

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 WEDNESDAY, JUNE 21, 2023 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/89160266022>.

Agenda

Call to Order

Approval of the [June 7, 2023](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Retire and Replace Sheriff's Office [K9 Gage](#)
  - b. Resolution to Authorize the Creation of a [Front-Load Position](#) Option within the Sheriff's Office
2. Treasurer's Office – Resolution to Authorize Contracts for [Housing Trust Fund](#) Competitive Grants
3. Circuit Court-Family Division – Resolution to Authorize Ingham County Youth Center [Summer Education Program](#)
4. 9-1-1 Dispatch Center
  - a. Resolution to Authorize the Renewal of the Contract for Pre-Employment Testing Services with [Select Advantage](#) for the 9-1-1 Center
  - b. Resolution to Authorize Purchase of Prepared Live Software/Services for the 9-1-1 Center from [Invictus App, Inc.](#)
5. Parks Department – Resolution to Authorize an Agreement with [Mobile Communications America](#) for Radios at Hawk Island County Park
6. Fairgrounds – Resolution to Authorize a Contract [T.H. Eifert Mechanical](#) Contractors for as Needed Plumbing Services at the Ingham County Fairgrounds
7. Health Department
  - a. Resolution to Submit a Letter of Intent to Explore the Acquisition of the Care Free Medical [Dental Clinic](#)
  - b. Resolution to Accept Additional FY 2023 Expanding [COVID-19 Vaccination](#) Funding from the Health Resources and Services Administration
  - c. Resolution to Accept the 2023-2024 [AmeriCorps State Grant](#) Funding

- d. Resolution to Authorize an Agreement with [Health Stream, Inc](#) for an Online Learning Management System
  - e. Resolution to Authorize a Lease and Pharmacy Services Agreement with [Cardinal Health 132, LLC](#)
  - f. Resolution to Authorize an Agreement with the Michigan Health Endowment Fund for the Ingham County [Black Doula Cohort](#)
  - g. Resolution to Authorize an Agreement with [Heart Soul Birth Pros](#)
  - h. Resolution to Authorize an Agreement with [North Star Birthing Services](#)
  - i. Resolution to Accept Additional 2023 [Child and Adolescent Health Center Planning Funds](#)
  - j. Resolution to Accept [Ryan White Part C](#) Early Intervention Services Funds from the Health Resources and Services Administration and to Authorize Contractual Infectious Disease Physician Services and to Create an Outreach and Linkage Specialist Position
  - k. Resolution to Amend the Agreement with [Walgreens](#) for Data Sharing with CloudMed
  - l. Resolution to Authorize an Agreement with [CloudMed](#) for Referral Capture Services
  - m. Resolution to Authorize an Agreement with [Linde Gas & Equipment, Inc.](#) for the Rental of Nitrous Oxide and Oxygen Tanks
  - n. Resolution to Authorize an Agreement with [Michigan Primary Care Association & Michigan Community Health Network](#) to Participate in the Medicare Shared Savings Program Accountable Care Organization
  - o. Resolution to Authorize an Agreement with [CaptureRx's ReferDoc](#) for Referral Capture Services
  - p. Resolution to Renew an [Obstetrics and Gynecology](#) Physician Services Agreement with Edward W. Sparrow Hospital Association
  - q. Resolution to Renew Representational Agreement with [Daudi & Kroll P.C.](#)
  - r. Resolution to Renew an Agreement with [Rite Aid Corporation](#) for the 340B Drug Discount Program
  - s. Resolution to [Amend Resolution #16-539](#) to Expand Distribution Services to Retail Pharmacies
8. Equalization Department
- a. Resolution to Award a Contract for Monumentation and Remonumentation [Project Representative](#)
  - b. Resolution to Award Contracts for [Peer Review Group](#) Members
  - c. Resolution to Award Contracts for Remonumentation [Project Surveyors](#)
  - d. Resolution Appointing [Rosemary Anger](#) as County Grant Administrator for the 2023 Ingham County Remonumentation Project
9. Innovation & Technology Department – Resolution to Approve the Purchase of Network Hardware from [Sentinel Technologies](#)
10. Facilities Department
- a. Resolution to Authorize an Agreement with [Elevator Service LLC.](#) for the Full-Service Elevator Repair and Maintenance at Multiple County Buildings
  - b. Resolution to Authorize a Purchase Order to [Seelye Group Ltd.](#) to Replace the Flooring in the Conference Rooms, First Floor Offices and Breakrooms at the Hilliard Building

11. Human Resources Department – Resolution to Approve UAW TOPS, ICEA County Professional, and ICEA Court Professional [Reclassification](#) Requests

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  
June 7, 2023  
Draft Minutes

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

Members Absent: Morgan and Johnson.

Others Present: Michael Townsend, Gregg Todd, Kelly Jones, Madison Hughes, and others.

The meeting was called to order by Vice-Chairperson Grebner 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 May 17, 2023 Minutes

VICE-CHAIRPERSON GREBNER STATED, WITHOUT OBJECTION, MINUTES OF THE MAY 17, 2023 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.  
Absent: Commissioners Morgan and Johnson.

Additions to the Agenda

8. Road Department
  - e. Resolution to Amend an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project

Additional Materials -

4. Parks Department – Resolution to Authorize a Contract with Natural Community Services, LLC for a Five-Year Stewardship Management Plan for the Ingham County Parks Department

Substitutes -

5. Health Department
  - a. Resolution to Authorize Creating an AmeriCorps Public Health Coordinator Position
  - n. Resolution to Authorize an Agreement with the Corporation for National and Community Services for FY 2023-2024 AmeriCorps Vista Grant Funding

Limited Public Comment

None.

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

1. Circuit Court – Resolution to Reclassify the Full-Time Mental Health Court Case Coordination Specialist Position to Part-Time
2. 9-1-1 Dispatch Center – Resolution to Authorize Payment of the Inform CAD Training and Test Systems Maintenance and Support for August of 2023 to August of 2024
3. Potter Park Zoo – Resolution to Authorize an Agreement with Michigan Paving & Materials Co. for Asphalt Replacement at Potter Park Zoo
4. Parks Department – Resolution to Authorize a Contract with Natural Community Services, LLC for a Five-Year Stewardship Management Plan for the Ingham County Parks Department
5. Health Department
  - a. Resolution to Authorize Creating an AmeriCorps Public Health Coordinator Position
  - b. Resolution to Authorize an Agreement with Stephens Consulting Services, P.C. and Spicer Group, Inc.
  - c. Resolution to Authorize an Agreement with Apex Septic and Excavating and Esper Excavating
  - d. Resolution to Authorize an Agreement with Maurer and Parks Well Drilling and Jandernoa Well Drilling
  - e. Resolution to Authorize an Agreement with Consult Me, LLC
  - f. Resolution to Authorize Agreements for the Region 7 Perinatal Quality Collaborative
  - g. Resolution to Authorize an Agreement with Andrea Collier for a Storytelling Project
  - h. Resolution to Authorize an Agreement with Edge Partnerships for a Social Marketing Vaccine Uptake Campaign
  - i. Resolution to Accept FY 2023 Public Health AmeriCorps Planning Grant
  - j. Resolution to Accept FY 2023-2024 Public Health AmeriCorps Grant
  - k. Resolution to Authorize an Agreement with EpiVidian
  - l. Resolution to Authorize an Agreement with Edge Partnerships for a Marijuana Public Education Campaign
  - m. Resolution to Authorize an Agreement with Michigan Public Health Institute
  - n. Resolution to Authorize an Agreement with the Corporation for National and Community Services for FY 2023-2024 AmeriCorps Vista Grant Funding
6. Innovation & Technology Department – Resolution to Approve the Purchase of Firewall Hardware/Licensing Renewal from Sentinel Technologies
7. Diversity, Equity, and Inclusion Office – Resolution to Accept Sponsorship Donations for Unity in the Community on an Ongoing Basis

8. Road Department
  - a. Resolution to Authorize the Purchase of Reflective Sign Faces, Complete Signs, Aluminum Sheet Sign Panels, and Sign Posts
  - b. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Columbia Road and Eifert Road Project
  - c. Resolution to Authorize Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville for the 2023 Pavement Marking Program
  - d. Resolution to Authorize an Associate Member Service Agreement with Michigan County Road Commission Self-Insurance Pool
  
9. Human Resources Department
  - a. Resolution to Approve an Agreement for the Employee Assistance Program
  - c. Resolution to Authorize a Letter of Agreement with the CCLP Corrections Unit Regarding Rehire of Retired Corrections Deputies
  - d. Resolution to Authorize a Letter of Agreement with the CCLP Law Enforcement Unit Regarding Rehire of Retired Law Enforcement Officers
  
10. Controller/Administrator
  - a. Resolution to Authorize Adjustments to the 2023 Ingham County Budget

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

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Morgan and Johnson.

8. Road Department
  - e. Resolution to Amend an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project

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

Commissioner Tennis stated he wanted to confirm if this was the same round-about that had some controversy. He further asked if this was the round-about Commissioner Ruest had mentioned previously.

Gregg Todd, Ingham County Controller, stated confirmation.

Commissioner Tennis asked if the controversy had been addressed.

Kelly Jones, Ingham County Road Department Managing Director, stated she was pleased to report that all issues had been resolved. She further stated, as of June 7, 2023, they had met with property owners, the township, Commissioners, and the Controller in several meetings and it had all been resolved and signed off on.

Commissioner Tennis asked if Commissioner Ruest would be upset if he voted for the resolution.

Ms. Jones stated Commissioner Ruest had voted in favor at the June 6, 2023 County Services Committee meeting.

Commissioner Tennis thanked Ms. Jones for the information.

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

9. Human Resources Department

- b. Resolution to Approve UAW TOPS and MC Reclassification Requests

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

Commissioner Sebolt stated he wished to disclose that UAW TOPS was affiliated with the UAW National, which was affiliated with his employer, the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

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

10. Controller/Administrator

- b. Consideration of Purchase or Lease of Real Property Pursuant to MCL 15.268 (d)  
(*Closed Session*)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. TENNIS, TO ENTER INTO CLOSED SESSION AT 6:35 P.M., FOR THE CONSIDERATION OF PURCHASE OR LEASE OF REAL PROPERTY PURSUANT TO MCL 15.268 (d).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioners Morgan and Johnson.

VICE-CHAIRPERSON GREBNER DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT 6:44 P.M. Absent: Commissioners Morgan and Johnson.

Announcements

Commissioner Peña stated Commissioner Tennis would be pleased to hear that Dr. Muhammad Kang would start on Monday, June 12, 2023 at the Ingham County Health Facility.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:45 p.m.



## JUNE 21, 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 Retire and Replace K9 Gage**

This resolution offers K9 Gage to his retiring handler Deputy Troy Orweller for \$1 and replaces Gage with a “dog yet to be named” from Magnum K9 for a price of \$3,500, which is available in the Sheriff's Office 2023 budget.

See memo for details.

**1b. Sheriff's Office – Resolution to Authorize the Creation of a Front-Load Position Option within the Sheriff's Office**

This resolution would approve a “floating” position that the Sheriff's Office could use to fill a soon to be vacant position (retirement, resignation, etc.), but that is not yet available. The impetus behind this request is to ensure that good candidates are not lost before a position is vacated.

See memo for details.

**2. Treasurer's Office – Resolution to Authorize Contracts for Housing Trust Fund Competitive Grants**

This resolution approves contract amounts for six of the 33 applicants of the Housing Trust Fund competitive grant program. The six suggested contract amounts will help fund the creation of 121 new housing units in new or repurposed buildings and the renovation of a 20-unit apartment building. Sixteen of the new units are supportive shelter units for unhoused persons. Twelve units are in a co-operative housing development. An additional 30 owner-occupied units are to be constructed as part of an innovative community setting. The remaining 63 rental units will be constructed in a senior housing project on the site of an old school and above commercial space on a corridor.

See memo for details.

**3. Circuit Court-Family Division – Resolution to Authorize Ingham County Youth Center Summer Education Program**

This resolution authorizes the Youth Center to partner with Lansing School District to provide summer instruction for the youths in detention in the core subjects of math, reading, and science for a total cost of \$26,184. Funding to be provided by the Juvenile Justice Millage.

See memo for details.

**4a. 9-1-1 Dispatch Center – Resolution to Authorize the Renewal of the Contract for Pre-Employment Testing Services with Select Advantage for the 9-1-1 Center**

This resolution authorizes the renewal of a contract with Select Advantage for pre-employment testing services for 9-1-1 dispatch employees. The \$3,900 cost will be funded through the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund.

See memo for details.

**4b. 9-1-1 Dispatch Center – Resolution to Authorize Purchase of Prepared Live Software/Services for the 9-1-1 Center from Invictus App, Inc.**

This resolution authorizes the purchase of Prepared Live software/services from Invictus App, Inc. to enable 9-1-1 callers to live stream calls to help dispatchers assist in the proper treatment and care of individuals. The \$4,500 cost, to be funded through the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund, will cover set-up, training, and support of Prepared Live for 45 dispatchers, and for the sharing of live video with 25 emergency responders for a term of one year.

See memo for details.

**5. Parks Department – Resolution to Authorize an Agreement with Mobile Communications America for Radios at Hawk Island County Park**

This resolution authorizes a contract with Mobile Communications America for the use of eight radios for three years and an option to renew for an additional two years. The cost for eight radios is \$235 a month. The total cost per year is \$2,820 and funds are available in line item 208-75600-81800.

**6. Fairgrounds – Resolution to Authorize a Contract T.H. Eifert Mechanical Contractors for as Needed Plumbing Services at the Ingham County Fairgrounds**

This resolution authorizes a contract with T.H. Eifert Mechanical Contractors for as needed plumbing services at the Ingham County Fairgrounds. The fees start at \$105 per hour and increase to \$210 an hour on holidays or weekend in contract year one. In contract year two, the fees start at \$107 per hour and increase to \$214 per hour on the weekends or holidays. By contract year three, the fees increase to \$109 per hour and increase to \$218 for weekends or holidays. There is a material markup of 20% and a \$35 fuel surcharge per service call. This contract will be charged to Contractual Services 56176013 818000 in which there is sufficient funds.

**7a. Health Department - Resolution to Submit a Letter of Intent to Explore the Acquisition of the Care Free Medical Dental Clinic**

This resolution authorizes a letter of intent with Care Free Medical to explore the possibility of acquiring their dental clinic.

**7b. Health Department - Resolution to Accept Additional FY 2023 Expanding COVID-19 Vaccination Funding from the Health Resources and Services Administration (HRSA)**

This resolution accepts an additional funding amount of \$27,500, (for a total of \$232,317) of available funding from the Health Resources and Services Administration (HRSA) agency, to expand COVID-19 vaccine efforts, effective June 1, 2023 through December 31, 2023. These vaccines will be provided to the public at no cost as a service to ICHD patients and Ingham County residents.

**7c. Health Department - Resolution to Accept the 2023-2024 AmeriCorps State Grant Funding**

This resolution accepts funding from the Michigan Department of Labor and Economic Opportunity (MDLEO) in an amount not to exceed \$288,265 effective October 1, 2023 through September 30, 2024, for the third year in a three-year funding cycle supporting the AmeriCorps State Program previously authorized through Resolutions #21-525 and #22-523.

**7d. Health Department - Resolution to Authorize an Agreement with Health Stream, Inc for an Online Learning Management System**

This resolution renews an agreement with Health Stream to provide an online Learning Management System effective September 1, 2023 through August 31, 2026 in an amount not to exceed \$39,551.40 for a 36-month license (or \$13,183.80 per year). Funds for this contract will come from the Health Department's operational budget.

**7e. Health Department - Resolution to Authorize a Lease and Pharmacy Services Agreement with Cardinal Health 132, LLC**

This resolution authorizes an agreement with Cardinal Health 132, LLC to lease space at Allen Community Health Center, for \$1 per year, to operate a 340B pharmacy effective September 1, 2023 through August 31, 2028, with one-year auto renewals for five years.

**7f. Health Department - Resolution to Authorize an Agreement with the Michigan Health Endowment Fund for the Ingham County Black Doula Cohort**

This resolution authorizes an agreement with the Michigan Health Endowment Fund effective June 1, 2023 through May 31, 2025 in an amount not to exceed \$200,000 to support the development of an Ingham County Black Doula Cohort. These funds will be used to facilitate the development of a cohort of Black doulas who will provide prenatal, delivery, and postpartum supports and services to Black birthing teens and women in our community. Findings suggest that Black women are fearful of birthing hospitals and the medical system during their pregnancies, and in the time leading up to their birth experiences. Black Doulas are uniquely positioned to support Black birthing people, thereby impacting efforts to reduce racial disparities in birth outcomes within Ingham County. ICHD would like to create a .50 FTE Project Coordinator to provide overall support and management for this effort. The costs of the .50 FTE Project Coordinator position (ICEA Prof. Grade 5) is \$50,294 - \$57,628. All costs associated with this agreement have been included in the proposal funded by the Michigan Health Endowment Fund.

**7g. Health Department - Resolution to Authorize an Agreement with Heart Soul Birth Pros**

This resolution authorizes an agreement with Heart Soul Birth Pros in an amount not to exceed \$20,000 to support the development of an Ingham County Black doula cohort. All costs associated with this agreement are included in and contingent upon the proposal funded by the Michigan Health Endowment Fund.

**7h. Health Department - Resolution to Authorize an Agreement with North Star Birthing Services**

This resolution authorizes an agreement with North Star Birthing Services effective June 1, 2023 through May 31, 2025 in an amount not to exceed \$20,000 to support the development of an Ingham County Black Doula Cohort. All costs associated with this agreement are included in and contingent upon the proposal funded by the Michigan Health Endowment Fund.

**7i. Health Department - Resolution to Accept Additional 2023 Child and Adolescent Health Center Planning Funds**

This resolution accepts additional funding for an amount of \$4,812 from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, effective June 1, 2023 through September 30, 2023. These additional will be used to complete planning activities necessary to launch a new health center with East Lansing Public Schools (ELPS).

**7j. Health Department – Resolution to Accept Ryan White Part C Early Intervention Services Funds From The Health Resources and Services Administration and to Authorize Contractual Infectious Disease Physician Services and to Create an Outreach and Linkage Specialist Position**

This resolution accepts the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025 and authorizes grant funding to be used for the following:

- A 0.4 FTE infectious disease physician for an amount not to exceed \$154,840 during this grant period.
- A new contract of 0.1 FTE infectious disease physician with Michigan State University College of Osteopathic Medicine from June 1, 2023 through April 30, 2024 of an amount not to exceed \$40,600.
- A 1.0 FTE Outreach and Linkage Specialist position is needed. The Outreach and Linkage Specialist is an ICEA Professional Grade 7 position. At Step 5, the total cost of the Outreach and Linkage Specialist position is \$134,585.

**7k. Health Department - Resolution to Amend the Agreement with Walgreens for Data Sharing with CloudMed**

This resolution amends the existing agreement with Walgreens, allowing data sharing with CloudMed for referral service capture, effective upon approval and to be ongoing. Amending this agreement will allow ICHD to utilize CloudMed's referral capture services in order to secure additional 340B savings.

**7l. Health Department - Resolution to Authorize an Agreement with CloudMed for Referral Capture Services**

This resolution authorizes an agreement with CloudMed to utilize its referral capture services, effective July 1, 2023 through June 30, 2024, with one-year autorenewals for five years. There is no cost to participate in this agreement. Instead, additional 340B savings from CloudMed's referral capture services will be split as follows: ICHD's CHCs will realize 75% of additional 340B savings; CloudMed retains 25% of additional 340B savings.

**7m. Health Department - Resolution to Authorize an Agreement with Linde Gas & Equipment, Inc. for the Rental of Nitrous Oxide and Oxygen Tanks**

This resolution authorizes an agreement with Linde Gas & Equipment, Inc. for the rental of nitrous oxide and oxygen tanks for use at the various ICHD locations effective June 1, 2023 through May 31, 2026 in an amount not to exceed \$22,000.

**7n. Health Department - Resolution to Authorize an Agreement with Michigan Primary Care Association & Michigan Community Health Network to Participate in the Medicare Shared Savings Program Accountable Care Organization**

This resolution authorizes an agreement with the Michigan Primary Care Association (MPCA) and Michigan Community Health Network (MCHN) to participate in the Medicare Shared Savings Program (MSSP) Accountable Care Organization (ACO), effective upon approval. ICHD CHCs provides care for 1,000 Medicare beneficiaries. The MSSP ACO would provide a per-member, per month payment between \$6 to \$10, which will amount to annual revenues between \$60,000 to \$100,000.

**7o. Health Department - Resolution to Authorize an Agreement with CaptureRx's ReferDoc for Referral Capture Services**

This resolution authorizes an agreement with ReferDoc to utilize its referral capture services, effective July 1, 2023 through June 30, 2024 in an annual amount not to exceed \$7,200 with one-year autorenewals for five years.

**7p. Health Department - Resolution to Renew an Obstetrics and Gynecology Physician Services Agreement with Edward W. Sparrow Hospital Association**

This resolution renews a three-year agreement with Edward W. Sparrow Hospital Association for 1.0 FTE obstetrics/gynecology physician services effective July 1, 2023 through June 30, 2026, for a total amount not to exceed \$930,453. The financial impact will be \$203,000 (FY 2024); 309,090 (FY 2025); and \$418,363 (FY 2026). These physician services will be funded through FY 2024, FY 2025, and FY 2026 CHC Operating budgets.

**7q. Health Department - Resolution to Renew Representational Agreement with Daudi & Kroll P.C.**

This resolution renews the representation agreement with Daudi and Kroll P.C. (D&K) for the Ingham Community Health Centers, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$5,000.

**7r. Health Department - Resolution to Renew an Agreement with Rite Aid Corporation for the 340B Drug Discount Program**

This resolution renews an agreement with Rite Aid Corporation under the Health Resources and Services Administration (HRSA) 340B drug discount program effective August 1, 2023 through July 31, 2026, with a one-year annual autorenewals for five years.

**7s. Health Department - Resolution to Amend Resolution #16-539 to Expand Distribution Services to Retail Pharmacies**

This resolution amends Resolution #16-539 for expansion of distribution services, provided by McKesson Corporation as a wholesaler, to include retail pharmacies including, but not limited to, Atlas Meds Pharmacy Inc. and Central Pharmacy Inc, effective upon approval and to be ongoing. The 340B drug discount program, administered by the Health Resources and Services Administration agency (HRSA), requires medication replacement through a wholesaler selected by contract pharmacies.

**8a. Equalization Department – Resolution to Award a Contract for Monumentation and Remonumentation Project Representative**

This resolution awards a contract for monumentation and remonumentation project representative to Ronnie Lester. The 2023 state grant is in the amount of \$111,943, \$27,475 of which covers the project representative.

See memo for details.

**8b. Equalization Department – Resolution to Award Contracts for Peer Review Group Members**

This resolution awards contracts for the 2023 Remonumentation Peer Review Group members. The 2023 group consists of:

Anthony Bumstead, 518 W. Lovett #3, Charlotte, MI 48813  
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917  
David Clifford, P.O. Box 87, Mason, MI 48854  
Ronald Enger, P.O. Box 87, Mason, MI 48854 (Alternate)  
Justin Carroll, 2300 N. Grand River Ave., Lansing MI 48906  
Gilbert Barish, 2300 N. Grand River Ave., Lansing MI 48906 (Alternate)

See memo for details.

**8c. Equalization Department – Resolution to Award Contracts for Remonumentation Project Surveyors**

This resolution award contracts for the 2023 Remonumentation project surveyors per the following:

Autenrieth Land Surveys, LLC: \$20,000  
Bumstead Land Surveys, LLC: \$20,000  
Enger Surveying and Engineering: \$20,000  
Wolverine Engineers and Surveyors, Inc: \$20,000

See memo for details.

**8d. Equalization Department – Resolution Appointing Rosemary Anger as County Grant Administrator for the 2023 Ingham County Remonumentation Project**

This resolution appoints Rosemary Anger, new Equalization Director, as the Ingham County Grant Administrator for the 2023 Remonumentation project.

See memo for details.

**9. Innovation & Technology Department – Resolution to Approve the Purchase of Network Hardware from Sentinel Technologies**

This resolution approves the purchase of additional network hardware from Sentinel Technologies, which will increase connections to our system. The \$44,000 cost will be paid from the Innovation and Technology's Network Hardware Fund.

See memo for details.

**10a. Facilities Department – Resolution to Authorize an Agreement with Elevator Service LLC for the Full-Service Elevator Repair and Maintenance at Multiple County Buildings**

This resolution authorizes an agreement with Elevator Service LLC for full service elevator repair and maintenance at County buildings (fourteen elevators and two dumbwaiters). Elevator Service LLC was the second lowest responsive bidder, but has more technicians than the lowest responsive bidder, thus providing greater service availability.

The total not to exceed amount for three years of service (36-month term) is \$132,420.

See memo for details.

**10b. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Flooring in the Conference Rooms, First Floor Offices and Breakrooms at the Hilliard Building**

This resolution authorizes a PO to Seelye Group for the replacement of carpet in three conference rooms, first floor offices and breakrooms at the Hilliard Building with luxury vinyl tile (LVT) for a price of \$93,477.01 with a contingency of \$4,700.

Funds are available in the 2023 approved CIP General Fund.

See memo for details.

**11. Human Resources – Resolution to Approve UAW TOPS, ICEA County Professional, and ICEA Court Professional Reclassification Requests**

This resolution approves reclassifications of UAW TOPS, ICEA County Professional, and ICEA Court Professional positions as follows:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Family Svcs. Enf. Coord.	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Pharmacy Services Mgr.	Co Pro 7: 71,599.41	Co Pro 9: 85,410.98	13,811.57
MHC – Ct. Svcs. Coord.	Ct Pro 5: 60,401.06	Ct Pro 7: 71,606.08	11,205.02
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Sr. Pretrial Services Inv.	Ct Pro 8: 78,103.65	Ct Pro 10: 92,254.72	14,151.07
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
TOTAL:			204,603.65

See memo for details.

## Agenda Item 1a

**TO:** Law & Courts and Finance Committees of the Ingham County Board of Commissioners  
**FROM:** Sgt. Chad Doyle  
**DATE:** June 2, 2023  
**SUBJECT:** Request to retire and replace ICSO K9 Gage  
For the meeting agenda of 6/15 and 6/21, respectively.

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### **BACKGROUND**

Deputy Troy Orweller is planning to retire in the fall of 2023 with 25 years of service. Deputy Orweller has been serving the Ingham County Sheriff's Office with K9 Gage as a Corrections K9 team since 2018. The Ingham County Sheriff's Office would like to transfer the ownership of Canine Gage for \$1 to his handler Deputy Troy Orweller upon his retirement in the fall of 2023.

The Ingham County Sheriff's Office would like the approval to purchase a Narcotics K9 from Magnum K9.

### **ALTERNATIVES**

The alternative is to not replace this K9. The Sheriff's Office currently has only one K9 Team assigned to Corrections. The team is instrumental as a deterrent to bringing drugs in the jail. Having a well-trained Corrections K9 reduces overall liability in the jail.

There are no viable options other than transferring ownership. Deputy Orweller has provided a caring home for Gage for the past 5 years, and he is too old to reassign.

### **FINANCIAL IMPACT**

The cost for the K9 is \$3,500, which was appropriated in the Sheriff's Office 2023 budget.

### **STRATEGIC PLANNING IMPACT**

The strategic plan may be impacted if this is not approved by reducing the Sheriff's Office's ability to maintain its current ability to locate narcotics in our jail and schools, as well its continued efforts to combat the opiate epidemic.

### **OTHER CONSIDERATIONS**

Our narcotics trained K9's are a frontline tool in fighting the opiate epidemic in the public and in our jail facility. The Sheriff's Office has a responsibility to use every tool at its disposal to maintain safety and security in the confines of our jail by conducting random K9 searches. A narcotics trained K9 is a forward locating tool in eliminating the potential pit falls of narcotics in our jail.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to retire and replace K9 Gage.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RETIRE AND REPLACE SHERIFF'S OFFICE K9 GAGE**

WHEREAS, the Ingham County Sheriff's Office has had, during Sheriff Scott Wriggelsworth's tenure as the Sheriff, a K9 Team; and

WHEREAS, K9 Gage was a member of the Ingham County Sheriff's Office with his handler Deputy Troy Orweller for the past 5 years where his duties entailed narcotics detection work in the jail and local schools; and

WHEREAS, the K9 Team has included a Corrections K9 to increase the safety of the jail; and

WHEREAS, K9 Gage will be officially retired from the Ingham County Sheriff's Office this fall and the Sheriff's Office would like to transfer ownership of K9 Gage to Deputy Orweller for \$1 to ensure he has an enjoyable retirement; and

WHEREAS, Ingham County gives up all ownership rights and any liabilities and responsibilities that pertain to K9 Gage effective upon Deputy Orweller's retirement; and

WHEREAS, the Sheriff's Office would like to purchase a new K9 from Magnum K9 located at 852 Ronald St. Quincy, MI 49802; and

WHEREAS, the new K9 team would be trained to detect narcotics including opiates in our jail, schools and the public; and

WHEREAS, the Ingham County Sheriff's Office would use account number 10130110, Special Units, to pay this cost.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the transfer of ownership of K9 Gage to Deputy Orweller for \$1 effective upon Deputy Orweller's retirement and the purchase of a K9 dog from Magnum K9 for \$3,500.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham county Sheriff's Office budget.

## Agenda Item 1b

**TO:** Law & Courts, County Services, and Finance Committee[s] of the Ingham County Board of Commissioners

**FROM:** Darin J. Southworth, Chief Deputy, Sheriff's Office

**DATE:** June 6, 2023

**SUBJECT:** Front- Load Position Option  
For the meeting agenda of 6/15/23, 6/20/23, 6/21/23 respectively

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### **BACKGROUND**

Public safety professions, including this Sheriff's Office (ICSO), are often in the position of needing employees from a limited pool of applicants. The Sheriff has identified circumstances where the availability of highly talented prospects and projected position openings do not align. We would like to seize the opportunity to secure commitment from talented prospects in anticipation of near future openings and compensate with attrition related funds. We believe having a front-loaded, flexible position number to assign the desired funding source, for a period not to exceed six months, would afford ICSO the flexibility desired and the appropriate execution authority for the Human Resources (HR) and Budget Directors.

### **ALTERNATIVES**

An inability to offer a job for an anticipated opening brings the risk of losing talented prospects to other employers. As a result, we continue the current practice of awaiting applications for open positions and hope the interest and timing works out for us.

### **FINANCIAL IMPACT**

While this position is being created as new, it is not a request for additional funds for the ICSO budget. The ICSO would execute this front-load option only when sufficient attrition related funding exists or is projected.

### **STRATEGIC PLANNING IMPACT**

Maintaining funded and desired staffing allocation should make us more effective at fulfilling our mission and meeting strategic plan deliverables.

### **OTHER CONSIDERATIONS**

The Sheriff has support of this flexible, front-load position strategy from Ms. Graham, HR Director, and Mr. Townsend, Budget Director.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a front-load position option available to the ICSO.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CREATION OF A FRONT-LOAD POSITION OPTION  
WITHIN THE SHERIFF'S OFFICE**

WHEREAS, the Sheriff's Office has a desire to hire highly qualified applicants in these extremely competitive times; and

WHEREAS, the Sheriff's Office has encountered circumstances where a desirable applicant emerges but an opening in the respective work group is not available but imminent, thus risking loss of the applicant to another employer; and

WHEREAS, the Sheriff's Office strives to be as effective and efficient in fulfilling our mission through all available and much needed members; and

WHEREAS, the Sheriff often observes residual budgetary funds through personnel attrition; and

WHEREAS, the ability to hire a highly qualified applicant in anticipation of an opening, makes us a much more competitive employer, and more flexible with position funding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the creation of a front-load, flexible position within the Sheriff's Office effective 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.

## Agenda Item 2

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Committee Chair

DATE: June 12, 2023

SUBJECT: Housing Trust Fund Competitive Grant Process and Funding Recommendations

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### **BACKGROUND**

The Board of Commissioners created the Ingham County Housing Trust Fund (HTF) and allocated \$9 million of American Rescue Plan (ARP) funds to the HTF to promote construction and rehabilitation of affordable housing in Ingham County. The HTF Committee researched community needs and heard from nonprofit and for-profit providers of housing based in the county. To help identify the best and most effective ways to create and enhance housing the HTF Committee recommended and the Board adopted a process to use \$2 million of the allocated funds in a competitive bidding process.

The proposed allocation of funds and accompanying resolution are the major, but not the only, products of that process. The HTF created means for emerging developers to help shape the process and to apply without the significant costs usually associated with applications for public funds. Relationships were created with such developers that will be expanded even where applicants are not recommended for funding. Eight proposals were identified that qualify for funding under an earlier resolution allocating funds through the Ingham County Land Bank for construction of scattered single-family homes.

### **FINANCIAL IMPACT**

The \$2 million recommended has previously been allocated from ARP revenue to use by the Housing Trust Fund. Requirements are that ARP funds be committed by December 31, 2024 and spent by December 31, 2026. The ability of applicants to meet these deadlines was a factor in the recommendations.

### **RECOMMENDATION**

The recommended proposals help fund creation of 121 new housing units in new or repurposed buildings and the renovation of a 20-unit apartment building. Sixteen of the new units are supportive shelter units for unhoused persons. Twelve units are in a co-operative housing development. An additional 30 owner-occupied units are to be constructed as part of an innovative community setting. The remaining 63 rental units will be constructed in a senior housing project on the site of an old school and above commercial space on a corridor. In every case, the proposed grants are parts of larger pools of public and/or private money. Significant housing projects only go forward with those kinds of combinations of resources. The complexity of these projects and the short time period available for action using ARP funds mean that some of these projects may not be initiated, and two of the recommended proposals are made contingent on specific additional funding. Other finalists are identified as backup recipients in the event some funds cannot be used. These are for informational purposes. The HTF will make recommendations and the Board will make final decisions according to changed circumstances as necessary.

Most of the proposals are ready or nearly ready to begin work. One has requested funds to initiate an innovative project that will take longer to break ground and complete, but which should still be completed within the ARP time limits.

Applicant and project summary information from each proposal has been compiled for review. Full applications and supporting materials are available in a shareable One Drive folder. Please email [afox@ingham.org](mailto:afox@ingham.org) for access.

The Housing Trust Fund Committee recommends adoption of the resolution to allocate funds and develop contracts as detailed.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS FOR HOUSING TRUST FUND  
COMPETITIVE GRANTS**

WHEREAS, the Ingham County Housing Trust Fund (HTF) has made \$2,000,000 available to applicants for funds through a competitive grant process; and

WHEREAS, the Ingham County Board of Commissioners (the Board), in Resolution #23-078, adopted scoring criteria and a process for the competitive grants; and

WHEREAS, 33 applications were received from for-profit developers and non-profit organizations proposing housing construction, repurposing and rehabilitation projects; and

WHEREAS, the HTF Committee has considered the potential that some proposals could be funded in whole or in part from funds approved by Resolution #23-047 for scattered single-family construction and rehabilitation through the Ingham County Land Bank; and

WHEREAS, after careful review, evaluation and discussion of the applications by the HTF Committee, the HTF Committee submits the ratings shown in the attached Table A.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into contracts with the entities designated within the table below.

BE IT FURTHER RESOLVED, that the proposals designated as "ICLB" are referred to the Ingham County Land Bank for contracts and funding consistent with Resolution 23-047, as seen in the attached Table B attached.

BE IT FURTHER RESOLVED, that each contract will include specific terms, consistent with American Rescue Plan requirements, to ensure housing constructed or rehabilitated using these funds will remain accessible and affordable to income-qualified residents.

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

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

Table A: HTF Committee Competitive Grant Ratings Table

Applicant	Project Application Title	Project Type	Score	\$ Amount Requested	Total Project Cost	# of New Units Created	Total # of Units	Amount Requested Per Unit Created
LoveJoy Special Needs Center Corporation	#21 Church Hill Gardens	Single Family Multi-Unit New Construction Creates New Homeowner Units	95.625	\$ 253,500	\$ 5,719,500	30	30	\$ 8,450
Habitat for Humanity Capital Region	#22 Habitat for Humanity Capital Region 2023	Single Family New Construction - Creates New Homeowner Units	95.5	\$ 500,000	\$ 752,049	3	3	\$ 166,667
Eastside Community Action Center	#3 Eastside Community Action Center - 2023	Single Family New Construction - Creates New Homeowner Units & Rehab on Existing Units	91.625	\$ 500,000	\$ 985,551	2	4	\$ 250,000
The House Collective	#10 The House Collective ICHTF Grant	Multifamily Multi-Unit Rental Rehab on Existing Units	88.25	\$ 515,500	\$ 1,478,490	-	22	N/A
MSU STUDENT HOUSING COOPERATIVE, INC. DBA SPARTAN HOUSING COOPERATIVE	#17 Rivendell 2023 - Spartan Housing Cooperative	Multifamily Multi-Unit Rehab on Existing Co-op Units	88	\$ 200,000	\$ 350,000	-	8	N/A
Lonzo Development Group	#6 900-918 W. Saginaw	Multifamily Multi-Unit Rehab/New Construction - Creates New Rental Units	86.875	\$ 500,000	\$ 5,158,138	12	12	\$ 41,667
MSU STUDENT HOUSING COOPERATIVE, INC. DBA SPARTAN HOUSING COOPERATIVE	#16 Harambee 2023- Spartan Housing Cooperative	Multifamily Multi-Unit Rehab on Existing Co-op Units	84.625	\$ 500,000	\$ 915,000	6	9	\$ 83,333
Allen Neighborhood Center	#4 Allen Neighborhood Center Asante Development	Multifamily Multi-Unit Rehab - Creates New Co-op Units	82.25	\$ 500,000	\$ 1,131,678	12	12	\$ 41,667
Agape Building and Restoration	#24 Agape Building and Restoration	Single Family New Construction - Creates New Homeowner Units	81.75	\$ 500,000	\$ 1,000,000	5	5	\$ 100,000
Boysville of Michigan DBA Holy Cross Services	#11 Holy Cross Services New Hope Community Center Build Out	Supportive Housing Multi-Unit Rehab/New Build - Creates New Shelter Units	81.625	\$ 500,000	\$ 4,983,000	16	16	\$ 31,250
Guidance Property Solutions, LLC.	#20 Guidance Property Solutions - 2022	Single Family Rehab - Creates new rental/homeowner unit	81.125	\$ 98,500	\$ 100,000	1	1	\$ 98,500
Commonwealth Development Corporation of America and Equity First Community Development LLC	#2 El Shabazz Senior - 2023	Multifamily Multi-Unit Rehab/New Construction- Creates New Rental Units	79.625	\$ 1,000,000	\$ 17,071,820	51	51	\$ 19,608
Sand Solutions LLC	#23 Sands Solutions LLC Underserved Grant HTF 2023	Single Family Rehab - 1 New Construction - Creates New Rental/Homeowner Units	79.25	\$ 656,210	\$ 963,781	6	6	\$ 109,368
VMG Construction LLC	#12 2023 (VMG Remodeling)	Single Family New Construction- Creates New Homeowner Units	79	\$ 270,000	\$ 1,176,000	6	6	\$ 45,000
Quixote Properties LLC	#15 Quixote Properties Grant Request 2023	Single Family (duplex) Rehab - Creates New Rental Units	77.375	\$ 66,500	\$ 212,000	4	4	\$ 16,625
MICS SERVICES LLC	#18 MICS Services LLC	Single Family New Construction - Creates New Rental Units	77.375	\$ 226,750	\$ 226,750	2	2	\$ 113,375
Elite Exterior Solutions	#30 Elite Exterior Solutions Affordable Housing Project	Single Family New Construction- Creates New Homeowner Units	76.625	\$ 500,000	\$ 1,000,000	5	5	\$ 100,000
Mikey Foundation	#33 Mikey 23 Foundation	Single Family Rehab/New Construction- Create New Homeowner/Rental Units	76.375	\$ 452,179	\$ 487,000	4	4	\$ 113,045
Associates Realty Management LLC	#8 Burchfield Development 2023	Single Family New Construction (Modular) - Creates New Homeowner Units	73.125	\$ 360,000	\$ 412,188	2	2	\$ 180,000

Table A: HTF Committee Competitive Grant Ratings Table

Applicant	Project Application Title	Project Type	Score	\$ Amount Requested	Total Project Cost	# of New Units Created	Total # of Units	Amount Requested Per Unit Created
Homes on Homes, LLC	#9 Homes on Homes, LLC	Multi-Unit Rehab/New Construction- Creates New Rental Units	71.75	\$ 315,000	\$ 715,000	6	6	\$ 52,500
MAHER MAHMOUD INVESTMENT COMPANY	#27 HTF Grant App May23 (The Nest - MAHER MAHMOUD INVESTMENT CO)	Multi-Unit New Construction/Rehab - Creates New Homeowner/Rental Units	69.875	\$ 500,000	\$ 5,300,000	30	30	\$ 16,667
Greenwater Capital Group LLC	#5 Greenwater Capital Group LLC - Historical Multifamily Redevelopment	Single Family (Duplex) Rehab - Creates New Rental Units	67.875	\$ 500,000	\$ 525,000	2	2	\$ 250,000
TCI properties LLC	#25 TCI Properties LLC 2023	Multifamily Multi-Unit Rehab - Creates New Rental Units	67.75	\$ 500,000	\$ 500,000	6	6	\$ 83,333
Woods Construction Plus	#7 Woods Construction Plus Building Future	Single Family New Construction - Creates New Homeowner Units	67.625	\$ 725,000	\$ 925,000	3	3	\$ 241,667
Holly Harding	#26 2023 (Detroit Street Apartments/Holly N. Harding)	Single Family/Small Multifamily New Build - Creates New Rental Units	65.875	\$ 500,000	\$ 650,000	4	4	\$ 125,000
ANGIES HOUSING	#28 Angies Housing	Single Family Rehab - Creates New Rental Units	61.625	\$ 300,000	\$ 300,000	2	2	\$ 150,000
Michigan Institute for Contemporary Art	#1 Michigan Institute for Contemporary Arts (MICA)	Multifamily Rental Rehab on Existing Units	56.875	\$ 25,000	\$ 27,630	-	3	N/A
Big Five, LLC	#19 Woman 2 Woman (W2W) Revitalization and Capacity Building	Rental Rehab on Existing Units	51.25	\$ 73,100	\$ 78,100	-	2	N/A
Structure Development Group	#32 Structure Development Group	Rental Rehab on unspecified number of units	45.25	\$ 740,000	\$ 8,200,000	-	unspecified	N/A
DWL Indus Realty LLC	#31 DWL Indus Realty LLC	Rental Rehab on unspecified number of Existing Units	34.75	\$ 500,000	\$ 1,000,000	-	unspecified	N/A
Manfred Woelfel Rental Property LLC*	#13 Manfred Woelfel Rental Property LLC	Single Family Rental Rehab on Existing Units	0	\$ 270,000	\$ 270,000	-	4	N/A
Best Choice Home Improvements LLC*	#14 5933 w/ Hughes Renovation	Single Family Rental Rehab on Existing Units	0	\$ 138,000	\$ 138,000	-	4	N/A
The Advancement Corporation*	#29 Advancement Corporation	Multi-Unit Rehab - Creates New Supportive Housing	0	\$ 1,082,115	\$ 2,042,218	50	50	\$ 21,642
* Applicant not eligible due to current tax delinquency			<b>TOTALS</b>	<b>\$ 14,267,354</b>		<b>270</b>	<b>318</b>	



Table B: HTF Grant Funding Recommendation Table

Applicant	Project Title/Type	Amount Requested	Fund (Y/N/ICLB)	Award \$ Amount
Michigan Institute for Contemporary Art	#1 Michigan Institute for Contemporary Arts (MICA)/Rental Rehab	\$ 25,000	No	\$ -
Commonwealth Development Corporation, Equity First Community Development LLC	#2 El Shabazz Senior - 2023/Multi-Unit Building Rehab/New Construction	\$ 1,000,000	Yes* (Contingent on LIHTC)	\$ 250,000
Eastside Community Action Center	#3 Eastside Community Action Center - 2023/Single Family New Construction/Rehab	\$ 500,000	No (Backup) & ICLB	TBD w/ ICLB
Allen Neighborhood Center	#4 Allen Neighborhood Center Asante Development/Multi-Unit Building Rehab	\$ 500,000	Yes	\$ 500,000
Greenwater Capital Group LLC	#5 Greenwater Capital Group LLC - Historical Multifamily Redevelopment	\$ 500,000	No	\$ -
Lonzo Development Group	#6 900-918 W. Saginaw/Multi-Unit Building Rehab	\$ 500,000	Yes	\$ 500,000
Woods Construction Plus	#7 Woods Construction Plus Building Future/Single Family New Construction	\$ 725,000	ICLB	TBD w/ ICLB
Associates Realty Management LLC	#8 Burchfield Development 2023/Single Family New Construction (Modular)	\$ 360,000	ICLB	TBD w/ ICLB
Homes on Homes, LLC	#9 Homes on Homes, LLC/Multi-Unit Rehab/New Construction	\$ 315,000	No	\$ -
The House Collective	#10 The House Collective ICHTF Grant/Multi-Unit Rental Rehab	\$ 515,500	Yes (Rehabilitation of 724 N. Pennsylvania)	\$ 250,000
Boysville of Michigan DBA Holy Cross Services	#11 Holy Cross Services New Hope Community Center Build Out/Shelter Building Rehab	\$ 500,000	Yes	\$ 250,000
VMG Construction LLC	#12 2023 (VMG Construction)/Single Family New Construction	\$ 270,000	ICLB	TBD w/ ICLB
Manfred Woelfel Rental Property LLC	#13 Manfred Woelfel Rental Property LLC/Rental Rehab	\$ 270,000	No	\$ -
Best Choice Home Improvements LLC	#14 5933 w/ Hughes Renovation/Rental Rehab	\$ 138,000	No	\$ -
Quixote Properties LLC	#15 Quixote Properties Grant Request 2023/Single Family Rehab	\$ 66,500	No (Backup)	\$ -
MSU STUDENT HOUSING COOPERATIVE, INC. DBA SPARTAN HOUSING COOPERATIVE	#16 Harnabee 2023- Spartan Housing Cooperative/Multi-Unit Building Rehab	\$ 500,000	No	\$ -

Table B: HTF Grant Funding Recommendation Table

<b>Applicant</b>	<b>Project Title/Type</b>	<b>Amount Requested</b>	<b>Fund (Y/N/ICLB)</b>	<b>Award \$ Amount</b>
MSU STUDENT HOUSING COOPERATIVE, INC. DBA SPARTAN HOUSING COOPERATIVE	#17 Rivendell 2023 - Spartan Housing Cooperative/Multi-Unit Building Rehab	\$ 200,000	No	\$ -
MICS SERVICES LLC	#18 MICS Services LLC/Single Family Rehab/New Construction	\$ 226,750	No	\$ -
Big Five, LLC	#19 Woman 2 Woman (W2W) Revitalization and Capacity Building/Rental Rehab	\$ 73,100	No	\$ -
Guidance Property Solutions, LLC.	#20 Guidance Property Solutions -2022/Single Family Rehab	\$ 98,500	No	\$ -
LoveJoy Special Needs Center Corporation	#21 Church Hill Gardens/Multi-Unit New Construction	\$ 253,500	Yes (Contingent on match)	\$ 250,000
Habitat for Humanity Capital Region	#22 Habitat for Humanity Capital Region 2023/Single Family New Construction	\$ 500,000	ICLB	TBD w/ ICLB
Sands Solutions LLC	#23 Sands Solutions LLC Underserved Grant HTF 2023/Single Family Rehab/New Construction	\$ 656,210	No	\$ -
Agape Building and Restoration	#24 Agape Building and Restoration/Single Family New Construction	\$ 500,000	ICLB	TBD w/ ICLB
TCI properties LLC	#25 TCI Properties LLC 2023/Multi-Unit Rehab	\$ 500,000	No	\$ -
Holly Harding	#26 2023 (Detroit Street Apartments/Holly N. Harding)/Multi-Unit Rental Rehab	\$ 500,000	No	\$ -
MAHER MAHMOUD INVESTMENT COMPANY	#27 HTF Grant App May23 (The Nest)/Multi-Unit New Construction	\$ 500,000	No	\$ -
ANGIES HOUSING	#28 Angies Housing/Single Family Rehabs	\$ 300,000	No	\$ -
The Advancement Corporation	#29 Advancement Corporation/Multi-Unit Rehab	\$ 1,082,115	No	\$ -
Elite Exterior Solutions	#30 Elite Exterior Solutions Affordable Housing Project/Single Family New Construction	\$ 500,000	ICLB	TBD w/ ICLB
DWL Indus Realty LLC	#31 DWL Indus Realty LLC/Rental Rehab	\$ 500,000	No	\$ -
Structure Development Group	#32 Structure Development Group/Rental Rehab	\$ 740,000	No	\$ -
Mikey Foundation	#33 Mikey 23 Foundation /Single Family Rehab	\$ 452,179	No (Backup) & ICLB for 1821 S. Rundle	TBD w/ ICLB
<b>TOTALS</b>		<b>\$ 14,242,354</b>		<b>\$ 2,000,000</b>

### Agenda Item 3

**TO:** Law & Courts and Finance Committees  
**FROM:** Annette Ellison, Youth Center Director  
**CC:** Scott LeRoy, Deputy and Interim Court Administrator  
**DATE:** June 6, 2023  
**SUBJECT:** Ingham County Youth Center Summer Education Program  
For the meeting agendas of Law and Courts Committee June 15 and Finance Committee June 21, 2023

#### **BACKGROUND**

The Ingham County Youth Center is a 24-bed short-term detention facility located at 700 E. Jolly Rd., Lansing, MI. Youth at the facility are provided with social, emotional and educational programming year round. Lansing School District currently provides educational instruction and has historically provided summer school for youth.

It has been reported by the Lansing School District that there is not enough funding for summer school this year. In previous years, summer school was funded through two sources – Title 1D awards and LSD teachers were hired to teach as On-Call Juvenile Detention Specialists. This school year, the district received enough funds to only cover the Transitional Specialist and the Student Assistance Provider throughout the school year. When teachers were hired as on-call detention staff, the juveniles did not receive academic credit for their work.

The Juvenile Division believes it is vitally important to provide credit bearing education instruction to youth in detention during the summer months. Doing so shall (1) reduce learning loss and disengagement, (2) support special education accommodations and behavioral plans, (3) promote connection with students and engagement with families as a means to support summer transitions, and (4) provide overall academic growth for those juvenile who are close to earning enough credit for graduation. The Lansing School District has agreed to provide instruction in core subjects of reading and math, more specifically, Contemporary Literature (I/II) and Geometry (I/II) if the Juvenile Division is able to reimburse the programming. According to Ms. Nicole Namy, LSD Director of Special Populations, the education instruction will cost the Lansing School District \$26,184, which is available in the Juvenile Justice Millage fund balance and is Child Care Fund reimbursable.

#### **ALTERNATIVES**

Youth do not receive education instruction for the summer and are instead provided summer enrichment programming by the detention staff.

#### **FINANCIAL IMPACT**

Funds for the summer educational instruction are available in the Juvenile Justice Millage fund balance and are child care fund reimbursable.

#### **STRATEGIC PLANNING IMPACT**

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

#### **OTHER CONSIDERATIONS**

None

#### **RECOMMENDATION**

Reimburse the Lansing School District for summer educational instruction for core areas of math and reading.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE INGHAM COUNTY YOUTH CENTER  
SUMMER EDUCATION PROGRAM**

WHEREAS, the Ingham County Youth Center is a 24-bed short-term detention facility that provides social, emotional, and educational programming year round; and

WHEREAS, Lansing School District currently provides educational instruction and has historically provided summer school for youth; and

WHEREAS, funding is not available for summer school this year due to awarded funding being exhausted during the regular academic school year of 2022-2023; and

WHEREAS, it is vitally important to provide education instruction to youth in detention during the summer months; and

WHEREAS, the Lansing School District has agreed to provide instruction in core subjects of math, reading, and science for a total cost of \$26,184; and

WHEREAS, the amount needed to cover the total cost is available in the Juvenile Justice Millage fund balance and is Child Care Fund reimbursable.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Lansing School District to provide summer education instruction for a total amount not to exceed \$26,184 for the time period of June 1, 2023 through August 31, 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a line-item transfer from the Juvenile Justice Millage fund balance to the Ingham County Youth Center Contractual Services Line-Item (29266204-818000).

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

## Agenda Item 4a

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Barb Davidson, Director 9-1-1  
**DATE:** June 6, 2023  
**SUBJECT:** Renewal of the contract for pre-employment testing with Select Advantage for the 911 Center  
*For the meeting agenda of Law & Courts June 15, 2023, and Finance June 21, 2023*

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### **BACKGROUND**

The Board approved the purchase and contract with Select Advantage in September 2022. Select Advantage was a new vendor for us. We took this last year to evaluate their product and support of their pre-employment testing. We are very satisfied. Their product offers us ease of use, responsiveness to problems, an option to test remotely as needed, and predictable fees which can be confidently budgeted for. Pre-employment testing is a valuable part of the hiring process used by the 9-1-1 Center.

### **ALTERNATIVES**

We can continue to seek other options. Others were rejected because they came at a higher price and without the ability to continue to test remotely, if needed.

### **FINANCIAL IMPACT**

The annual cost for Select Advantage testing is \$3,900 which includes support and unlimited applicant testing for both supervisor and dispatcher/telecommunicator.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to utilize Select Advantage for our pre-employment testing.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE RENEWAL OF THE CONTRACT FOR PRE-EMPLOYMENT TESTING SERVICES WITH SELECT ADVANTAGE FOR THE 9-1-1 CENTER**

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

WHEREAS, pre-employment testing is a valuable part of the hiring process used by the 9-1-1 Center; and

WHEREAS, Ingham County Central Dispatch needs to continue to have the option to test dispatcher applicants virtually with a process that is not cumbersome; and

WHEREAS, virtual pre-employment testing is a tool we can use to evaluate candidates for possible employment with our agency; and

WHEREAS, the cost for this testing service is an annual fee of \$3,900, which includes an unlimited number of applicants and online support; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an expenditure not to exceed \$3,900 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund for testing of dispatch applicants with Select Advantage for the term of October 1, 2023 to September 30, 2024.

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

## Agenda Item 4b

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Barb Davidson, Director 9-1-1  
**DATE:** June 6, 2023  
**SUBJECT:** Approval to authorize the purchase of Prepared Live software/services for the 9-1-1 Center  
*For the meeting agendas of Law & Courts on June 15, 2023, and Finance on June 21, 2023*

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### **BACKGROUND**

Advances in telecommunications technology and mobility put the nation's 9-1-1 system at a crossroads. The growing market penetration of both wireless telephones and Voice over Internet Protocol (VoIP) highlighted the limitations of the legacy 9-1-1 infrastructure. We needed to engage our callers and citizens in the method they prefer. That called for a more robust 9-1-1 system. Next Generation 911 is an IP network that is more reliable, redundant, resilient, and has the capacity and capability to send more data with voice call to the appropriate 9-1-1 Center. Ingham County 9-1-1 transitioned from our analog copper 9-1-1 network to an Internet Protocol (IP)-based Next Generation 911 (NG911) infrastructure with the Board of Commissioners' approval of Resolutions #19-223 and #19-250. We fully deployed the technology in early 2022.

NG911 communication technology has revolutionized the way telecommunicators communicate with first responders and the public during an emergency. NG911 technology tools allow the telecommunicator to get a more accurate location of 9-1-1 calls. This technology also gives 9-1-1 Centers the ability to easily access text messages, videos, and photos. This would allow citizens to share this multimedia almost immediately. It also allows telecommunicators to better comprehend a situation and dispatch the most appropriate first responders.

Video to 9-1-1 is the next step in the NextGeneration911 core services journey for Ingham County 9-1-1. We want to continue to engage our citizens and callers as they would prefer. Many products were evaluated. After these evaluations, one provider had features that addressed some of our concerns. Many who chose the 9-1-1 profession do so because their preference is not to see, but support from the call center. The Prepared Live platform allows telecommunicators the ability to blur video from view while recording the video unblurred for evidentiary purposes. This feature is controlled by the telecommunicator.

The Prepared Live platform requires no hardware or software installation and is provided at no charge for use in the Communication Center. As we continue to add technology, we didn't want to add another platform to have to sign into. With Prepared Live, we would be able to utilize single sign-on through our existing technology-RapidSOS authentication services, which will also help with ease of user management. Data storage was another concern. Prepared Live is currently offering no data storage limit.

Having video in the 9-1-1 Center that can be viewed, reviewed, and archived for evidence is quite an advancement in public safety. The next portion of this process is to be able to stream that live video to first responders to view so they can make decisions on safety and response. Prepared Live has this enhanced functionality which includes sharing live-stream videos, photos, and texts with field responders. This functionality does have a fee. It's a subscription-based service that would cost \$180 per user annually. I brought the vendor into the May Ingham County Police Chiefs meeting for a demonstration and then it was discussed in the May 9-1-1 Advisory Board meeting. The Board unanimously concurs with my recommendation to move forward with Prepared Live and evaluate it for usefulness.

### **ALTERNATIVES**

We could continue to explore other options or choose to wait before bringing this technology to our public safety responders and citizens.

### **FINANCIAL IMPACT**

The proposed contract with Prepared Live includes set up, training, support, and sharing of live video with 25 emergency responders and 45 dispatchers for a cost of \$4,500. This product will be discussed and evaluated for its continued use. If continued use is agreed upon, it will be placed in the Center's budget as an ongoing annual cost. The State 9-1-1 Office was consulted and they verified that live streaming to public safety responders with this product is an allowable expense for 9-1-1 monies.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase Prepared Live software/services for the 9-1-1 Center.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE OF PREPARED LIVE SOFTWARE/SERVICES FOR THE 9-1-1 CENTER FROM INVICTUS APP, INC.**

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, in 2019, the Ingham County Board of Commissioners approved the improvement of the analog copper 911 network to an Internet Protocol (IP)-based Next Generation 911 (NG911) infrastructure and the purchase of an NG911 communication system both of which are more reliable, redundant, resilient, and have the capacity and capability to easily access voice, text, photos, and video; and

WHEREAS, NG911 communication technology has revolutionized the way 911 telecommunicators communicate with first responders and the public during an emergency; and

WHEREAS, Ingham County Central Dispatch needs to continue to have the ability to interact with the public in the format that they chose whether that be a call, text, photo, or live stream video; and

WHEREAS, Video to 9-1-1 is the next step in the Next Generation 911 core services needed to be secured for Ingham County 9-1-1; and

WHEREAS, the Prepared Live platform will enable Ingham County 9-1-1 to strengthen the flow of emergency information by giving us access to live video, photo, and text messaging on any mobile call received; and

WHEREAS, the Prepared Live platform will also give Ingham County 9-1-1 Center the capability to share this information with first responders in real-time to assist them with timely decisions about safety and response; and

WHEREAS, the 9-1-1 Director presented the information about Prepared Live to the 9-1-1 Advisory Board at the May meeting; and

WHEREAS, the Board unanimously concurs with the Director's recommendation to move forward with Prepared Live and evaluate it for usefulness.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accept the 9-1-1 Advisory Board's recommendation and authorize an expenditure not to exceed \$4,500 from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund for set-up, training, support of Prepared Live for 45 dispatchers, and for the sharing of live video with 25 emergency responders for a term of one year.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** June 6, 2023  
**SUBJECT:** Agreement with Mobile Communications America for Radios at Hawk Island  
For the meeting agenda of June 21, 2023 Finance and June 26, 2023 Human Services

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**BACKGROUND**

Park staff utilizes radios to communicate with each other at Hawk Island County Park. This resolution is to authorize a contract with Mobile Communications America for the use of eight radios for three years and an option to renew for an additional two years. The Purchasing Department is not aware of any other radio other than the EDACS (Enhanced Digital Access Communication System) from Harris Corp., which is for the 9-1-1 radio system, which is not applicable for our use.

**ALTERNATIVES**

Without radios Rangers and Park Managers would have to make multiple cell phone calls and/or walk or drive for group communication with each other within the park. The radios provide an immediate solution for park staff to communicate. These radios provide group talking that is not possible with cell phones for security, safety, and maintenance.

**FINANCIAL IMPACT**

The cost for eight radios is \$235 a month. The total cost per year is \$2,820 and funds are available in line item 208-75600-81800.

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with Mobile Communications America for radios at Hawk Island County Park.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MOBILE COMMUNICATIONS  
AMERICA  
FOR RADIOS AT HAWK ISLAND COUNTY PARK**

WHEREAS, Ingham County Park staff utilizes radios at Hawk Island County Park; and

WHEREAS, without radios, Rangers and Park Managers would have to make multiple cell phone calls and/or walk or drive for group communication with each other within the park; and

WHEREAS, the radios provide an immediate solution for park staff to communicate; and

WHEREAS, these radios provide group talking that is not possible with cell phones for security, safety, and maintenance; and

WHEREAS, Mobile Communications America cost for radios at Hawk Island County Park will be fixed at a cost of \$2,820 per year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a three-year agreement with an option to renew for two additional years with Mobile Communications America for radios at Hawk Island County Park for a cost of \$2,820 per year.

BE IT FURTHER RESOLVED, that funds are available in line item 208-75600-81800.

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

## Agenda Item 6

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Lindsey McKeever, Fairgrounds Events Director  
**DATE:** March 6, 2023  
**SUBJECT:** Resolution to Authorize a Contract with T.H. Eifert Mechanical Contractors for As Needed Plumbing Services at the Ingham County Fairgrounds

### **BACKGROUND**

The Fairgrounds are in need of a plumbing company to be under contract for repairs as needed.

### **ALTERNATIVES**

The Fairgrounds could continue to operate without a plumber under contract.

### **FINANCIAL IMPACT**

The fees start at \$105 per hour and increase to \$210 an hour on holidays or weekends in contract year one. In contract year two, the fees start at \$107 per hour and increase to \$214 per hour on the weekends or holidays. By contract year three the fees increase to \$109 per hour and increase to \$218 for weekends or holidays. There is a material markup of 20% and a \$35 fuel surcharge per service call. This contract will be charged to Contractual Services 56176013 818000, in which there are sufficient funds.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long term objective providing recreational opportunities.

### **OTHER CONSIDERATIONS**

There are no other considerations at this time.

### **RECOMMENDATION**

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

**Agenda Item 6**

TO: Lindsey McKeever, Fairgrounds Events Director  
FROM: James Hudgins, Director of Purchasing  
DATE: March 3, 2023  
RE: Memorandum of Performance for RFP No. 1-23 As-Needed Plumbing Services for the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from experienced qualified, licensed, and experienced plumbing contractors to enter into a three (3) year contract with an option to extend for two (2) additional years, for the purpose of furnishing and performing a variety of plumbing repairs of nonfunctioning services on the Fairgrounds on an as-needed basis.

The scope of work includes, performing a variety of tasks including but not limited to, laying out, installing, replacing, piping and testing plumbing services and plumbing system and components. In addition to, providing emergency response on an as-needed basis to Ingham County Fairgrounds by way of inspection, repair, and/or replacement of nonfunctioning plumbing components ensuring operational service throughout the years of the contract.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	18	4
Vendors responding	5	4

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

*In the event a project costs exceeds \$10,000, a preconstruction meeting will be required prior to commencement of work. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.*

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

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

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

## SUMMARY OF VENDORS' COSTS

Description of Services	Vendor Name:			Vendor Name			Vendor Name			Vendor Name			Vendor Name		
	T.H. Eifert Mechanical Contractors			Limbach Inc.			John E Green			Myers Plumbing & Heating Inc.			Gunthorpe Plumbing		
	Local Preference: Yes, Lansing MI			Local Preference: Yes, Lansing MI			Local Preference: Yes, East Lansing MI			Local Preference: No, Lansing (Clinton) MI			Local Preference: Yes, East Lansing MI		
	Labor Rate / Hour			Labor Rate / Hour			Labor Rate / Hour			Labor Rate / Hour			Labor Rate / Hour		
<i>Master Plumber</i>	\$105.00	\$107.00	\$109.00	\$135.00	\$135.00	\$135.00	\$112.09	\$115.19	\$118.28	\$105.00	\$110.00	\$115.00	\$100.00	\$105.00	\$110.00
<i>Journeyman Plumber</i>	\$105.00	\$107.00	\$109.00	\$135.00	\$135.00	\$135.30	\$112.09	\$115.19	\$118.28	\$105.00	\$110.00	\$115.00	\$100.00	\$105.00	\$110.00
<i>Apprentice Plumber</i>	\$105.00	\$107.00	\$109.00	\$135.00	\$135.00	\$135.00	NA	NA	NA	\$75.00	\$80.00	\$85.00	\$100.00	\$105.00	\$110.00
<i>After business hours rate (5 pm - 8 am)</i>	\$157.50	\$160.50	\$163.50	\$203.00	\$203.00	\$203.00	\$162.95	\$167.46	\$171.96	\$155.00	\$165.00	\$175.00	\$150.00	\$157.50	\$173.25
<i>Emergency Call (within 2 hours of request)</i>	\$157.50	\$160.50	\$163.50	\$203.00	\$203.00	\$203.00	\$112.09	\$115.19	\$118.28	\$125.00	\$130.00	\$135.00	\$170.00 (M-S) & \$210.00 (Sun.)	\$178.50 (M-S) & \$221.00 (Sun.)	\$187.90 (M-S) & \$232.00 (Sun.)
<i>Weekend</i>	\$157.50 Emergency & \$210.00 - Scheduled Sun.	\$160.50 Emergency & \$214.00 - Scheduled Sun.	\$163.50 Emergency & \$218.00 Scheduled Sun.	\$203.00 Saturday	\$203.00 Saturday	\$203.00 Saturday	\$162.95/ \$213.81	\$167.46/ \$219.72	\$171.96/ \$225.63	\$155.00	\$165.00	\$175.00	\$150.00 (Sat) & \$200.00 (Sun.)	\$157.50 (Sat.) & \$210.50 (Sun.)	\$165.80 (Sat.) & \$230.00 (Sun.)
<i>Holiday</i>	\$157.50 Emergency & \$210.00 - Scheduled	\$160.50 Emergency & \$214.00 - Scheduled	\$163.50 Emergency & \$218.00 Scheduled	\$270.00 Includes Sunday	\$270.00 Includes Sunday	\$270.00 Includes Sunday	\$213.81	\$219.72	\$225.63	\$210.00	\$220.00	\$230.00	\$200.00	\$215.00	\$230.00
	Percentage			Percentage			Percentage			Percentage			Percentage		
<i>Material Markup</i>	20.00%	20.00%	20.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	15.00%	20.00%	20.00%	20.00%
	Cost or Percentage			Cost or Percentage			Cost or Percentage			Cost or Percentage			Cost or Percentage		
<i>Fuel Surcharge</i>	\$35.00/Day	\$35.00/Day	\$35.00/Day	\$ 95.00	\$ 95.00	\$ 95.00	\$ 10.00	\$ 10.00	\$ 10.00	NA	NA	NA	Paid Drive Time	Paid Drive Time	Paid Drive Time

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT T.H. EIFERT MECHANICAL CONTRACTORS  
FOR AS NEEDED PLUMBING SERVICES AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fairgrounds is in need of a plumbing company to make as needed plumbing repairs to the facility; and

WHEREAS, after careful review of the bids, the Fairgrounds Events Director and Fair Board both concur that a contract be awarded to T.H. Eifert Mechanical Contractors who submitted the most qualified bid; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2023 operation budget account 56176013-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the awarding of a contract to T.H. Eifert Mechanical Contractors for three years effective the date of execution for as needed plumbing repairs at the Ingham County Fairgrounds.

BE IT FURTHER RESOLVED, that the costs for this contract shall be on as needed basis for the rates set as follows:

Description of Services	Vendor Name:		
	T.H. Eifert Mechanical Contractors		
	Local Preference: Yes, Lansing MI		
	Labor Rate / Hour		
	2023	2024	2025
<i>Master Plumber</i>	\$105.00	\$107.00	\$109.00
Journeyman Plumber	\$105.00	\$107.00	\$109.00
<i>Apprentice Plumber</i>	\$105.00	\$107.00	\$109.00
After business hours rate (5 pm - 8 am)	\$157.50	\$160.50	\$163.50
<i>Emergency Call (within 2 hours of request)</i>	\$157.50	\$160.50	\$163.50
Weekend	\$157.50 Emergency & \$210.00 - Scheduled Sun.	\$160.50 Emergency & \$214.00 - Scheduled Sun.	\$163.50 Emergency & \$218.00 Scheduled Sun.
<i>Holiday</i>	\$157.50 Emergency & \$210.00 - Scheduled	\$160.50 Emergency & \$214.00 - Scheduled	\$163.50 Emergency & \$218.00 Scheduled
	Percentage		
<i>Material Markup</i>	20.00%	20.00%	20.00%
	Cost or Percentage		
<i>Fuel Surcharge</i>	\$35.00/Day	\$35.00/Day	\$35.00/Day

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract 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:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** May 22, 2023  
**SUBJECT:** Authorization for a Letter of Intent to Explore the Acquisition of Care Free Medical's Dental Clinic  
For the meeting agendas of June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to explore the possibility of acquiring CareFree Medical's (CFM) Dental Clinic in order to expand dental service offerings, maximize enhanced reimbursement opportunities through Medicare and Medicaid, and increase collaboration between CFM and ICHD's Community Health Centers (CHCs). This acquisition, however, would first require a written letter of intent. CFM is a Lansing-based, safety-net provider that provides quality and compassionate medical, dental and optometry services to persons with limited access to the local health care system. However, CFM's Dental Clinic currently operates at a significant net loss without a mechanism for enhanced Medicaid/Medicare reimbursement, putting additional burden on CFM's financial resources. Recognizing that dental care is not its core competency, CFM has expressed interest in selling its dental clinic to a safety-net provider with a similar mission and expertise in dentistry. ICHD's CHCs are designated Federally Qualified Health Centers (FQHC) serving residents of greater Lansing and Ingham County. As an FQHC, ICHD's CHCs receive direct federal funding to support clinical operations and enhanced reimbursement from Medicare and Medicaid. ICHD's CHC are interested in exploring the possibility of acquiring CFM's Dental Clinic to expand dental service offerings, maximize enhanced reimbursement opportunities through Medicare and Medicaid, and increase collaboration between CFM and ICHD's CHCs. The exploration process will require the signing of a letter of intent and due diligence by CFM. ICHD's CHCs will partner with Ingham County's Corporate Counsel and the Controller's Office to complete this due diligence process.

**ALTERNATIVES**

Choosing not to explore this opportunity would result in forfeiting a potential collaboration that could benefit both ICHD and CFM and the residents of Ingham County with limited access to local health care.

**FINANCIAL IMPACT**

The due diligence process will allow ICHD's CHCs to request and collect financial information from CFM. Subsequently, financial projections can be developed to determine the potential impact of acquiring CFM's Dental Clinic.

**OTHER CONSIDERATIONS**

Ingham CHC's Board of Directors, and the Medical Health Officer are in support of exploring the possibility of acquiring CFM's Dental Clinic.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorization of a letter of intent with CFM to explore the possibility of acquiring CFM's Dental Clinic.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SUBMIT A LETTER OF INTENT TO EXPLORE THE ACQUISITION OF THE CARE FREE MEDICAL DENTAL CLINIC**

WHEREAS, Ingham County Health Department (ICHHD) wishes to explore the possibility of acquiring Care Free Medical's (CFM) Dental Clinic in order to expand dental service offerings, maximize enhanced reimbursement opportunities through Medicare and Medicaid, and increase collaboration between CFM and ICHHD's Community Health Centers (CHCs); and

WHEREAS, this acquisition, however, would first require a written letter of intent; and

WHEREAS, CFM is a Lansing-based, safety-net provider that provides quality and compassionate medical, dental, and optometry services to persons with limited access to the local health care system; and

WHEREAS, CFM's Dental Clinic currently operates at a significant net loss without a mechanism for enhanced Medicaid/Medicare reimbursement, putting additional burden on CFM's financial resources; and

WHEREAS, recognizing that dental care is not its core competency, CFM has expressed interest in selling its dental clinic to a safety-net provider with a similar mission and expertise in dentistry; and

WHEREAS, ICHHD's CHCs are designated Federally Qualified Health Centers (FQHC) serving residents of greater Lansing and Ingham County; and

WHEREAS, as an FQHC, ICHHD's CHCs receive direct federal funding to support clinical operations and enhanced reimbursement from Medicare and Medicaid; and

WHEREAS, ICHHD's CHC's are interested in exploring the possibility of acquiring CFM's Dental Clinic to expand its dental service offerings, maximize enhanced reimbursement opportunities through Medicare and Medicaid, and increase collaboration between CFM and ICHHD's CHCs; and

WHEREAS, the exploration process will require the signing of a letter of intent and due diligence by CFM; and

WHEREAS, ICHHD's CHCs will partner with Ingham County's Corporate Counsel and the Controller's Office to complete this due diligence process; and

WHEREAS, the Ingham Community Health Center's Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize a letter of intent with CFM to explore the possibility of acquiring CFM's Dental Clinic.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a letter of intent with CFM to explore the possibility of acquiring CFM's Dental Clinic.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, Medical Health Officer  
**DATE:** May 26, 2023  
**SUBJECT:** Authorization to Accept Additional FY 2023 Expanding COVID-19 Vaccination Funding from HRSA  
For the Meeting Agendas of June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept an additional funding amount of \$27,500, (for a total of \$232,317) of available funding from the Health Resources and Services Administration (HRSA) agency, to expand COVID-19 vaccine efforts, effective June 1, 2023 through December 31, 2023. These vaccines will be provided to the public at no cost as a service to ICHD patients and Ingham County residents.

**ALTERNATIVES**

The alternative would be to decline the HRSA COVID-19 Vaccine funding, which could restrict ICHD's capacity to administer the COVID vaccine to individuals who want and need it.

**FINANCIAL IMPACT**

The additional funding amount of \$27,500, combined with the previous funding amount of \$204,817, will be utilized upon approval of this resolution.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorization to accept an additional funding amount of \$27,500, (for a total of \$232,317) of available funding from HRSA, to expand COVID-19 vaccine efforts, effective June 1, 2023 through December 31, 2023.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT ADDITIONAL FY 2023 EXPANDING COVID-19 VACCINATION FUNDING FROM THE HEALTH RESOURCES AND SERVICES ADMINISTRATION**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept an additional funding amount of \$27,500, totaling \$232,317 of available funding from the Health Resources and Services Administration (HRSA) agency, to expand COVID-19 vaccine efforts, effective June 1, 2023 through December 31, 2023; and

WHEREAS, these vaccines will be provided to the public at no cost; and

WHEREAS, the funding amount is \$27,500, combined with the previous funding amount of \$204,817, will be utilized upon the approval of this resolution; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize the acceptance of an additional \$27,500, (for a total of \$232,317) of available funding from the HRSA Agency, to expand COVID-19 vaccine efforts, effective June 1, 2023 through December 31, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of an additional funding amount of \$27,500, (For a total of \$232,317) of available funding from the HRSA agency, to expand COVID-19 vaccine efforts, effective June 1, 2023 through December 31, 2023.

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 any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** June 1, 2023  
**SUBJECT:** Resolution to Accept a FY 2023-2024 AmeriCorps State Grant  
For the meeting agenda of Tuesday, June 27, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept funding from the Michigan Department of Labor and Economic Opportunity (MDLEO) in an amount not to exceed \$288,265 effective October 1, 2023 through September 30, 2024, for the third year in a three-year funding cycle supporting the AmeriCorps State Program previously authorized through Resolutions #21-525 and #22-523. AmeriCorps members will increase consumption of healthy foods and reduce food insecurities through gardening and food distribution, through teaching community members the importance of eating healthy foods, and through teaching strategies for adopting healthy diets while promoting safe yet affordable exercise options. As a condition of this grant, ICHHD must at a minimum, enter into Memorandums of Agreements (MOAs) with each AmeriCorps host site and with each AmeriCorps member. In order to electronically approve the MOA, the Medical Health Officer is authorized to submit the 2023-2024 budget electronically through the CNCS E-Grants system.

**ALTERNATIVES**

Not accepting this funding would result in a loss of the AmeriCorps State Program supporting the reduction of food insecurities.

**FINANCIAL IMPACT**

These grant funds are included in ICHHD's FY 2023-2024 Budget.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching county priority of assisting individuals in meeting basic needs through direct service to residents. This resolution also supports the County's goal to provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the AmeriCorps State Grant and to enter into an agreement with MDLEO effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$288,265.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE 2023-2024 AMERICORPS STATE GRANT FUNDING**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from the Michigan Department of Labor and Economic Opportunity (MDLEO) in an amount not to exceed \$288,265 effective October 1, 2023 through September 30, 2024, for the third year in a three-year funding cycle supporting the AmeriCorps State Program previously authorized through Resolutions #21-525 and #22-523; and

WHEREAS, these grant funds are included in ICHD's FY 2023-2024 budget; and

WHEREAS, as a condition of this grant, ICHD is required at a minimum, to enter into Memorandums of Agreement (MOAs) with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurities through gardening and food distribution, through teaching community members the importance of eating healthy foods, and through teaching strategies for adopting healthy diets while promoting safe yet affordable exercise options; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MDLEO for AmeriCorps State effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$288,265.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MDLEO for AmeriCorps State effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$288,265.

BE IT FURTHER RESOLVED, that the Medical Health Officer is authorized to submit the 2023-2024 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement.

BE IT FURTHER RESOLVED, that after approval as to form by the County Attorney, the Memorandum of Agreement (MOA) is final.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents and any budget amendments so long as they do not exceed the amount listed above, consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioner’s Human Services and Finance Committees

**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer

**DATE:** May 11, 2023

**SUBJECT:** Authorization to Enter Into an Agreement with Health Stream  
For the Meeting Agendas of June 20 and June 21, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to renew an agreement with Health Stream to provide an online Learning Management System effective September 1, 2023 through August 31, 2026 in an amount not to exceed \$39,551.40 for a 36-month license (or \$13,183.80 per year). Resolution #20-394 authorized an amendment with Health Stream, INC which is set to expire on August 31, 2023. ICHD utilizes Health Stream to offer healthcare and public health trainings to employees as well as allowing the Health Department to create and deliver our own trainings. ICHD has created and implemented almost 50 original trainings for its employees and these courses are accessed by more than 350 employees on a monthly basis. Health Stream, INC has provided significant advantages in the management, expanse of content, and tracking and reporting necessary for maintaining compliance with the Health Resources and Services Administration (HRSA), accreditation through the State of Michigan, as well as the Public Health Accreditation Board (PHAB). ICHD also relies upon Health Stream, INC to demonstrate its compliance in professional development, training, and credentialing to HRSA, accreditation reviewers from the State of Michigan, and PHAB.

**ALTERNATIVES**

Choosing another platform would be inefficient in starting over with developing new trainings, and costly, as ICHD has already developed more than 50 trainings modules which are well suited to maintain HRSA, State and National accreditation measures.

**FINANCIAL IMPACT**

All costs for this agreement are covered by ICHD’s Operational Budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

I respectfully recommend that the Ingham County Board of Commissioners authorize an agreement with Health Stream, INC for continuing the online Learning Management System effective September 1, 2023 through August 31, 2026 in an amount not to exceed \$39,551.40 for 36-month license (or \$13,183.80 per year).



Introduced by the Human Services and Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEALTH STREAM, INC FOR AN ONLINE LEARNING MANAGEMENT SYSTEM**

WHEREAS, Ingham County Health Department (ICHD) wishes to renew an agreement with Health Stream, INC to provide an online Learning Management System effective September 1, 2023 through August 31, 2026 in an amount not to exceed \$39,551.40 for a 36-month license (or \$13,183.80 per year); and

WHEREAS, Resolution #20-394 authorized an amendment with Health Stream, INC which is set to expire on August 31, 2023; and

WHEREAS, ICHD utilizes Health Stream to offer healthcare and public health trainings to its employees as well as allowing the Health Department to create and deliver our own trainings; and

WHEREAS, the cost of this agreement is included in the Health Department's operating budget; and

WHEREAS, ICHD has created and implemented almost 50 original trainings for its employees and these courses are accessed by more than 350 employees on a monthly basis; and

WHEREAS, Health Stream, INC has provided significant advantages in the management, expanse of content, and tracking and reporting necessary for maintaining compliance with the Health Resources and Services Administration (HRSA), accreditation through the State of Michigan, as well as the Public Health Accreditation Board (PHAB); and

WHEREAS, ICHD also relies upon Health Stream, INC to demonstrate its compliance in professional development, training, and credentialing to HRSA, accreditation reviewers from the State of Michigan and PHAB; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize renewing an agreement with Health Stream to provide an online Learning Management System effective September 1, 2023 through August 31, 2026 in an amount not to exceed \$39,551.40 for a 36-month license (or \$13,183.80 per year).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize renewing an agreement with Health Stream, INC to provide an online Learning Management System effective September 1, 2023 through August 31, 2026 in an amount not to exceed \$39,551.40 for a 36-month license (or \$13,183.80 per year).

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, Medical Health Officer  
**DATE:** May 26, 2023  
**SUBJECT:** Authorization to Enter Into a Lease and Pharmacy Services Agreement with Cardinal Health 132, LLC

For the Meeting Agendas June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to enter into a lease and Pharmacy Services Agreement with Cardinal Health 132, LLC to begin offering 340B pharmacy services to patients at Allen Community Health Center (ACHC), effective September 1, 2023 through August 31, 2028, with one-year auto-renewals for five years. This pharmacy will give qualified ACHC patients access to medications at a reduced cost, improve patient compliance, and reduce patient transportation issues. ACHC patients not eligible for 340B, and members of the public will be able to have their prescriptions filled at this pharmacy. ICHD’s CHCs will lease space to Cardinal Health 132, LLC at ACHC for \$1 per year with Cardinal Health 132, LLC covering the cost of any renovations (up to \$65,000) necessary to create a fully functional pharmacy at ACHC.

**ALTERNATIVES**

Choosing not to enter into this agreement could result in forfeiting the opportunity to offer 340B pharmacy services through Cardinal Health to patients through the Allen Community Health Center.

**FINANCIAL IMPACT**

Fees for Cardinal Health 132, LLC to provide pharmacy services will be \$21.16 per prescription filled under the 340B program. This collaboration would provide ICHD’s CHCs an estimated generation of \$100,000 to \$400,000 annually, depending upon the type of prescriptions filled at the ACHC pharmacy.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize an agreement with Cardinal Health 132, LLC to lease space at Allen Community Health Center for \$1 per year, to operate a 340B pharmacy effective September 1, 2023 through August 31, 2028, with one-year auto-renewals for five years.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A LEASE AND PHARMACY SERVICES AGREEMENT WITH  
CARDINAL HEALTH 132, LLC**

WHEREAS, access to pharmaceutical medications and related products is a critical part of quality comprehensive health care delivery; and

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter a lease and pharmacy services agreement with Cardinal Health 132, LLC to begin offering 340B pharmacy services to patients at Allen Community Health Center (ACHC), effective September 1, 2023 through August 31, 2028, with one-year auto-renewals for five years; and

WHEREAS, this pharmacy will give qualified ACHC patients access to medications at a reduced cost, improve patient compliance, and reduce patient transportation issues; and

WHEREAS, ACHC patients not eligible for 340B and members of the public will also be able to have their prescriptions filled at this pharmacy; and

WHEREAS, ICHD's CHCs will lease space to Cardinal Health 132, LLC at ACHC for \$1 per year with Cardinal Health 132, LLC covering the cost of any renovations (up to \$65,000) necessary to create a fully functional, pharmacy at ACHC; and

WHEREAS, fees for Cardinal Health 132, LLC to provide pharmacy services will be \$21.16 per prescription filled under the 340B program with ICHD's CHCs anticipating an estimated generation of between \$100,000 and \$400,000 annually, dependent on the type of prescriptions filled at the ACHC pharmacy; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend authorizing an agreement with Cardinal Health 132, LLC to lease space at Allen Community Health Center for \$1 per year, for the purpose of operating a 340B pharmacy for a term effective September 1, 2023 through August 31, 2028, to renew automatically on an annual basis for five years thereafter, and an accompanying pharmacy services agreement establishing Cardinal Health 132, LLC's per prescription fee and minimum monthly prescription volume.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with Cardinal Health 132, LLC to lease space at Allen Community Health Center for \$1 per year, for the purpose of operating a 340B pharmacy for a term effective September 1, 2023 through August 31, 2028 to renew automatically on an annual basis for five years thereafter, and an accompanying pharmacy services agreement establishing Cardinal Health 132, LLC's per prescription fee and minimum monthly prescription volume.

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

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

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

**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer

**DATE:** May 25, 2023

**SUBJECT:** Authorization to Enter into an Agreement with the Michigan Health Endowment Fund  
For the Meeting Agendas June 20, June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with the Michigan Health Endowment Fund effective June 1, 2023 through May 31, 2025 to accept grant funds not to exceed \$200,000 to support the development of an Ingham County Black Doula Cohort. These funds will be used to facilitate the development of a cohort of Black doulas who will provide prenatal, delivery, and postpartum supports and services to Black birthing teens and women in our community. Findings suggest that Black women are fearful of birthing hospitals and the medical system during their pregnancies, and in the time leading up to their birth experiences. Black Doulas are uniquely positioned to support Black birthing people, thereby impacting efforts to reduce racial disparities in birth outcomes within Ingham County. ICHHD would like to hire a .50 FTE Program Specialist to provide overall support and management for this effort. The Program Specialist is a currently existing job classification.

**ALTERNATIVES**

ICHHD could choose not to provide the development of a Black Doula Cohort through funds from the Michigan Health Endowment Fund and thereby forfeit providing doula services to Ingham County's black population needing birthing assistance.

**FINANCIAL IMPACT**

The cost of the .50 FTE Program Specialist position (ICEA Prof. Grade 5) is up to \$57,628. All costs associated with this agreement have been funded through a grant from the Michigan Health Endowment Fund.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a new .50 FTE Program Specialist position (ICEA Prof. Grade 5) and execute an agreement with the Michigan Health Endowment Fund to accept grant funding to support the development of the Ingham County Black Doula Cohort effective June 1, 2023 through May 31, 2025 in an amount not to exceed \$200,000.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN HEALTH  
ENDOWMENT FUND FOR THE INGHAM COUNTY BLACK DOULA COHORT**

WHEREAS, findings suggest that some Black people are fearful or distrustful of birthing hospitals and the medical system during their pregnancies, and in the time leading up to their birth experiences; and

WHEREAS, Black doulas are uniquely positioned to support Black birthing people, thereby impacting efforts to reduce racial disparities in birth outcomes in our community; and

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Health Endowment Fund effective to accept grant funds in an amount not to exceed \$200,000 to support the development of an Ingham County Black Doula Cohort; and

WHEREAS, these funds will be used to facilitate the development of a cohort of Black doulas who will provide prenatal, delivery, and postpartum supports and services to Black birthing people in our community; and

WHEREAS, ICHD wishes to create a .50 FTE Program Specialist (ICEA Prof. Grade 5, salary range \$50,294.82 to \$60,394.75) position, which is a currently existing job classification, to provide overall support and management for the effort; and

WHEREAS, the cost of the .50 FTE Program Specialist (ICEA Prof. Grade 5, salary range \$50,294.82 to \$60,394.75) position is up to \$57,628 and will be funded using grant award dollars included in this resolution; and

WHEREAS, the Medical Health Officer recommends authorizing a .50 FTE Program Specialist position effective upon approval; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with the Michigan Health Endowment Fund effective June 1, 2023 through May 31, 2025 to accept grant funds in an amount not to exceed \$200,000, to support the development of an Ingham County Black Doula Cohort.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Michigan Health Endowment Fund effective June 1, 2023 through May 31, 2025 to accept grant funds in an amount not to exceed \$200,000, to support the development of an Ingham County Black Doula Cohort.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the hiring of a .50 FTE Program Specialist position (ICEA Professional Grade 5, salary range \$50,294.82 to \$60,394.75) to provide overall support and management for the effort, effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any adjustments to the budget and position allocation list 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 agreement upon approval as to form by the County Attorney.

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

**FROM:** Adenike Shoyinka, MD MPH, Medical Health Officer

**DATE:** May 25, 2023

**SUBJECT:** Authorization to Enter into an Agreement with Heart Soul Birth Pros  
For the meeting agendas of June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Heart Soul Birth Pros in an amount not to exceed \$20,000 to support the development of an Ingham County Black Doula Cohort. Heart Soul Birth Pros will provide DONA (Doulas of North America) approved doula training for two groups of new doulas. Each group will include up to 10 new doulas, who will be trained to provide both birth and postpartum doula services. Additionally, Heart Soul Birth Pros will provide ongoing support in the implementation of the Doula Cohort. This agreement will be effective June 1, 2023 through May 31, 2025.

**ALTERNATIVES**

The alternatives would be to not provide the DONA approved doula training for Ingham County Black Doula Cohort members in collaboration with Heart Soul Birth Pros.

**FINANCIAL IMPACT**

All costs associated with this agreement are included in and contingent upon acceptance of the resolution to accept funding from and enter into an agreement with the Michigan Health Endowment Fund for the Ingham County Black Doula Cohort.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Heart Soul Birth Pros in an amount not to exceed \$20,000 to provide DONA approved doula training for two groups of new doulas effective June 1, 2023 through May 31, 2025.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEART SOUL BIRTH PROS**

WHEREAS, an important strategy to address perinatal health disparities is the provision of doula services, who are lay health care workers who assist birthing people in advocating for their medical needs; and

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with Heart Soul Birth Pros in an amount not to exceed \$20,000 to support the development of an Ingham County Black Doula Cohort; and

WHEREAS, Heart Soul Birth Pros will provide DONA (Douglas of North America) approved doula training for two groups of new doulas; and

WHEREAS, each group will include up to 10 new doulas, who will be trained to provide both birth and postpartum doula services; and

WHEREAS, Heart Soul Birth Pros will provide ongoing support in the implementation of the doula cohort; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with Heart Soul Birth Pros in an amount not to exceed \$20,000 to support the development of an Ingham County Black Doula Cohort.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with Heart Soul Birth Pros to provide DONA approved doula training for two groups of new doulas effective June 1, 2023 through May 31, 2025, in an amount not to exceed \$20,000, contingent on the acceptance of the resolution to accept funding from and enter into an agreement with the Michigan Health Endowment Fund for the Ingham County Black Doula Cohort.

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 agreement upon approval as to form by the County Attorney.



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

**FROM:** Adenike Shoyinka, MD MPH, Medical Health Officer

**DATE:** May 25, 2023

**SUBJECT:** Authorization to Enter into an Agreement with North Star Birthing Services  
For the meeting agendas of June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with North Star Birthing Services in an amount not to exceed \$20,000 to support the development of an Ingham County Black Doula Cohort. North Star Birthing Services will assist in the planning and implementation phase of the doula cohort by serving as mentors for new doulas. Additionally, North Star Birthing Services will assist with quarterly meetings of the doula cohort, where doulas will be able to network and participate in professional development activities. This agreement will be effective June 1, 2023 through May 31, 2025.

**ALTERNATIVES**

The alternative would be to not provide mentors for new doulas for the Ingham County Black Doula Cohort members in collaboration with North Star Birthing Services.

**FINANCIAL IMPACT**

All costs associated with this agreement are included in and contingent upon acceptance of the resolution to accept funding from and enter into an agreement with the Michigan Health Endowment Fund for the Ingham County Black Doula Cohort.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with North Star Birthing Services in an amount not to exceed \$20,000 to provide support for the implementation of the Ingham County Black Doula Cohort, effective June 1, 2023 through May 31, 2025.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH NORTH STAR BIRTHING SERVICES**

WHEREAS, an important strategy to address perinatal health disparities is the provision of doula services, who are lay health care workers who assist birthing people in advocating for their medical needs; and

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with North Star Birthing Services in an amount not to exceed \$20,000 to support the development of an Ingham County Black Doula Cohort; and

WHEREAS, North Star Birthing Services will assist in the planning and implementation phase of the doula cohort by serving as mentors for new doulas; and

WHEREAS, North Star Birthing Services will assist with quarterly meetings of the doula cohort, where doulas will be able to network and participate in professional development activities; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with Heart Soul Birth Pros in an amount not to exceed \$20,000 to support the development of an Ingham County Black Doula Cohort.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with North Star Birthing Services to support the development and implementation of the Ingham County Black Doula Cohort, effective June 1, 2023 through May 31, 2025, in an amount not to exceed \$20,000, contingent on the acceptance of the resolution to accept funding from and enter into an agreement with the Michigan Health Endowment Fund for the Ingham County Black Doula Cohort.

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 agreement upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committee  
**FROM:** Adenike Shoyinka, MD, Medical Health Officer  
**DATE:** June 5, 2023  
**SUBJECT:** Resolution to Accept Additional 2023 Child and Adolescence Health Center Planning Funds  
For the meeting agendas of June 21 and 26, 2023

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**BACKGROUND**

Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to accept additional funding of \$4,812 from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, effective June 1, 2023 through September 30, 2023. These additional funds will be used to complete planning activities necessary to launch a new health center with East Lansing Public Schools (ELPS).

**ALTERNATIVES**

Choosing not to enter into this agreement would result in less funds being available to launch our new health center.

**FINANCIAL IMPACT**

The additional funding amount of \$4,812, combined with the previous funding amount of \$95,782, will be utilized upon the approval of this resolution.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of additional funding for an amount of \$4,812 from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, effective June 1, 2023 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT ADDITIONAL 2023 CHILD AND ADOLESCENT HEALTH CENTER PLANNING FUNDS**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept additional funding for an amount of \$4,812 from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, effective June 1, 2023 through September 30, 2023; and

WHEREAS, these additional funds will be used to complete planning activities necessary to launch a new health center with East Lansing Public Schools (ELPS); and

WHEREAS, the additional funding amount of \$4,812, combined with the previous funding amount of \$95,782, will be utilized upon the approval of this resolution; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer support the acceptance of additional funding for an amount of \$4,812 from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, effective June 1, 2023 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the acceptance of additional funding in an amount of \$4,812 from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, effective June 1, 2023 through September 30, 2023.

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 Medical Health Officer, Dr. Adenike, Shoyinka, MD, or her designee, is authorized to submit the agreement electronically through the MI-E Grants system after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services, County Services, and Finance Committee  
**FROM:** Adenike Shoyinka, MD, Medical Health Officer  
**DATE:** June 2, 2023  
**SUBJECT:** Acceptance of Ryan White Part C Early Intervention Services funds from the Health Resources and Services Administration  
For the meeting agendas of June 20, June 21, and June 26, 2023

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**BACKGROUND**

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) would like to accept the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025. The purpose of Ryan White Part C Early Intervention Services funds is to support the provision of primary care services to low-income, vulnerable, medically underserved persons living with Human Immunodeficiency Virus (HIV) in Ingham County.

**ALTERNATIVES**

If we do not accept these funds, persons living with HIV will not have access to customized primary care services.

**FINANCIAL IMPACT**

These funds will help subsidize the provision of primary care services to low-income, vulnerable, medically underserved persons living with HIV in Ingham County through the ICHD’s CHCs. Staffing needs for this funding include a new contractual 0.4 FTE infectious disease physician for an amount not to exceed \$154,840 during this grant period, which will be approved in a separate resolution at a later date. An additional 0.1 FTE of an existing contractual infectious disease physician is needed with Michigan State University College of Osteopathic Medicine from June 1, 2023 through April 30, 2024 of an amount not to exceed \$40,600. In addition, a 1.0 FTE Outreach and Linkage Specialist (ICEA Professional Grade 7) position is needed. At Step 5, the total cost of the Outreach and Linkage Specialist position is \$134,585.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the acceptance of the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025.

**Ingham County  
Job Description**

**Outreach and Linkage Specialist**

**General Summary:**

Under the supervision of the Health Center Supervisor and direction of the Senior Nurse Program Manager, interviews, educates, and counsels clients who have been newly identified as HIV-positive or are HIV positive and not engaged in medical care. The Outreach component will entail identifying those individuals unaware of their HIV status through counseling, education, and HIV testing. Obtains names of sexual partners of those in contact with the identified HIV-positive individual. Prepares reports of investigations and completes and monitors reports from physicians to ensure that patients have been adequately linked to medical care and support services. Conducts classes on sexually transmitted diseases for individuals needing education.

**Essential Functions:**

1. Conducts outreach activities to identify, locate, and interview individuals newly identified as HIV-positive or are HIV- positive and not engaged in medical care using State of Michigan tracking databases.
2. Generates client list of individuals who have not engaged in care since diagnosis or within the past six months to a year. Reviews medical records for appropriate medical history.
3. Performs outreach activities which includes rapid-HIV testing for target populations.
4. Assesses clients during face to face interviews for their risk of contracting HIV and other sexually transmitted infections and records relevant information in client charts and disease control forms.
5. Counsels clients regarding HIV status and refers them to medical care and support services. Assists patients in the development of a plan to cope with the lifelong infections of HIV, hepatitis B, herpes, and genital warts.
6. Collaborates with the Consumer Support Specialist and other clinical staff to ensure successful linkage. Communicates client reported barriers to the Consumer Support Specialist and nursing staff for early care plan development.
7. Conducts field and office investigations to seek out sexual partners of infected individuals including phone calls, letter writing, record searches, and face to face notifications of persons in homes, hospitals, jails, and street corners.
8. Elicits required statistical and demographic data from patients for Centers for Disease Control and Prevention, for monitoring of HIV infections and records required data on scanner forms and HIV-positive report forms.
9. Educates and encourages HIV- positive individuals to provide names of sexual partners. Completes interview forms and field record forms on the identified partners.
10. Develops and maintains working relationships with medical providers advising them regarding current laws and the appropriateness of medical care.

11. Conducts education classes on sexually transmitted infections, including HIV.
12. Ensures clinical documentation regarding clients is kept secure and confidential and maintained in accordance with the Health Department's policies and procedures.
13. Attends monthly Clinical Quality Management meetings as led by the Senior Nurse Program Manager and provides updates on the status of newly identified cases.
14. Required to attend HIV-related trainings and meetings as required by State and Federal programs.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in Social Science or a health related field.

**Experience:** Two years of experience which provided familiarity with Community and Public Health Programs. HIV and STI experience required.

**Other Requirements:** Possession of a valid Michigan Driver's license.

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

**Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to walk over uneven terrain and climb stairs.
- Ability to enter and retrieve information from a computer.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to access records and documents of the department.
- Ability to operate a PC/laptop and other office equipment.
- Ability to travel throughout the County to various locations.
- Ability to lift charts, slide projectors, and boxes of educational materials.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

- Travels throughout the County to conduct investigations, attend meetings, and make education presentations.
- Works in office conditions.
- This position may be exposed to communicable diseases, blood, other body fluids, etc.
- This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

April 2018  
ICEA Pro 07



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT RYAN WHITE PART C EARLY INTERVENTION SERVICES FUNDS FROM THE HEALTH RESOURCES AND SERVICES ADMINISTRATION AND TO AUTHORIZE CONTRACTUAL INFECTIOUS DISEASE PHYSICIAN SERVICES AND TO CREATE AN OUTREACH AND LINKAGE SPECIALIST POSITION**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) would like to accept the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025; and

WHEREAS, the purpose of Ryan White Part C Early Intervention Services funds is to support the provision of primary care services to low-income, vulnerable, medically underserved persons living with HIV in Ingham County; and

WHEREAS, these funds will help subsidize the provision of primary care services to low-income, vulnerable, medically underserved persons living with HIV in Ingham County through the ICHD's CHCs; and

WHEREAS, staffing needs include an additional 0.1 FTE of an existing contractual infectious disease physician with Michigan State University College of Osteopathic Medicine from June 1, 2023 through April 30, 2024 of an amount not to exceed \$40,600; and

WHEREAS, a 1.0 FTE Outreach and Linkage Specialist (ICEA Professional Grade 7, salary range \$59,627.50 to \$71,599.41) position is needed with a total cost at Step 5 not to exceed \$134,585; and

WHEREAS, these funds will help subsidize the provision of primary care services to low-income, vulnerable, medically underserved persons living with HIV in Ingham County through the ICHD's CHCs; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer support the acceptance of the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration agency for a total amount not to exceed \$699,434 effective June 1, 2023 through April 30, 2025.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the creation of a 1.0 FTE Outreach and Linkage Specialist position (ICEA Professional Grade 7, salary range (\$59,627.50 to \$71,599.41), with total cost not to exceed \$134,585, effective upon passage of this resolution.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an increase of 0.1 FTE with an existing contractual infectious disease physician with Michigan State University College of Osteopathic Medicine from June 1, 2023 through April 30, 2024 of an amount not to exceed \$40,600.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** May 24, 2023  
**SUBJECT:** Authorization to Amend the Agreement with Walgreens for Data Sharing with CloudMed  
For the Meeting Agendas of June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend the existing agreement with Walgreens, allowing data sharing with CloudMed for referral service capture, effective upon approval and to be ongoing. Amending this agreement will allow ICHHD to utilize CloudMed's referral capture services in order to secure additional 340B savings.

**ALTERNATIVES**

Choosing not amend this agreement would result in an inability to utilize CloudMed's referral capture service and realize additional 340B savings associated with CloudMed's platform.

**FINANCIAL IMPACT**

There is no cost for amending in this 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 – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes amending the existing agreement with Walgreens, allowing data sharing with CloudMed for referral service capture, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE AGREEMENT WITH WALGREENS FOR DATA SHARING  
WITH CLOUDMED**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend the existing agreement with Walgreens, allowing data sharing with CloudMed for referral service capture, effective upon approval and to be ongoing; and

WHEREAS, amending this agreement will allow ICHHD to utilize CloudMed's referral capture services in order to secure additional 340B savings; and

WHEREAS, there is no cost for amending in this agreement; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending the existing agreement with Walgreens, allowing data sharing with CloudMed for referral service capture, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the existing agreement with Walgreens, allowing data sharing with CloudMed for referral service capture, effective upon approval.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, Medical Health Officer  
**DATE:** May 24, 2023  
**SUBJECT:** Authorization to Enter into Agreement with CloudMed for Referral Capture Services  
For the Meeting Agendas of June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to enter an agreement with CloudMed to utilize its referral capture services, effective July 1, 2023 through June 30, 2026, with one-year autorenewals for three years. Referral scripts from specialty providers are a 340B savings generating opportunity. However, ICHD’s CHCs are not capturing referral scripts from specialty providers that are filled at Walgreens pharmacies. With CloudMed in place, ICHD’s CHCs will be able to capture specialty providers’ referral scripts and realize associated 340B savings.

**ALTERNATIVES**

If we do not enter this agreement, we will not be able to realize 340B savings associated with referral scripts from specialty providers that are filled at retail Walgreens pharmacies.

**FINANCIAL IMPACT**

There is no cost to participate in this agreement. Instead, additional 340B savings from CloudMed’s referral capture services will be split as follows: ICHD’s CHCs will realize 75% of additional 340B savings; CloudMed retains 25% of additional 340B savings.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering an agreement with CloudMed to utilize its referral capture services, effective July 1, 2023 through June 30, 2026, with one-year autorenewals for three years.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CLOUDMED FOR  
REFERRAL CAPTURE SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter an agreement with CloudMed to utilize its referral capture services, effective July 1, 2023 through June 30, 2026, with one-year autorenewals for three years; and

WHEREAS, referral scripts from specialty providers are a 340B savings generating opportunity; and

WHEREAS, currently, ICHHD's CHCs are not capturing referral scripts from specialty providers that are filled at Walgreens pharmacies; and

WHEREAS, with CloudMed in place, ICHHD's CHCs will be able to capture specialty providers' referral scripts and realize associated 340B savings; and

WHEREAS, there is no cost to participate in this agreement and instead, additional 340B savings from CloudMed's referral capture services will be split as follows: ICHHD's CHCs will realize 75% of additional 340B savings and CloudMed will retain 25% of additional 340B savings; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with CloudMed to utilize its referral capture services, effective July 1, 2023 through June 30, 2026, to renew automatically on an annual basis for three years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering an agreement with CloudMed to utilize its referral capture services, effective July 1, 2023 through June 30, 2026, to renew automatically on an annual basis for three years.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** May 25th, 2023  
**SUBJECT:** Authorization for an Agreement with Linde Gas & Equipment, Inc.  
For the meeting agendas of June 21<sup>st</sup> & June 26<sup>th</sup>, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD), including Ingham Community Health Centers, wishes to enter into an agreement with Linde Gas & Equipment, Inc. for the rental of nitrous oxide and oxygen tanks for use at the various ICHD locations effective June 1, 2023 through May 31, 2026 in an amount not to exceed \$22,000. Medical Oxygen, supported by oxygen tanks, is used to treat people faced with complications of the respiratory system. Common medical conditions requiring oxygen include (but not limited to) asthma, pneumonia, pulmonary disease and tissue restoration.

**ALTERNATIVES**

There are no viable alternatives for this project.

**FINANCIAL IMPACT**

The proposed cost of this agreement will not exceed \$22,000 for the period stated above. The funds for the cost of this agreement are included ICHD's annual Operating Budgets.

**OTHER CONSIDERATIONS**

There are no other considerations.

**STRATEGIC PLANNING IMPACT**

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

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with Linde Gas & Equipment, Inc. effective June 1, 2023 through May 31, 2026 in an amount not to exceed \$22,000.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LINDE GAS & EQUIPMENT, INC.  
FOR THE RENTAL OF NITROUS OXIDE AND OXYGEN TANKS**

WHEREAS, Ingham County Health Department (ICHHD), including Ingham Community Health Centers, wishes to enter into an agreement with Linde Gas & Equipment, Inc. for the rental of nitrous oxide and oxygen tanks for use at the various ICHHD locations effective June 1, 2023 through May 31, 2026 in an amount not to exceed \$22,000; and

WHEREAS; Medical Oxygen, supported by oxygen tanks, is used to treat people faced with complications of the respiratory system; and

WHEREAS; Nitrous Oxide, supported by nitrous oxide tanks, is used to provide anesthesia for those obtaining dental and related health care services; and

WHEREAS, common medical conditions requiring oxygen include (but not limited to) asthma, pneumonia, pulmonary disease and tissue restoration; and

WHEREAS, the costs for the rental of these tanks are to be included in ICHHD's annual Operating Budgets; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize a three year contract with Linde Gas & Equipment, Inc. for the rental of nitrous oxide and oxygen tanks for a total amount not to exceed \$22,000, effective June 1, 2023 through May 31, 2026.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-year contract with Linde Gas & Equipment, Inc. for the rental of nitrous oxide and oxygen tanks for a total amount not to exceed \$22,000, effective June 1, 2023 through May 31, 2026.

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



**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** May 30, 2023  
**SUBJECT:** Authorization to Enter Into an Agreement with Michigan Primary Care Association and Michigan Community Health Network to Participate in the Medicare Shared Savings Program Accountable Care Organization.

For the meeting agendas of June 21 and June 26, 2023

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### **BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to enter an agreement with the Michigan Primary Care Association (MPCA) and Michigan Community Health Network (MCHN) to participate in the Medicare Shared Savings Program (MSSP) Accountable Care Organization (ACO), effective upon approval. MSSP ACO is a group of medical providers who collaborate to give coordinated high-quality care to people with Medicare, focusing on delivering the right care at the right time, while avoiding unnecessary services and medical errors. When an ACO succeeds in both delivering high-quality care and spending health care dollars more wisely, the ACO may be eligible to share in the savings it achieves for the Medicare program.

### **ALTERNATIVES**

If we do not enter this agreement, ICHD's CHCs will not be able to capitalize on savings for caring for existing and future Medicare patients.

### **FINANCIAL IMPACT**

ICHD CHCs provide care for 1,000 Medicare beneficiaries. The MSSP ACO would provide a per-member, per month (PMPM) payment between \$6 to \$10, which will amount to annual revenues between \$60,000 to \$100,000.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

There are no alternatives.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering an agreement with the MPCA and MCHN to participate in the Medicare Shared Savings Program (MSSP) Accountable Care Organization (ACO), effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PRIMARY CARE ASSOCIATION & MICHIGAN COMMUNITY HEALTH NETWORK TO PARTICIPATE IN THE MEDICARE SHARED SAVINGS PROGRAM ACCOUNTABLE CARE ORGANIZATION**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to enter an agreement with Michigan Primary Care Association (MPCA) and Michigan Community Health Network (MCHN) to participate in a Medicare Shared Savings Program (MSSP) Accountable Care Organization (ACO), effective upon approval; and

WHEREAS, the MSSP ACO is a group of medical providers who collaborate to give coordinated high-quality care to people with Medicare, focusing on delivering the right care at the right time, while avoiding unnecessary services and medical errors; and

WHEREAS, when an ACO succeeds in both delivering high-quality care and spending health care dollars more wisely, the ACO may be eligible to share in the savings it achieves for the Medicare program; and

WHEREAS, ICHD's CHCs provide care for 1,000 Medicare beneficiaries and MSSP ACO would provide a per member, per month (PMPM) payment of between \$6 to \$10, which will amount to annual revenues between \$60,000 to \$100,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with MPCA and MCHN to participate in the MSSP ACO, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering an agreement with MPCA and MCHN to participate in the MSSP ACO, effective upon approval.

BE IT FURTHER RESOLVED, that the MSSP ACO would provide a per-member, per month payment between \$6 to \$10.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** May 24, 2023  
**SUBJECT:** Resolution to Authorize Agreement with CaptureRx’s ReferDoc for Referral Capture Services  
For the Meeting Agendas of June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with CaptureRx’s ReferDoc to utilize its referral capture services, effective July 1, 2023 through June 30, 2026 in an annual amount not to exceed \$7,200 with one-year auto-renewals for three years. Referral scripts from specialty providers are a 340B savings generating opportunity. However, ICHCD’s CHCs are not capturing referral scripts from specialty providers that are processed by CaptureRx. With ReferDoc in place, the CHCs will be able to capture specialty providers’ referral scripts and realize associated 340B savings.

**ALTERNATIVES**

If ICHHD does not enter this agreement, 340B savings associated with referral scripts from specialty providers processed by Capture Rx’s ReferDoc will be forfeited.

**FINANCIAL IMPACT**

The cost to participate in this agreement is \$600 per month (\$7200 annually) which will be offset by revenues of \$7,500 per month.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering an agreement with Capture Rx’s ReferDoc to utilize its referral capture services, for an annual amount not to exceed \$7,200, for the period of July 1, 2023 through June 30, 2026, with one-year auto-renewals for three years.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPTURERX'S REFERDOC  
FOR REFERRAL CAPTURE SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with CaptureRx's ReferDoc to utilize its referral capture services for an annual amount not to exceed \$7,200, effective July 1, 2023 through June 30, 2026 with one-year autorenewals for three years; and

WHEREAS, referral scripts from specialty providers are a 340B savings generating opportunity; and

WHEREAS, currently, IHCD's CHCs are not capturing referral scripts from specialty providers that are processed by CaptureRx; and

WHEREAS, with CaptureRx's ReferDoc in place, ICHD's CHCs will be able to capture specialty providers' referral scripts and realize associated 340B savings; and

WHEREAS, the cost to participate in this agreement is \$600 per month which will be offset by revenues of \$7,500 per month; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with CaptureRx's ReferDoc to utilize its referral capture services for an annual amount not to exceed \$7,200, effective July 1, 2023 through June 30, 2026 to automatically renew on an annual basis for three years thereafter.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into an agreement with CaptureRx's ReferDoc to utilize its referral capture services for an annual amount not to exceed \$7,200, effective July 1, 2023 through June 30, 2026 to automatically renew on an annual basis for three years thereafter.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contractual 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:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** June 2, 2023  
**SUBJECT:** Authorization to Renew OB/GYN Physician Services Agreement with Edward W. Sparrow Hospital Association

For the Meeting Agendas of June 21 and June 26, 2023

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### **BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to renew a three-year agreement with Edward W. Sparrow Hospital Association for 1.0 FTE obstetrics/gynecology (OBGYN) physician services effective July 1, 2023 through June 30, 2026, for a total amount not to exceed \$930,453. Edward W. Sparrow Hospital Association is now a wholly-owned subsidiary of the University of Michigan Health/Michigan Medicine. Through resolution #17-327 and #20-310, the current physician services agreement includes oversight of advanced practice providers and medical administration, for an annual amount of \$100,000. As with the current agreement, the new agreement will include oversight of advanced practice providers, medical administration and an annual productivity target of 1,764 billable visits. The current agreement expires on June 30, 2023. The new agreement will distribute funds as follows: \$203,000 (FY 2024), \$309,090 (FY 2025) and \$418,363 (FY 2026).

### **ALTERNATIVES**

Choosing not to enter into this agreement would cause us to lose valuable providers who provide OBGYN services to our patients.

### **FINANCIAL IMPACT**

The financial impact will be \$203,000 (FY 2024), \$309,090 (FY 2025) and \$418,363 (FY 2026). The cost of these physician services will be funded through ICHD's FY 2024, FY 2025 and FY 2026 CHC operating budgets.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize renewing a three-year agreement with Edward W. Sparrow Hospital Association for 1.0 FTE obstetrics/gynecology physician services effective July 1, 2023 through June 30, 2026, for a total amount not to exceed \$930,453.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RENEW AN OBSTETRICS AND GYNECOLOGY PHYSICIAN SERVICES AGREEMENT WITH EDWARD W. SPARROW HOSPITAL ASSOCIATION**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to renew a three-year agreement with Edward W. Sparrow Hospital Association for 1.0 FTE obstetrics/gynecology physician services effective July 1, 2023 through June 30, 2026 for a total amount not to exceed \$930,453; and

WHEREAS, Edward W. Sparrow Hospital Association is now a wholly-owned subsidiary of the University of Michigan Health/Michigan Medicine; and

WHEREAS, through Resolutions #17-327 and #20-310, the physician services agreement includes oversight of advanced practice providers and medical administration, for an annual amount of \$100,000; and

WHEREAS, as with the current agreement, the new agreement will include oversight of advanced practice providers, medical administration and an annual productivity target of 1,764 billable visits; and

WHEREAS, the current agreement expires on June 30, 2023; and

WHEREAS, the new agreement will include a funding distribution of \$203,000 (FY 2024), 309,090 (FY 2025) and \$418,363 (FY 2026); and

WHEREAS, the financial impact will be \$203,000 (FY 2024), \$309,090 (FY 2025) and \$418,363 (FY 2026); and

WHEREAS, these physician services will be funded through ICHD's FY 2024, FY 2025, and FY 2026 CHC operating budgets; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize renewing a three-year agreement with Edward W. Sparrow Hospital Association for 1.0 FTE obstetrics/gynecology physician services effective July 1, 2023 through June 30, 2026 for a total amount not to exceed \$930,453.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize renewing a three-year agreement with Edward W. Sparrow Hospital Association for 1.0 FTE obstetrics/gynecology physician services effective July 1, 2023 through June 30, 2026, for a total amount not to exceed \$930,453.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** May 15, 2023  
**SUBJECT:** Authorization to Renew Representational Agreement with Daudi & Kroll P.C. for Kamar Alnerabieh

For the meeting agendas of June 21 and June 26, 2023

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### **BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to renew the representation agreement with Daudi and Kroll P.C. (D&K) effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$5,000. Per Resolution #22 – 440, D&K currently provides legal services on behalf of Dental Hygienist, Kamar Alnerabieh, as the employee and Ingham County as the employer for her PERM Labor Certification with the U.S. Department of Labor (DOL) and I-140 Immigration Petition. D&K may jointly represent Ingham County and the employee in connection with the requested immigration services. Renewing this agreement is mutually beneficial to the County and to the employee, as the County retains a revenue generating provider position, and the employee will be able to pursue their permanent immigration status. The current representation agreement is set to expire on September 30, 2023.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The employer paid fees for assisting with the preparation and filing of this PERM labor certification with the U.S. Department of Labor (DOL) and filing of I-140 Immigrant Petition are as follows:

- \$2,500 due at the time of agreement execution
- \$1,000 due at the time of filing the Labor Certification with DOL
- Up to \$1,500 due upon approval of Labor and Certification to commence I-140 petition filing

These fees, totaling \$5,000, shall be used towards D&K's legal fees. Each installment shall be a flat-fee for that particular step, shall be nonrefundable, and shall be earned upon receipt. The employer is responsible for the filing fees required by DOL and USCIS. D&K makes no guarantees as to the success or failure of the legal services with DOL and/or USCIS. The legal fees shall be shared between D&K and the Law Offices of Behzad Ghassemi for legal services performed. Any legal and/or filing fees for employees to file an I-485 Application to Register Permanent Residence or Adjust Status shall be at employee's sole expense. The costs of this agreement are included in the health department's operating budget for FY 2024.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

Without a representation agreement in place, the Dental Hygienist position described above will be jeopardized.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize renewing the representation agreement with Daudi and Kroll P.C., effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$5,000.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW REPRESENTATIONAL AGREEMENT WITH DAUDI & KROLL P.C.**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to renew the representation agreement with Daudi and Kroll P.C. (D&K), effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$5,000; and

WHEREAS, per Resolution #22 – 440, D&K currently provides legal services on behalf of Dental Hygienist, Kamar Alnerabieh, as the employee and Ingham County as the employer for her Permanent (PERM) Labor Certification with the U.S. Department of Labor (DOL) and I-140 Immigration Petition; and

WHEREAS, D&K may jointly represent Ingham County and the employee in connection with the requested immigration services; and

WHEREAS, renewing this agreement is mutually beneficial to the County and to the employee, as the County retains a revenue generating provider position, and the employee will be able to pursue their permanent immigration status; and

WHEREAS, the employer paid fees for assisting with the preparation and filing of this PERM Labor Certification with the U.S. Department of Labor (DOL) and filing of I-140 Immigrant Petition are as follows:

- \$2,500 due at the time of agreement execution
- \$1,000 due at the time of filing the Labor Certification with DOL
- Up to \$1,500 due upon approval of Labor and Certification to commence I-140 petition filing; and

WHEREAS, these fees, totaling \$5,000, shall be used towards D&K's legal fees; and

WHEREAS, the costs related to this agreement is included in the FY 2024 Health Department operating budget; and

WHEREAS, each installment shall be a flat-fee for that particular step, shall be nonrefundable, and shall be earned upon receipt; and

WHEREAS, the legal fees shall be shared between D&K and the Law Offices of Behzad Ghassemi for legal services performed; and

WHEREAS, the employer is responsible for the filing fees required by DOL and USCIS; and

WHEREAS, D&K makes no guarantees as to the success or failure of the legal services with DOL and/or USCIS; and

WHEREAS, any legal and/or filing fees for employees to file an I-485 Application to Register Permanent Residence or Adjust Status shall be at employee's sole expense; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer support the renewal of the representation agreement with Daudi & Kroll P.C. for the term effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of the representation agreement with Daudi & Kroll P.C. effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$5,000.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, Medical Health Officer  
**DATE:** May 26, 2023  
**SUBJECT:** Resolution to Renew an Agreement with Rite Aid Corporation for the 340B Drug Discount Program  
For the Meeting Agendas of June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to renew an agreement with Rite Aid Corporation under the Health Resources and Services Administration (HRSA) 340B drug discount program effective August 1, 2023 through July 31, 2026, with a one-year annual auto-renewals for three years. The 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use. The 340B program allows ICHD's CHCs to generate revenue from the savings offered by purchasing prescription drugs at federally mandated pricing that is substantially lower than retail pricing. The current agreement is set to expire as of July 31, 2023.

**ALTERNATIVES**

If we do not amend this agreement, we will not be able to realize savings associated with patients utilizing Rite Aid Corporation pharmacies.

**FINANCIAL IMPACT**

This program will be fully paid for by savings generated from participating in the 340B program.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize renewing an agreement with Rite Aid Corporation under the Health Resources and Services Administration (HRSA) 340B drug discount program effective August 1, 2023 through July 31, 2026, with one-year annual autorenewals for three years.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW AN AGREEMENT WITH RITE AID CORPORATION  
FOR THE 340B DRUG DISCOUNT PROGRAM**

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

WHEREAS, the 340B program allows ICHD's CHCs to generate revenue from the savings offered by purchasing prescription drugs at federally mandated pricing that is substantially lower than retail pricing; and

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to renew an agreement with Rite Aid Corporation under the Health Resources and Services Administration (HRSA) 340B drug discount program effective August 1, 2023 through July 31, 2026, with a one-year annual autorenewals for three years; and

WHEREAS, the current agreement is set to expire of July 31, 2023; and

WHEREAS, this program will be fully paid for by savings generated from participating in the 340B program; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend renewing an agreement with Rite Aid Corporation under the Health Resources and Services Administration (HRSA) 340B drug discount program effective August 1, 2023 through July 31, 2026, to be automatically renewed on an annual basis for an additional three years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize renewing an agreement with Rite Aid Corporation under the Health Resources and Services Administration (HRSA) 340B drug discount program effective August 1, 2023 through July 31, 2026, to be automatically renewed on an annual basis for an additional three years.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, Medical Health Officer  
**DATE:** May 22, 2023  
**SUBJECT:** Resolution to amend Resolution # 16-539 to Expand Distribution Services for Retail Pharmacies  
For the meeting agendas of June 21 and June 26, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #16-539 for expansion of distribution services, provided by McKesson Corporation as a wholesaler, to include retail pharmacies including, but not limited to, Atlas Meds Pharmacy Inc. and Central Pharmacy Inc, effective upon approval and to be ongoing. The 340B drug discount program, administered by the Health Resources and Services Administration agency (HRSA), requires medication replacement through a wholesaler selected by contract pharmacies.

**ALTERNATIVES**

Choosing not to amend Resolution #16-539 to expand the distribution of services to include retail pharmacies would limit the potential pharmacy services ICHD's CHCs will be able to offer.

**FINANCIAL IMPACT**

There is no additional financial impact.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend amending Resolution #19-539 for the expansion of distribution services provided by McKesson Corporation as a wholesaler, to include retail pharmacies including, but not limited to, Atlas Meds Pharmacy Inc. and Central Pharmacy Inc, effective upon approval and to be ongoing.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #16-539 TO EXPAND DISTRIBUTION SERVICES TO RETAIL PHARMACIES**

WHEREAS, the 340B drug discount program, administered by the Health Resources and Services Administration agency (HRSA), requires medication replacement through a wholesaler selected by contract pharmacies; and

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers wish to amend Resolution #16-539 for expansion of distribution services, provided by McKesson Corporation as a wholesaler, to include retail pharmacies (existing and future) including, but not limited to, Atlas Meds Pharmacy Inc. and Central Pharmacy Inc, effective upon approval and to be ongoing; and

WHEREAS, there is no additional financial impact; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #16-539 for the expansion of distribution services provided by McKesson Corporation as a wholesaler, to include retail pharmacies including but not limited to, Atlas Meds Pharmacy Inc. and Central Pharmacy Inc, effective upon approval and to be ongoing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes amending Resolution #16-539 for the expansion of distribution services, provided by McKesson Corporation as a wholesaler, to include retail pharmacies including but not limited to, Atlas Meds Pharmacy Inc. and Central Pharmacy Inc, effective upon approval and to be ongoing.

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

TO: County Services Committee  
Finance Committee  
Ingham County Board of Commissioners

FROM: William E. Fowler, Director  
Equalization/Tax Mapping Department

RE: **RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND  
REMONUMENTATION PROJECT REPRESENTATIVE**

Attached please find the resolution to award a contract to Ronnie Lester to serve as the County Representative for the 2023 Remonumentation Project.

**BACKGROUND**

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2023 will be for \$111,943.

**ALTERNATIVES**

None

**FINANCIAL IMPACT**

The grant for 2023 is \$111,943. \$27,475 of the grant will cover the cost for county representative services to be provided by Ronnie M. Lester.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Respectfully recommend that County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND  
REMONUMENTATION PROJECT REPRESENTATIVE**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, that upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2023 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2023 through December 31, 2023, at a cost not to exceed \$27,475.

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



TO: County Services Committee  
Finance Committee  
Ingham County Board of Commissioners

FROM: William E. Fowler, Director  
Equalization/Tax Mapping Department

RE: **RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS**

Attached please find the resolution to award contracts for the 2023 Remonumentation Peer Review Group Members.

**BACKGROUND**

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2023 will be for \$111,943.

**ALTERNATIVES**

None

**FINANCIAL IMPACT**

The grant for 2023 is \$111,943. \$2,700 of the grant will cover the cost for peer review services to be provided by the selected members of the Peer Review Group.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Respectfully recommend that County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS**

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2023 Ingham County Remonumentation Project:

Anthony Bumstead,, 518 W. Lovett #3, Charlotte, MI 48813  
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917  
David Clifford, P.O. Box 87, Mason, MI 48854  
Ronald Enger, P.O. Box 87, Mason, MI 48854 (Alternate)  
Justin Carroll, 2300 N. Grand River Ave., Lansing MI 48906  
Gilbert Barish, 2300 N. Grand River Ave., Lansing MI 48906 (Alternate)

to terms expiring December 31, 2023.

BE IT FURTHER RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2023 at a cost not to exceed \$675 per Peer Review Group Member at a cost of \$225 per meeting.

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

TO: County Services Committee  
Finance Committee

FROM: William E. Fowler, Director  
Equalization/Tax Mapping Department

RE: **RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION  
PROJECT SURVEYORS**

Attached please find the resolution to award contracts for the 2023 Remonumentation Project Surveyors.

**BACKGROUND**

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2023 will be for \$111,943.

**ALTERNATIVES**

None

**FINANCIAL IMPACT**

The grant for 2023 is \$111,943. \$80,025 of the grant will cover the cost for surveying services to be provided by the selected surveying service providers.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Respectfully recommend that County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS**

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the Ingham County Board of Commissioners wishes to express appreciation for the dedicated service and leadership of Ronnie Lester, who for 30 years has guided the Ingham County Remonumentation program, and

WHEREAS, the Ingham County Board of Commissioners has historically approved utilizing the surveying services of multiple qualifying survey firms, and

WHEREAS, for 2023 three qualified surveying firms have been selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2023; and

WHEREAS, it is the recommendation of the Director of the Equalization/Tax Mapping Department and Grant Administrator, that it is in the County's best interest to authorize contracts with Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, Enger Surveying, and Wolverine Engineers and Surveyors Inc. for services as monumentation surveyors for 2023.

THEREFORE BE IT RESOLVED, that upon the respectfully recommended that the Ingham County Board of Commissioners contracts for the equally responsible services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be equally funded by survey and remonumentation grant funds authorized for 2023:

Autenrieth Land Surveys, LLC: \$20,000  
Bumstead Land Surveys, LLC: \$20,000  
Enger Surveying and Engineering: \$20,000  
Wolverine Engineers and Surveyors, Inc: \$20,000

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

TO: County Services Committee  
Finance Committee  
Ingham County Board of Commissioners

FROM: William E. Fowler  
Equalization/Tax Mapping Department

RE: **RESOLUTION APPOINTING ROSEMARY ANGER AS COUNTY GRANT ADMINISTRATOR FOR THE 2023 INGHAM COUNTY REMONUMENTATION PROJECT**

Attached please find the resolution to appoint Rosemary Anger to be the Grant Administrator for the Ingham County Remonumentation Project for the balance of 2023.

**BACKGROUND**

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Land Survey and Remonumentation. The grant for 2023 will be for \$111,943.

**ALTERNATIVES**

None

**FINANCIAL IMPACT**

The grant for 2023 is \$111,943. Naming and approving Rosemary Anger as grant administrator has no financial impact.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Respectfully recommend that County Services and Finance Committees approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPOINTING ROSEMARY ANGER  
AS COUNTY GRANT ADMINISTRATOR  
FOR THE 2023 INGHAM COUNTY REMONUMENTATION PROJECT**

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator; and

WHEREAS, on June 30, 2023, William E. Fowler will be ending his services with Ingham County and as grant administrator for the Ingham County Remonumentation Project.

THEREFORE BE IT RESOLVED, it is respectfully requested that the Ingham County Remonumentation Committee, the Ingham County Board of Commissioners appoint Rosemary Anger, Equalization Director, for the related services as Acting County Grant Administrator as required by Act 345, P.A. 1990 for the balance of the 2023 Ingham County Remonumentation Project.

## Agenda Item 9

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** June 6, 2023  
**SUBJECT:** Network Hardware Purchase from Sentinel  
For the meetings of June 20th, June 21st, and June 17th

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### **BACKGROUND**

Ingham County's infrastructure needs some additional capacity for the additional connectivity that has been requested recently. Innovation and Technology Department (ITD) has budgeted to add these components to ensure that there is connectivity where we need it. The ones chosen will also allow us to implement more of our strategic initiatives to protect County resources as well.

### **ALTERNATIVES**

ITD has researched best practices and found that these components are most recommended for our size and complexity while not being overly expensive or difficult to manage.

### **FINANCIAL IMPACT**

The funding for this purchase of hardware is budgeted and will come from the County's Innovation and Technology Department's Network Hardware fund #636-25810-932032.

### **STRATEGIC PLANNING IMPACT**

This resolution supports strategy D2 of the Strategic Action Plan – Annually budget for Countywide IT projects including updates to existing software applications.

### **OTHER CONSIDERATIONS**

Pricing from the recommended vendor is off the competitively bid NASPO contract, Master Agreement Number AR3227, #210000001333.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to purchase hardware via Purchase Order from Sentinel Technologies in the amount not to exceed \$44,000.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF NETWORK HARDWARE  
FROM SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County's infrastructure has several areas that are reaching capacity; and

WHEREAS, system usage is increasing requiring more connections; and

WHEREAS, Innovation and Technology Department (ITD) budgeted to add additional components; and

WHEREAS, ITD has researched and found that these components are most recommended for our size and complexity while not being overly expensive or difficult to manage.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of hardware from Sentinel Technologies in the amount not to exceed \$44,000.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Network Hardware Fund (#636-25810-932032).

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.



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

**FROM:** Glenn Canning, Facilities Director

**DATE:** June 6, 2023

**RE:** Resolution to Authorize an Agreement with Elevator Service LLC for the Full-Service Elevator Repair and Maintenance at Multiple County Buildings

For the meeting agendas of: June 20 & 21

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**BACKGROUND**

The Facilities Department is responsible for ensuring the proper repair and maintenance of fourteen elevators and two dumbwaiters in County buildings. Due to the liability exposure and technical nature required for maintaining the elevators, a service contract with trained and certified professionals is required.

The Purchasing Department solicited proposals from qualified vendors. Post-bid interviews were conducted with the two lowest bidders as well as references checked. The following are the reasons why the Facilities department came to a unanimous decision to award the service agreement to Elevator Service LLC:

- The number of qualified technicians - Elevator Service LLC has over 30 technicians with years of experience where Great Lakes Elevator has five technicians to cover the state.
- Years of knowledge – the years of knowledge that Elevator Service had over Great Lakes elevator was significant. The knowledge that Elevator Service LLC has of elevator equipment and education was apparent.
- Time to service calls - when interviewing references Elevator Service LLC had a better response time to calls according to references checked.

The total not to exceed amount for three years of service (36-month term) is \$132,420.

**ALTERNATIVES**

The alternative would be to not approve, risking ADA compliance, the safety of staff and public who use the elevators and higher costs.

**FINANCIAL IMPACT**

Funds are available in the appropriate 931100 contractual line items.

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Elevator Service LLC for the full-service elevator repair and maintenance at multiple county buildings.

**Agenda Item 10a**

TO: Glenn Canning, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: March 30, 2023  
RE: Memorandum of Performance for RFP No. 36-23: Full-Service Elevator Maintenance and Repair

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Per your request, the Purchasing Department sought proposals from experienced and licensed vendors for the purpose of entering into an agreement to provide full-service elevator repair and maintenance services on passenger elevators and dumbwaiters at various County facilities for a three-year period with an option for a two-year renewal.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	13	4
Vendors responding	5	2

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

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

SUMMARY OF THE VENDORS' COSTS

Vendor Name:	GREAT LAKES ELEVATOR	ELEVATOR SERVICE LLC	SCHINDLER	OTIS ELEVATOR CO.	TK ELEVATOR
<i>Local Preference:</i>	<i>Yes, Williamston MI</i>	<i>No, Grand Rapids MI</i>	<i>Yes, Lansing MI</i>	<i>No, Farmington Hills MI</i>	<i>No, Grand Rapids MI</i>
<b>2023 TOTAL COSTS</b>	\$10,680.00	\$12,660.00	\$15,900.00	\$20,848.98	\$24,000.00
<b>2024 TOTAL COSTS</b>	\$44,880.00	\$46,500.00	\$52,227.00	\$59,392.44	\$70,800.00
<b>2025 TOTAL COSTS</b>	\$45,900.00	\$48,840.00	\$54,838.32	\$59,986.44	\$74,340.00
<b>2026 TOTAL COSTS</b>	\$23,460.00	\$24,420.00	\$28,790.16	\$29,993.22	\$39,028.50
<b>GRAND TOTAL</b>	<b>\$124,920.00</b>	<b>\$132,420.00</b>	<b>\$151,755.48</b>	<b>\$170,221.08</b>	<b>\$208,168.50</b>
<b>License &amp; Standard Maintenance Agreement</b>	YES	YES	YES	YES	NO
<b>Yr. 1 - O.T. S/Hr.</b>	\$332.00	\$450.00	\$340.00	\$225.00	\$375.00
<b>Yr. 1 - Weekend S/Hr.</b>	\$390.00	\$450.00	\$400.00	\$225.00	\$717.00
<b>Yr. 1 - Holiday S/Hr.</b>	\$390.00	\$450.00	\$400.00	\$225.00	\$750.00
<b>Yr. 2 - O.T. S/Hr.</b>	\$332.00	\$472.00	\$340.00	\$227.25	\$375.00
<b>Yr. 2 - Weekend S/Hr.</b>	\$390.00	\$472.00	\$400.00	\$227.25	\$717.00
<b>Yr. 2 - Holiday S/Hr.</b>	\$390.00	\$472.00	\$400.00	\$227.25	\$750.00
<b>Yr. 3 - O.T. S/Hr.</b>	\$332.00	\$495.00	\$340.00	\$229.52	\$393.75
<b>Yr. 3 - Weekend S/Hr.</b>	\$390.00	\$495.00	\$400.00	\$229.52	\$752.85
<b>Yr. 3 - Holiday S/Hr.</b>	\$390.00	\$495.00	\$400.00	\$229.52	\$787.50

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ELEVATOR SERVICE LLC  
FOR THE FULL-SERVICE ELEVATOR REPAIR AND MAINTENANCE AT MULTIPLE  
COUNTY BUILDINGS**

WHEREAS, the Facilities Department is responsible for ensuring the proper repair and maintenance of fourteen passenger elevators and two dumbwaiters at various County buildings; and

WHEREAS, due to the liability exposure and technical nature required for maintaining the elevators, a service contract with trained and certified professionals is required; and

WHEREAS, the Purchasing Department solicited proposals from qualified vendors; and

WHEREAS, post-bid interviews were conducted with the two lowest bidders and references were checked; and

WHEREAS, based on the number of qualified technicians, years of knowledge and time to services calls, the Facilities Department came to a unanimous decision; and

WHEREAS, the Facilities Department recommends an agreement with Elevator Service LLC, who submitted a responsive and responsible proposal of \$132,420 for the full-service elevator repair and maintenance for three years (36-month term); and

WHEREAS, funds are available in the appropriate 931100 contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Elevator Service LLC., 4150 Hunsaker Drive, East Lansing, MI 48823, corporate address of 823 Ottawa NW, Grand Rapids, Michigan 49503, for full-service elevator repair and maintenance at multiple County buildings for a three year (36-month term) not to exceed amount of \$132,420 with a two-year renewal option.

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

**Agenda Item 10b**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Glenn Canning, Facilities Director  
**DATE:** June 6, 2023  
**RE:** Resolution to Authorize a Purchase Order to Seelye Group LTD, to Replace the Flooring in the Conference Rooms, First Floor Offices and Breakrooms at the Hilliard Building

For the meeting agendas of: June 20 & 21

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**BACKGROUND**

The carpet in the three conference rooms, first floor offices and breakrooms in the Hilliard Building is worn, faded and has outlived its life expectancy and needs to be replaced. The flooring in the breakrooms will be replaced with LVT (luxury vinyl tile) as those areas are prone to carpet staining. Seelye Group LTD, who is on the MiDeals contract, therefore three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$93,477.01 for the flooring replacement. We are requesting a contingency of \$4,700 for any uncovered conditions. The grand total is \$98,177.01.

**ALTERNATIVES**

The alternative would be to place this on hold, risking higher prices.

**FINANCIAL IMPACT**

Funds are available in the approved 2023 CIP line item # 245-90210-976000-23F12

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
245-90210-976000-23F12	\$110,000	\$110,000	\$98,177.01	\$11,822.99
General Fund				

**OTHER CONSIDERATIONS**

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

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group LTD, to replace the carpet in the conference rooms, first floor offices and replace the breakrooms with LVT at the Hilliard Building.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP LTD.  
TO REPLACE THE FLOORING IN THE CONFERENCE ROOMS, FIRST FLOOR OFFICES  
AND BREAKROOMS AT THE HILLIARD BUILDING**

WHEREAS, the carpet in the three conference rooms, first floor offices, and breakrooms in the Hilliard Building is worn, faded, has outlived its life expectancy, and needs to be replaced; and

WHEREAS, the flooring in the breakrooms will be replaced with LVT (luxury vinyl tile) as those areas are prone to carpet staining; and

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

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order to Seelye Group LTD., who submitted a proposal of \$93,477.01 to replace the flooring in the three conference rooms, first floor offices and breakrooms at the Hilliard Building; and

WHEREAS, the Facilities Department is requesting a contingency of \$4,700 for any uncovered conditions; and

WHEREAS, funds are available in the 2023 approved CIP General Fund line item #245-90210-976000-23F12 which has a balance of \$110,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group LTD., 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the flooring in the three conference rooms, first floor offices and breakrooms at the Hilliard Building for an amount not to exceed \$98,177.01 which includes the \$4,700 contingency.

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

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** June 6, 2023  
**SUBJECT:** Resolution to Approve UAW TOPS, ICEA County Professional, and ICEA Court Professional  
Reclassification Requests

For the meeting agendas of June 20 and June 21

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**BACKGROUND**

The UAW Technical, Office, Paraprofessional & Service Employees collective bargaining agreement, the ICEA County Professional Employees collective bargaining agreement, and the ICEA Court Professional Employees collective bargaining agreement are effective January 1, 2022 through December 31, 2024. Each includes a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for employees in these groups. These reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

**STRATEGIC PLAN CONSIDERATIONS**

Compensation reclassification supports the County's goal of attracting and retaining exceptional employees who are committed to the community.

**RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE UAW TOPS, ICEA COUNTY PROFESSIONAL,  
AND ICEA COURT PROFESSIONAL RECLASSIFICATION REQUESTS**

WHEREAS, the UAW Technical, Office, Paraprofessional & Service Employees collective bargaining agreement, the ICEA County Professional Employees collective bargaining agreement, and the ICEA Court Professional Employees collective bargaining agreement are effective January 1, 2022 through December 31, 2024.

WHEREAS, the Human Resources Department has executed the process for reclassification requests for employees in these groups; and

WHEREAS, these reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department.

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

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
142045	Family Services Enforcement Coord. - FOC	Move from UAW F to UAW G
142050	Records Court Clerk- FOC	Move from UAW D to UAW F
142051	Records Court Clerk- FOC	Move from UAW D to UAW F
142052	Records Court Clerk- FOC	Move from UAW D to UAW F
142053	Records Court Clerk- FOC	Move from UAW D to UAW F
142069	Records Court Clerk- FOC	Move from UAW D to UAW F
601511	340B Program Coordinator to Pharmacy Services Manager	Move from County Pro 7 to County Pro 9
130069	Mental Health Court – Court Services Coordinator	Move from Court Pro 5 to Court Pro 7
130049	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
130050	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
130065	Sr. Pretrial Services Investigator	Move from Court Pro 8 to Court Pr 10
130067	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
130071	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
130074	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
130075	Pretrial Services Investigator	Move from Court Pro 6 to Court Pro 8
142009	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142010	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142013	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142014	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142011	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142012	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142015	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9
142016	Investigator/Facilitator- FOC	Move from Court Pro 8 to Court Pro 9



<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Family Svcs. Enf. Coord.	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Records Court Clerk- FOC	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Pharmacy Services Mgr.	Co Pro 7: 71,599.41	Co Pro 9: 85,410.98	13,811.57
MHC – Ct. Svcs. Coord.	Ct Pro 5: 60,401.06	Ct Pro 7: 71,606.08	11,205.02
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Sr. Pretrial Services Inv.	Ct Pro 8: 78,103.65	Ct Pro 10: 92,254.72	14,151.07
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Pretrial Services Inv.	Ct Pro 6: 65,426.81	Ct Pro 8: 78,103.65	12,676.84
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
Investigator/Facilitator	Ct Pro 8: 78,103.65	Ct Pro 9: 85,419.71	7,316.06
TOTAL:			204,603.65

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of their submission to the Human Resources Department.