation stop (or have access to curb to curb transportation that runs at least 5 days per week), and is within 2 miles of grocery stores, schools, hospitals, and/or other amenities for the population served: **3 points**

**Populations Served – Max 47 points**

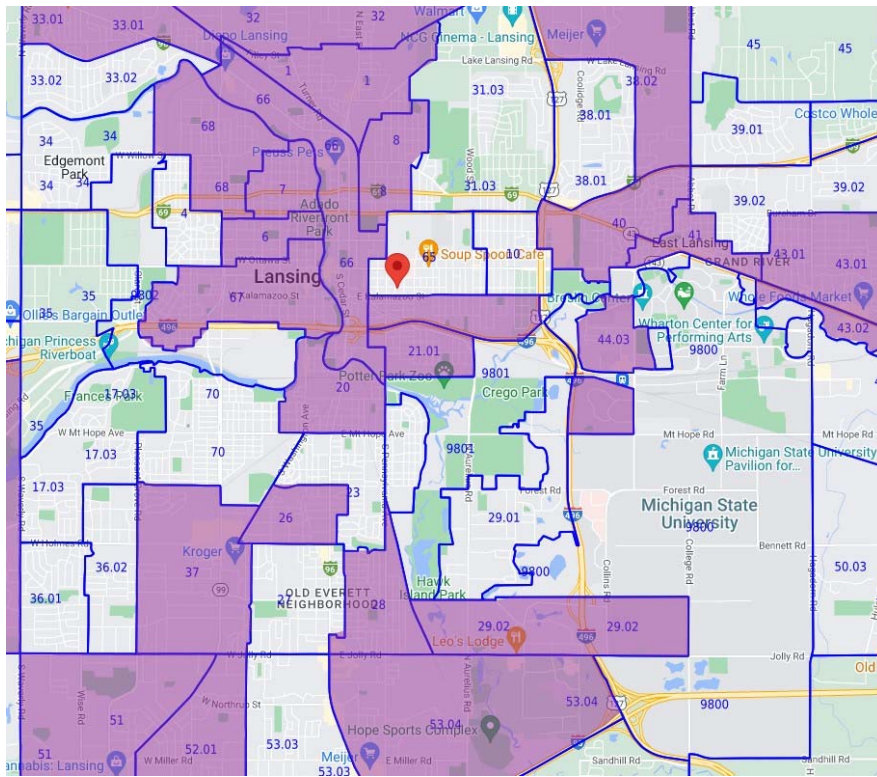
HTF will prioritize funding for projects creating housing for low-to-moderate income residents of Ingham County. Homebuyers should be qualified by income-based on household size.

**INGHAM COUNTY 2022 INCOME LIMITS**

Persons in Family	1	2	3	4	5	6
30% AMI	\$18,600	\$21,240	\$23,910	\$26,550	\$28,680	\$30,810
60% AMI	\$37,200	\$42,480	\$47,820	\$53,100	\$57,360	\$61,620
80% AMI	\$49,600	\$56,650	\$63,750	\$70,800	\$76,500	\$82,150
120% AMI	\$74,400	\$84,960	\$95,640	\$106,200	\$114,720	\$123,240

- **Income Eligibility – Max 15 points**
  - The project will create units for low-and-moderate income residents at 60% AMI or below: **15 points**
  - The project will create units for low-and-moderate income residents at 61%-80% AMI: **10 points**
  - The project will create units for low-and-moderate income residents at 81%-120% AMI: **5 points**
  - The project will not create units for low-and-moderate income residents below 120% AMI: **0 points**
- **Target Area – Max 10 points**
  - At least one project site is located within a Department of Housing and Development (HUD)-identified Qualified Census Tracts (QCTs) identified below (shaded area on map correspond with the listed QCTs below): **10 points**

- Applicants must confirm if the project site is within a 2022 QCT using this website:  
[https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html)



- Census Tract 6
- Census Tract 7
- Census Tract 8
- Census Tract 12
- Census Tract 20
- Census Tract 21.01
- Census Tract 26
- Census Tract 29.02
- Census Tract 32
- Census Tract 33.01
- Census Tract 36.02
- Census Tract 37
- Census Tract 38.02
- Census Tract 40
- Census Tract 41
- Census Tract 43.01
- Census Tract 44.02
- Census Tract 44.03
- Census Tract 51.00
- Census Tract 52.01
- Census Tract 53.04
- Census Tract 66

- Census Tract 67
- Census Tract 68

- **Accessibility to Marginalized Populations Max 22 points**

- The project is led by/include project partners with demonstrable experience serving one or more of the following populations: **Max 12 points**
  - Extremely low-income households at or below 30% AMI or less than the federal poverty line
  - At-risk youth
  - BIPOC homeowners
  - Immigrants and/or refugees
  - Persons returning from incarceration
  - Persons 55+ years old
  - Single parent households
  - Veterans

- **Accessibility for Large Family Households – Max 5 points**

- Project includes plan for units with three or more bedrooms: **4 points**
- Project does not include plan for units with three or more bedrooms: **0 points**

- **Accessibility for People with Disabilities/“Visitability”- Max 5 points**

- The definition of accessibility for the purpose of this project includes units that are “visitable” or include at minimum: One zero-step entrance; doors with 32 inches of clear passage space; one bathroom on a single story accessible for an individual using a walker or wheelchair.
  - Project includes plan for at least one unit designed for “visitability”: **4 points**
  - Project does not include plan for at least one unit designed for “visitability”: **0 points**

### **Equity Indicators– Max 20 pts**

Raters will assign points to proposals that meet the following considerations for a minimum of 10 points to a maximum of 20 points using the formula below:

For each bullet point met:

- 1-2 = 10 points
- 3-4 = 15 points
- 5-6 = 20 points

- The proposal is likely to improve resident outcomes and/or advance homeownership as a path to increased wealth and equity



- Applicant or project partner plans to provide services and supports to homebuyers/to promote homeownership, such as Down Payment Assistance, financial counseling, savings, and other resources
- The project includes innovative/alternative housing strategies benefitting low-moderate income residents (including but not limited to: community land trusts, cooperative housing models, co-living and intergenerational living, tiny home villages, or backyard homes/accessory dwelling units)
- The project includes strategies for expanding capacity of emerging developers, minority-owned and women-owned business enterprises, and/or BIPOC organizations
- The proposal will provide training opportunities for BIPOC individuals and/or women entering the building trades
- The proposal will increase housing opportunities in underrepresented urban neighborhoods or out-county rural communities to increase the geographic diversity of the projects supported by the Housing Trust Fund.