

CHAIRPERSON
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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, MAY 17, 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 [May 3, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office
 - a. Resolution to Add Non-CPL [Fingerprinting Services](#) to the Ingham County Clerk's Office
 - b. Resolution to Authorize the Ingham County Clerk to Purchase a [Tabulator](#) for Ingham County Election Administration
2. Sheriff's Office – Resolution to Authorize a Contract with [PJ's Towing Service](#) for Ingham County Sheriff's Office Vehicles and Seized Property or Evidence
3. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with [Innovare](#) to Upgrade Emergency Operations Center Seating
4. Circuit Court – Resolution to Approve the [Reorganization](#) of the 30th Circuit Court General Trial Division
5. Community Corrections – Resolution to Authorize the Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/[City of Lansing](#) Community Corrections and Program Subcontracts for FY 2023-2024
6. Community Agencies – Resolution Approving Criteria for Evaluating 2024 [Applications](#) for Community Agency Funding
7. Health Department
 - a. Resolution to Authorize an Agreement with the Corporation for National and Community Services for FY 2023-2024 [Americorps Vista Grant](#) Funding
 - b. Resolution to Authorize an Agreement with Michigan Public Health Institute for Provision of the [MIPathways](#) Data Management System

- c. Resolution to Accept State and Federal Funds through Michigan Primary Care Association for a [Vaccine Clinic](#)
 - d. Resolution to Authorize an Agreement with [Language Line](#) for Interpretation Services
 - e. Resolution to Renew an Agreement with [Nextgen® Mobile Service](#) to Allow Providers to Engage the Electronic Health Record (EHR) on a Mobile Device
- 8. Equalization Department – Resolution to Approve a Grant with the Michigan Department of Licensing and Regulatory Affairs for the 2023 [Remonumentation Project](#)
 - 9. Road Department – Resolution to Authorize an Amended Agreement with the Michigan Department of Environment, Great Lakes, and Energy for a [Scrap Tire](#) Market Development Grant and to Subcontract with Michigan State University for Required Testing, Monitoring, and Reporting
 - 10. Human Resources Department – Resolution to Approve UAW TOPS, OPEIU TCU, and ICEA County Professional Unit [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.

FINANCE COMMITTEE
May 3, 2023
Draft Minutes

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

Members Absent: Tennis.

Others Present: Treasurer Alan Fox, Gregg Todd, Michael Townsend, Becky Bennett, Julie Sovis, Kaitlyn Hetfield, and others.

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

Approval of the April 19, 2023 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. POLSDOFER, TO APPROVE THE MINUTES OF THE APRIL 19, 2023 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Additions to the Agenda

Chairperson Morgan noted that the agenda items below were referred to the budget process by the County Services Committee on May 2, 2023 and was for information only.

1. Board of Commissioners Office – Resolution Affirming the Eligibility of Per Diem Payments for Commissioners Serving on Certain Statutory and/or Agency Boards
15. Controller/Administrator
 - a. Resolution to Approve an Agreement with Kolt Communications for Public Relations Services

Limited Public Comment

None.

4. Treasurer's Office
 - a. 1st Quarter Investment Report

Alan Fox, Ingham County Treasurer, stated there was nothing new to report. He further stated the County was hanging on to their funds and had invested those funds.

Treasurer Fox stated not much had changed in the portfolio and there were lots of things happening with banks and interest rates. He further said those things would not affect the County greatly.

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

3. Sheriff's Office – Resolution to Authorize an Administrative Service Contract with Blue Cross Blue Shield of Michigan and the Sheriff's Office
4. Treasurer's Office
 - b. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding
5. Circuit Court
 - a. Resolution to Authorize an Agreement with Smart Home/Smart Office to Upgrade Courtroom Audio Processor
 - b. Resolution to Accept the State Court Administrative Office Virtual Backlog Response Docket Award
6. Circuit Court – Juvenile Division – Resolution to Authorize the Juvenile Division Purchasing BizStream Client Management Software
7. Office of the Public Defender – Resolution to Authorize the Purchase of a Toshiba e-STUDIO9029A Copier
8. Veterans Affairs Department
 - a. Resolution to Authorize a 2023 Service Agreement with Clinton County
 - b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2024 County Veteran Service Fund Grant on Behalf of Clinton County
 - c. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2024 County Veteran Service Fund Grant
9. Parks Department
 - a. Resolution to Amend Resolution #23-163 to Authorize a Line Item Transfer for the Contract with KJP Roofing and Sheet Metal for Reroofing Services at Burchfield County Park
 - b. Resolution to Amend Resolutions #22-394 and #23-027 to Authorize an Agreement with Landscape Structures Inc. for Replacement of a Portion of the Lake Lansing South County Park Playground
10. Fairgrounds
 - a. Resolution to Accept a Grant for the Construction of a New Grandstand
 - b. Resolution to Authorize the Purchase of a Tractor for the Fairgrounds

- c. Resolution to Authorize a Contract with Triterra to Complete an Environmental Study for the Construction of a New Grandstand at the Ingham County Fairgrounds
 - d. Resolution Authorizing Amendments to the Fair Budget
11. Health Department
- a. Resolution to Amend Resolution #23-131
 - b. Resolution to Reorganize the Billing & Reporting Unit within Ingham County Health Department
 - c. Resolution to Authorize the Medical Health Officer to Sign Contracts through E-Grams
 - d. Resolution to Authorize an Agreement with Robin Turner to Provide Facilitation and Outreach Services to the East Lansing Community Health Center's Community Advisory Committee
 - e. Resolution to Renew a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the Purpose of Leasing Space at Forest Community Health Center
 - f. Resolution to Authorize a Consulting Services Agreement with Thelen & Thelen Enterprises, LLC
12. Innovation & Technology Department – Resolution to Authorize Planned Annual Continuing Education Program for MUNIS
13. Road Department
- a. Resolution to Authorize Agreements with Alaiedon, Bunkerhill, Ingham, Lansing, Leroy, and Stockbridge Townships for the 2023 Local Road Program
 - b. Resolution to Authorize Architectural and Engineering Design Services with Hubbell, Roth & Clark, Inc. for Roof Replacement Projects for the Ingham County Road Department
 - c. Resolution to Authorize the Purchase of Roto Milling Services from Michigan Paving and Materials for the Ingham County Road Department
14. Human Resources Department – Resolution to Approve Managerial & Confidential Reclassification Requests
15. Controller/Administrator
- b. Resolution Updating Various Fees for County Services Committee Departments for Services Provided by the County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

1. Board of Commissioners Office – Resolution Affirming the Eligibility of Per Diem Payments for Commissioners Serving on Certain Statutory and/or Agency Boards

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

Commissioner Grebner stated the Board of Commissioners had adopted a compensation resolution at the end of 2022 that covered the current term. He further stated the resolution expanded the range of assignments for which the Commissioners received per diem payments and was subject to a maximum of 80 payments.

Commissioner Grebner stated the Board of Commissioners asked the County Attorney to put together a list of what Boards and Commissions qualified for per diems and which ones did not qualify so staff would know how to prepare the Commissioners' per diem sheets. He further stated staff put together the list of qualifying Boards and Commissions and bring it before the Board of Commissioners.

Commissioner Grebner stated the Board of Commissioners had already adopted compensation including the Boards and Commissions and with the County Attorney's opinion he did not feel the Board of Commissioners did not need to do anything else. He further stated he felt it would be beneficial to have a formal process to acknowledge which Boards qualified and which ones did not qualify for per diem payments.

Commissioner Grebner stated if there was later a dispute the answer would be to amend the resolution and there was a formal process in place to resolve disputes that arose. He further stated this resolution did not change anything because the staff would have the list and there was a resolution identifying the qualifying Boards that receive per diem payments.

Commissioner Grebner stated in his 46 years of experience on and off the Board of Commissioners even the small amounts of per diem payments and other Board's per diem payments sometimes got involved in scandals. He further stated he had learned that with Commissioner compensation, especially per diem payments, it was good to have all the details nicely tucked in.

Commissioner Grebner stated 40 years ago he and the Board of Commissioners were investigated by the Sheriff and were specifically picking through per diem sheets for the purpose of finding discrepancies which were then referred for prosecution. He further stated the Sheriff had done this to harass the Board of Commissioners, did not amount to anything and was finally determined that a few Commissioners were owed additional money by the County.

Commissioner Grebner stated the point was, the loose ends created the opportunity for entanglement. He further stated everything the Board of Commissioners did came out of some sort of crisis in the past that was not known about.

Commissioner Grebner stated that was the reason the Board of Commissioners did not prepare their own per diem sheets anymore. He further stated it was important not to leave loose ends on

per diems and this resolution was not completely necessary but was the make sure there were as few untied strings as possible.

Becky Bennett, Ingham County Board of Commissioners Director, stated she had copies of the resolution, the Attorney's opinion and the list the Attorney had provided for those present. She further stated this was a resolution so that there would be a record of which Committees would receive per diems.

Commissioner Grebner stated Ms. Bennett was actually on staff at the time of the 1978, 1979, 1980 wrangling with the Sheriff he had referred to.

Ms. Bennett shook her head in disagreement.

Commissioner Grebner apologized.

Commissioner Sebolt stated the County Services Committee, after a lot of discussion and debate on May 2, 2023 over other items, did refer this item to be a part of the budget process. He further stated he understood the resolution had already been passed the compensation resolution that was passed in 2022 was done so outside of the budget process after the budget had already passed with the additional expense added.

Commissioner Sebolt stated some Commissioners, on a different matter, felt that everything should be scrutinized going into perpetuity through the County budget process although this pay increase was not done through that process. He further stated the list provided by the County Attorney had 19 additional meetings and would be \$14,250 and by referring this resolution to the budget process, the hope was that Commissioners could discuss budget for, going forward, Commissioner compensation.

Commissioner Sebolt stated Ms. Bennett may have enough clarity but if she wanted the resolution he would not stand in her way. He further stated if the Board of Commissioners was going to make a big deal out of \$36,000 they should make a big deal about \$14,000 especially when they were looking at budget cuts coming up.

Commissioner Sebolt stated for Commissioners who really demand things go through the budget process to also then forward resolutions that did not go through the budget process was annoying to him personally, without impugning anyone. He further stated he wanted to make sure that was handled appropriately and if this resolution moved forward tonight, which he was not totally opposed to, he would request the Controller's Budget look at the Board of Commissioners' compensation and the impact it had on the budget and make sure they right-size which Committees were being compensated for and which were not.

Chairperson Morgan asked Ms. Bennett if the resolution would be helpful for her purposes.

Ms. Bennett stated it would be helpful so she had a record of what of which Committees would receive per diems.

Commissioner Peña asked if there was still going to be a cap of 80 per diems per year.

Ms. Bennett stated confirmation.

Commissioner Maiville stated he did not feel it would hurt to hold off a couple of months before implementing this resolution. He further stated the resolution did provide clarity but did not feel there would be an issue to hold off implementing until 2024 and go through the budget process.

Commissioner Grebner stated he felt that staff should prepare per diem sheets for the qualifying Committees listed. He further stated staff had not prepared them so far because of the problem with the Attorney's opinion.

Commissioner Grebner stated this would not be held up until 2024 and not adopting the resolution would not delay that it would leave the process ambiguous. He further stated he did not have a problem with the Controller in the consideration of the 2024 budget talking about Commissioner's compensation.

Commissioner Grebner stated it did not make sense to delay creating a formal process that decided how compensation worked and took care of loose ends. He further stated that would not delay the actual payments.

Commissioner Grebner stated the Board of Commissioners was not legally allowed to reduce their compensation and could only set compensation for the next Board, not the current one.

Ms. Bennett stated Commissioners had the option to not take the per diem.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

2. Prosecuting Attorney – Resolution to Deactivate the Domestic Violence Coordinator Position (229055) and Create a Position Number for a Victim/Witness Assistant

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

Commissioner Peña stated in the district he represented there had been people in the witness protection program and those services were appreciated. He further stated the people he represents wanted to make sure those services were maintained.

Commissioner Peña stated the people of County Commission District 8 had mentioned their concerns to maintain the services in the last day or so.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

15. Controller/Administrator

- a. Resolution to Approve an Agreement with Kolt Communications for Public Relations Services

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

Commissioner Sebolt stated this was a simple resolution and should be ready to move forward. He further stated having public relations services was something the County did not have and he recognized that staff members, particularly Ms. Bennett, did an amazing job getting the word out to the media about what was happening in the County.

Commissioner Sebolt stated that public relations was a full-time job and to have a service that provided a professional ability to communicate to the public what was happening in the County was important. He further reminded those present in the Controller's Office reorganization resolution the Board of Commissioners had directed Gregg Todd, Ingham County Controller, to utilize all or part of the savings to create a part-time staff position or contract out for those services.

Commissioner Sebolt stated this was the Controller fulfilling what the Board of Commissioners had resolved for Mr. Todd to do.

Commissioner Peña stated it was brought to his attention by the people in his district there was request that accommodation be made to minority businesses for a consultant if at all possible. He further stated there was concern that Kolt Communications may not be racially different from the mainstream.

Chairperson Morgan asked if there had been a Request for Proposal (RFP).

Mr. Todd stated there was not. He further stated he had a conversation with Mr. Kolt on a recommendation and what he had explained he could provide to the County fit in with what the County was looking for.

Mr. Todd stated he streamlined the process to bring it forward. He further stated he could put it out for an RFP if the Committee would like but he had made the decision not to.

Commissioner Grebner stated it was true that the County was lean in the public relations department. He further stated some departments had built-in public relations function where someone savvy would put out press releases or print brochures and utilized social media but the County as a whole had never had a substantial public relations function.

Commissioner Grebner stated other Counties had quite a bit more public relations and as a result Ingham County did not receive much press. He further stated it was true that if the County added public relations and it was done properly, the general operations of the County would get more publicity than what they had been getting.

Commissioner Grebner stated he had a personal disinclination to do media and one reason the County had not had public relations was because he had discouraged it. He further stated when there was a project that required public relations he believed the County had hired people in specific departments to do that.

Commissioner Grebner stated because it was not an emergency the agreement should be dovetailed in the budget process. He further stated it did not have to be but that was the ordinary way the Board of Commissioners made decisions.

Commissioner Grebner stated if this was going to be a continuing County function they would spend this amount of money, or more, forever and be added to the County's base costs and it seemed to him the right way to do it would be through the budget process. He further stated it may not survive the budget process particularly in a year like this and was likely to not make the Controller's recommended list.

Commissioner Grebner stated he did not want to pretend there was one right way to do it and this was the right way but processes like this should be weighed against other competing demands especially when it would become a continuing base cost of the County. He further stated he was likely to refer the entire thing to the budget process which was done at the County Services Committee meeting on May 2, 2023.

Commissioner Sebolt stated Ms. Bennett regularly sends out press releases about vacancies on appointed boards in the County and rarely does the press pick it up. He further stated one time the press had picked it up and there were lots of applications that came through for one of the Boards.

Commissioner Sebolt stated he personally thought if there were professional communication services it may get picked up by the press more frequently. He further stated that lots of departments could benefit from the services as well and provided an example on how the Fair could benefit from the service.

Commissioner Sebolt stated there was a need and not having the position had cost the County some opportunities. He further stated the Board of Commissioners had approved in a prior resolution to spend money for this reason and had a robust discussion in the April 4, 2023 County Services Committee meeting where Commissioner Grebner was present and said nothing during the discussion.

Commissioner Sebolt stated the reorganization was brought back as a resolution at the Finance Committee meeting with that expenditure and was passed on the consent agenda and had Commissioner Grebner's approval. He further stated to find Commissioner Grebner having a problem with the process even though he was a part of the process but did not mention his desire to have things moved was frustrating to him.

Commissioner Sebolt stated for Commissioner Grebner to talk about spending real money and base cost being part of the budget process he would point back to Commissioner Grebner's past

resolution on compensation where Commissioner Grebner did not have a single idea of how many additional committees the Board of Commissioners would be eligible for payment for.

Chairperson Morgan reminded Commissioner Sebolt to direct his statements toward the subject at hand.

Commissioner Sebolt stated his agreement with Chairperson Morgan. He further stated the argument that had been applied to this agreement had been conveniently not applied to other things and seeing it used now, selectively, as an attempt to sandbag something that was a real need for the Board of Commissioners and was already adopted unanimously was frustrating to him when he and other Commissioner had identified it as a need.

Commissioner Maiville stated there was a definite need for the services but also the budget process needs to be taken seriously. He further stated another issue was the lack of an RFP process and the fact that a referral from a Commissioner was enough to proceed and not check alternative options.

Commissioner Maiville stated one of the items that passed on the Consent Agenda was for increased marketing for the Fairgrounds but every little bit helped. He further stated he did not disagree this service was needed, but felt the budget process and an RFP were important.

Commissioner Polsdofer stated he did think there was a need to proactively and professionally promote and communicate in a way that the public could pick up on things that they currently do not. He further stated he was the most aggressive communicator of updates on the Okemos Road Bridge Project over the course of 15 months and could certainly use that as an example when other projects come up to make sure the public was informed.

Commissioner Polsdofer stated he felt it made sense to run this through a brief RFP to give a chance to find some input from the plethora of other public relations firms available in the Lansing Area.

Commissioner Sebolt stated if Commissioner Polsdofer was about to motion that, rather than moving this through the budget process, the Board of Commissioners direct the Controller to at least go back for an RFP, he would be agreeable to that.

Chairperson Morgan stated he would rather dispose of this and have a new resolution putting out an RFP. He further stated if they were to amend this item it would seem like there was someone in the pole position and did not want to give that impression.

Commissioner Peña stated he received opposition from members of his district for this resolution.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO TABLE THE RESOLUTION FOR THE PURPOSE OF ISSUING AN RFP.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Announcements

Commissioner Peña stated the Ride of Silence would occur on May 17, 2023. He further stated the event acknowledged those involved in accidents and fatalities while riding a bicycle.

Commissioner Peña stated the event would begin at Wells Hall on Michigan State University's campus and end at the Capital building in Lansing.

Commissioner Johnson stated the last conversation had ended abruptly and he wanted those present to know he would love to learn more about the public relations issue.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:03 p.m.

MAY 17, 2023 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. Clerk's Office – Resolution to Add Non-CPL Fingerprinting Services to the Ingham County Clerk's Office

This resolution implements the Clerk's Office fingerprinting services in 2023. The fee for the services in 2024 was approved as part of the County Services Fee review, but Clerk Byrum would like to provide the service now as she has the equipment.

The recommended fee for this services is \$60.00. Of that, the State will take at or around \$43.25 depending on the type of fingerprint request. As such, the County Clerk would expect to receive \$16.25 for each set of fingerprints taken.

See memo for details.

1b. Clerk's Office – Resolution to Authorize the Ingham County Clerk to Purchase a Tabulator for Ingham County Election Administration

This resolution authorizes the purchase of an election Dominion tabulator from ElectionSource to aid local clerks and the county during elections. The \$10,000 required for the purchase of the tabulator and assorted ancillary equipment and maintenance will come from the Elections Supplies line item.

See memo for details.

2. Sheriff's Office – Resolution to Authorize a Contract with PJ's Towing Service for Ingham County Sheriff's Office Vehicles and Seized Property or Evidence

This resolution authorizes a contract with PJ's Towing for towing, tire changes, fuel delivery, accident or off-road recovery services, and lock outs for Sheriff's Office vehicles and seized property or evidence. The cost of this contract is billed per use. The Sheriff's Office has budgeted \$3,000 to be paid from Field Services/Contractual Services account for the contractual year of 2023 through 2025.

See memo for details.

3. Homeland Security and Emergency Management – Resolution to Authorize an Equipment Purchase Agreement with Innovare to Upgrade Emergency Operations Center Seating

This resolution authorizes the use of previously awarded Region 1 FY2020 Homeland Security Grant Program (HSGP) funding to upgrade the Emergency Operations Center (EOC) seating with 30 new ergonomic chairs. Proper seating in EOCs serves to optimize functionality through improved comfort and reduced fatigue, significant considerations as EOC activations often involve high stress, prolonged incidents. Additionally, chairs with ergonomic features will improve the general environment for training, exercises, and other events hosted in the EOC as it allows individuals to adjust the chairs according to their physical needs and preferences. The cost for the chairs is \$12,176.70.

See memo for details.

4. **Circuit Court** – *Resolution to Approve the Reorganization of the 30th Circuit Court General Trial Division*

This resolution approves the Circuit Court proposed reorg that will create a Project Manager and Training Coordinator positions. This reorganization was discussed at the April 27 Law & Courts Committee meeting.

See memo for details.

5. **Community Corrections** – *Resolution to Authorize the Submission of a Grant Application and to Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for FY 2023-2024*

This resolution authorizes the submission of the Community Corrections State Grant Application and entering into a contract with Michigan Department of Corrections for community based programs for eligible adult felony and misdemeanor probationers supervised by Circuit Court Probation.

See memo for details.

6. **Community Agencies** – *Resolution Approving Criteria for Evaluating 2024 Applications for Community Agency Funding*

This resolution establishes the criteria by which each agency's application will be evaluated for the 2024 Community Agency funding process. If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter. The recommendations made by the Controller/Administrator's Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

7a. **Health Department** - *Resolution to Authorize an Agreement with the Corporation for National and Community Services for FY 2023-2024 AmeriCorps Vista Grant Funding*

This resolution an agreement with the Corporation for National and Community Services (CNCS) for a year of funding in support of the AmeriCorps VISTA Project effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$31,000. ICHD was the recipient of grant funds for the AmeriCorps VISTA Program funding cycle in the 2022-2023 FY, which was authorized through Resolution #22-398. CNCS has provided Ingham County a tenth year of funding for the FY 2023-2024 to support up to fifteen (15) AmeriCorps VISTA members who will perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems.

7b. **Health Department** - *Resolution to Authorize an Agreement with Michigan Public Health Institute for Provision of The MIPathways Data Management System*

This resolution an agreement with Michigan Public Health Institute (MPHI) for the non-exclusive access and use of the internet-based MIPathways Data Management System effective January 1, 2022 to December 31, 2023 in an amount not to exceed \$6,000. Access to this data system is critical as a database for two ICHD home visiting programs: Family Outreach Services and Pathways to Care. These two programs utilize the MIPathways system to document and track their work with families and individuals in Ingham County.

7c. Health Department - Resolution to Accept State and Federal Funds through Michigan Primary Care Association for a Vaccine Clinic

This resolution accepts a funding amount of \$204,817 from the HRSA agency to expand COVID-19 vaccine efforts, effective December 1, 2022 through May 31, 2023.

7d. Health Department - Resolution to Authorize an Agreement with Language Line for Interpretation Services

This resolution authorizes an agreement with Language Line to continue interpretation services and to update the agreement to add written translation services, effective May 31, 2023 through May 30, 2028. The rate for Spanish is \$0.64/minute, all other languages \$0.69/minute.

7e. Health Department - Resolution to Renew an Agreement with Nextgen® Mobile Service to Allow Providers to Engage the Electronic Health Record (EHR) on a Mobile Device

This resolution renews the agreement with NextGen Mobile service, through NextGen® Healthcare Information Systems, Inc., effective May 1, 2023 through April 30, 2024 for an amount not to exceed \$2,475. NextGen® Mobile is a cloud-enabled mobile application that allows providers to engage the Electronic Health Record (EHR) on a mobile device to view schedules, patient clinical information, and to record dictation for visits to send back to the EHR as text, and to securely message other providers.

8. Equalization Department – Resolution to Approve a Grant with the Michigan Department of Licensing and Regulatory Affairs for the 2023 Remonumentation Project

This resolution approves an \$111,943 grant with LARA for the 2023 Remonumentation Project.

See memo for details.

9. Road Department – Resolution to Authorize an Amended Agreement with the Michigan Department of Environment, Great Lakes, and Energy for a Scrap Tire Market Development Grant and to Subcontract with Michigan State University for Required Testing, Monitoring, and Reporting

This resolution amends a 2021 agreement with EGLE for a Scrap Tire Market Develop Grant. \$450K of the 2021 grant was unspent (originally proposed for Lake Lansing Road) due to supply chain issues. The amended grant is for \$487,931 (the unspent \$450K plus \$37,931) and will be applied to the resurfacing of Fitchburg Road between Parman Road and approximately 4000' west of Parman Road, in Sections 25 and 36 of Bunkerhill Township.

The grant requires a 50% match, which will be in the Road Department's 2024 budget.

The agreement also subcontracts with MSU for testing, monitoring, and reporting.

See memo for details.

10. Human Resources – Resolution to Approve UAW TOPS, OPEIU TCU, and ICEA County Professional Unit Reclassification Requests

This resolution approves the reclassification of positions in the UAW TOPS, OPEIU TCU, and ICEA County Pro units. The reclasses are as follows:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Signal & Radio Tech	OPEIU 5: 70,930.84	OPEIU 6: 76,572.56	5,641.72
Legal Sched. Coord FOC	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Legal Sched. Coord FOC	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Investigations Asst.	UAW C: 41,315.71	UAW E: 46,971.90	5,656.19
Acctg/Lead/IT Liaison FOC	UAW F: 49,652.19	UAW H: 55,603.90	5,951.71
File Clerk FOC	UAW B: 38,724.68	UAW D: 44,058.77	5,334.09
	2023	2023	
<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Clerk – PDO	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Clerk – PDO	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Clerk – PDO	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Clerk – PDO	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Investigator – PDO	ICEA Co Pro 5: 60,394.75	ICEA Co Pro 8: 78,095.48	17,700.73
Investigator – PDO	ICEA Co Pro 5: 60,394.75	ICEA Co Pro 8: 78,095.48	17,700.73
Mechanic – Sheriff's Office	UAW H: 55,603.90	UAW J: 62,262.46	6,658.56
TOTAL:			92,776.15

See memo for details.

Agenda Item 1a

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: April 27, 2023

SUBJECT: Resolution to Add Non-CPL Fingerprinting Services to the Ingham County Clerk's Office

BACKGROUND

Starting several years ago, Clerk Byrum added fingerprinting hardware and software to her Office to allow for a one-stop shop for the processing of CPL applications. Previously customers had to come to the Clerk's Office to turn in the application and then to another location (the Sheriff's Office or a third-party business) to complete their fingerprinting.

There are other reasons why someone may wish to have their fingerprints taken, the most common of which would be to complete a background check to obtain employment. Clerk Byrum's fingerprinting hardware can be used for these other purposes as well, and could act as another source of revenue for Ingham County to do so.

Clerk Byrum's Office brings this resolution before the Board for approval to allow for the creation of a new fee in her office to charge for the processing of non-CPL related fingerprinting services.

The fee for these non-CPL fingerprinting services has been approved for 2024 through the normal fee creation process. Clerk Byrum is prepared to begin offering these services in 2023 and as such, her Office brings this resolution to the Board now.

FINANCIAL IMPACT

Clerk Byrum has already purchased the hardware and software for the fingerprinting machines over the last three fiscal years and so there would be no expenditures necessary until it is time to replace these machines down the road, save for those very few fingerprinting types that require a printed set of fingerprints rather than electronically submitted. In that case the only expenditure would be the paper to print them on.

The recommended fee for this services in the resolution is \$60.00. Of that, the State will take at or around \$43.25 depending on the type of fingerprint request. As such, the County Clerk would expect to receive \$16.25 for each set of fingerprints taken.

Since this is the first year of the service, it is unclear at this time how many of these services Clerk Byrum's office could expect, however data collected this year and next will allow Clerk Byrum to better project the expected financial impact for future budget years.

ALTERNATIVE

The Board could choose not to pass this resolution and Clerk Byrum would begin offering these services in 2024.

RECOMMENDATIONS

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 ADD NON-CPL FINGERPRINTING SERVICES TO THE
INGHAM COUNTY CLERK'S OFFICE**

WHEREAS, the County Clerk is constantly seeking out new ways for her Office to provide additional services and offerings to the public; and

WHEREAS, the County Clerk's Office has invested in fingerprinting hardware and software for the processing of fingerprints related to Concealed Pistol License applications; and

WHEREAS, this same software can be used for purposes other than Concealed Pistol License applications; and

WHEREAS, there is a need for individuals seeking certain employment to be fingerprinted for the purposes of completing a background check; and

WHEREAS, the Michigan State Police would require payment of a portion of a new fee to be paid to them in order to complete any background checks involved in this transaction; and

WHEREAS, the County Clerk recommends that the Board of Commissioners approve a new fee to allow for her Office to offer non-CPL related fingerprinting services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves creating a fee for Non-CPL Fingerprinting services and setting that fee at \$60.00.

BE IT FURTHER RESOLVED, that the resulting monies collected due to this fee (both the County portion and the State portion) shall be deposited into the General Fund (Account numbers: 101-21500-616001 and 101-21500-616002).

BE IT FURTHER RESOLVED, that the County Clerk will remit the expenses related to the State-funded background check to the State as invoiced.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget required as a result of this resolution.

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: April 27, 2023

SUBJECT: Resolution to Authorize the Ingham County Clerk to Purchase a Tabulator for Ingham County Election Administration

BACKGROUND

From time to time elections suppliers make upgrades to the software and hardware for tabulators that are used in the State of Michigan. These tabulators must undergo rigorous testing and approval by the State before they are deployed. Dominion has a tabulator that has recently undergone the approval process at the State and the new tabulator is ready for deployment and use in the coming elections.

The Ingham County Clerk's Office requests to purchase one of the new tabulators, as some local clerks are early adopters of new technology and it is necessary for the Ingham County Clerk's office to be able to test programming on the new machines before they are sent out for use by the local clerks. In addition, on rare cases of tabulator failure in precincts on Election Day, Clerk Byrum would be able to deploy County tabulators as a backup and this new tabulator would be available for that use, if needed.

FINANCIAL IMPACT

This purchase comes with a \$7,418 cost for goods, licenses, and support as needed. There may be additional ancillary expenditures necessary for supporting equipment, and so this resolution requests an amount not to exceed \$10,000 which is more than covered in the Clerk's Elections Supplies budget.

RECOMMENDATIONS

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 AUTHORIZE THE INGHAM COUNTY CLERK TO PURCHASE A
TABULATOR FOR INGHAM COUNTY ELECTION ADMINISTRATION**

WHEREAS, the County Clerk works diligently to ensure that elections in Ingham County are administered safely and securely; and

WHEREAS, from time to time new election software and hardware are approved from the state and become available for deployment for use in Michigan's elections; and

WHEREAS, Ingham County's local clerks are often early adopters of new tabulator technology; and

WHEREAS, in order to effectively test the programming completed by the Ingham County Clerk's Office for use in new tabulator equipment, it is necessary to have the latest tabulators that are available for use in the County; and

WHEREAS, Ingham County uses Dominion tabulators and new tabulator technology has been recently approved by state regulators; and

WHEREAS, ElectionSource is the sole vendor through which these tabulators are made available to Ingham County.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the County Clerk to purchase a tabulator and assorted ancillary equipment and maintenance from ElectionSource in an amount not to exceed \$10,000.

BE IT FURTHER RESOLVED, that this purchase shall be funded by the Ingham County Clerk's Elections Supplies line item (101-19100-726010).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments required as a result of this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Clerk to sign any necessary documents that are consistent with this resolution.

Agenda Item 2

TO: Board of Commissioners: Law & Courts and Finance Committees
FROM: Undersheriff Andrew R. Bouck
DATE: May 2, 2023
SUBJECT: Resolution to authorize a contract with PJ's Towing Service for Ingham County Sheriff's Office vehicles and seized property or evidence.
For the meeting agenda of *May 11, 2023, May 17, 2023*

BACKGROUND

This resolution is to authorize a contract with PJ's Towing to tow Ingham County Sheriff's Office vehicles, seized vehicles, vehicles for evidence, and roadside assistance for Sheriff's Office vehicles. The Sheriff's Office has partnered with local towing businesses for towing and roadside assistance for Sheriff's Office vehicles and investigations. The Sheriff's Office has been using PJ's Towing since 2018.

ALTERNATIVES

Two companies within Ingham County have responded to RFP 87-23, PJ's Towing and Shroyer's Towing. Upon review of the RFPs, both companies offered comparable, cost-competitive responses in a variety of service categories with variance in the cost advantages based on services needed. Total expenses and cost advantages incurred will ultimately be dependent on actual service needs generated. In addition, site locations were evaluated as PJ's Towing offers four offices (Lansing, Mason, Delta Township and Grand Ledge) and five storage lots (Lansing, Mason, Delhi Township, Delta Township, and Grand Ledge). Shroyer's Towing offers one office location and storage lot in Delhi Township. The most recent contract with PJ's towing provided exceptional customer service with consistent, prompt response times.

FINANCIAL IMPACT

The cost of this contract is billed per use. The Sheriff's Office has budgeted \$3,000 to be paid from Field Services/Contractual Services account #10130102-8180000 for the contractual year of 2023 through 2025. The Sheriff's Office is also requesting an option for a two-year renewal.

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: Service to Residents – Utilizing an effective tow vendor specific for tow services of Sheriff's Office fleet vehicles and investigations enables patrol staff to quickly return to providing law enforcement services to the residents in the event of a mechanical failure, conduct timely investigations, and ultimately remain efficient with the patrol resource availability. Finance – Utilizing this agreement takes advantage of cost competitive services offered to the county at a reduced rate from traditional market value.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a contract with PJ's Towing for towing and roadside assistance.

Agenda Item 2

TO: Lieutenant Josh Treat, Field Services Division, Sheriff's Office

FROM: James Hudgins, Director of Purchasing

DATE: March 22, 2023

RE: Memorandum of Performance for RFP No. 87-23: Towing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced wrecker vendors to enter into a three-year contract to provide towing and other related services on an as-needed basis for vehicles owned by and in the custody of the Ingham County Sheriff's Office.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	18	17
Vendors responding	2	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 or by phone at 676-7309.

Vendor Name:	P.J.'s Towing Services		Shroyer Towing	
Local Preference:	Yes, Mason, MI		Yes, Lansing MI	
Description:	Flat Rate / Service Call	+ Cost/Mile	Flat Rate / Service Call	+ Cost/Mile
Towing anywhere inside Ingham County	\$65.00		\$50.00	
Towing outside of Ingham County	\$65.00	\$3.00/mile loaded	\$50.00	\$3.00
Use of flatbed, tire changes, fuel delivery, and accidents anywhere inside Ingham County	\$50.00 - \$75.00	+ Fuel +Labor	\$50.00	
Use of flatbed, tire changes, fuel delivery, and accidents outside Ingham County	\$50.00 - \$200.00	+ Fuel +Labor	\$50.00	\$3.00
Extrication/off road recover anywhere inside Ingham County	^ \$65.00		\$75.00/hour	
Extrication/off road recover outside Ingham County	^\$75.00	\$3.00	\$75.00/hour	
Lock-outs anywhere inside Ingham County	\$50.00		\$45.00	
Lock-outs outside Ingham County	\$50.00	\$3.00	\$65.00	
Heavy Rescue towing anywhere inside Ingham County	^ \$150.00		\$140.00/hour/truck	
Heavy Rescue towing outside of Ingham County	^ \$250.00 + labor		\$140.00/hour/truck	
Heavy Rescue extrication/off road recover anywhere inside Ingham County	Varies on job - discount		\$130.00/hour/each heavy truck req'd & \$250.00/hour/each rotator req'd	
Heavy Rescue extrication/off road recover outside of Ingham County	Varies on job - discount + labor + mileage		\$130.00/hour/each heavy truck req'd & \$250.00/hour/each rotator req'd	
OTHER: We have 35 tow trucks, 2-heavy duty rotators / 1-70 ton rotator, 1-50 ton rotator, air bag recovery unit trailer	Varies		OTHER: None listed	
OTHER: Bobcat w/ forks, buckets & winch box to get any off road recovery on tracks & 45k winch - fleet of heavy duty flatbeds & landalls & lowboys to haul anything	Varies		OTHER: None listed	

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH PJ'S TOWING SERVICE FOR
INGHAM COUNTY SHERIFF'S OFFICE VEHICLES AND SEIZED PROPERTY OR EVIDENCE**

WHEREAS, the Ingham County Sheriff's Office requires towing and related service for fleet vehicles and for vehicles seized as property or evidence; and

WHEREAS, the Contractor has responded to RFP #87-23 with a proposal to provide the Sheriff's Office with towing and related services that are required for operations; and

WHEREAS, the Contractor agreed to provide towing with the use of a regular or flat-bed truck, tire changes, fuel delivery, accident or off-road recovery services, and lock outs; and

WHEREAS, the services will be provided within and outside of Ingham County; and

WHEREAS, the Contractor agrees that these services shall be available and provided on a twenty-four (24) hour basis, seven (7) days a week; and

WHEREAS, the Contractor agrees to provide the services at rates pursuant to the record of the bid/proposal cited in RFP #87-23.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to contract with PJ's Towing for their services involving fleet vehicles of the Sheriff's Office or vehicles seized as property or evidence.

BE IT FURTHER RESOLVED, this contact is to be paid out of the Sheriff's Office budget from Field Services/Contractual Services account #10130102-8180000 through 2025 with and option of a two-year (2) extension, if desired by the County and agreed to by the vendor.

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

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

Agenda Item 3

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

FROM: Sergeant Bob Boerkoel, Office of Emergency Management

DATE: April 27, 2023

SUBJECT: Resolution to authorize an Equipment Purchase agreement with Innovare to upgrade Emergency Operations Center seating.

For the meeting agendas of *May 11, 2023* and *May 17, 2023*

BACKGROUND

This resolution is for the approval to utilize previously accepted Region 1 FY2020 Homeland Security Grant Program (HSGP) Funding to upgrade existing Emergency Operations Center seating. Specifically, the upgrade consists of the purchase of thirty new ergonomic chairs from Innovare for the Emergency Operations Center (EOC). Currently, seating in the EOC is furnished with a basic, economically intentioned seat that does not allow any adjustable features. Proper seating in EOCs serves to optimize functionality through improved comfort and reduced fatigue, significant considerations as EOC activations often involve high stress, prolonged incidents. Additionally, chairs with ergonomic features will improve the general environment for training, exercises and other events hosted in the EOC as it allows individuals to adjust the chairs according to their physical needs and preferences. The existing EOC seating would be appropriated in other areas of the Ingham County Justice Complex facility.

ALTERNATIVES

Multiple proposals and quotes for were solicited for consideration. The proposal by Innovare for \$12,176.70 was selected for its style, design, and functionality while remaining cost competitive.

FINANCIAL IMPACT

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

STRATEGIC PLANNING IMPACT

This project fits with the Ingham County Goals of: (A) Service to Residents - provide easy access to quality, cost effective services that promote well-being and quality of life for the residents of Ingham County as equipment purchased will expand and improve upon the comfort and function of the EOC, lending to a more effective work, training and disaster response environment; (C) Finance – Maintain and enhance County fiscal health to ensure delivery of services as it utilizes available grant monies previously awarded to Ingham County Emergency Management.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Ingham County Sheriff's Office to enter into a purchase agreement with Innovare to purchase thirty new EOC chairs.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH INNOVARE
TO UPGRADE EMERGENCY OPERATIONS CENTER SEATING**

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

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

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

WHEREAS, the Ingham County Sheriff's Office and Office of Emergency Management utilizes the Emergency Operations Center (EOC) for training, exercising, and activations in the event of a disaster; and

WHEREAS, upgrading the EOC seating will serve to enhance and optimize the functionality and comfort of the workspace; and

WHEREAS, multiple quotations were solicited for an effective and functional seating option; and

WHEREAS, Innovare produced a quotation proposal yielding a desired style and design seating option of thirty chairs with competitive pricing; and

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

WHEREAS, the total expenditure for this proposal is \$12,176.70.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a thirty Visio chairs from Innovare utilizing funding from the FY2020 Homeland Security Grant Program Funding.

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

Agenda Item 4

TO: Law and Courts, County Services and Finance Committees
FROM: Scott LeRoy, Interim Circuit Court Administrator
DATE: May 4, 2023
SUBJECT: Resolution to approve the Reorganization of the 30th Circuit Court General Trial Division
For the meeting agendas of Law and Courts Committee May 11, County Services Committee
May 16 and Finance Committee May 17, 2023

BACKGROUND

Technology and related projects have become a critical part of a highly effective and functioning judicial system. Courts depend on technology to manage caseloads, dockets, send jury notification and manage jury pools, manage court orders and other related documents, and to increase accessibility for the public and parties to access court proceedings and resources. For the past several years, the Circuit and Probate Courts have been worked independently on the implementation of the aforementioned technology systems. The proposed reorganization allows the ability to have a project manager working with both courts to ensure the development and smooth implementation of best practice hardware and software systems. Furthermore, the position allows both courts, who share case types, the ability to be consistent across dockets.

The Training Coordinator Circuit Court position allows the Circuit and Probate Courts to train all new and existing staff with a focus on court related hardware and software. Additionally, the position allows the courts to seek best practice training specific to court staff, develop policy and procedures, and to assist the Project Manager with the implementation of technology related projects.

The proposed reorganization impacts two vacant positions in the General Trial Division, the Technology Liaison and Court Appointed Counsel Clerk. The reorganization includes both new positions remaining with the respective bargaining units; Project Manager – Circuit Court would remain with the ICEA and the Training Coordinator – Circuit Court would remain with the UAW. The reorganization is supported by the Chief Circuit Court Judge, Chief Probate Court Judge, Circuit Court Administrator, Probate Court Administrator, County Clerk, Human Resources Director, and the IT Director.

As mentioned above, the Project Manager – Circuit Court is desperately needed to implement technology and other initiatives that range from minor changes in procedure to large scale projects, long term initiatives, and other technology improvements in the Circuit Court and Probate Court. The position will work in conjunction with Circuit and Probate Court management and other Department Heads to assure all new initiatives are in accordance with County policies, court rules, and applicable statutes.

Under the supervision of the Project Manager – Circuit Court, the Training Coordinator – Circuit Court will work with court managers to develop and implement ongoing and evolving training curriculums for Circuit and Probate Court employees. The position will train all new employees on the case management systems, electronic and legacy document management systems, and other related court software necessary to complete job duties.

ALTERNATIVES

Fill the positions under the current job descriptions.

FINANCIAL IMPACT

The Project Manager – Circuit/Probate Court and Training Coordinator – Circuit Court positions have been analyzed by Human Resources. The new classifications place the positions at a higher pay. The increases for both positions total \$36,012. Both positions have been vacant for the entirety of 2023, so the added costs would be covered through attrition savings. The Circuit and Probate Courts will work with the Controller's Office to fund the increases for the 2024 budget year.

STRATEGIC PLANNING IMPACT

Provide fair and efficient judicial processing.

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

OTHER CONSIDERATIONS

The last classification review for the Circuit Court Technology Liaison position was in 2015 and the last classification review for the Court Appointed Counsel Clerk position was in 2017.

RECOMMENDATION

The Board of Commissioners authorizes the reorganization of the positions.

Agenda Item 4

TO: Law & Courts and County Services Committees

FROM: Scott LeRoy, *Interim* Circuit Court Administrator

RE: Reorganization of Circuit Court General Trial Division

Please find attached two proposed job descriptions: Project Manager – Circuit Court and Training Coordinator – Circuit Court. The two new positions would replace the IT Liaison and the Court Appointed Assignment Clerk. The reorganization includes both positions remaining with the respective bargaining units; Project Manager – Circuit Court would remain with the ICEA and the Training Coordinator – Circuit Court would remain with the UAW. The reorganization will add critical resources to the Circuit Court and is supported by the Chief Circuit Court Judge, Chief Probate Court Judge, Probate Court Administrator, County Clerk, Human Resources Director, Deputy Court Controller and the IT Director.

DATE: April 20, 2023
TO: Scott Leroy, Interim Circuit Court Administrator
FROM: Joan Clous, Human Resources Generalist- Labor & Employee Specialist
SUBJECT: Memo of Analysis for the Reorganization of the Circuit Court General Trial Division

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

IT Liaison (130070) ICEA Court 6 (\$54,488.42 - \$65,426.81) will now be Project Manager – Circuit Court and will be placed at ICEA Court 10 (\$76,833.06 - \$92,254.72)

Court Appointed Counsel Clerk (130033) UAW F (\$41,636.28 - \$49,652.19) will now be Training Coordinator – Circuit Court and will be placed at UAW I (\$49,311.78 - \$58,836.68)

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

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

Scott Leroy

To: Joan Clous
Subject: RE: Reorg results

From: Joan Clous <JClous@ingham.org>
Sent: Friday, March 3, 2023 3:58 PM
To: Scott Leroy <SLeroy@ingham.org>
Subject: Reorg results

Scott,

We met today to discuss the reorg request you made.

Circuit Court General Trial Division

Project Mgr. ICEA Pro 10 (76,825.69 to 92,245.43)
Training Coord. UAW I (49,311.78 to 58,836.68)
Please let me know if you have any questions. If not I will send to the union for their input.

Thanks,
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 – Office
517-930-2075 - Cell
517-887-4396 – Fax

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From: [Joan Clous](#)
To: [Scott Leroy](#)
Subject: FW: Reorg - Circuit Court
Date: Thursday, April 20, 2023 8:35:00 AM
Attachments: [image006.png](#)
[image001.png](#)
[image003.png](#)

Scott,

Here is the UAW approval.

Joan

From: Teresa Carter <TCarter@ingham.org>
Sent: Tuesday, April 11, 2023 9:17 PM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Reorg - Circuit Court

Hello Joan

Yes the Union is in agreement with the below reorg for the Circuit Court.

Thank you

Teresa Carter
Unit Chair
Local 2256

From: Joan Clous <JClous@ingham.org>
Sent: Tuesday, April 11, 2023 2:27 PM
To: Teresa Carter <TCarter@ingham.org>
Subject: Reorg - Circuit Court

Teresa,

We factored this position as part of a reorg for the Circuit Court

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	135	150	120	50	90	110	60	85	10	10
10	970	UAW I								

Is this good to go?

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

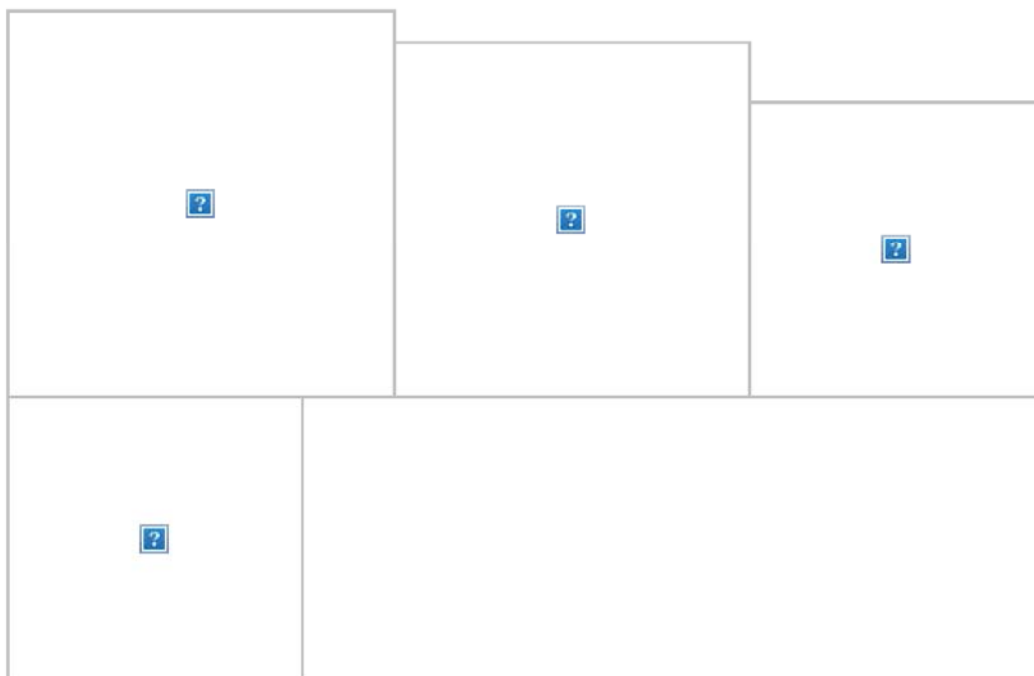
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“Success is a project that is always under construction.” ~ Pat Summit

From: [Joan Clous](#)
To: [Scott Leroy](#)
Subject: FW: Reorg Results
Date: Thursday, April 20, 2023 8:35:42 AM
Attachments: [image005.png](#)
[image006.png](#)
[image008.png](#)

Scott,

Here is the ICEA Court approval.

Joan

From: Luke Cloud <LCloud@ingham.org>
Sent: Wednesday, April 19, 2023 3:16 PM
To: Joan Clous <JClous@ingham.org>
Cc: Jeffrey Donahue (JDonahue@WhiteSchneider.com) <JDonahue@WhiteSchneider.com>
Subject: RE: Reorg Results

Hello Joan, The ICEA Court Professional Union is in support of the reorganization related to the Project Manager-Circuit/Probate Court position to pay grade 10.

From: Joan Clous <JClous@ingham.org>
Sent: Wednesday, April 19, 2023 9:48 AM
To: Luke Cloud <LCloud@ingham.org>
Subject: Reorg Results

Hi,

We factored this position as part of a reorganization of the Circuit Court

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
190	180	165	140	105	90	130	115	115	10	10
10	1260	ICEA 10								

Let me know if you are in agreement.

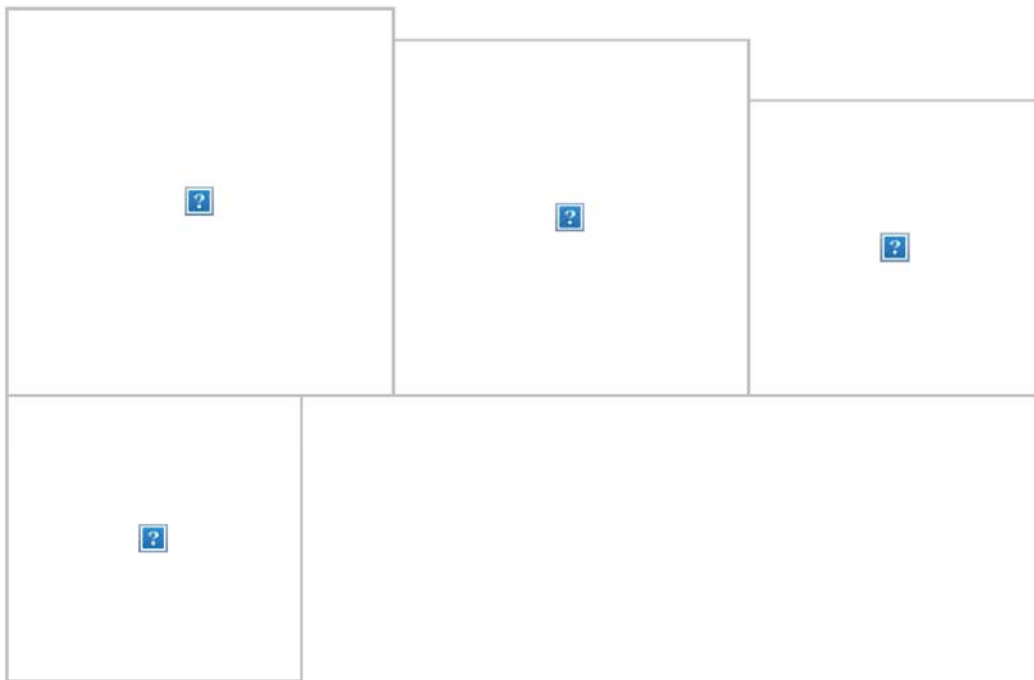
Joan

Joan Clous MPA, SHRM-CP
Human Resources Specialist – Labor & Employee Relations
Ingham County
5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911
517-887-4374 – Office
517-930-2075 - Cell
517-887-4396 – Fax

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“Success is a project that is always under construction.” ~ Pat Summit

**INGHAM COUNTY
JOB DESCRIPTION**

PROJECT MANAGER – CIRCUIT/PROBATE COURT

General Summary:

Under the supervision of the Circuit Court Administration, will implement technology and other initiatives that range from minor changes in procedure to large scale projects, long term initiatives, and other technology improvements in the Circuit Court and Probate Court. Will research and help design best practices in court management. Position will work in conjunction with Circuit and Probate Court management and other Department Heads to assure all new initiatives are in accordance with County policies, court rules, and applicable statutes. Provides leadership and works with staff to develop a high performance, customer service-oriented work environment that supports the Court's and department's mission, objectives, and service expectations; provides leadership and participants in programs and activities that promote a positive employee relations environment. Supervises the Training Coordinator and other personnel as assigned

Essential Functions:

1. Establishes project requirements, priorities, and deadlines, and communicates with stakeholders accordingly.
2. Coordinates all infrastructure technology resources, including staff, equipment, vendors, and consultants, across one or more projects.
3. Drafts Board resolutions and executes contracts related to projects.
4. Serves as primary liaison between client stakeholders, user groups, and the project team developing the solution.
5. Identifies and manages the resolution of issues.
6. Maintains a detailed project plan and updates the project plan to accurately reflect the project status.
7. Manages project activities and ensures all project phases are documented appropriately.
8. Develops and oversee changes to project plans.
9. Ensures the quality of project deliverables.
10. Ensures projects are completed in accordance with all technology risk, architecture, and other relevant enterprise-wide guidelines.
11. Shares internal and external best practices.
12. Plans, executes, and supervises assigned special projects.
13. Responsible for maintain the Circuit Court and Probate Court websites.

Works with a multiple of complex agencies and positions including but not limited to:

Facilities Manager

Judges of the Circuit and Probate Courts
Probate Court Administrator
County Clerk
Prosecuting Attorney's Office
Public Defender's Office
Law Enforcement
Juvenile Detention
Data Coordinator
Legal Assistance Center
State Court Administrative Office
National Center for State Courts
Private Vendors
IT

Other Functions:

With respect to Probate Court related responsibilities, the position will report directly to the Probate Court Administrator

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

Employment Qualifications:

Education: A bachelor's degree in Administration, Human Services, Public Administration or Criminal Justice and three years' experience in project implementation required.

Experience: Two to three years' experience working for courts, with extensive experience managing projects and implementing change is necessary.

Other Requirements:

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.

License and Certifications: National Center for State Courts Certified Court Manager is preferred.

Physical Requirements: Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

May be required to provide own transportation to attend meetings, events, etc. throughout the county and state.

Working Conditions:

Work is performed in a normal office environment. Sometimes the work will need to be handled in urgent situations which would require working evenings and weekends.

**INGHAM COUNTY
JOB DESCRIPTION
(ELIMINATED)**

CIRCUIT COURT TECHNOLOGY LIAISON

General Summary:

Under the supervision of Deputy Circuit Court Administrator/General Trial Division, is responsible for planning, developing, implementing, managing and evaluating information and technology services for the Circuit Court. Acts as a liaison with Ingham County IT Department, technology vendors and other state and local government agencies to identify, advocate and implement court information and technology projects to enhance the operations of the Courts. Provides support for the operation and maintenance of Courts information technology systems; identifies Court technology needs and provides input to assist in hardware and software design and implementation. Trains staff in proprietary software or County standard software used.

Essential Functions:

1. Provides knowledge, input and advice to Court staff on the most recent advances and improvements in court technology, including cost-benefit analysis of alternate methodologies and resources.
2. Provides leadership in the creation and maintenance of the Circuit Court website in conjunction with the IT department and coordinates the utilization of web application technology to communicate Court functions.
3. Utilizes the Court's case management system and other resources to collect information and assist in the preparation of reports for the Michigan Supreme Court, State Court Administrative Office, State of Michigan, Ingham County and the Court.
4. Establishes workflow systems and procedures, analyzes work processes and defines objectives for work performance for staff involved with court information technology. Prepares training and procedure manuals and other materials for Court staff and provides instruction regarding technology policies and procedures.
5. Serves as a liaison with IT and all technology vendors on behalf of the Court. Serves as a liaison to the general public regarding requests for information and data.
6. Assists Court staff with the support, diagnosis, and resolution of problems encountered in the operation of the Court systems prior to escalating to IT help desk.
7. Supports the Court end-user, citizens, and/or customer community related to technical support issues of Court systems, websites and/or other related functions.
8. Conducts planning with Court staff to determine future needs relative to IT services. Provides input to IT department on business related workflows and requirements for software/database systems and development.
9. Coordinates implementation of new technologies, computer moves, system upgrades and system maintenance with the Court and the IT Department. Assists with acceptance testing of new software installations, enhancements and upgrades.
10. Responsible for processing large batch jobs for electronic or print communications and functions related to Court output files from systems.

11. Determines departmental shared file structure and works with IT department to implement and maintain. Communicates issues related to IT services to IT staff, and may maintain record of issues encountered by users.
12. Maintains an inventory list of computers, printers, and software for the Court in coordination with the IT department.
13. Recommends, writes, edits, proofs, and releases brochures, fliers, articles, press releases, organizational reports, newsletters, annual reports, and other related materials on behalf of the Court for technology projects.
14. Maintains current technical knowledge through attending workshops and seminars and reading related publications. Confirms software business requirements comply with local, state or federal mandates.

Other Functions:

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

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

Employment Qualifications:

Education/Experience: A Bachelor degree in Management Information Systems, Media Arts, Communications, Business Administration, Criminal Justice or a related field and 1 year experience in media and/or technology related experience preferable in a court or government setting.

OR

Education/Experience: An Associate Degree in Management Information Systems, Media Arts, Communications or related field and a minimum of 2 years media and/or technology related experience, preferable in a court or government setting.

Other Requirements:

(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)

Desirable Knowledge, Skills and Abilities:

1. Knowledge of various computer programs including word processing, database, spreadsheet, and desktop applications.
2. Knowledge of web planning, development and design using multiple disciplines such as client and server side scripting, authoring, communication, animation, video, photography and marketing.
3. Knowledge in media networking principles and applications.
4. Knowledge of data communication systems capabilities and operations.
5. Knowledge of general Court policies and procedures.
6. Ability to maintain the confidentiality of court proceedings.

7. Ability to establish and maintain working relationships with the Circuit Court Judges, Managers, Court staff, County departments, government officials, other professionals and the public.

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

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

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

***ICEA Court Pro 06
June 2015***

**INGHAM COUNTY
JOB DESCRIPTION**

TRAINING COORDINATOR – CIRCUIT COURT

General Summary:

Under the supervision of the Circuit/Probate Court Projects Manager, works with Circuit Court management and Office Coordinators to develop and implement a comprehensive onboarding and training plan. Coordinates with state and federal agencies on regulations and best practice. Responsible for an ongoing and evolving training curriculums for Circuit Court employees.

Essential Functions:

1. Ensures policy and procedures are updated on a regular basis and are in line with county policy, state and federal regulation, and statutes.
2. Coordinates training of new staff on policy and procedures, best practices and assists with orientating new staff to the Circuit Court and other county facilities.
3. Coordinates with Circuit Court Departments to develop a cohesive onboarding process and establish bench marks for 30, 60 and 90 days.
4. Trains all new Circuit Court and Probate Court staff on the case management systems, electronic and legacy document management systems, and other related court software necessary to complete job duties.
5. Maintains interpreter list for the Circuit Court, secures interpreter services for parties of General Trial Division cases, and prepares appointment orders.
6. Assist the Project Manager with all infrastructure technology resources, including staff, equipment, vendors, and consultants, across one or more projects.
7. Coordinates the creation and implementation of a training schedule for all new and existing staff, along with staff who require annual training for state and federal regulations
8. Coordinates regular safety training for Judges and Court staff and ensures all Circuit Court Divisions have a safety plan in place.
9. Coordinates and maintains a list of back up duties for Circuit Court staff and ensures back up employees are properly trained.
10. Coordinates the curriculum for the court's online training software.
11. Manages project activities and ensures all project phases are documented appropriately.
12. Shares internal and external best practices.
13. Other duties as assigned

Other Functions:

Employment Qualifications :

Education: Associates Degree in a related field.

Experience: Two years of experience in working in court systems with knowledge of court information and document management systems.

Other Requirements:

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

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

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.

**INGHAM COUNTY
JOB DESCRIPTION
(ELIMINATED POSITION)**

COURT APPOINTED COUNSEL CLERK - CIRCUIT COURT

General Summary:

Under the supervision of the Deputy Court Administrator of the General Trial Division, appoints attorneys to indigent adult felony defendants pursuant to the Ingham County Court Appointed Counsel Plan; maintains the interpreter list, secures interpreter services, and prepares interpreter appointment orders; audits court appointed attorney, interpreter, private investigator and expert witness billings and responds to any questions or problems related to such billings. Compiles court appointed counsel payment and performance data and reports annually to the State Court Administrative Office and General Trial Division Judges, respectively.

Essential Functions:

1. Appoints attorneys for General Trial Division and felony appeal matters pursuant to the Ingham County Court Appointed Counsel Plan and maintains all appointment rosters for the General Trial Division.
2. Processes vouchers for court appointed and Michigan Assigned Appellate Counsel System (MAACS) attorneys, including verifying attorney assignments, auditing services billed by attorneys, logging vouchers and payment of vouchers, updating client account information, and following-up on any questions or problems related to such vouchers.
3. Prepares orders appointing attorneys and contribution orders reimbursing the County for court appointed attorney fees.
4. Maintains interpreter list for the Circuit Court, secures interpreter services for parties of General Trial Division cases, and prepares appointment orders.
5. Processes private investigator and expert witness invoices, including auditing the invoices by comparing the invoice to the order and submitting the invoices to Administrative Assistant for payment.
6. Maintains and compiles court appointed counsel payment data and reports annually to the State Court Administrative Office as directed by MCR 8.123(F)
7. Maintains and compiles court appointed counsel performance data and reports annually to the Circuit Court General Trial Division Judges.
8. Responds to telephone calls from attorneys, clients and the courts, and answers inquiries related to the collection counsel and interpreter appointments and other related issues, and refers other calls to appropriate staff or department.
9. Serves as back-up to other Staff members in their absence.

Other Functions:

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

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

Employment Qualifications:

Education: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less college.

Experience: One year related legal, court or criminal justice system experience providing familiarity with bookkeeping and collection.

Other Requirements:

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

Working Conditions:

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

Physical Requirements:

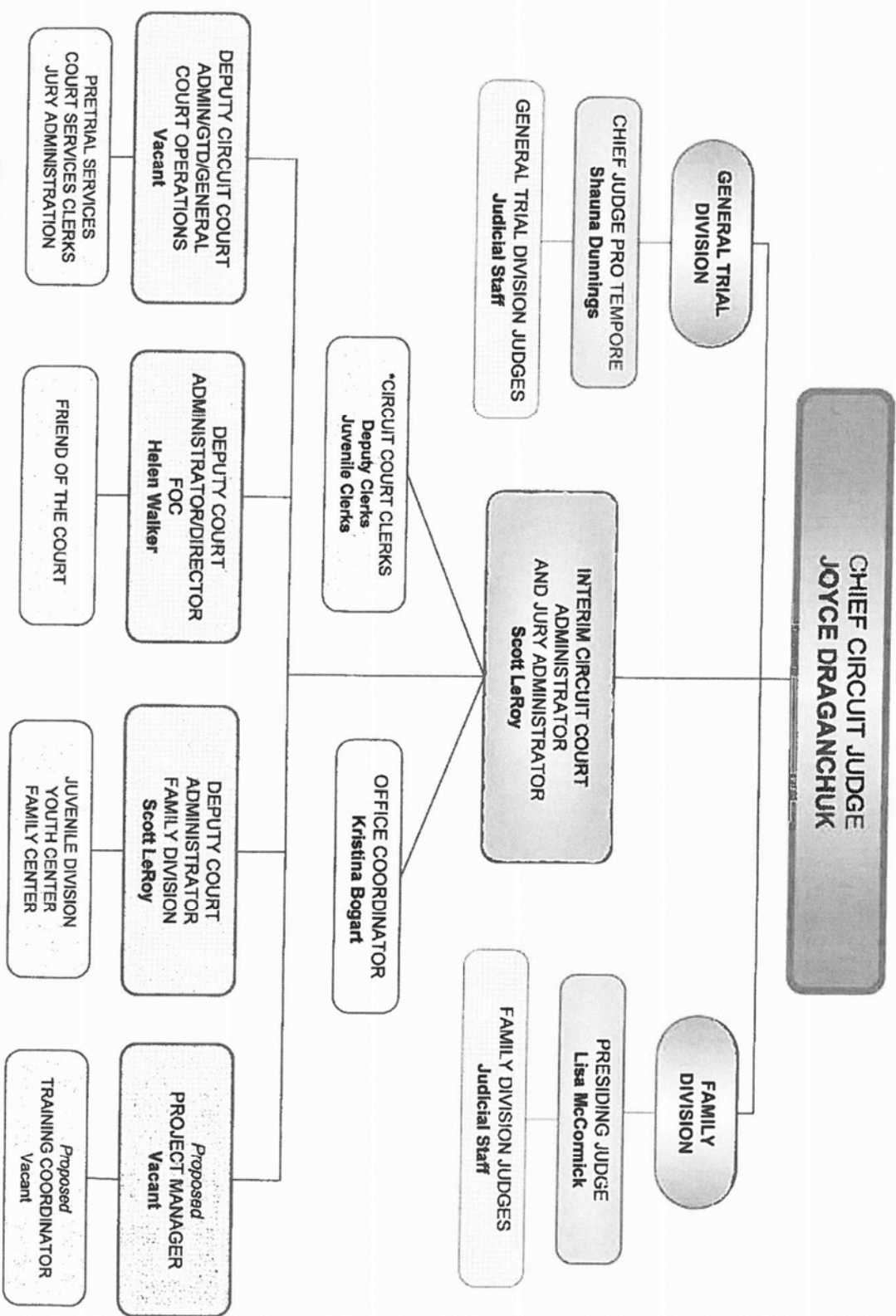
- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina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

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

**UAW – F
September 2017**

Ingham County Circuit Court

DRAFT



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE 30TH CIRCUIT COURT
GENERAL TRIAL DIVISION**

WHEREAS, the proposed reorganization effects two positions in the General Trial Division of the 30th Judicial Circuit Court; and

WHEREAS, the reorganization eliminates the Circuit Court Technology Liaison and Court Appointed Counsel Clerk – Circuit Court positions and creates a Project Manager – Circuit/Probate Court and Training Coordinator – Circuit Court position; and

WHEREAS, both positions will remain with their respective bargaining units; and

WHEREAS, the last classification review for the Circuit Court Technology Liaison position was in 2015; and

WHEREAS, the last classification review for the Court Appointed Counsel Clerk position was in 2017; and

WHEREAS, the Project Manager – Circuit/Probate Court and Training Coordinator – Circuit Court will be positions shared between the Circuit and Probate Courts; and

WHEREAS, technology and related projects have become a critical part of a highly effective and functioning judicial system; and

WHEREAS, the reorganization allows the Circuit and Probate Court to ensure the development and implementation of best practice hardware and software systems, along with other infrastructure changes; and

WHEREAS, the reorganization allows the Circuit and Probate Courts to train all new and existing staff on hardware and software systems, along with best practice training specific to court staff; and

WHEREAS, Circuit Court Chief Judge Draganchuk, Probate Court Chief Judge Dunnings, the UAW Technical, Office and Professional and Service Employee Union and the ICEA Ingham County Employees' Association – Courts support this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 30th Circuit Court General Trial Division with the following changes:

Position number	Position Title	Action
130070	Circuit Court Technology Liaison to Project Manager – Circuit/Probate Ct.	Move from ICEA Ct. 6 to ICEA Ct. 10
130033	Court Appointed Counsel Clerk to	Move from UAW F to UAW I

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

<u>Position Title</u>	2023 <u>Current Grade, Step 5</u>	2023 <u>Proposed Grade Step 5</u>	<u>Difference</u>
Technology Liaison to Project Manager	ICEA 6: \$65,426.81	ICEA 10: \$92,254.72	\$26,827.91
Counsel Clerk to Training Coordinator	UAW F: \$49,652.19	UAW I: \$58,836.68	\$9,184.49
TOTAL:			\$36,012.00

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

Agenda Item 5

TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Nicholas J. Hefty, CCAB Manager
DATE: April 27, 2023
SUBJECT: Resolution Authorizing Submission of Community Corrections State Grant Application and Entering MDOC Contract and Program Subcontracts for FY 2023-2024
For the meeting agendas of April 27 and May 3, 2023

BACKGROUND

Community Corrections submits an annual grant application for all PA511 MDOC-OCC State funded community based programs for eligible adult felony and misdemeanor probationers supervised by Circuit Court Probation and partial administrative costs. The funding request for FY2023-2024 includes CHOICES programming, Relapse Prevention and Recovery treatment groups for men and women, a part time Pretrial Services Investigator and Electronic Monitoring services for indigent pretrial defendants, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

ALTERNATIVES

Without these funds, programming will only be available on a client pay basis which will limit or preclude access to much needed treatment and services.

FINANCIAL IMPACT

The FY 2023-2024 Application request will provide funding in the amount of \$348,682, covering partial administration costs and all PA511 funded treatment and service programs for eligible adult felony and misdemeanor probationers supervised by Circuit Court Probation.

STRATEGIC PLANNING IMPACT

This resolution supports Board of Commissioners long term objectives of supporting public safety and providing appropriate evidence-based sanctions for adult offenders, by providing access to evidence based community- based program alternatives to incarceration and reducing residivism by effectively addressing barriers to offender success.

OTHER CONSIDERATIONS

The FY 2023-2024 Community Corrections Comprehensive Plan and annual Application are designed to result in the efficient use of State and local corrections resources. This saves jail beds and improves successful outcomes for participants, enabling them to become productive members of the community who are able to take responsibility for themselves and their families, as well as meet their court ordered obligations.

RECOMMENDATION

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support Community Corrections administration and programming for FY 2023-2024.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE SUBMISSION OF A GRANT APPLICATION AND TO
CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR
INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND
PROGRAM SUBCONTRACTS FOR FY 2023-2024**

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the Community Corrections Advisory Board (CCAB) approved the Funding Application and Plan for FY 2023-2024; and

WHEREAS, the FY 2023-2024 Application provides for the following CCAB Plans and Service programming: Relapse Prevention and Recovery (\$71,918) to be provided by Clinton, Eaton, Ingham Community Mental Health Authority (CEI-CMH); Moral Reconciliation Therapy (MRT) Cognitive Change Groups (\$27,250) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups (\$40,000) to be provided by Prevention and Training Services; Opioid Specific Program services (\$30,000) to be provided by Tri-County Community Adjudication Program (TRI-CAP); CHOICES programming (\$40,000) to be provided by Northwest Initiative — Advocacy Resources Re-entry Outreach (ARRO); and, Electronic Monitoring Services for Pretrial defendants (\$9,317) to be provided by Judicial Services Group, Ltd., for a subcontracted program total of \$218,485 for the time period of October 1, 2023 through September 30, 2024; and

WHEREAS, the FY 2023-2024 Application also provides funding for a special part-time Pretrial Services Investigator (\$26,197) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of \$104,000 for a Plans and Services total of \$348,682 for the time period of October 1, 2023 through September 30, 2024; and

WHEREAS, pursuant to the FY 2023-2024 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes submission of the Grant Application and, upon State approval, entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2023-2024 in the amount of \$348,682 in CCAB Plans and Services and Administration funds for the time period of October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2023 through September 30, 2024 with Prevention and Training Services for the cost of MRT Change Groups for a cost not to exceed \$27,250; with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed \$40,000; with TRI-CAP for the cost of Opioid Specific Program services not to exceed \$30,000; with CEI-CMH for the cost of Relapse Prevention and Recovery services not to exceed \$71,918; with Northwest Initiative - ARRO for the cost of CHOICES program services not to exceed \$40,000; and with Judicial Services Group. Ltd. for the cost of electronic monitoring services for Pretrial defendants not to exceed \$9,317.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA Pro 06 salary grade not to exceed \$26,197.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: May 2, 2023
SUBJECT: Resolution Approving Criteria for Evaluating 2024 Community Agency Funding Applications
For the meeting agendas of May 15 and May 17

BACKGROUND

This resolution establishes the criteria by which each agency's application will be evaluated for the 2024 Community Agency funding process.

If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter.

The recommendations made by the Controller/Administrator's Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

ALTERNATIVES

One alternative would be to have no criteria, and accept applications for a variety of different types of initiatives. Another alternative is for the Board of Commissioners to go back to the old way of awarding funding, which was to have agencies come to the Human Services Committee and make presentations on Community Agency night.

FINANCIAL IMPACT

This resolution has no direct financial impact.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of meeting basic needs.

OTHER CONSIDERATIONS

The community agency process has grown to over 30 applications requesting funding, with total requests of approximately \$300,000 annually.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution approving criteria for evaluating 2024 community agency funding applications.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING CRITERIA FOR EVALUATING 2024 APPLICATIONS
FOR COMMUNITY AGENCY FUNDING**

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to over 30 applications requesting funding, with total requests of approximately \$300,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on the long-term goal of assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the 2024 community agency funding process, with priority given to those proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to evaluate and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, that no agency shall receive more than 10% of the total available funding for community agencies in FY 2024.

BE IT FURTHER RESOLVED, that the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2024.

TO: Board of Commissioner's Human Services and Finance Committees
FROM: Adenike Shoyinka, MD MPH, Medical Health Officer
DATE: May 1, 2023
SUBJECT: Authorization for the FY23-24 AmeriCorps Vista Grant Funding

For the meeting agendas of May 15, and May 17, 2023

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with the Corporation for National and Community Services (CNCS) for a year of funding in support of the AmeriCorps VISTA Project effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$31,000. ICHD was the recipient of grant funds for the AmeriCorps VISTA Program funding cycle in the 2022-2023 FY, which was authorized through Resolution #22-398. CNCS has provided Ingham County a tenth year of funding for the FY 2023-2024 to support up to fifteen (15) AmeriCorps VISTA members who will perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems.

ALTERNATIVES

Choosing not to accept this funding would result in forfeiting the AmeriCorps Vista program which supports critical efforts to eliminate poverty and poverty-related human, social and environmental problems within Ingham County.

FINANCIAL IMPACT

The grant, of \$31,000, will aid in the operational costs of the FY23-24 AmeriCorps VISTA 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 authorizes entering into an agreement with the CNCS to accept FY23-24 grant funding to support the AmeriCorps VISTA Project, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$31,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES FOR FY 2023-2024 AMERICORPS VISTA GRANT FUNDING

WHEREAS, the Ingham County Health Department (ICHD) wishes to enter into an agreement with the Corporation for National and Community Services (CNCS) for a year of funding in support of the AmeriCorps VISTA Project effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$31,000; and

WHEREAS, ICHD was the recipient of grant funds for the AmeriCorps VISTA Program funding cycle in the 2022-2023 fiscal year, which was authorized through Resolution #22-398; and

WHEREAS, CNCS has provided Ingham County a tenth year of funding for the FY 2023-2024 to support up to fifteen (15) AmeriCorps VISTA members who will perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems; and

WHEREAS, out of a total of 13 FTE AmeriCorps VISTA members, 12 FTE will be placed in host sites selected through an application process, and 1 FTE AmeriCorps VISTA Leader will be placed with the ICHD AmeriCorps VISTA program; and

WHEREAS, the Medical Health Officer recommends that the Board of Commissioners authorize entering into an agreement with CNCS to accept FY 2022-2023 grant funding to support the AmeriCorps VISTA Project, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$31,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with CNCS to accept FY 2022-2023 grant funding to support the AmeriCorps VISTA Project, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$31,000.

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

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 Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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: March 31, 2023

SUBJECT: Authorization to Enter Into an Agreement with Michigan Public Health

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) for the non-exclusive access and use of the internet-based MIPathways Data Management System effective January 1, 2022 to December 31, 2023 in an amount not to exceed \$6,000. Access to this data system is critical as a database for two ICHD home visiting programs: Family Outreach Services and Pathways to Care. These two programs utilize the MIPathways system to document and track their work with families and individuals in Ingham County.

ALTERNATIVES

ICHD could elect not provide the MIPathways Data Management System for Family Outreach Services and Pathways to Care but would forfeit the use of an efficient system for tracking ICHD's home visiting programs.

FINANCIAL IMPACT

The MIPathways Data Management System costs will not exceed \$6,000. These costs will be covered by the Family Outreach Services and the Pathways to Care budgets, each providing \$3,000 to pay for the costs associated with the system.

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 authorizing an agreement with MPHI in an amount not to exceed \$6,000 to utilize the MIPathways Data Management System effective January 1, 2022 through December 31, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PUBLIC HEALTH INSTITUTE FOR PROVISION OF THE MIPATHWAYS DATA MANAGEMENT SYSTEM

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) for the non-exclusive access and use of the internet-based MIPathways Data Management System effective January 1, 2022 to December 31, 2023 in an amount not to exceed \$6,000; and

WHEREAS, access to this data system is critical as a database for two ICHD home visiting programs including Family Outreach Services and Pathways to Care; and

WHEREAS, these two programs utilize the MIPathways system to document and track their work with families and individuals in Ingham County; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MPHI for the provision of the MIPathways Data Management System effective January 1, 2022 through December 31, 2023 in an amount not to exceed \$6,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI to provide the MIPathways Data Management System effective January 1, 2022 through December 31, 2023 in an amount not to exceed \$6,000.

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 2, 2023
SUBJECT: Authorization to Accept State and Federal Funds through MPCA for Vaccine Clinic
For the meeting agendas of May 15 and May 17, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept a funding amount of \$204,817 from the Health Resources and Services Administration (HRSA) agency to expand COVID-19 vaccine efforts, effective December 1, 2022 through May 31, 2023. These vaccines will be provided to the public at no cost.

ALTERNATIVES

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

FINANCIAL IMPACT

The funding amount is \$204,817 and will be received upon the 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 that the Ingham County Board of Commissioners authorize accepting a funding amount of \$204,817 from the HRSA agency to expand COVID-19 vaccine efforts, effective December 1, 2022 through May 31, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT STATE AND FEDERAL FUNDS THROUGH
MICHIGAN PRIMARY CARE ASSOCIATION FOR A VACCINE CLINIC**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept a funding amount of \$204,817 from the Health Resources and Services Administration (HRSA) agency to expand COVID-19 vaccine efforts, effective December 1, 2022 through May 31, 2023; and

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

WHEREAS, the funding amount is \$204,817 and will be received 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 a funding amount of \$204,817 from the HRSA agency to expand COVID-19 vaccine efforts, effective December 1, 2022 through May 31, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of a funding amount of \$204,817 from the HRSA agency to expand COVID-19 vaccine efforts, effective December 1, 2022 through May 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: April 6, 2023
SUBJECT: Authorization to Enter into an Agreement with Language Line

For the meeting agendas of May 15, and May 17, 2023

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Language Line to continue interpretation services and to update the agreement to add written translation services, effective May 31, 2023 through May 30, 2028. This agreement is through a cooperative purchasing contract administered by OMNIA Partners to offer interpretation and translation services to participating public agencies at a reduced price. ICHD has previously partnered with Language Line for phone and video interpretation services (Spoken language) for both ICHD and Ingham Community Health Center (IHC) patients. As Ingham County serves a large immigrant population, ICHD wishes to update the agreement with Language Line for providing these interpretation services, as well as adding further translation (written language) services for both ICHD and IHC.

ALTERNATIVES

Choosing not to enter into this agreement could result in a lack of ability to serve our Ingham County residents, particularly Ingham County's substantial immigrant population.

FINANCIAL IMPACT

The cost of interpretation services is determined per minute charge and varies for the different languages and provisions and whereby all costs are laid out in the Statement of Work.

Language Line Phone Interpreting Rates:

Language Tiers	Languages	Per Minute Charge
1	Spanish	\$0.64
2	All other languages	\$0.69

The cost of translation services varies for the different languages and work requested and whereby all costs are laid out in the Statement of Work. Payment for current years services are included in the FY '23 Health Department Budget, and future year's costs will be included in the Health Department's annual operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize the agreement with Language Line effective May 31, 2023 through May 30, 2028.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LANGUAGE LINE FOR
INTERPRETATION SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Language Line for interpretation translation services, effective May 31, 2023 through May 30, 2028; and

WHEREAS, this agreement is through a cooperative purchasing contract administered by OMNIA Partners to offer interpretation and translation services to participating public agencies at a reduced price; and

WHEREAS, ICHD has previously partnered with Language Line for phone and video interpretation services (Spoken language) for both ICHD and Ingham Community Health Center (IHC) patients; and

WHEREAS, as Ingham County serves a large immigrant population, ICHD wishes to update the agreement with Language Line for providing these interpretation services, as well as providing further translation (written language) services for both ICHD and IHC; and

WHEREAS, the cost of interpretation services is determined per minute charge and varies for the different languages and provisions and whereby all costs are laid out in the Statement of Work; and

WHEREAS, payment for current years services are included in the 2023 Health Department Budget, and future years costs will be included in the Health Department's annual operating budget; and

Language Line Phone Interpreting Rates:

Language Tiers	Language	Per Minute Charge
1	Spanish	\$0.64
2	All other languages	\$0.69

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize an agreement with Language Line for both spoken and written language interpretation services effective May 31, 2023 through May 30, 2028.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Language Line effective May 31, 2023 through May 30, 2028 for both spoken and written language interpretation services, at the rates below.

Language Tiers	Language	Per Minute Charge
1	Spanish	\$0.64
2	All other languages	\$0.69

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

TO: Board of Commissioner's Human Services and Finance Committees
FROM: Adenike Shoyinka, MD MPH, Medical Health Officer
DATE: April 10, 2023
SUBJECT: Authorization to Renew Agreement with NextGen® Mobile Service

For the meeting agendas of May 15, and May 17, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to renew the NextGen Mobile service, through NextGen® Healthcare Information Systems, Inc., effective May 1, 2023 through April 30, 2024 for an amount not to exceed \$2,475. NextGen® Mobile is a cloud-enabled mobile application that allows providers to engage the Electronic Health Record (EHR) on a mobile device to view schedules, patient clinical information, and to record dictation for visits to send back to the EHR as text, and to securely message other providers.

ALTERNATIVES

NextGen is the sole vendor for our Electronic Health Records and is therefore the exclusive provider of NextGen® mobile. Choosing not to enter this agreement would result in an inability to continue using this valuable service.

FINANCIAL IMPACT

The cost for this service is \$2,475 and will be covered by FY 23/24 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 the NextGen Mobile service, through NextGen® Healthcare Information Systems, Inc., effective May 1, 2023 through April 30, 2024 for an amount not to exceed \$2,475.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RENEW AN AGREEMENT WITH NEXTGEN® MOBILE SERVICE
TO ALLOW PROVIDERS TO ENGAGE THE ELECTRONIC HEALTH RECORD (EHR)
ON A MOBILE DEVICE**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to renew the NextGen Mobile service, through NextGen® Healthcare Information Systems, Inc., for an amount not to exceed \$2,475, effective May 1, 2023 through April 30, 2024; and

WHEREAS, NextGen® Mobile is a cloud-enabled mobile application that allows providers to engage the Electronic Health Record (EHR) on a mobile device to view schedules, to view patient clinical information, record dictation for visits to send back to the EHR as text, and securely message other providers; and

WHEREAS, cost for this service is \$2,475 and will be covered by the 2023 and 2024 CHC Operating Budgets; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer support renewing the NextGen Mobile service, through NextGen® Healthcare Information Systems, Inc., effective May 1, 2023 through April 30, 2024, for an amount not to exceed \$2,475.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing the NextGen Mobile service, through NextGen® Healthcare Information Systems, Inc., effective May 1, 2023 through April 30, 2024 for an amount not to exceed \$2,475.

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.

Agenda Item 8

TO: County Services Committee
Finance Committee

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

RE: Resolution to Approve a Grant With The Michigan Department Of Licensing And Regulatory
Affairs For The 2023 Remonumentation Project

Attached please find the resolution to approve the entering into a grant with the Michigan Department of Licensing and Regulatory Affairs, Office of Land Survey and Remonumentation for the 2023 Ingham County Remonumentation Project.

BACKGROUND

Ingham County has participated in the continuous remonumentation grant program with the State of Michigan's Office of Licensing and Regulatory Affairs. The grant for 2023 will be for \$111,943.00.

ALTERNATIVES

None

FINANCIAL IMPACT

The grant for 2023 is \$111,943. This grant will cover any and all costs for materials and services required.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Respectfully recommend that County Services Committee, Finance Committee approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A GRANT WITH THE MICHIGAN DEPARTMENT OF LICENSING
AND REGULATORY AFFAIRS FOR THE 2023 REMONUMENTATION PROJECT**

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs (LARA) in December 2022, for the sole purpose of receiving funds to implement Ingham County's Monumentation and Remonumentation Plan; and

WHEREAS, LARA's Office of Land Survey and Remonumentation has reviewed Ingham County's 2023 Survey and Remonumentation Grant Application in the amount of \$111,943 and has forwarded the 2023 Grant Agreement/Contract for execution; and

WHEREAS, as required by Section 9a of Act 345, P.A. 1990 (MCL 54.269a), a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint and/or retain a County Grant Administrator; and

WHEREAS, Resolution #19-334 appointed William E. Fowler, Equalization Director, as County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Licensing and Regulatory Affairs (LARA) for the purpose of receiving \$111,943 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2023.

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 9

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

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: May 2, 2023

SUBJECT: Proposed Resolution to Authorize an Amended Agreement with the Michigan Department of Environment, Great Lakes, and Energy for a 2023 Scrap Tire Market Development Grant and to Subcontract with Michigan State University for Required Testing, Monitoring, and Reporting

For the Meeting Agendas of May 16, 17 and 23

BACKGROUND

The Road Department was previously awarded a \$530,000 grant from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) in 2021 for a project using crumb rubber modified asphalt paving mixture derived from used vehicle tire rubber on the Lake Lansing Road project and for a separate project using scrap tire soil confinement on Bellevue Road. This funding was subsequently approved by the Ingham County Board of Commissioners in Resolution #21-264. Due to supply chain issues, the crumb rubber modified asphalt could not be acquired in time to use on the Lake Lansing Road project and only the scrap tire soil confinement project was completed.

In 2023, the Michigan Department of Environment, Great Lakes, and Energy announced a new round of Scrap Tire Market Development grants with the Road Department receiving an award of \$487,931. This total reflects \$450,000 which was unspent in the 2021 grant on Lake Lansing Road and \$37,931 in new funding. The project also includes an equal match requirement from the Road Department, resulting in a total project cost of \$975,862.

The Road Department proposes using the 2023 grant funding for 2024 construction of Fitchburg Road from Parman Road to approximately 4000' west. The project design calls for using approximately 5,150 cubic yards of tire derived aggregate as lightweight fill material beneath the pavement. This volume of fill material is roughly equivalent to 247,000 passenger tires.

As part of the project, \$150,000 of grant funds and Road Department funds will be used to enter into a subcontract with the Civil & Environmental Engineering Department at Michigan State University. Under this subcontract Michigan State University will perform necessary testing, monitoring, and reporting in accordance with grant requirements.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Fitchburg Road project is planned as a resurfacing project in 2024. The grant funding pays for 50% of the construction costs and 50% of the Michigan State University costs up to the capped amount of \$487,931. The remaining 50% will be the responsibility of the Road Department, including additional costs for design and construction engineering. These costs will come from the 2024 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution and enter into an amended agreement with the Michigan Department of Environment, Great Lakes, and Energy to receive Scrap Tire Market Development grant funding and enter into a subcontract with Michigan State University for required testing, monitoring, and reporting as part of the grant.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDED AGREEMENT WITH THE
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
FOR A SCRAP TIRE MARKET DEVELOPMENT GRANT AND TO SUBCONTRACT WITH
MICHIGAN STATE UNIVERSITY FOR REQUIRED TESTING, MONITORING, AND REPORTING**

WHEREAS, the Road Department previously received a Scrap Tire Market Development grant from the Michigan Department of Environment, Great Lakes, and Energy in 2021; and

WHEREAS, the Ingham County Board of Commissioners authorized an agreement be entered into with the Michigan Department of Environment, Great Lakes & Energy for the use of scrap tires on the Lake Lansing Road and Bellevue Road projects under Resolution #21-264; and

WHEREAS, the portion of grant funding for the Lake Lansing Road project was unable to be used in 2021 due to supply chain issues; and

WHEREAS, the Road Department applied for and was awarded another grant through the Scrap Tire Market Development program in 2023; and

WHEREAS, the 2023 grant includes the \$450,000 that was unspent on Lake Lansing Road and an additional \$37,931 in new funding for a total award of \$487,931, which contains a local agency match requirement of \$487,931 for a project total of \$975,862; and

WHEREAS, the local agency match requirement will be included in the 2024 Road Fund Budget; and

WHEREAS, the Road Department will use the Scrap Tire Market Development grant during 2024 as part of a planned resurfacing of Fitchburg Road between Parman Road and approximately 4000' west of Parman Road, in Sections 25 and 36 of Bunkerhill Township to place tire derived aggregate as lightweight fill; and

WHEREAS, the County, on behalf of the Road Department, must amend the existing agreement with the Michigan Department of Environment, Great Lakes & Energy to define the terms and funding responsibilities associated with the Scrap Tire Market Development Grant; and

WHEREAS, the grant also requires that testing, monitoring, and reporting of the tire derived aggregate as lightweight fill be performed; and

WHEREAS, the Michigan State University Department of Civil & Environmental Engineering will perform the testing and monitoring of the tire derived aggregate material and provide reporting of the material's performance per the grant program requirements; and

WHEREAS, the County, on behalf of the Road Department, must enter into a second party agreement with Michigan State University to define the roles and responsibilities associated with the testing, monitoring, and reporting of the tire derived aggregate as lightweight fill.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an amended agreement with the Michigan Department of Environment, Great Lakes & Energy for the Road Department to receive Scrap Tire Market Development grant funds in the total amount of \$487,931 for the use of tire derived aggregate as lightweight fill on the Fitchburg Road project in 2024, in which the Road Department shall provide the required funding match of \$487,931.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a subcontract with Michigan State University in the amount of \$150,000 to be paid 50/50 from Scrap Tire Market Development grant funds and Road Department matching funds to conduct testing, monitoring, and reporting of the tire derived aggregate as lightweight fill in accordance with grant requirements.

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: May 8, 2023
SUBJECT: Resolution to Approve UAW TOPS, OPEIU TCU, and ICEA County Professional Unit
Reclassification Requests

For the meeting agendas of May 16 and May 17

BACKGROUND

Ingham County and the UAW Technical, Office, Para-Professional and Service Employee Unit, OPEIU Technical, Clerical Unit and ICEA County Professional Unit are each parties to collective bargaining agreements, all of which are effective January 1, 2022 through December 31, 2024 and each includes a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for several employees in these group. 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 value public service.

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, OPEIU TCU, AND ICEA COUNTY PROFESSIONAL UNIT RECLASSIFICATION REQUESTS

WHEREAS, Ingham County and the UAW Technical, Office, Para-Professional and Service Employee Unit, OPEIU Technical, Clerical Unit and ICEA County Professional Unit are each parties to collective bargaining agreements, all of which are effective January 1, 2022 through December 31, 2024 and each includes a process for employee submission of reclassification requests, and

WHEREAS, The Human Resources Department has executed the process for reclassification requests for several employees in these group, 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>
(Road Dept.)	Signal & Radio Technician	Move from OPEIU 5 to OPEIU 6
142028	Legal Stenographer – FOC to Legal Scheduling Coordinator FOC	Move from UAW F to UAW G
142029	Legal Stenographer – FOC to Legal Scheduling Coordinator FOC	Move from UAW F to UAW G
142046	Clerk Typist II to Investigations Assistant – FOC	Move from UAW C to UAW E
142058	Computer Operator to Accounting Lead/IT Liaison – FOC	Move from UAW F to UAW H
142061	File Clerk FOC	Move from UAW B to UAW D
144003	Clerk – Public Defenders Office	Move from UAW D to UAW F
144004	Clerk – Public Defenders Office	Move from UAW D to UAW F
144005	Clerk – Public Defenders Office	Move from UAW D to UAW F
144056	Clerk – Public Defenders Office	Move from UAW D to UAW F
144006	Investigator – Public Defender’s Office	Move from ICEA Co Pro 5 to ICEA Co Pro 8
144007	Investigator – Public Defender’s Office	Move from ICEA Co Pro 5 to ICEA Co Pro 8
301211	Mechanic- Sheriff’s Office	Move from UAW H to UAW J

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

	2023	2023	
<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Signal & Radio Tech	OPEIU 5: 70,930.84	OPEIU 6: 76,572.56	5,641.72
Legal Sched. Coord FOC	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37

Legal Sched. Coord FOC	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Investigations Asst.	UAW C: 41,315.71	UAW E: 46,971.90	5,656.19
Acctg/Lead/IT Liaison FOC	UAW F: 49,652.19	UAW H: 55,603.90	5,951.71
File Clerk FOC	UAW B: 38,724.68	UAW D: 44,058.77	5,334.09
	2023	2023	
<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Clerk – PDO	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Clerk – PDO	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Clerk – PDO	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Clerk – PDO	UAW D: 44,058.77	UAW F: 49,652.19	5,593.42
Investigator – PDO	ICEA Co Pro 5: 60,394.75	ICEA Co Pro 8: 78,095.48	17,700.73
Investigator – PDO	ICEA Co Pro 5: 60,394.75	ICEA Co Pro 8: 78,095.48	17,700.73
Mechanic – Sheriff's Office	UAW H: 55,603.90	UAW J: 62,262.46	6,658.56
TOTAL:			92,776.15

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.