

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
THOMAS MORGAN, CHAIR
MARK GREBNER
TODD TENNIS
RYAN SEBOLT
MARK POLSDOFER
ROBERT PEÑA
MYLES JOHNSON
RANDY MAIVILLE

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, OCTOBER 4, 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 [September 13, 2023](#) and [September 20, 2023](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney's Office – Resolution to Authorize a Memorandum of Understanding between the Department of the [Attorney General](#), the Ingham County Prosecutor's Office, the Jackson County Prosecutor's Office, and Aware Inc.
2. Circuit Court – Juvenile Division – Resolution to Convert [Position #140057](#) (Child Care Fund Accountant) from .5 FTE to 1.0 FTE
3. Homeland Security & Emergency Planning – Resolution to Authorize an Equipment Purchase Agreement with [DeDrone](#) to Renew and Expand the Region 1 Drone Detection System
4. 55th District Court – Resolution to Authorize the [Reorganization](#) of the 55th District Court
5. Equalization/Tax Mapping – Resolution to Approve the 2023 Ingham County [Apportionment Report](#)
6. Veterans Affairs
 - a. Resolution to Authorize Acceptance of the 2024 County Veteran Service Fund Grant on Behalf of [Clinton County](#)
 - b. Resolution to Accept the 2024 County [Veteran Service Fund Grant](#)
7. Health Department
 - a. Resolution to Eliminate a .50 Public Health Nurse Position and Create a 1.0 Health Department [Accountant](#) Position
 - b. Resolution to Accept FY 2024 COVID-19 [Vaccination Funding](#) from the Health Resources and Services Administration Agency
 - c. Resolution to Amend the [Nextgen](#) Healthcare Information Systems Agreement
 - d. Resolution to Authorize an Agreement with [Michigan Primary Care Association](#)

- e. Resolution to Authorize a [Data Sharing](#) Agreement for the Creation of a Bi-Directional Interface Between Community Mental Health of Clinton, Eaton, and Ingham Counties and Ingham County Health Department's Electronic Health Record Software Systems
 - f. Resolution to Renew an Agreement with [Robin Turner](#) to Provide Facilitation and Outreach Services to the East Lansing Community Health Center's Community Advisory Committee
 - g. Resolution to Renew the Provider Agreement with [Ingham Health Plan Corporation](#)
8. Farmland and Open Space Preservation Board – Resolution to Authorize [Various Contracts](#) for the Farmland and Open Space Preservation Program
9. Facilities Department – Resolution to Authorize Service Warranty Renewal with [Smiths Detection](#) for the Maintenance on Both X-Ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building
10. Road Department – Resolution to Amend an Engineering Design Services Contract with [DLZ Michigan, Inc.](#) for the Columbia Road and Eifert Road Intersection Project
11. Human Resources Department
- a. Resolution Clarifying the [MERS](#) Plan Adoption Agreement
 - b. Resolution to Approve UAW TOPS and Managerial and Confidential [Reclassification](#) Requests
12. Controller/Administrator Office
- a. Resolution to Approve a Letter of Understanding with Ingham County Employees' Association (ICEA) [Park Rangers](#) Regarding Parks Temporary and Seasonal Employees
 - b. Resolution to Amend Agreement with [BS&A](#) for Enterprise Resource Planning (ERP) Software Conversion and Training
 - c. Resolution Authorizing 2024 Agreements for [Juvenile Justice](#) Community Agencies

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
September 13, 2023
Draft Minutes

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

Members Absent: None.

Others Present: Michael Townsend, Gregg Todd, Jared Cypher, Eric Smith, Deanna LaBrenz 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 August 16, 2023 Minutes

CHAIRPERSON MORGAN STATED, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE AUGUST 16, 2023 FINANCE COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Overview of Liaison Committee Recommendations

Michael Townsend, Ingham County Budget Director, provided an overview of the updated Controller's Recommended Budget.

Discussion ensued regarding the best way to discuss, rank, and vote on the action items.

2. Review and Action on Law & Courts Committee Recommendations
3. Review and Action on Human Services Committee Recommendations
4. Review and Action on County Services Committee Recommendations
5. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget
6. Adoption of Finance Recommended Budget

Commissioner Maiville stated the \$200,000 for the reclassifications would happen whether it was on the Z List or not. Commissioner Maiville further stated that they knew that the Human Services Committee placed it onto the Z List requests, but that they believed it was due to a misunderstanding.

Commissioner Maiville stated as of now they should remove the \$200,000 and approve the remaining requests, which would leave the Finance Committee at \$235,000, and then it would be the matter of the leftover \$65,000.

Discussion resumed regarding the best way to discuss, rank, and vote on the action items.

Commissioner Tennis stated the \$200,000 Z List proposal for reclassifications was from Commissioner Ruest, who felt there had been an undue number of reclassifications happening, and she was concerned about the long term impact on the budget, and wanted the \$200,000 as a way to partially front-load potential 2024 reclassifications. Commissioner Tennis further stated they thought it was a statement that the County should probably do fewer reclassifications, but that they did not want to speak for Commissioner Ruest.

Commissioner Tennis stated that part of the discussion was about the outcome of the wage study and if it would increase the number of reclassifications. Commissioner Tennis further stated that as it had been narrowly adopted, it was ranked second in the Human Services Committee, and they personally voted against it, but they wanted to provide an explanation.

Commissioner Grebner asked if the Finance Committee was discussing all 5 items on the Z List at once, or separately.

Chairperson Morgan stated they could discuss the items separately; however, as these items had already been discussed in committees, it was sort of moot.

Commissioner Peña stated the wage study that had been performed by Human Resources, had also been performed by other multi-county consortiums, and they were trying to be copacetic, reasonable, and equitable, in trying to pay people what they were worth. Commissioner Peña further stated as they did see value in the wage study.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. PEÑA, TO ADOPT THE CONTROLLER'S RECOMMEND BUDGET, INCLUDING ALL Z LIST ITEMS INCLUDED BY THE LIAISON COMMITTEES, WITH THE EXCEPTION OF THE \$200,000 FOR RECLASSIFICATIONS.

THE MOTION WAS AMENDED AS FOLLOWS:

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. PEÑA, TO ADOPT THE CONTROLLER'S RECOMMEND BUDGET, INCLUDING ALL Z LIST ITEMS INCLUDED BY THE LIAISON COMMITTEES, WITH THE EXCEPTION OF THE \$200,000 FOR RECLASSIFICATIONS **AND TO REFLECT ANY BALANCE TO THE Z LIST WOULD BE PLACED INTO CONTINGENCY.**

This was considered a friendly amendment.

Commissioner Grebner stated in regards to the Register of Deeds and the Treasurer, over time they had become less profit centers for the County and more social services operations. Commissioner Grebner further stated the change was a good thing, but that it was a change nonetheless, and that it was nice that the Register of Deeds Office would be providing this service.

Commissioner Grebner stated the County would have to do the wage study and that it will bring bad news. Commissioner Grebner further stated that the employees and unions would think it was good news, with every department and every position receiving raises; but that financially, it would not be good news.

Commissioner Grebner stated they ran 48 years ago, and the little community nonprofits did so much with so little funding, that as long as they were not off track, these programs were very cost effective, and that all these people wanted was a little bit of money to make their operations run. Commissioner Grebner further stated they were always in the tank for Community Agency.

Commissioner Grebner stated removing the line item for reclassifications was the right thing to do, as it should not be a part of a single year line item, and if they needed more money, it would come out of Contingency anyway. Commissioner Grebner further stated the Sheriff's Office was trying to service the public better, and they had been with the County long enough that they remembered the Sheriff's Office asking for a helicopter.

Discussion.

Commissioner Johnson asked if there was still the \$65,000 left over.

Chairperson Morgan confirmed.

MOVED BY COMM. JOHNSON, SUPPORTED BY COMM. TENNIS, TO PLACE THE REMAINING \$65,000 IN Z LIST FUNDS INTO COMMUNITY AGENCIES, INSTEAD OF CONTINGENCY, FOR A TOTAL OF \$165,000 INTO ADDITIONAL FUNDING FOR COMMUNITY AGENCIES.

Commissioner Tennis stated they were also in the tank for Community Agencies.

THE MOTION TO ADD \$65,000 IN Z LIST FUNDS TO COMMUNITY AGENCY FUNDING, CARRIED UNANIMOUSLY.

Commissioner Tennis asked Jared Cypher, Ingham County Deputy Controller, how many community agency requests had been made.

Cypher stated typically, there would be around 30 requests for an estimated total of \$400,000 in funding. Cypher further stated for the 2024 budget, there had been almost 70 requests which was double, for an estimated total of \$1.5 million.

THE MOTION TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR ALL ITEMS, WITH THE EXCEPTION OF THE \$200,000 HUMAN SERVICES RECLASSIFICATION ITEM, AND TAKING THE LEFTOVER \$65,000 TO BE PLACED INTO FUNDING FOR COMMUNITY AGENCIES, CARRIED UNANIMOUSLY.

Announcements

Commissioner Peña stated Sunday, September 17, 2023, Hawk Island Park would be hosting the Dragon Boat Races from 9 a.m. to 5 p.m. to raise funds for the Women's Center of Greater Lansing. Commissioner Peña further stated the Women's Center did a lot of good work in Lansing as they aided women with getting back on track with their lives and careers after a devastating event.

Commissioner Johnson stated they were hosting an event on Saturday, September 16, 2023, at the Lansing Mall from 11 a.m. to 4 p.m. for high school students, where they would be learning about entrepreneurship, designing clothing, and shooting content.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:50 p.m.

FINANCE COMMITTEE
September 20, 2023
Draft Minutes

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

Members Absent: Tennis.

Others Present: Jason Salzwedel, Brian Collins, Gordon Love, Glenn Canning, Michael Townsend, Gregg Todd, Eric Smith, Madison Hughes, 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>.

Additions to the Agenda

20. Controller/Administrator Office
 - c. Resolution Honoring Isabelle Holden

Substitute

7. Circuit Court – Family Division
 - c. Resolution to Authorize a Three-Year Contract with Various Residential Placements

Limited Public Comment

None.

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

2. Treasurer's Office
 - a. Resolution to Transfer \$520,000 in Housing Trust Fund Funds Already Allocated to the Ingham County Land Bank to Provide Gap Financing for Five Organizations/Contractors for the New Construction/Rehab of Seven Single-Family Houses
 - b. Resolution to Approve a Local Support Letter Authorizing the Ingham County Housing Trust Fund to Submit a Letter of Intent to Apply for the Community Development Block Grant Housing Improving Local Livability Program Made Available through the Michigan State Housing Development Authority for Homeowner Improvement and Demolition/Reconstruction/Resale Projects in Non-Entitlement Areas of Ingham County
3. Clerk's Office – Resolution to Authorize the Election Education Mailer for 2023

4. Sheriff's Office – Resolution to Authorize an OWI Blood Draw Agreement with Mobile Medical Response
5. Prosecuting Attorney's Office – Resolution to Authorize an Agreement between the Michigan Department of Health and Human Services and the Ingham County Prosecutors Office under the 2024 FY Stop Violence Against Women Grant
6. Circuit Court
 - a. Resolution to Authorize an Agreement with Northpointe Client Management Software for the Circuit Court General Trial Division
 - b. Resolution to Authorize an Agreement with Smart Home/Smart Office for Upgrades to Courtroom Audio Processors and Other Courtroom Technology
7. Circuit Court – Family Division
 - a. Resolution for Acceptance of the Child and Parent Legal Representation Grant from the Michigan Department of Health and Human Services
 - b. Resolution for Acceptance of the Raise the Age Grant from the Michigan Department of Health and Human Services
 - c. Resolution to Authorize a Three-Year Contract with Various Residential Placements
8. Friend of the Court – Resolution to Amend Resolution #23-349 which Authorizes Agreements with the State of Michigan Department of Health and Human Services Office of Child Support for the Title IV-D Cooperative Reimbursement Program
9. Office of the Public Defender – Resolution to Authorize the Addition of Two Assistant Public Defender Positions and One Social Worker Position within the Office of the Public Defender
10. 55th District Court – Resolution Authorizing the Ingham County 55th District Court to Accept a Supplemental Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program and Authorize Amendments to Associated Subcontracts if Necessary
11. Tri-County Office on Aging – Resolution to Amend Resolution #22-605 to Authorize a Contract Amendment with Tri County Office on Aging for Elder Services Millage Eligible Services
12. Michigan Rehabilitation Services – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services
13. Parks Department
 - b. Resolution to Amend and Extend the Agreement with the Friends of the Ingham County Parks

- c. Resolution to Authorize the Acceptance of the Project Agreement for a Land and Water Conservation Fund Grant #LW26-01880 for Lake Lansing Park North Accessible Trail Improvements
 - d. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF22-0076
 - e. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant #TF22-0077
14. Health Department
- a. Resolution to Accept Department of Justice Grant
 - b. Resolution to Authorize a Contract with Michigan Public Health Institute for Distribution of the Department of Justice Assistance Grant
 - c. Resolution to Authorize an Agreement with Capital Regional Housing Collaborative
 - d. Resolution to Authorize Amendment #4 to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement
 - e. Resolution to Accept Ryan White Part D Supplemental Funds from the Health Resources and Services Administration
 - f. Resolution to Accept Fiscal Year 2024 Child and Adolescent Health Center Program Funds
 - g. Resolution to Authorize an Agreement with Accredo Health Group, Inc., ESI Mail Pharmacy Services, Inc. and Express Scripts Pharmacy, Inc.
 - h. Resolution to Authorize an Agreement with Redhead Design Studio for an HIV Anti-Stigma Mass Media Campaign
 - i. Resolution to Authorize an Agreement with Davenport University for Team Building & Coaching Services
 - j. Resolution to Authorize an Agreement with RxStrategies, Inc.
 - k. Resolution to Authorize an Agreement with US Workvan Inc.
15. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus
16. Innovation & Technology Department
- a. Resolution to Approve the Purchase of Cloudflare DNS Services from Sentinel Technologies
 - b. Resolution to Approve Redundancy in Phone System by Sentinel Technologies
17. Facilities Department
- a. Resolution to Authorize an Agreement with Redguard Fire & Security, Inc., for Monitoring, Warranty and Inspection Services for the Fire Panel at the Hilliard Building
 - b. Resolution to Authorize an Agreement with Boynton Fire Safety Service LLC, for the Fire Safety Services for Multiple County Facilities
18. Road Department – Resolution to Approve the Reorganization of the Road Department
19. Human Resources Department
- a. Resolution Certifying Representatives for the MERS 2023 Retirement Conference

- b. Resolution to Waive the Public Act 152 Health Care Requirements for 2024
 - c. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2024 and Authorizing Letters of Agreement with Bargaining Units
20. Controller/Administrator Office
- a. Resolution to Approve an Agreement with Andrews Technology HMS, Inc. for Time and Attendance Services
 - c. Resolution Honoring Isabelle Holden
21. Board Referral – Notice from the State of Michigan Department of Treasury Regarding the Intent to Withhold State Payments

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

1. Financial Services – Presentation of the Audit and Financial Statements for 2022 (*Please Bring the Financial Statement Report Previously Distributed*)

Jason Salzwedel, Rehmann Assurance Manager, provided an overview on the Audited Financial Statement Report from December 31, 2022 that was provided to the Finance Committee. Salzwedel provided further overview of the audit report and the breakdown of the General Fund, Employee Retirement System, and the Retiree Healthcare (OPEB).

Chairperson Morgan asked when the standard had changed for the percentage of the General Fund from 10 percent.

Salzwedel stated they were unsure of when it had changed but further explained that the Governmental Financial Officer's Association recommended two months' worth of expenditures in unassigned and Ingham County was a little bit less than that. Salzwedel continued with the Audited Financial Statement Report presentation regarding the General Fund breakdown.

Chairperson Morgan asked if they anticipated the percentage of the funded level to be around what was projected at 64 percent.

Salzwedel stated that was where they would have been in 2021 and the investments had gone down significantly in 2022 so it was hard to speak on the assumption. Salzwedel further stated if significant changes happened there, it could go up or down but Ingham County was in a better position than other places were.

Salzwedel provided an overview on the Single Audit Federal award compliance and the five major programs receiving the total Federal expenditures of \$32,988,596. Salzwedel further provided an overview on the findings of the audit.

Commissioner Peña asked about what OPEB stood for.

Salzwedel explained OPEB stood for Other Post-Employment Benefits. Salzwedel further continued the overview regarding the internal control findings during the audit and recommendations, and upcoming changes in the accounting standards.

Commissioner Peña asked what the size was of the discrepancy for the emergency float from the reconciliations.

Discussion.

Salzwedel stated the float was \$100,000 and was noted on the bank reconciliation.

Commissioner Peña asked how Ingham County would resolve that.

Salzwedel stated they would resolve that by recording the cash back into the General Ledger. Salzwedel further continued their presentation on their recommendations and upcoming changes in Accounting standards.

Commissioner Peña asked if the hardware was laptops for people to take home.

Salzwedel stated GASB 96 would mostly be software or online subscriptions to different software that might be out there. Salzwedel further explained there was normally a subscription for the General Ledger Software for a certain period and there was a lot that went into that.

Salzwedel stated any physical, tangible item would be a capital asset and should already be recorded on Ingham County's books.

Commissioner Grebner stated there were serious and semi-serious findings from two years ago and asked if those were under control.

Gregg Todd, Ingham County Controller, stated Ingham County thought they were in better shape when the last Finance Director left and the transition happened at the same time as the audit, which provided some difficulty. Todd further stated, moving forward, they hoped to be in a better position.

Salzwedel confirmed the transition happened at the end of the year and that was the time of the year where there were a lot of audit preparation and reconciliation happened and Ingham County lost the key member to lead that process. Salzwedel stated they were confident with Eric Smith, Finance Director, to work through the items provided on the audit.

Discussion.

Salzwedel expressed appreciation for everyone's help and the various departments they had worked with in Ingham County to complete this were a great team.

Chairperson Morgan commended Salzwedel on a job well done and stated it was good to hear they were confident moving forward. Chairperson Morgan stated stability meant a lot.

13. Parks Department

- a. Resolution to Authorize the Ingham County Parks Department to Accept a Donation from Mr. and Mrs. Hayhoe for Naming Rights (Hayhoe Trail) to the Final Connector of the Mason to Delhi Non-Motorized Trail

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

Commissioner Grebner asked if the trail in Mason was already named for the Hayhoes.

Brian Collins, Park Manager, stated that was correct.

Commissioner Grebner asked if there would be two Hayhoe trails.

Collins stated it was one continuous trail on the East side of Interstate 127.

Commissioner Grebner stated this was to establish naming rights and to extend the name of the existing trail. Commissioner Grebner further asked if the trail was named for the Hayhoe family or if there was a specific person it was dedicated to.

Collins stated it was for Richard George Hayhoe, but the trail would be named the Hayhoe Trail.

Discussion.

Commissioner Peña confirmed it was the same trail and would be an extension.

Collins stated they were very fortunate to the Hayhoes for the donation and they were very passionate users and advocates.

Chairperson Morgan stated fortunately there was not an equivalent to the Dutch mafia in Greater Lansing, as other areas might have, and it was good to see things like this to help offset some of the costs. Chairperson Morgan stated they were welcome to a point.

Commissioner Grebner stated they were fortunate that Hayhoe was a paving company.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

20. Controller/Administrator Office

- b. Closed Session Consult with Counsel Pursuant to MCL 15.268 (1)(d) (*Closed Session*)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO ENTER INTO CLOSED SESSION AT 6:57 P.M., TO CONSIDER THE PURCHASE OF REAL PROPERTY UP TO THE TIME AN OPTION TO PURCHASE THAT REAL PROPERTY IS OBTAINED PURSUANT TO MCL 15.268(1)(d).

THE MOTION CARRIED UNANIMOUSLY VIA ROLL CALL VOTE. Absent: Commissioner Tennis.

CHAIRPERSON MORGAN DECLARED THE FINANCE COMMITTEE RETURNED TO OPEN SESSION AT 7:10 P.M. Absent: Commissioner Tennis.

Announcements

None.

Public Comment

None.

Adjournment

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. PEÑA, TO ADJOURN THE FINANCE MEETING AT 7:11 P.M.

THE MOTION CARRIED. **Yeas:** Morgan, Sebolt, Polsdofer, Johnson, Peña.

Nays: Grebner, Maiville. **Absent:** Tennis.

**OCTOBER 4, 2023 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

1. **Prosecuting Attorney’s Office** – *Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor’s Office, the Jackson County Prosecutor’s Office, and Aware Inc.*

This resolution authorizes an MOU between the Department of the Attorney General, the Prosecutor’s Office, Jackson County Prosecutor’s Office, and Aware Inc., for the Department of the Attorney General to provide a Special Assistant Attorney General to assist with Assault Kit Initiative (SAKI) services in Ingham and Jackson Counties. All costs are reimbursed through the Dept. of the Attorney General.

See memo for details.

2. **Circuit Court – Juvenile Division** – *Resolution to Convert Position #140057 (Child Care Fund Accountant) from .5 FTE to 1.0 FTE*

This resolution authorizes the conversion of the part-time Child Care Fund Accountant to a full-time position. The change in state reimbursement through the Juvenile Justice Reform legislation will increase reimbursement for in-home care programming from 50% to 75% resulting in a reduction of roughly \$1.7 million in transfers from the Juvenile Justice Millage and General Fund. This increase in reimbursement will also come with increased data reporting making the position change necessary. The increased reimbursement will more than offset the additional \$80,000 in salary and benefits in going from part-time to full-time.

See memo for details.

3. **Homeland Security & Emergency Planning** – *Resolution to Authorize an Equipment Purchase Agreement with DeDrone to Renew and Expand the Region 1 Drone Detection System*

This resolution authorizes an agreement with DeDrone to renew and expand the Region 1 Drone Detection System. The drone detection system antennas are installed within Region 1 at the Ingham County Sheriff’s Office Justice Complex and Michigan International Speedway, Lenawee County. The expanded antenna location includes Spartan Stadium at Michigan State University. Funding for the \$94,000 project is provided through the FY2021 Homeland Security Grant Program.

See memo for details.

4. **55th District Court** – *Resolution to Authorize the Reorganization of the 55th District Court*

This resolution authorizes the following reorganization of the 55th District Court:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712

Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Court Clerk	UAW – TOPS D:	\$84,653	UAW – TOPS: G:	\$96,336	\$11,712
Coll. Officer	UAW – TOPS E:	\$88,680	UAW – TOPS: H:	\$100,613	\$11,932
Court Officer	UAW – TOPS E:	\$88,680	UAW – TOPS: I:	\$105,081	\$16,401
Court Officer	UAW – TOPS E:	\$88,680	UAW – TOPS: I:	\$105,081	\$16,401
Chief Clerk	UAW – TOPS H:	\$100,613	UAW – TOPS: J:	\$109,817	\$9,204
Chief Clerk	UAW – TOPS H:	\$100,613	UAW – TOPS: J:	\$109,817	<u>\$9,204</u>
TOTAL					\$156,842

See memo for details.

5. Equalization/Tax Mapping – Resolution to Approve the 2023 Ingham County Apportionment Report

This resolution approves the 2023 Ingham County Apportionment Report for presentation at the Finance Committee meeting on October 4, 2023.

See memo for details

6a. Veterans Affairs - Resolution to Authorize Acceptance of the 2024 County Veteran Service Fund Grant on Behalf of Clinton County

This resolution authorizes the Ingham County Board of Commissioner to accept the FY24 County Veteran Service Fund Grant on behalf of Clinton County from the Michigan Veteran Affairs Agency for Ingham County Department of Veterans Affairs. The 2024 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded, full-time UAW Benefits Support Specialist position, effective October 1, 2023 to September 30, 2024. Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans. Therefore, annually, Ingham County has held a continuous service agreement with Clinton County since 1981. Ingham County Department of Veterans Affairs will administer the County Veteran Service Fund Grant for Clinton County in the amount of \$84,551 for the period of October 1, 2023 through September 30, 2024. Ingham County on behalf of Clinton County will receive a base payment of \$50,000 and the remaining \$34,551 will be paid on a reimbursement basis.

6b. Veterans Affairs - Resolution to Accept the 2024 County Veteran Service Fund Grant

This resolution authorizes the Ingham County Board of Commissioners to accept the FY24 County Veteran Service Fund Grant from the Michigan Veteran Affairs Agency for the Ingham County Department of Veterans Affairs. The 2024 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded full-time MC Veteran Benefits Counselor position, marketing promotional items, and secure ergonomic office space furniture, effective October 1, 2023 to September 30, 2024. The resolution authorizes Ingham County Department of Veterans Affairs to administer a grant in the amount of \$164,047.73 for the period of October 1, 2023 through September 30, 2024. Ingham County will receive a base payment of \$50,000 and the remaining \$114,047.73 will be paid on a reimbursement basis.

7a. Health Department - Resolution to Eliminate a .50 Public Health Nurse Position and Create a 1.0 Health Department Accountant Position

This resolution eliminates a .50 FTE Public Health Nurse position (position #601372), and creates a 1.0 FTE HD Accountant position. Ingham County Health Department's (ICHD's) budget has increased by approximately \$19,000,000 since 2016. During this period, ICHD's Finance Unit has increased by one (1) Finance & Grant Analyst position whose responsibilities are solely associated with the Ryan White (RW) clinics which is approximately \$2,500,000. This tremendous growth has strained Finance's personnel resources and has made complying with demands (both internal and external) a growing concern. The Finance Unit needs additional capacity for accounting, reporting, oversight and compliance of grants, revenue and expense forecasting, research, and implementation of more efficient operations, and subrecipient contract monitoring. ICHD has a vacant .50 FTE Public Health Nurse position and would like to eliminate this position to assist with funding the new HD Accountant position. The long-term increased annual cost as a result of this resolution is \$36,937. The additional costs will come from ICHD's Operating Budget.

7b. Health Department - Resolution to Accept FY 2024 COVID-19 Vaccination Funding from the Health Resources and Services Administration Agency

This resolution accepts a funding amount of \$28,362 from the Health Resources and Services Administration (HRSA) agency, to expand COVID-19 vaccine efforts, effective September 1, 2023 through December 31, 2024. These vaccines will be provided to the public at no cost.

7c. Health Department - Resolution to Amend the Nextgen Healthcare Information Systems Agreement

This resolution amends an agreement with NextGen Healthcare Inc. to purchase interface software for bi-directional data sharing across electronic health records platforms effective upon approval, in an amount not to exceed \$5,900 with quarterly maintenance fees of \$500. This interface will enable data sharing between Community Mental Health of Clinton, Eaton and Ingham counties and ICHD's CHCs to improve healthcare delivery and enhance 340B program revenue. NextGen Healthcare Inc. will support the development and implementation of the bi-directional interface.

7d. Health Department - Resolution to Authorize an Agreement with Michigan Primary Care Association

This resolution authorizes an agreement with Michigan Primary Care Association (MPCA) to provide Billing and Collection technical assistance effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000. Funding for this agreement is available in the Health Department's budget.

7e. Health Department - Resolution to Authorize a Data Sharing Agreement for the Creation of a Bi-Directional Interface between Community Mental Health of Clinton, Eaton, and Ingham Counties and Ingham County Health Department's Electronic Health Record (EHR) Software Systems

This resolution authorizes a data sharing agreement with Community Mental Health of Clinton, Eaton, and Ingham counties (CMH-CEI) to create a bi-directional interface between electronic health records platforms of both agencies, effective upon approval. The purpose of an interface is two-fold:

- to enhance healthcare service delivery for shared patients
- to capture 340B program savings from prescription drug scripts for shared patients

7f. Health Department - Resolution to Renew an Agreement with Robin Turner to Provide Facilitation and Outreach Services to the East Lansing Community Health Center’s Community Advisory Committee

This resolution authorizes renewing an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center’s Community Advisory Committee (CAC), effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000. Funds for this agreement are available in the Health Department’s budget.

7g. Health Department - Resolution to Renew the Provider Agreement with Ingham Health Plan Corporation

This resolution authorizes a provider agreement with Ingham Health Plan Corporation (IHPC) effective October 1, 2023 through September 30, 2024, which shall renew automatically on an annual basis. IHPC has historically contracted with ICHD’s CHCs to provide members of the IHPC with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County. The provider agreement will allow IHPC to continue paying, on a fee-for-services basis, for primary care services provided to IHPC members assigned to ICHD. ICHD’s CHCs will continue to receive the same fee-for-service payment as other IHPC medical providers, and whereby the reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles, and other similar amounts.

8. Farmland and Open Space Preservation Board – Resolution to Authorize Various Contracts for the Farmland and Open Space Preservation Program

This resolution authorizes the following contracts for survey, engineering, appraisal, title, and ecological services for the FOSP program:

<u>Awarded Appraisal Firms</u>	<u>Summary Report</u>	<u>Local</u>
Carlson Appraisal Company	\$2500 - 4,000.00	Yes
Valbridge Property Advisors	\$2500-5,000.00	Yes
<u>Awarded Survey Firms</u>	<u>Stake Survey</u>	<u>Local</u>
Enger Surveying and Engineering	\$100.00/hour Dependent on position	Yes
PEA Group	\$180.00/hour Dependent on position	Yes
Wolverine Engineers and Surveyors, Inc.	\$130.00/hour Dependent on position	Yes
<u>Awarded Title Company’s</u>	<u>Title Services</u>	<u>Local</u>
Bell Title Company	\$2344.00 preliminary search \$140 for updates	Yes
<u>Awarded Ecological Services Company’s</u>	<u>Services Cost</u>	<u>Local</u>
TriTerra	\$65.00 - \$90.00/hour Dependent on Position and Farm Size	Yes

See memo for details.

9. Facilities Department – Resolution to Authorize Service Warranty Renewal with Smiths Detection for the Maintenance on Both X-Ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building

This resolution authorizes warranty renewals for the x-ray machines at VMC/Grady Porter. The two-year warranty for the machines is \$19,324 and will be funded through the VMC maintenance contractual account.

See memo for details.

10. Road Department – Resolution to Amend an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project

This resolution authorizes an amendment to an existing engineering contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road roundabout project. The amendment is to add \$16,824 to hire a subconsultant to conduct an archeological survey.

Funding for the additional archeological work is available in the 2023 Road Fund Budget.

See memo for details.

11a. Human Resources – Resolution Clarifying the MERS Plan Adoption Agreement

This resolution amends the existing MERS Adoption Agreements for the Defined Benefit Plan and the Hybrid Plan to clarify that employees classified as part-time, temporary, and seasonal are not eligible for participation in these plans.

See memo for details.

11b. Human Resources – Resolution to Approve UAW TOPS, and Managerial and Confidential Reclassification Requests

This resolution approves the following UAW TOPS and MC reclasses:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Bookkeeping Coordinator	UAW F: 49,652.19	UAW H: 55,603.90	5,951.71
Health & Res. Nav. Prog. Sp.	UAW E: 46,971.90	UAW F: 49,652.19	2,680.29
Family Center Supervisor	MC 10: 85,484.68	MC 12: 99,121.01	13,636.33
Family Center Supervisor	MC 10: 85,484.68	MC 12: 99,121.01	13,636.33
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
TOTAL:			72,475.96

See memo for details.

12a. Controller's Office – Resolution to Approve a Letter of Understanding with Ingham County Employees' Association Park Rangers Regarding Parks Temporary and Seasonal Employees

This resolution approves an LOU with the ICEA Park Rangers collective bargaining unit to define the hours of work allowed per year by Temporary and Seasonal Employees and to remove the nine months on, three months off rule.

See memo for details.

12b. Controller's Office – Resolution to Amend Agreement with BS&A for Enterprise Resource Planning Software Conversion and Training

This resolution amends the agreement with BS&A to add in the first year Software Service (SaaS) fees and hosting fees. Total cost is \$190,205 and is included in the 2024 CIP.

See memo for details.

12c. Controller's Office – Resolution to Authorizing 2024 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2024 Juvenile Justice Community Agency Process. The Board of Commissioners has reserved \$185,000 in Juvenile Justice Millage (JJM) funds to contract with qualified vendors to increase the capacity of the County Juvenile Justice System for the treatment of delinquent and disturbed youth consistent with the provisions of the millage.

The 2024 agency requests for funds are:

• Child & Family Charities – Juvenile Screening & Assessment Program	\$53,953
• Child and Family Charities – Teen Court	\$36,808
• Resolution Services Center of Central Michigan – Restorative Justice	\$68,000
• Small Talk – Health Boundaries/Mental Health Therapy	\$30,000
• NEW Eastside Community Action Center – C.O.P.E for Youth	<u>\$50,000</u>
	\$238,761

The requests total \$53,761 more the \$185,000 allocated, the audited 2022-year end fund balance is \$2,080,009 for the Juvenile Justice Millage Fund. Corporate Counsel has opined that all of these requests are Juvenile Justice Millage eligible.

Agenda Item 1

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

FROM: Nicole Matusko, Chief Assistant Prosecuting Attorney

DATE: September 19, 2023

SUBJECT: Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor's Office, and the Jackson County Prosecutor's Office, and AWARE Inc.
For the work session agendas of September 28, 2023 (Law & Courts) and October 4, 2023 (Finance)

BACKGROUND

Our office receives grant funding from Michigan Department of the Attorney General to assist with the investigation, prosecution, and notification of victims in cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). ICPO utilizes one Special Assistant Attorney General and one designated Ingham County Sheriff's Office (ICSO) detective to investigate unsolved Ingham County cases. In 2020, additional funds were provided to expand the duties of our Ingham SAKI prosecutor to include unresolved cases originating from Jackson County. The SAKI prosecutor is authorized, by the Attorney General's Office, to prosecute cases in both counties. The Jackson County Prosecutor's Office (JCPO) provides office space and resources for the additional assistance. Further, the grant includes funds for both an Ingham County and Jackson County sexual assault advocate to provide victims with notification and services.

ALTERNATIVES

None at this time.

FINANCIAL IMPACT

There is no financial impact since the Department of the Attorney General will provide re-imbursement funding for all expenses charged under the MOU. The agreement requires Ingham County to process all billing from JCPO and AWARE Inc. The MOU also includes funding for an Ingham community-based sexual assault advocate.

The total amount of funding is \$468,316.80. The MOU is for services provided on or after October 1, 2023 through September 30, 2024.

OTHER CONSIDERATIONS

Regionalized prosecution, investigation, and victim advocacy, enhances the quality of these complex investigations. Currently, our SAKI team has multiple investigations on going in each county.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF THE ATTORNEY GENERAL, THE INGHAM COUNTY PROSECUTOR'S OFFICE, THE JACKSON COUNTY PROSECUTOR'S OFFICE, AND AWARE INC.

WHEREAS, the Department of the Attorney General provides funds for local prosecutors to assist with the investigation, prosecution, and victim notification of cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Attorney General would designate a Special Assistant Attorney General to review these investigations and determine the viability of prosecution of these untested sexual assault kits for both Ingham and Jackson Counties; and

WHEREAS, the Special Assistant Attorney General will be working out of the Ingham County Prosecutor's Office (ICPO) yet also have access and workspace in the Jackson County Prosecutor's Office (JCPO); and

WHEREAS, the Special Assistant Attorney General will be paid for duties performed in both Ingham and Jackson Counties, including but not limited to salary, equipment, training, mileage, and any other funds approved by the Department of the Attorney General with all expenses, excluding salary, to be processed by Ingham County but paid for by the Department of the Attorney General; and

WHEREAS, the total personnel cost, including advocates and all other miscellaneous costs, for both counties, is not to exceed \$468,316.80; and

WHEREAS, the Ingham County Prosecutor's Office is authorized to enter into a subcontract a with Ingham County-based advocacy organization, not to exceed \$33,758.40, for notification and advocacy services for sexual assault victims; and

WHEREAS, the Jackson County Prosecutor's Office will be entering into a subcontract with AWARE Inc., not to exceed \$33,758.40, for notification and advocacy services for sexual assault victims in Jackson County and AWARE Inc. will submit billing to be processed by Ingham County but paid by the Department of the Attorney General.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor's Office to enter into a memorandum of understanding, effective October 1, 2023 through September 30, 2024, with the Department of the Attorney General, the Jackson County Prosecutor's Office, and AWARE Inc., consistent with this resolution.

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

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

Agenda Item 2

TO: Law & Courts, County Services, and Finance Committees
FROM: Scott LeRoy, Circuit Court Administrator
DATE: September 19, 2023
SUBJECT: Memo and Resolution to Convert Position #140057 (Child Care Fund Accountant) from .5 FTE to 1.0 FTE
For the meeting agendas of Law and Courts Committee, September 28; County Services Committee, October 3; Finance Committee, October 4, 2023

BACKGROUND

The Juvenile Division has a \$15 million Child Care Fund Annual Plan and Budget. Of the \$15 million, the Juvenile Division receives over \$8.5 million in Child Care Fund reimbursement from the Department of Health and Human Services (DHHS). With the addition of Raise the Age legislation in 2021 and tie bar funding, the Juvenile Division was required to collect additional data which increased the role of the sole Child Care Fund Accountant position. As a result, the Juvenile Division requested funds, which were later approved by the Controller's Office and Board of Commissioners, to increase the hours of the Child Care Fund Accountant position from 20 hours to 28 hours per week. Now, with recent Juvenile Justice Reform legislation, the Juvenile Division will be receiving 75% reimbursement for in-home care programming, resulting in reduction of roughly \$1.7 million in transfer in from the Juvenile Justice Millage and General Fund. However, with the additional reimbursement, in order to be eligible, the Juvenile Division is required to report more data.

The Juvenile Division and Controller's Office have discussed shifting duties related to the Child Care Fund from Financial Services to the Juvenile Division in order to leverage the reimbursement from the DHHS. This will result in increased hours for the Child Care Fund Accountant position but reduce hours for Accountants in Financial Services.

Although on paper the difference between the Child Care Fund Accountant position as part-time to full-time is \$80,000, the net impact of moving the position full-time is much less when you consider the existing position is currently budgeted at 28 hours per week, the Child Care Fund reimbursement received for the position will be between 50% - 75%, and the reduction in non-reimbursed accounting duties for Financial Services.

ALTERNATIVES

Continue the position part-time but shift the new Child Care Fund reporting duties to Financial Services. The duties will not be reimbursed as they are not supervised by the Juvenile Division.

FINANCIAL IMPACT

The difference between the Child Care Fund Accountant position from part-time to full-time is \$80,654.00; however, the net impact of moving the position full-time is much less when you consider the existing position is currently budgeted at 28 hours per week, the Child Care Fund reimbursement received for the position and the reduction in non-reimbursed accounting duties for Financial Services. Additionally, due to the increased Child Care Fund reimbursement, no additional transfer in from the General Fund or Child Care Fund is being requested.

STRATEGIC PLANNING IMPACT

Supporting public safety and assuring fair and efficient judicial processing.

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

OTHER CONSIDERATIONS

None

RECOMMENDATION

Convert position #140057 (Child Care Fund Accountant) from .5 FTE to 1.0 FTE.

From: [Lisa Theis](#)
To: [Scott Leroy](#)
Cc: staylor@local459.org; [Debbie Jones](#)
Subject: Child Fund Accountant position
Date: Thursday, September 21, 2023 3:45:54 PM

Scott,

The OPEIU Local 459 supports moving the Child Care Fund Accountant position from half-time to full-time.

Please let me know if you need anything further-

Thank You-

Lisa Theis
Sr. Juvenile Court Officer
Office: 517.483.6306
Cell: 517.449-9520
Fax: 517.483.6158

Full Time		Step 1	Step 6
OPEIU Grade 6		51,943	77,129
715000	1000 FICA	3,974	5,900
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,003	19,003
718000	7114 MERS 1414	22,974	34,114
715050	8841 LIABILITYC	443	658
717100	8941 DISABIL 60	68	100
714000	8951 UNEMPLYMT	260	386
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	1,039	1,543
716040	8955 RET/HLTH/T	2,337	3,471
717000	8985 LIFE 40K	120	120
Total		106,817	147,080

Part Time		Step 1	Step 6
OPEIU Grade 6		25,972	38,565
715000	1000 FICA	1,987	2,950
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
718000	7114 MERS 1414	11,487	17,057
715050	8841 LIABILITYC	222	329
717100	8941 DISABIL 60	34	50
714000	8951 UNEMPLYMT	130	193
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	519	771
716040	8955 RET/HLTH/T	1,169	1,735
717000	8985 LIFE 40K	120	120
Total		46,295	66,426

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT POSITION #140057 (CHILD CARE FUND ACCOUNTANT)
FROM .5 FTE TO 1.0 FTE**

WHEREAS, the Juvenile Division wishes to increase a .5 FTE Child Care Fund Accountant Position (Position #140057) from .5 FTE to 1.0 FTE; and

WHEREAS, the existing Child Care Fund Accountant position is budget at 28 hours per week; and

WHEREAS, increasing the Child Care Fund Accountant position from .5 FTE to 1.0 FTE will allow the Juvenile Division to meet the increasing reporting requirements in order to receive additional Child Care Fund reimbursement from the Department of Health and Human Services Child Care Fund; and

WHEREAS, increasing the Child Care Fund Accountant position from .5 FTE to 1.0 FTE will allow the Financial Services Department to shift Child Care Fund related accounting duties to the Juvenile Division; and

WHEREAS, the Juvenile Division will be able to leverage reimbursement from the Child Care Fund to offset the cost of the position; and

WHEREAS, the financial impact of the change from .5 FTE to 1.0 FTE with benefits would be:

.5 FTE OPEIU Grade 6, Step 6	\$66,426
1.0 FTE OPEIU Grade 6, Step 6	<u>\$147,080</u>
Difference	\$80,654

WHEREAS, the net impact of moving the Child Care Fund Accountant position from .5 FTE to 1.0 FTE is much less when considering the Child Care Fund reimbursement received for the position and the reduction in non-reimbursed accounting duties for Financial Services; and

WHEREAS, no additional General Fund or Juvenile Justice Millage Funds are being requested to support the increase from .5 FTE to 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes increasing position #140057 Child Care Fund Accountant from .5 FTE to 1.0 FTE effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2023 Circuit Court Juvenile Division budget and the position allocation list.

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

Agenda Item 3

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

FROM: Sergeant Bob Boerkoel, Office of Emergency Management

DATE: September 11, 2023

SUBJECT: Resolution to authorize an Equipment Purchase Agreement with DeDrone to renew and expand the Region 1 Drone Detection system.

For the meeting agendas of *September 28, 2023* and *October 4, 2023*

BACKGROUND

This Resolution is for the approval to utilize Region 1 FY2021 Homeland Security Grant Program (HSGP) Funding to renew the existing drone detection systems from DeDrone (\$44,000) and expand the system infrastructure for improved coverage (\$50,000). Drone detection systems aide in increasing facility safety and security through the identification and detection of drones operating in or around the airspace of above these facilities. Drones pose a potential threat to the facilities and their occupants in the form of potential drone borne attacks, inappropriate surveillance and intelligence gathering, contraband deliveries, and errant crashes. The drone detection system antennas are installed within Region 1 at the Ingham County Sheriff's Office Justice Complex and Michigan International Speedway, Lenawee County. The expanded antenna location includes Spartan Stadium at Michigan State University.

ALTERNATIVES

The FY 2021 HSGP Grant requirements dictate a minimum expenditure of grant funds in designated National Priority Areas (NPA) identified as *Emerging Threats* and *Soft Targets*. The minimum expenditure required is \$40,522.00 in each NPA. The renewal of the existing drone detection system and expansion fulfills the required expenditures in both National Priority Areas. DeDrone is a sole source vendor of the software.

FINANCIAL IMPACT

The Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal using FY2021 HSGP grant funds. The FY2021 HSGP grant funds were previously accepted by the Board of Commissioners via Resolution 21-645.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Ingham County Sheriff's Office to enter into a renewal and purchase agreement with DeDrone for the Drone Detection Systems.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EQUIPMENT PURCHASE AGREEMENT WITH
DEDRONE TO RENEW AND EXPAND THE REGION 1 DRONE DETECTION SYSTEM**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management received pass through grant funds from the FY2021 Homeland Security Grant Program (HSGP) previously accepted by the Ingham County Board of Commissioners via Resolution #21-645; 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 FY21 HSGP Grant requires projects in National Priority Areas identified as Soft Targets and Emerging Threats with a minimum project expenditure of \$40,522 in both National Priority Areas; and

WHEREAS, DeDrone currently provides the Region 1 Drone Detection System and software for Ingham County; and

WHEREAS, the renewal and expansion of the DeDrone drone detection systems fulfill the requirements of the FY21 HSGP Soft Target and Emerging Threats National Priority Areas; and

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

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

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

WHEREAS, the total expenditure for this proposal is \$94,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal and expansion of the existing drone detection systems in the amount of \$94,000 from DeDrone utilizing funding from the FY2021 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.

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: August 23, 2023

SUBJECT: Reorganization Plan – 55th District Court

NEED FOR THE REORGANIZATION PLAN

Change is necessary for organizations to succeed and grow. Sometimes, change occurs due to a transformational event, like navigating a pandemic or moving an organization into a new justice complex. Most often, change is adaptive, being minor incremental changes that organizations adopt to address operational needs that evolve over time. A good example of adaptive change is small changes in job duties and responsibilities. Over the past 15 years, we have adapted to numerous changes by implementing strategies to adjust to changes in the law, court rules, work culture, and operational needs. Cumulatively, the changes have significantly changed how our jobs look and how we perform them.

As a result of the adaptive changes we have made, our current job descriptions do not accurately reflect the duties and responsibilities being performed. Several of our job descriptions have not been updated in years:

- Court Clerk - 1998
- Court Officer – 2014
- Court Enforcement Officer (Collection Officer) – 2014

Because of changes brought about by the pandemic, moving into a new, larger complex, and the adaptive changes over the years, we’ve worked with Ingham County’s Human Resources Department (ICHRD) to update our job descriptions. Because of the significant changes in job duties and responsibilities and number of positions affected, ICHRD recommended that the court submit a request for reorganization.

REORGANIZATION PLAN

The plan affects UAW positions and calls for the following:

- Change the court clerk position from Grade Level D to Grade Level G.
- Change the court officer position from Grade Level E to Grade Level I.
- Change the name of the enforcement officer position to collection officer and the Grade Level from E to H.
- Change the chief clerk position from Grade Level H to Grade Level J.

FISCAL IMPACT

The cost of the reorganization plan is \$156,842. The cost increase results from the difference between the wages and fringes in UAW grade levels. Wages and fringes were calculated using the highest pay step for the affected positions. Ingham County’s Budget Office provided the financial data.

CURRENT ORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137015	Court Clerk	UAW D-5	\$ 84,653
137016	Court Clerk	UAW D-5	\$ 84,653
137017	Court Clerk	UAW D-5	\$ 84,653
137019	Court Clerk	UAW D-5	\$ 84,653
137020	Court Clerk	UAW D-5	\$ 84,653
137022	Court Clerk	UAW D-5	\$ 84,653
137024	Court Clerk	UAW D-5	\$ 84,653
137025	Court Clerk	UAW D-5	\$ 84,653
			\$ 677,226
137033	Court Officer	UAW E-5	\$ 88,680
137035	Court Officer	UAW E-5	\$ 88,680
137030	Court Enforcement Officer	UAW E-5	\$ 88,680
			\$ 266,071
137006	Chief Clerk	UAW H-5	\$ 100,613
137008	Chief Clerk	UAW H-5	\$ 100,613
			\$ 201,225
		TOTAL	\$ 1,144,491

REORGANIZATION PLAN

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137015	Court Clerk	UAW G-5	\$ 96,336
137016	Court Clerk	UAW G-5	\$ 96,336
137017	Court Clerk	UAW G-5	\$ 96,336
137019	Court Clerk	UAW G-5	\$ 96,336
137020	Court Clerk	UAW G-5	\$ 96,336
137022	Court Clerk	UAW G-5	\$ 96,336
137024	Court Clerk	UAW G-5	\$ 96,336
137025	Court Clerk	UAW G-5	\$ 96,336
			\$ 770,924
137033	Court Officer	UAW I-5	\$ 105,081
137035	Court Officer	UAW I-5	\$ 105,081
137030	Court Enforcement Officer	UAW H-5	\$ 100,613
			\$ 310,775
137006	Chief Clerk	UAW J-5	\$ 109,817
137008	Chief Clerk	UAW J-5	\$ 109,817
			\$ 219,634
		TOTAL	\$ 1,301,333
		REORGANIZATION COSTS	\$ 156,842

HUMAN RESOURCES ANALYSIS & SUPPORT OF REORGANIZATION

The Ingham County Human Resources Department conducted an analysis of the proposed reorganization. Attached is the August 17, 2023 memorandum, Support for Reorganization of the District Court Office.

UAW SUPPORT OF REORGANIZATION

On August 17, 2023, the UAW advised the ICHRD of their support of the reorganization.

REORGANIZATION REQUEST

Our employees have worked incredibly hard over the years, handling both transformational and adaptive changes professionally and with little complaint about wages. The reorganization request involves 13 employees who deserve to be paid adequately and commensurate with like jobs within the county.

The current job market lends support to our request to reorganize. We have struggled for the past several years trying to find candidates to fill open positions. When recruiting or interviewing qualified candidates, we often hear, "You don't pay enough." Hence, because of our pay structure, we are losing good employee candidates to other jobs.

In summary, our job descriptions have been updated to reflect the duties and responsibilities of the work being performed. The ICHRD has reviewed each position and point factored the positions. As a result of their review and analysis of the positions, the ICHRD has justly placed the positions on the Ingham County Wage Schedule for UAW TOPS employees. We respectfully request that the Ingham County Board of Commissioners adopt our reorganization plan so that our employees are paid what they deserve. Also, by increasing the wages for the affected positions, we are confident we can be competitive in the job market.

Agenda Item 4

DATE: August 17, 2023
TO: Michael Dillon, District Court Administrator
FROM: Joan Clous, Human Resources Generalist- Labor & Employee Specialist
SUBJECT: Support for reorganization of the District Court Office

Per your request, Human Resources has reviewed the information that was provided by the District Court to reorganize.

Chief District Court Clerk (137006 & 137008) UAW G (\$44,048.79 to \$52,531.56) will be reclassified a UAW J (\$52,169.43 - \$62,262.46).

District Court Clerk (137015,137016, 137017, 137019,137020,137022, 137024, & 137025) UAW D (\$36,992.45 to \$44,058.77) will be reclassified to a UAW G (\$44,048.79 to \$52,531.56).

Enforcement Officer – District Court (137030) UAW E (\$39,407.29 to \$46,971.90) will now be titled Collections Officer – District Court and placed at UAW H (\$46,618.32 to \$55,603.90).

Court Officer – District Court (137033 & 137035) UAW E (\$39,407.29 to \$46,971.90) will be reclassified to a UAW I (\$49,311.78 - \$58,836.68).

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

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

From: Joan.Clous
To: Michael.Dillon
Subject: FW: District Court Reorg
Date: Thursday, August 17, 2023 1:21:27 PM
Attachments: [image004.png](#)
[image001.png](#)
[image005.png](#)

Please include in your packet to the board.

From: Teresa Carter <TCarter@ingham.org>
Sent: Thursday, August 17, 2023 8:50 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: District Court Reorg

My apologies yes Joan the UAW supports the Reorg as stated below for the District Court.

Thank you

Teresa Carter
Unit Chair
Local 2256

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, August 17, 2023 8:06 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: FW: District Court Reorg

Hi,

Are these reclasses go to move forward?

Thanks,
Joan

From: Joan Clous
Sent: Thursday, August 10, 2023 10:59 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: District Court Reorg

Teresa,

The District Court is putting through a reorg of 4 positions (Attached JDs) the points for the positions are as follows

Court Officer UAW E

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
65	90	150	100	50	90	110	35	140	45	25
80	980	UAW I								

Enforcement Officer UAW E changing title to Collection Officer

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
45	65	130	100	50	90	90	85	85	45	25
80	890	UAW H								

Chief District Court Clerk UAW G

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	180	115	120	75	90	110	85	115	10	10
25	1075	UAW J								

District Court Clerk UAW D

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	135	100	100	50	70	70	60	85	10	10
25	855	UAW G								

Please review and let me know if the union is in support.

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

Transmission is Privileged and Confidential.

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

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, serves as a lead District Court Clerk. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, criminal, and probation cases. Provides counter service, which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. This position serves as a lead worker to the District Court Clerks.

Essential Functions:

1. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
2. Serves as primary contact for procedural questions and provides input on new procedures.
3. Assists Deputy Clerks by dealing with difficult or belligerent individuals.
4. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
5. Ensures the proper maintenance and processing of case records from initiation to disposition and post-judgment actions.
6. Performs complex case and record processing functions of the division.
7. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
8. Assists in maintaining the court's accounting system, including balancing register at the end of the day, posting daily receipts, processing bond account records, and performing related bookkeeping duties.
9. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
10. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
11. Serves as a liaison with the Court's case management system vendor for system related issues.
12. May design and revise forms used by the court.
13. Manages the inventory of office supplies, furnishings, and equipment.
14. May serve as a backup jury clerk.

15. Serves as backup Court Recorder.
16. Participates in the interviewing and selection of new court clerks.
17. Counsels employees concerning work product.
18. Prepares summary analysis of employee work rule violations.

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 that the employee may be expected to perform.)

Employment Qualifications:

Education: An Associate's Degree in paralegal studies, legal studies, criminal justice, or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: A minimum of three years' experience in a court setting, preferably as a court clerk or similar capacity.

Other Requirements:

- Required to be certified as an Electronic Operator within one year of employment.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures, or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, 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, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands, or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, typing, and enduring repetitive movements of the wrists, hands, or fingers.

- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach, such as viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries in person and over the phone.
- This position requires operating a PC/laptop and entering & retrieving information from a computer.
- This position requires the ability to handle varying and often high stress levels.

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

***UAW J
September 2023***

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, serves as a lead District Court Clerk. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, criminal, and probation cases. Provides counter service, which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. This position serves as a lead worker to the District Court Clerks.

Essential Functions:

1. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
2. Serves as primary contact for procedural questions and provides input on new procedures.
3. Assists Deputy Clerks by dealing with difficult or belligerent individuals.
4. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
5. Ensures the proper maintenance and processing of case records from initiation to disposition and post-judgment actions.
6. Performs complex case and record processing functions of the division.
7. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
8. Assists in maintaining the court's accounting system, including balancing register at the end of the day, posting daily receipts, processing bond account records, and performing related bookkeeping duties.
9. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
10. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
11. Serves as a liaison with the Court's case management system vendor for system related issues.
12. May design and revise forms used by the court.
13. Manages the inventory of office supplies, furnishings, and equipment.
14. May serve as a backup jury clerk.

15. Serves as backup Court Recorder.
16. Participates in the interviewing and selection of new court clerks.
17. Counsels employees concerning work product.
18. Prepares summary analysis of employee work rule violations.

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 that the employee may be expected to perform.)

Employment Qualifications:

Education: An Associate's Degree in paralegal studies, legal studies, criminal justice, or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: A minimum of three years' experience in a court setting, preferably as a court clerk or similar capacity.

Other Requirements:

- Required to be certified as an Electronic Operator within one year of employment.

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures, or weather conditions.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, 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, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands, or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, typing, and enduring repetitive movements of the wrists, hands, or fingers.

- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach, such as viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries in person and over the phone.
- This position requires operating a PC/laptop and entering & retrieving information from a computer.
- This position requires the ability to handle varying and often high stress levels.

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

***UAW J
September 2023***

**INGHAM COUNTY
JOB DESCRIPTION**

COURT OFFICER, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, provides and maintains courtroom security. Performs administrative and clerical support as needed by the Court. Provides general assistance to Court participants on scheduling and procedural information.

Essential Functions:

1. Provides and maintains security in the courtroom as needed. Monitors activity in and around the courtroom to ensure appropriate behavior and a safe environment.
2. Inspect court premises and courtrooms before, during, and after proceedings to ensure it is free from contraband, hazards, or any weapon.
3. Accepts and takes into custody inmates from the county jail.
4. Transports inmates to and from the county jail. Transport inmates from holding cells to attorney/client interview rooms and the courtrooms. Maintains custody and security of prisoners in court. Escorts prisoners to other areas of the court as appropriate.
5. Takes into custody defendants remanded to the sheriff by order of the court.
6. Arrests and takes into custody individuals violating the law within the courthouse.
7. Arrests and takes into custody individuals who have a warrant for their arrest.
8. Arrests and takes into custody defendants who have committed probation violations.
9. Escorts and removes individuals from the courthouse who are creating a disturbance within the courthouse.
10. Conducts a physical search of individuals taken into custody or inmates returning to jail.
11. Provides security for witnesses/victims.
12. Takes charge of jurors during jury trials and provides for their security and needs.
13. Administers preliminary breath tests as directed by judges, the magistrate, or probation officers.
14. Maintains a log of all apprehension orders and bench warrants issued by the Court. Ensures they are entered into LEIN and are recalled as needed.
15. Provides related administrative and clerical support tasks for the Court.
16. Provides courier service as needed, including the delivery of deposits to the bank.
17. May perform special projects, such as researching & compiling statistics, researching new products & services, and preparing court reports.

18. Performs the duties of the Court Bailiff as needed and directed.

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 the tasks the employee may be expected to perform.)

Employment Qualifications:

Education: A high school diploma or its equivalent is required. Some college-level coursework in police administration, criminal justice, or related areas is preferred.

Experience: One year experience as a law enforcement officer or closely related capacity is required.

Other Requirements: Must be able to be deputized and to make arrests. Must have a valid Michigan Driver's License. May be required to carry and be trained in the use of Firearms, Electro muscular Disruption Devices (Taser), and Chemical Irritant spray.

(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:

- Sitting, walking, standing, bending over, and lifting/holding/carrying objects found in an office environment.
- Ability to lift, hold, and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to effectively communicate and interact with various types of people.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to perform tasks requiring physical endurance and agility under adverse conditions.

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

Working Conditions:

- Work environment varies.
- Regular contact with people charged and/or convicted of criminal offenses.
- Traveling to or spending time tracking delinquent persons.
- Exposure to unusual elements such as smoke, unpleasant odors, loud noises, and extreme temperature increases.
- May encounter physical altercations in the course of providing security or making an arrest.

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, performs a variety of District Court Clerk's Office functions related to the processing of District Court cases. Assists attorneys, parties, and others by providing counter assistance and responding to telephone inquiries. Opens District Court cases, enters case information into the case management system. Receipts costs, fines, and fees. Conducts court record image management. Issues subpoenas and writs. Opens and processes mail. Enter warrants and bond conditions into the Law Enforcement Information Network. Types a variety of court documents, Processes and maintains all legal documents according to the court rules and statutes.

Essential Functions:

1. Responds to inquiries at the counters, on the telephone, by email, or by facsimile, and other communication mediums. Provides information on court procedures, researches case activity for internal and external stakeholders, and directs people to the proper locations
2. Opens and closes criminal, civil, traffic, and probation cases before the District Court. Records party, attorney, and other case information. Creates, intakes, revises, destroys, transmits, and maintains records of District Court cases consisting of the case history (known as the register of actions) and case file operating electronic case management solutions, electronic document management solutions (including workflow), electronic filing solutions, and other systems. Record mediums include but are not limited to paper and electronic. Maintains legacy case histories and files
3. Programs costs, fines, and fees into case management system and receipts them by various payment methods, including but not limited to cash, check, money order, credit/debit card, and electronic funds transfer.
4. Assesses and determines the acceptability of new filings and the accessibility to and release of records in the custody of the District Court Clerk, including records of a highly confidential or sensitive nature.
5. Performs data entry, where accuracy is essential. Investigates and corrects errors, including researching issues, engages in problem solving, and communicates with internal and external stakeholders. Coordinates expedient processing of urgent matters such as jail commitments and protective bond conditions.
6. Conducts record searches and compiles and releases data from records in response to inquiries. Regularly reviews data inputs and reports of others to resolve discrepancies or errors and communicates with the appropriate agencies to correct records, including but not limited to validations of Law Enforcement Information Network data.
7. Processes incoming and outgoing changes of venues, case transfers, and removals to other courts. Prepares and sends court records or copies thereof to other courts utilizing various methods of transit, including operating an electronic record transfer system as deployed by other courts. Compares case history and docket entries with the pleadings and other filings to ensure a complete and accurate file.
8. Reviews and verifies the accuracy of District Court records, and transmits said records to the Circuit Court for appellate. Transmits records or copies thereof by means requested by the Circuit court, including operating electronic file management solutions. Schedules court proceedings and hearings and enters the outcome into the computer.

9. Prepares and issues conformed copies, true copies, certified copies, and attested copies of court records after careful review of original records. Prepares and issues copies of court records and other documents.
10. Assesses requests to place litigants into default. Enters defaults or rejects default requests as appropriate.
11. Assists with training new employees in all duties, including explaining procedures or providing guidance to employees in other divisions, offices, or judicial offices. Adapts trainings and creates/revises training documents/manuals to remain in alignment with changing laws, court rules, and policies
12. Performs a variety of related general office functions, including but not limited to typing, copying, scanning, faxing, filing, inventorying, indexing, sorting, taking and delivering messages, answering phones, and picking up and transporting materials. Processes incoming or outgoing mail and packages from/to postal service, State of Michigan interdepartmental mail, Ingham County courier, drop boxes, or other delivery services. Prepares mailings for transmission.
13. Creates orders, notices, proofs, and other necessary documents. Converts, edits, deletes, and creates images, such as electronic court records, using approved computer software, to align case history and case file with approved case record management practices
14. Sends notices, prepares bench warrants, and suspends driver licenses as authorized. Notifies agency issuing warrant after defendant appears.
15. Prepares and runs inquiries through the Law Enforcement Information Network (LEIN) for court hearings and probation appointments,
16. Enters and recalls warrants and protective bond conditions in LEIN
24. May perform court recording duties as required.
25. Assists and backs up other court staff.

Other Functions:

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

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

Employment Qualifications:

Education: Two years of coursework in paralegal studies, legal studies, criminal justice or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: Two years of progressively more responsible or expansive experience in a court clerk, court, law firm, or related field is required.

Other Requirements:

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history and driving record checks.

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

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

Working Conditions:

- Works in office conditions.
- Regular contact with persons charged with and/or convicted of criminal offenses.
- Possible exposure to persons with various communicable diseases.

UAW G
September 2023

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF
THE 55th DISTRICT COURT**

WHEREAS, the proposed reorganization affects eight Court Clerk positions, two Court Officer positions, two Chief Clerk positions, and the Court Enforcement Officer position with the 55th District Court; and

WHEREAS, all of the positions are within the UAW – Technical, Office, Paraprofessional and Service Employees Union (UAW – TOPS); and

WHEREAS, the job description for the Court Clerk position has not been updated since 1998; and

WHEREAS, the job descriptions for the Court Officer position and Court Enforcement Officer position have not been updated since 2014; and

WHEREAS, the duties and responsibilities associated with each position have changed, and the duties and responsibilities related to each position have increased and become more complex over time; and

WHEREAS, the Ingham County Human Resources Department and the UAW – TOPS Union both support this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 55th District Court with the following changes:

<u>Position Number</u>		<u>Position Title</u>	<u>Action</u>
137015	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137016	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137017	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137019	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137020	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137022	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137024	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137025	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137030	Court Enforcement Officer	Move from UAW -TOPS E to UAW – TOPS H Change position title to Collection Officer	
137033	Court Officer	Move from UAW -TOPS E to UAW – TOPS I	
137035	Court Officer	Move from UAW -TOPS E to UAW – TOPS I	
137006	Chief Clerk	Move from UAW -TOPS H to UAW – TOPS J	
137008	Chief Clerk	Move from UAW -TOPS H to UAW – TOPS J	

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

<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Collection Officer	UAW – TOPS E: \$88,680	UAW – TOPS: H: \$100,613	\$11,932
Court Officer	UAW – TOPS E: \$88,680	UAW – TOPS: I: \$105,081	\$16,401
Court Officer	UAW – TOPS E: \$88,680	UAW – TOPS: I: \$105,081	\$16,401
Chief Clerk	UAW – TOPS H: \$100,613	UAW – TOPS: J: \$109,817	\$9,204
Chief Clerk	UAW – TOPS H: \$100,613	UAW – TOPS: J: \$109,817	<u>\$9,204</u>
TOTAL			\$156,842

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

BE IT FURTHER RESOLVED, that the reorganization shall be effective on the day they were submitted to the Human Resources Department.

Agenda Item 5

To: Finance Committee
Ingham County Board of Commissioners

From: Rosemary A. Anger, Director
Equalization & Tax Mapping Department

Date: September 13, 2023

Re: 2023 County Apportionment Report

Attached please find the resolution approving the 2023 Ingham County Apportionment Report for presentation at the Finance Committee meeting on October 18, 2023. The Apportionment Report is not complete at this time. The report will be distributed prior to the October 18, 2023 meeting.

Also, please be aware that any millage proposals that may be submitted and approved by the electorate for the upcoming November election may result in a necessity to amend the 2023 Apportionment Report.

Respectfully,

A handwritten signature in blue ink that reads "Rosemary A. Anger". The signature is written in a cursive style.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2023 INGHAM COUNTY APPORTIONMENT REPORT

WHEREAS, State Law requires that the Board of Commissioners approve on or before October 31st of each year the annual Apportionment Report stating millages to be apportioned and spread on the taxable valuations of real and personal property within the County.

THEREFORE BE IT RESOLVED, that the attached statement of taxable valuations and millages apportioned to the various units in Ingham County for the year of 2023 is hereby approved.

Agenda Item 6a

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

FROM: Amy Poca, Director

DATE: September 15, 2023

SUBJECT: Resolution to Authorize Ingham County Department of Veterans Affairs to Accept the Fiscal Year 2024 County Veteran Service Fund Grant on Behalf of Clinton County

For the meeting agendas of October 2nd, 3rd, and 4th

BACKGROUND

Under Michigan Public Act 192 of 1953, Section 35.623a, County Veteran Service Fund Grant Program, the Michigan Veteran Affairs Agency has accepted the Fiscal Year 2024 (FY24) grant application for Clinton County.

This resolution authorizes Ingham County Board of Commissioner to accept the FY24 County Veteran Service Fund Grant on behalf of Clinton County from the Michigan Veteran Affairs Agency for Ingham County Department of Veterans Affairs. The 2024 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded full-time UAW Benefits Support Specialist position, effective October 1, 2023 to September 30, 2024.

Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans. Therefore, annually, Ingham County has held a continuous service agreement with Clinton County since 1981.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes Ingham County Department of Veterans Affairs to administer the County Veteran Service Fund Grant for Clinton County in the amount of \$84,551 for the period of October 1, 2023 through September 30, 2024. Ingham County on behalf of Clinton County will receive a base payment of \$50,000 and the remaining \$34,551 will be paid on a reimbursement basis.

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing direct services to the veteran population.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the FY24 County Veteran Service Fund Grant for Ingham County.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE 2024 COUNTY VETERAN SERVICE
FUND GRANT ON BEHALF OF CLINTON COUNTY**

WHEREAS, Michigan Public Act 192 of 1953, Section 35.623a, under the Michigan Veteran Affairs Agency, has accepted the 2024 County Veteran Service Fund Grant for Clinton County; and

WHEREAS, a grant award will be funded for up to \$84,551 of approved costs during the grant period; and

WHEREAS, Ingham County, on behalf of Clinton County, will receive a direct payment of \$50,000 and the remaining \$34,551 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the 2024 County Veteran Service Fund Grant on behalf of Clinton County in an amount of \$84,551.

BE IT FURTHER RESOLVED, that the 2024 County Veteran Service Fund Grant for Clinton County will be used for the purpose of continuing a grant funded UAW Benefits Support Specialist position, effective October 1, 2023 to September 30, 2024.

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

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

Agenda Item 6b

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

FROM: Amy Poca, Director

DATE: September 15, 2023

SUBJECT: Resolution to Accept the 2024 County Veteran Service Fund Grant

For the meeting agendas of October 2nd, 3rd, and 4th

BACKGROUND

Under Michigan Public Act 192 of 1953, Section 35.623a, County Veteran Service Fund Grant Program, the Michigan Veteran Affairs Agency has accepted the Fiscal Year 2024 (FY24) grant application for Ingham County Department of Veterans Affairs.

This resolution authorizes Ingham County Board of Commissioners to accept the FY24 County Veteran Service Fund Grant from the Michigan Veteran Affairs Agency for the Ingham County Department of Veterans Affairs. The 2024 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded full-time MC Veteran Benefits Counselor position, marketing promotional items, and secure ergonomic office space furniture, effective October 1, 2023 to September 30, 2024.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes Ingham County Department of Veterans Affairs to administer a grant in the amount of \$164,047.73 for the period of October 1, 2023 through September 30, 2024. Ingham County will receive a base payment of \$50,000 and the remaining \$114,047.73 will be paid on a reimbursement basis.

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing direct services to the veteran population.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the FY24 County Veteran Service Fund Grant for Ingham County.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2024 COUNTY VETERAN SERVICE FUND GRANT

WHEREAS, Michigan Public Act 192 of 1953, Section 35.623a, under the Michigan Veteran Affairs Agency has accepted the 2024 County Veteran Service Fund Grant application for Ingham County; and

WHEREAS, the grant award will be funded for up to \$164,047.73 of approved costs during the grant period; and

WHEREAS, Ingham County will receive a direct payment of \$50,000 and the remaining \$114,047.73 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the 2024 County Veteran Service Fund Grant in the amount of \$164,047.73.

BE IT FURTHER RESOLVED, that the 2024 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded MC Veteran Benefits Counselor position, marketing promotional items, and secure ergonomic office space furniture effective October 1, 2023 to September 30, 2023.

BE IT FURTHER RESOLVED, that 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 authorized to sign any necessary contract documents with the resolution upon approval as to form by the County Attorney.

Agenda Item 7a

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

FROM: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: August 02, 2023

SUBJECT: Authorization to eliminate a .50 FTE Public Health Nurse position and create a 1.0 HD Accountant Position
For the meeting agendas of October 2, and October 4, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to eliminate a .50 FTE Public Health Nurse position (position #601372) and create a 1.0 FTE HD Accountant position. ICHHD's budget has increased by approximately \$19,000,000 since 2016. During this period, ICHHD's Finance Unit has increased by one (1) Finance & Grant Analyst position whose responsibilities are solely associated with the Ryan White (RW) clinics which is approximately \$2,500,000. This tremendous growth has strained Finance's personnel resources and has made complying with demands (both internal and external) a growing concern. The Finance Unit needs additional capacity for accounting, reporting, oversight and compliance of grants, revenue and expense forecasting, research, and implementation of more efficient operations, and subrecipient contract monitoring. ICHHD has a vacant .50 FTE Public Health Nurse position and would like to eliminate this position to assist with funding the new HD Accountant position.

ALTERNATIVES

Not creating a HD Accountant position would continue to leave ICHHD's Finance unit unable to comply with the increasing accounting demands.

FINANCIAL IMPACT

The cost of the HD Accountant position (ICEA Prof. 8) is (\$121,196) at Step 1 to (\$140,176) at Step 5. The FY '23 personnel projection for the ICEA MNA Public Health Nurse position is \$103,239 (this was included in the FY '23 budget at a Step 3). The increased cost of this position is between \$17,957 (Step 1) and \$36,937 (Step 5). The additional costs will be covered by ICHHD's Operating Budget.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of human resources and staffing, specifically section F.1 of the Action Plan – Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of eliminating the .50 FTE Public Health Nurse position (601372) and creating a 1.0 FTE HD Accountant position effective upon approval in an amount not to exceed \$36,937.

Eric Thelen

From: Joan Clous
Sent: Wednesday, August 2, 2023 11:39 AM
To: Eric Thelen
Subject: FW: PHN Position

Eric,

For the packet to the

BOC. Joan

From: Shajuana Tyson
<STyson@ingham.org> **Sent:**
Wednesday, August 2, 2023 8:48 AM
To: Joan Clous <JClous@ingham.org>

Cc: Jeffrey Donahue <jdonahue@whiteschneider.com>

Subject: RE: PHN Position

I apologize for the lack of response. The union would prefer not to lose the position, however, is not aware of how it could be maintained within our unit.

Shajuana Tyson BSN, RN

1. **Nurse-Family Partnership Maternal Child Health Division Ingham County Health Department**
5303 S. Cedar St. P.O. Box 30161
Lansing, MI 48909

517-512-0330 (Cell)
517-887-4384 (Fax)



From: Joan Clous <JClous@ingham.org>

Sent: Wednesday, August 2, 2023 8:45 AM

To: Shajuana Tyson <STyson@ingham.org>; Jeffrey Donahue (JDonahue@WhiteSchneider.com)
<JDonahue@WhiteSchneider.com>

Subject: FW: PHN

Position Hi,

I never got a response on this email.

Joan

From: Joan Clous
Sent: Wednesday, June 28, 2023 11:03 AM

To: Shajuana Tyson <STyson@ingham.org>

Cc: Jeffrey Donahue (JDonahue@WhiteSchneider.com) <JDonahue@WhiteSchneider.com>

Subject: PHN

Position Good

Morning,

ICHHD is planning on eliminating position # 601372 (ICEA – PHN) .50 FTE and replacing it with the new Accountant – HD position (ICEA – Prof). Does the union have thoughts on this change.

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

Transmission is Privileged and Confidential.

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

Ingham County Health Department Request - Eliminate .50 FTE Public Health Nurse and create 1.0 HD Accountant

	Add Accountant - HD Position # TBD	Add Accountant - HD Position # TBD	Eliminate Nurse - PH Position 601372	Additional	Additional
	ICEA Prof 8	ICEA Prof 8	ICEA - PHN Grade 03	Cost	Cost
	Step 1 FTE = 1.0	Step 5 FTE = 1.0	FY 23 Budget FTE = .5	Step 1	Step 5
SALARY	65,039	78,095	35,638	29,400	42,457
UNEMPLYMT	325	390	178	147	212
FICA/MEDICARE	4,975	5,974	2,726	2,249	3,248
DENTAL	936	936	936	0	0
VISION	135	135	135	0	0
HLTH INSURANCE	21,880	21,880	19,003	2,877	2,877
MERS 0101H	19,863	23,850	38,689	-18,826	-14,839
RTEE CHG B	3,585	3,585	3,585	0	0
SEPARATE	1,301	1,562	713	588	849
RET/HLTH/T	2,927	3,514	1,604	1,323	1,911
DISABILITY/LIABILITY	85	102	32	53	70
LIFE 30K	120	120	0	120	120

WORKERS' COMP	26	31	0	26	31
	121,196	140,176	103,239	17,957	36,937
Salary	65,039	78,095	35,638	29,400	42,457
Fringes	<u>56,158</u>	<u>62,080</u>	<u>67,601</u>	<u>-11,443</u>	<u>-5,520</u>
	121,196	140,176	103,239	17,957	36,937

Notes:

Calculation based on FY '23 wages and fringe documents PHP Med costs is based on a two person rate.

8/2/2023
061523 et analysis ICEA Prof 7 vs 8 revised 080223

]Accountant HD

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNTANT – HEALTH DEPARTMENT

General Summary:

Under the supervision of the Chief Financial Officer, or their designee, analyzes financial data in order to develop, monitor and report on the financial needs of the Health Department. Provides information and technical assistance needed to comply with internal and external accounting, auditing, and grant requirements. Prepares monthly billings and financial reporting for the different grant programs and assists in the preparation of documentation needed for the annual audited financial statements. Provides technical assistance to other units, within the Health Department, with regards to accounting issues, grants, and projects. Prepares interim consolidated financial statements for management purposes. This Accountant will encompass most of the job functions listed below, no one position will encompass 100% of the functions listed.

Essential Functions:

19. Works daily in the general ledger financial software. Reviews general ledger for compliance with Generally Accepted Accounting Principles. Reviews and monitors the general ledger on a continual basis. Prepares and enters account corrections to the integrated financial system, including journal entries. Also performs various general ledger reconciliations.
20. Responsible for grant program, financial reporting, and deadlines. May perform complex, specialized grant accounting functions, prepare expense spreadsheets, comparing grant expenditures to the grant budget, writing pertinent financial grant narrative and complies with periodic financial reporting and reimbursement submitted requirements.
21. Contributes to and participates in the development of the annual Health Department budget. Assists with monitoring and tracking budget outcomes including revenue and expenditure projections.
22. Monitor Health department service provider subcontracts to assure compliance with contract provisions. Review and approve financial claims for reimbursement, via desk review and/or at the subcontractor's worksite. Provide programmatic review support to Health Department managers to determine if service outcomes are being met.
23. Processes Financial Scorecard, Third Party Fee for Service accounts receivable reports using Aging reports, managed care wraparound calculations and Public Entity journal entries.
24. Provides technical assistance to operating units within the Health Department. Prepares and reviews internally generated reports for accuracy and problems and troubleshoots differences. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.
25. Assists department managers and staff in development and amendment of budgets for grant proposals, assuring compliance with grantor requirements and generally accepted accounting principles.
26. Completes tasks that aid in the preparation of internal audits, external audits and grant related site visits. This includes year-end adjustments, account analysis, statistical analysis, and audit workpapers.,
27. Develops reporting mechanisms to extract data for various grants, service delivery and program requirements, analyzes data and generates related reports.

28. Coordinates the off-site storage for department records. Assist in retrieval of patient/client files. Monitors off-site storage invoices for accuracy and approve for payment.
29. Monitors information for department's contractual obligations. Ensure accuracy in invoices and prepare for payment processing.
30. Attends continuing education seminars and classes to stay current on the latest accounting standards and technology.

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: A minimum of a Bachelor's Degree in Accounting, Business Administration or Finance with an Accounting major.

Experience: A minimum of two (2) year experience in fund or governmental accounting.

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:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, handle, pinch, type, endure repetitive movements of the wrists, hands, or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping, squatting, kneeling, lifting, carrying, pushing, pulling, and handling.
- This position's physical requirements require regular stamina in sitting, standing, walking, typing, enduring repetitive movements of the wrists, hands, or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.
- This position 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.)

2023
ICEA County Pro 8

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ELIMINATE A .50 PUBLIC HEALTH NURSE POSITION AND CREATE
A 1.0 HEALTH DEPARTMENT ACCOUNTANT POSITION**

WHEREAS, Ingham County Health Department (ICHD) wishes to eliminate a .50 FTE Public Health Nurse position (position #601372), and create a 1.0 FTE HD Accountant position; and

WHEREAS, ICHD's budget has increased by approximately \$19,000,000 since 2016; and

WHEREAS, ICHD created a 1.0 FTE Finance & Grant Analyst during this time period whose sole responsibility is the Ryan White (RW) program which is approximately a \$2,500,000 of the increase; and

WHEREAS, this tremendous growth has strained the Finance Unit's personnel resources and has made complying with demands (both internal and external) a growing concern; and

WHEREAS, the Finance Unit needs additional capacity for accounting, reporting, oversight and compliance with grants, revenue and expense forecasting, research, and implementation of new, more efficient processes, and subrecipient contract monitoring; and

WHEREAS, ICHD has a vacant .50 FTE Public Health Nurse (position #601372) and would like to eliminate this position to assist in funding the new Accountant position; and

WHEREAS, the cost of the 1.0 FTE HD Accountant position (ICEA Prof. 8) is \$121,196 at (Step 1) to \$140,176 at (Step 5), and the cost of the .50 FTE Public Health Nurse position is \$103,239 as projected in the FY '23 ICHD Budget; and

WHEREAS, the increase between \$17,957 and \$36,937 and will be funded through ICHD's Operating Budget; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize eliminating a .50 FTE Public Health Nurse (position #601372) and a creating a 1.0 FTE HD Accountant effective upon approval in an amount not to exceed \$36,937.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes eliminating a .50 FTE Public Health Nurse (position #601372) and creating a 1.0 HD Accountant, effective upon approval in an amount not to exceed \$36,937.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: September 7, 2023
SUBJECT: Authorization to Accept FY 2024 COVID-19 Vaccination Funding from the Health Resources and Services Administration Agency.

For the meeting agendas of October 2 and October 4, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept a funding amount of \$28,362 from the Health Resources and Services Administration (HRSA) agency, to expand COVID-19 vaccine efforts, effective September 1, 2023 through December 31, 2024. These vaccines will be provided to the public at no cost.

ALTERNATIVES

ICHD could decline the HRSA COVID-19 Vaccine funding, which could restrict ICHD's capacity to administer the COVID vaccine to Ingham County residents who want and need it.

FINANCIAL IMPACT

The funding amount of \$28,362 will be utilized 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 funding from the HRSA agency to expand COVID-19 vaccine efforts, effective September 1, 2023 through December 31 in an amount not to exceed \$28,362.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FY 2024 COVID-19 VACCINATION FUNDING FROM THE HEALTH RESOURCES AND SERVICES ADMINISTRATION AGENCY

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to accept funding from the Health Resources and Services Administration (HRSA) agency to expand COVID-19 vaccine efforts, effective September 1, 2023 through December 31, 2024 in an amount not to exceed \$28,362; and

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

WHEREAS, the \$28,362 in funding will be utilized upon the approval of this resolution; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting funding from the HRSA agency, to expand COVID-19 vaccine efforts, effective September 1, 2023 through December 31, 2024 in an amount not to exceed \$28,362.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funding from the HRSA agency, to expand COVID-19 vaccine efforts effective September 1, 2023 through December 31, 2024 in an amount not to exceed \$28,362.

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 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: September 8, 2023
SUBJECT: Resolution to Amend the NextGen Healthcare Information Systems Agreement
For the Meeting Agendas of October 2 and October 4, 2023

BACKGROUND

Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to amend an agreement with NextGen Healthcare Inc. to purchase interface software for bi-directional data sharing across electronic health records platforms effective upon approval, in an amount not to exceed \$5,900 and with quarterly maintenance fees of \$500. This interface will enable data sharing between Community Mental Health of Clinton, Eaton and Ingham counties and ICHD’s CHCs to improve healthcare delivery and enhance 340B program revenue. NextGen Healthcare Inc. will support the development and implementation of the bi-directional interface.

ALTERNATIVES

If this resolution is not approved, both agencies will not be able to access timely data for improving healthcare delivery for shared patients.

FINANCIAL IMPACT

The cost of this amendment includes a one-time fee of \$5,900 and quarterly software maintenance fees of \$500. These costs will be covered by 340B program revenue.

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 amending an agreement with NextGen Healthcare Inc. to purchase interface software effective upon approval, and shall renew automatically on an annual basis in an amount not to exceed \$5,900, with quarterly Maintenance fees of \$500.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDING THE NEXTGEN HEALTHCARE
INFORMATION SYSTEMS AGREEMENT**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend an agreement with NextGen Healthcare Inc. to purchase interface software for bi-directional data sharing across electronic health record platforms, effective upon approval and shall renew automatically on an annual basis, for a one-time fee of \$5,900 with quarterly software maintenance fees of \$500; and

WHEREAS, this interface will enable data sharing between Community Mental Health of Clinton, Eaton, and Ingham counties and ICHHD's CHCs to improve healthcare delivery and enhance 340B program revenue; and

WHEREAS, NextGen Healthcare Inc. will support the development and implementation of the bi-directional interface; and

WHEREAS, the cost of this amendment includes a one-time fee of \$5,900 and quarterly software maintenance fees of \$500; and

WHEREAS, these costs will be covered by additional 340B program revenue; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending an agreement with NextGen Healthcare Inc. to purchase interface software for bi-directional data sharing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending an agreement with NextGen Healthcare Inc. to purchase interface software for bi-directional data sharing.

BE IT FURTHER RESOLVED, that the agreement shall be effective upon approval and shall renew automatically on an annual basis, for a one-time fee of \$5,900 with quarterly software maintenance fees of \$500.

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

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

TO: Board of Commissioners Human Services and Finance Committees

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

DATE: July 20, 2023

SUBJECT: Authorization for an Agreement with Michigan Primary Care Association for Billing and Collections technical assistance.

For the Meeting Agendas of October 2, and October 4, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan Primary Care Association (MPCA) to provide Billing and Collection technical assistance effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000. As MPCA has knowledge in billing patient claims and collecting payments on those claims, MPCA will provide technical training to aid in the billing and collection processes. This knowledge will prove invaluable to our daily operations by allowing ICHHD to more efficiently and effectively bill patient claims and collect payments on these claims.

ALTERNATIVES

Choosing not to enter into this agreement would forfeit technical assistance that can improve ICHHD's billing process to more efficiently and effectively bill patient claims and collect payments on these claims.

FINANCIAL IMPACT

The cost of this agreement, in an amount not to exceed \$15,000, will be effective October 1, 2023 through September 30, 2024, and will be covered by ICHHD's 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 entering into an agreement with MPCA to provide technical training, effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000.

Introduced by the Human Services and Finance Committees

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH
MICHIGAN PRIMARY CARE ASSOCIATION**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan Primary Care Association (MPCA) for Billing and Collections technical assistance effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000; and

WHEREAS, this agreement will provide technical training to aid in the billing and collection processes; and

WHEREAS, this agreement will allow ICHHD to more efficiently and effectively bill patient claims and collect payments on these claims; and

WHEREAS, the cost of this agreement is not to exceed \$15,000 and is to be covered by ICHHD's Operating Budget; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with MPCA for billing and collections technical training effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MPCA for billing and collections technical assistance effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000.

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: September 8, 2023
SUBJECT: Authorization for a Data Sharing Agreement to Create a Bidirectional Interface between Community Mental Health of Clinton, Eaton, and Ingham counties and Ingham County Health Department's Electronic Health Record Software Systems

For the Meeting Agendas of October 2, and October 4, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter a data sharing agreement with Community Mental Health of Clinton, Eaton, Ingham counties (CMH-CEI) to create a bi-directional interface between electronic health records platforms of both agencies, effective upon approval. The purpose of an interface is two-fold:

- to enhance healthcare service delivery for shared patients
- to capture 340B program savings from prescription drug scripts for shared patients

ICHD's CHCs have an existing agreement in place with CMH-CEI to provide behavioral health services.

ALTERNATIVES

If this resolution is not approved, we will continue to miss opportunities to provide better care for shared patients, and capture associated 340B program savings.

FINANCIAL IMPACT

There is no cost to enter this agreement.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with CMH CEI to create a bi-directional interface between electronic health records platforms of both agencies, effective upon approval and to be ongoing.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A DATA SHARING AGREEMENT FOR THE CREATION OF A BI-DIRECTIONAL INTERFACE BETWEEN COMMUNITY MENTAL HEALTH OF CLINTON, EATON, AND INGHAM COUNTIES AND INGHAM COUNTY HEALTH DEPARTMENT'S ELECTRONIC HEALTH RECORD SOFTWARE SYSTEMS

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into a data sharing agreement with Community Mental Health of Clinton, Eaton, Ingham counties (CMH-CEI) to create a bi-directional interface between electronic health records platforms of both agencies, effective upon approval; and

WHEREAS, the purpose of the interface is two-fold:

- to enhance healthcare service delivery for shared patients
- to capture 340B program savings from prescription drug scripts for shared patients; and

WHEREAS, ICHHD's CHCs have an existing agreement in place with CMH-CEI to provide behavioral health services; and

WHEREAS, there is no cost to enter this agreement; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with CMH-CEI to create a bi-directional interface between electronic health records platforms of both agencies.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with CMH-CEI to create a bi-directional interface between electronic health records platforms of both agencies.

BE IT FURTHER RESOLVED, that the agreement period shall be effective upon approval and shall renew automatically on an annual basis.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: September 7, 2023
SUBJECT: Authorization to Renew an Agreement with Robin Turner to Provide Facilitation and Outreach Services to the East Lansing Community Health Center’s Community Advisory Committee.

For the Meeting Agendas of October 2 and October 4, 2023

BACKGROUND

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to renew an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center’s Community Advisory Committee (CAC), effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000. In this capacity, Ms. Turner will ensure that CAC meetings take place in accordance with requirements specified by the Michigan Department of Health and Human Services Child and Adolescence Health Center (CAHC) program.

ALTERNATIVES

If we do not renew this agreement, we will not be able to satisfy CAHC program requirements.

FINANCIAL IMPACT

The cost for these services will be \$15,000 and will be covered by the FY24 CHC Operating Budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize renewing an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center’s Community Advisory Committee (CAC), effective October 1, 2023 through September 30, 2024, in an amount not to exceed \$15,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW AN AGREEMENT WITH ROBIN TURNER TO PROVIDE FACILITATION AND OUTREACH SERVICES TO THE EAST LANSING COMMUNITY HEALTH CENTER'S COMMUNITY ADVISORY COMMITTEE

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to renew an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee (CAC), effective October 1, 2023 through September 30, 2024 in an amount not to exceed \$15,000; and

WHEREAS, in this capacity, Ms. Turner will ensure that CAC meetings take place in accordance with requirements specified by Michigan Department of Health and Human Services Child and Adolescence Health Center (CAHC) program; and

WHEREAS, the cost of these services is \$15,000 and will be covered by the FY24 CHC Operating Budget; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize renewing an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee, effective October 1, 2023 through September 30, 2024, in an amount not to exceed \$15,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee, effective October 1, 2023 through September 30, 2024, in an amount not to exceed \$15,000.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: September 7, 2023
SUBJECT: Authorization to Renew Provider Agreement with Ingham Health Plan Corporation
For the meeting agendas of October 2 and October 4, 2023

BACKGROUND

Ingham County Health Department’s (ICHHD’s) Community Health Centers (CHCs) wish to renew the provider agreement with Ingham Health Plan Corporation (IHPC) effective October 1, 2023 through September 30, 2024, and shall renew automatically on an annual basis. IHPC has historically contracted with ICHHD’s CHCs to provide members of the IHPC with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County. Per Resolution #22-466, the current provider agreement is set to expire on September 30, 2023.

ALTERNATIVES

If the agreement is not renewed, ICHC will not be able to receive reimbursement for services provided to IHPC members.

FINANCIAL IMPACT

The provider agreement will allow IHPC to continue paying, on a fee-for-services basis, for primary care services provided to IHPC members assigned to ICHD. ICHD’s CHCs will continue to receive the same fee-for-service payment as other IHPC medical providers, and whereby the reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles, and other similar amounts.

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

If the provider agreement is not renewed, low-income residents of Ingham County, who are presently IHPC members, will lose access to primary care services.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize renewing the provider agreement with IHPC effective October 1, 2023 through September 30, 2024, and shall renew automatically on an annual basis.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RENEW A PROVIDER AGREEMENT WITH
INGHAM HEALTH PLAN CORPORATION**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to renew the provider agreement with Ingham Health Plan Corporation (IHPC) effective October 1, 2023 through September 30, 2024, and shall renew automatically on an annual basis; and

WHEREAS, IHPC has historically contracted with ICHD's CHCs to provide members of the IHPC with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County; and

WHEREAS, per Resolution #22-466, the current provider agreement is set to expire on September 30, 2022; and

WHEREAS, this provider agreement will allow IHPC to continue paying, on a fee-for-services basis, for primary care services provided to IHPC members assigned to ICHD's CHCs; and

WHEREAS, ICHD's CHCs will continue to receive the same fee-for-service payment as other IHPC medical providers, and whereby the reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles, and other similar amounts; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize renewing the provider agreement with IHPC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the renewal of the provider agreement with IHPC.

BE IT FURTHER RESOLVED, that the agreement will be effective October 1, 2023 through September 30, 2024, and shall renew automatically on an annual basis.

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

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

Agenda Item 8

TO: County Service and Finance Committees
FROM: Stacy Byers, Farmland and Open Space Preservation Board
DATE: September 18, 2023
SUBJECT: Resolution authorizing contracts with appraisal, survey, ecological, and title company contractors for the Ingham County Farmland and Open Space Preservation program

PROJECT DESCRIPTION:

The Ingham County Farmland and Open Space Preservation Program requires the service of many servicers to effectively administer the program. The FOSP Board wishes to engage contracts with appraisal, survey, ecological and title company contractors. All contractors submitted proposals to the County Purchasing Department through the RFP process and were selected based on criteria established by the Purchasing and FOSP Directors. The FOSP Board has allocated funds for these specific services in the 2023 budget.

Proposals were sought from qualified and experienced Real Estate Appraisers, Title Companies, Ecological and Engineering firms, and Survey Companies for the purpose of entering into a contract for conducting these services on an as needed basis for the Ingham County Farmland and Open Space Preservation Board. Below is the list of contractors the FOSP Board desires to enter into contracts with and their proposed fees.

<u>Awarded Appraisal Firms</u>	<u>Summary Report</u>	<u>Local</u>
Carlson Appraisal Company	\$2500 - 4,000.00	Yes
Valbridge Property Advisors	\$2500-5,000.00	Yes
<u>Awarded Survey Firms</u>	<u>Stake Survey</u>	<u>Local</u>
Enger Surveying and Engineering	\$100.00/hour Dependent on position	Yes
PEA Group	\$180.00/hour Dependent on position	Yes
Wolverine Engineers and Surveyors, Inc.	\$130.00/hour Dependent on position	Yes
<u>Awarded Title Company's</u>	<u>Title Services</u>	<u>Local</u>
Bell Title Company	\$2344.00 preliminary search \$140 for updates	Yes
<u>Awarded Ecological Services Company's</u>	<u>Services Cost</u>	<u>Local</u>
TriTerra	\$65.00 - \$90.00/hour Dependent on Position and Farm Size	Yes

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE VARIOUS CONTRACTS FOR THE FARMLAND AND OPEN SPACE PRESERVATION PROGRAM

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, appraisals, title searches, baseline reports, and surveys require due diligence to close conservation easements; and

WHEREAS, the Purchasing Department sought proposals from experienced vendors and after review and evaluation, the evaluation team is recommending that five-year contracts be issued with the following contractors, who were determined to be the most qualified candidates:

<u>Awarded Appraisal Firms</u>	<u>Summary Report</u>	<u>Local</u>
Carlson Appraisal Company	\$2,500 - 4,000	Yes
Valbridge Property Advisors	\$2,500-5,000	Yes

<u>Awarded Survey Firms</u>	<u>Stake Survey</u>	<u>Local</u>
Enger Surveying and Engineering	\$100/hour Dependent on position	Yes
PEA Group	\$180/hour Dependent on position	Yes
Wolverine Engineers and Surveyors, Inc.	\$130/hour Dependent on position	Yes

<u>Awarded Title Company's</u>	<u>Title Services</u>	<u>Local</u>
Bell Title Company	\$2,344 preliminary search \$140 for updates	Yes

<u>Awarded Ecological Services Company's</u>	<u>Services Cost</u>	<u>Local</u>
TriTerra	\$65 - \$90/hour Dependent on Position and Farm Size	Yes

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes five-year contracts as follows, effective the date of execution for the purpose of conducting professional services on properties approved for purchase through the Ingham County Farmland and Open Space Preservation Program:

<u>Awarded Appraisal Firms</u>	<u>Summary Report</u>	<u>Local</u>
Carlson Appraisal Company	\$2,500 - 4,000	Yes
Valbridge Property Advisors	\$2,500-5,000	Yes

<u>Awarded Survey Firms</u>	<u>Stake Survey</u>	<u>Local</u>
Enger Surveying and Engineering	\$100/hour Dependent on position	Yes
PEA Group	\$180/hour Dependent on position	Yes
Wolverine Engineers and Surveyors, Inc.	\$130/hour Dependent on position	Yes

<u>Awarded Title Company's</u>	<u>Title Services</u>	<u>Local</u>
Bell Title Company	\$2,344 preliminary search \$140 for updates	Yes

<u>Awarded Ecological Services Company's</u>	<u>Services Cost</u>	<u>Local</u>
TriTerra	\$65 - \$90/hour Dependent on Position and Farm Size	Yes

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

Agenda Item 9

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: September 19, 2023

RE: Resolution to Authorize a Service Warranty Renewal with Smiths Detection for the Maintenance on Both X-ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building

For the meeting agendas of: October 3 & 4

BACKGROUND

The x-ray machines at the Veterans Memorial Courthouse and Grady Porter Building no longer have a warranty to support any repairs the machines may need as the machines are reaching the end of their useful life. Repairs to the x-ray machines can cost thousands of dollars and these machines are necessary for the safety of the staff and public.

Smiths Detection submitted a proposal of \$19,324 for two-years to perform inspections, maintenance and/or repairs.

ALTERNATIVES

The alternative would be to not approve risking the functionality of the machines that are a necessity for the staff of those within the building.

FINANCIAL IMPACT

Funds are available in the Veterans Memorial Courthouse maintenance contractual line item #631-26720-931100.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a service warranty renewal with Smiths Detection for the maintenance on both x-ray screening machines at the Veterans Memorial Courthouse and Grady Porter Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SERVICE WARRANTY RENEWAL WITH SMITHS
DETECTION FOR THE MAINTENANCE ON BOTH X-RAY SCREENING MACHINES AT THE
VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING**

WHEREAS, the x-ray machines at the Veterans Memorial Courthouse and Grady Porter Building no longer have a warranty to support any repairs the machines may need as the machines are reaching the end of their useful life; and

WHEREAS, repairs to the x-ray screening machines can cost thousands of dollars; and

WHEREAS, these x-ray screening machines are necessary for the safety of the staff and public; and

WHEREAS, the Facilities Department recommends a service warranty renewal with Smiths Detection who submitted a proposal of \$19,324 for the maintenance on both x-ray screening machines at the Veterans Memorial Courthouse and Grady Porter Building for a two-year term; and

WHEREAS, funds are available in the Veterans Memorial Courthouse maintenance contractual line item #631-26720-931100 line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Smith Detection, 2202 Lakeside Blvd., Edgewood, Maryland 21040, for the service warranty on both x-ray screening machines at the Veterans Memorial Courthouse and Grady Porter Building for a two-year term in the amount of \$19,324.

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

Agenda Item 10

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: September 18, 2023

RE: Proposed Resolution to Amend an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project

For the October 3, 4 and 10 meeting agendas

BACKGROUND

The Ingham County Road Department has been awarded Highway Safety Improvement Program (HSIP) funds to construct a roundabout at the intersection of Columbia Road and Eifert Road in Sections 3, 4, 9, and 10 of Aurelius Township. The HSIP provides federal funding for 90% of the construction costs up to the capped amount of \$750,000 and 50% of the preliminary engineering costs up to the capped amount of \$73,000. The Road Department is responsible for the 10% construction match, 50% preliminary engineering match, 100% of the construction engineering and 100% of the right of way costs.

Ingham County, on behalf of the Road Department, entered into Contract #23-5245 with the Michigan Department of Transportation (MDOT) per Resolution #23-249 to define the preliminary engineering funding responsibilities for this project. Per the MDOT Contract, the HSIP funding for design costs is capped at \$36,500, requiring a match by the Road Department, for a total available design budget of \$73,000.

Ingham County, on behalf of the Road Department, entered into an agreement (Resolution #23-171) with DLZ Michigan, Inc. to perform the design work necessary for the Columbia Road and Eifert Road Intersection Project for a fee of \$62,314.01. A contingency in the amount of \$18,685.99 was also authorized per Resolution #23-171, for a maximum project budget of \$81,000.

The Road Department was recently informed by MDOT that an archeological survey was required to be performed within the road right-of-way and the grading permit areas for this project. This requirement was not anticipated when the contract was initially awarded to DLZ. Therefore, DLZ contacted several subconsultants to provide a fee proposal for this work, upon which the Road Department ultimately selected Commonwealth Heritage Group to perform the services for a not-to-exceed fee of \$16,824. The selected subconsultant for this project is the same one that performed the archeological survey for another recent Road Department project, so the consultant is very familiar with the new requirements being enforced by MDOT.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department is requesting the project budget to be amended from \$81,000 (\$62,314.01 original DLZ budget plus \$18,685.99 contingency) to \$97,824 to accommodate the \$16,824 fee for the archeological survey required by MDOT. While the existing contingency is sufficient to accommodate the additional archeological survey fee, the Road Department is requesting the contingency be maintained for any further unexpected costs, such as discovering artifacts during the archeological excavation and/or any other issues that may arise in the final stages of the design phase.

With the revised design fee and contingency, the total contract cost could be up to \$97,824. This design fee equates to 6.5% of the estimated construction costs for the project, which is still well within the anticipated budget range for these types of services.

The cost for the preliminary engineering services is included in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution to amend the engineering services agreement with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN ENGINEERING DESIGN SERVICES CONTRACT
WITH DLZ MICHIGAN, INC. FOR THE
COLUMBIA ROAD AND EIFERT ROAD INTERSECTION PROJECT**

WHEREAS, the Road Department received Highway Safety Improvement Program funding to construct a roundabout at the intersection of Columbia Road and Eifert Road in Sections 3, 4, 9, and 10 of Aurelius Township, which funds the preliminary engineering costs up to a capped funding amount of \$73,000, of which the federal participation ratio is 50%, resulting in \$36,500 in federal aid and \$36,500 in Road Department costs; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into Contract #23-5245 with the Michigan Department of Transportation (MDOT) per Resolution #23-249 to define the design engineering funding responsibilities for this project; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into an agreement with DLZ Michigan, Inc. to perform the preliminary engineering work necessary for the Columbia Road and Eifert Road Intersection Project per Resolution #23-171, for a total preliminary engineering budget of \$81,000, which includes a \$18,685.99 contingency; and

WHEREAS, MDOT recently required an archeology survey be performed at this project within the road right-of-way and grading permit limits, requiring an amendment to the engineering services agreement; and

WHEREAS, a budget amendment is requested with DLZ Michigan, Inc. in the amount of \$16,824 to hire a subconsultant to conduct an archeological survey, assuming no artifacts are discovered during the excavation, for a total revised engineering design services budget of \$79,138.01, while maintaining a project contingency in the amount of \$18,685.99, for a total project budget of \$97,824; and

WHEREAS, the proposed amended budget and contingency are included in the Road Department's 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending an engineering design services contract for the Columbia Road and Eifert Road Intersection Project with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, for a revised design fee of \$79,138.01, while maintaining a project contingency in the amount of \$18,685.99, for a total project budget of \$97,824.

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 and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: September 19, 2023
SUBJECT: Resolution Clarifying the MERS Plan Adoption Agreement
For the meeting agendas of October 3 and October 4

BACKGROUND

In 2021, MERS implemented several modifications to the way in which defined benefit, defined contribution and hybrid plans are administered. In this regard, MERS required completion of an Adoption Agreement Addendum and governing body approval for each of our plans' divisions to affirmatively document our plans' provisions on file with MERS. The Ingham County Board of Commissioners authorized the submission of such addendums for each division following review of required items and confirmation how Ingham County would like these to be administered in 2021 and forward with Resolution #21 – 090. Following review of these submissions, an amendment to the existing Adoption Agreements for the Defined Benefit Plan and the Hybrid Plan clarifying plan eligibility is required to reflect that employees classified as part-time, temporary, and seasonal are not eligible for participation in these plans.

ALTERNATIVES

Unless an amendment to the existing Adoption Agreements for the Defined Benefit Plan and the Hybrid Plan is authorized, addendum information will remain incomplete as to eligibility for participation in these plans.

FINANCIAL IMPACT

There are no funding or budget impacts.

STRATEGIC PLAN CONSIDERATIONS

N/A

OTHER CONSIDERATIONS

MERS requires complete information as to eligibility for participation in the Defined Benefit Plan and the Hybrid Plan.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to clarify the MERS Plan Adoption Agreement.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CLARIFYING THE MERS PLAN ADOPTION AGREEMENT

WHEREAS, in 2021, Municipal Employees' Retirement System of Michigan (MERS) implemented several modifications to the way in which defined benefit, defined contribution, and hybrid plans are administered; and

WHEREAS, in this regard, MERS required completion of an Adoption Agreement Addendum and governing body approval for each plans' divisions to affirmatively document the plans' provisions on file with MERS; and

WHEREAS, the Ingham County Board of Commissioners authorized the submission of such addendums for each division following review of required items and confirmation how Ingham County would like these to be administered in 2021 and forward with Resolution #21 – 090; and

WHEREAS, following review of these submissions, an amendment to the existing Adoption Agreements for the Defined Benefit Plan and the Hybrid Plan clarifying plan eligibility is required to reflect that employees classified as part-time, temporary, and seasonal are not eligible for participation in these plans.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the existing Adoption Agreements for the Defined Benefit Plan and the Hybrid Plan clarifying plan eligibility to reflect that employees classified as part-time, temporary, and seasonal are not eligible for participation in these plans.

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

Agenda Item 11b

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: September 19, 2023
SUBJECT: Resolution to Approve UAW TOPS and Managerial and Confidential Reclassification Requests
For the meeting agendas of October 3 and October 4

BACKGROUND

The UAW TOPS collective bargaining agreement, and the Managerial and Confidential Employee Personnel Manual are effective January 1, 2022 through December 31, 2024. These documents include a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in these groups. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

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

STRATEGIC PLAN CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UAW TOPS AND MANAGERIAL AND CONFIDENTIAL RECLASSIFICATION REQUESTS

WHEREAS, the UAW TOPS collective bargaining agreement and the Managerial and Confidential Employee Personnel Manual are effective January 1, 2022 through December 31, 2024; and

WHEREAS, these documents include a process for employee submission of reclassification requests; and

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

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>
601008	Bookkeeping Coordinator	Move from UAW F to UAW H
601285	Community Health Rep. III To Health & Resources Navigator Program Specialist	Move from UAW E to UAW F
140087	Family Center Supervisor	Move from MC 10 to MC 12
140088	Family Center Supervisor	Move from MC 10 to MC 12
662002	Youth Center Supervisor	Move from MC 9 to MC 10
662003	Youth Center Supervisor	Move from MC 9 to MC 10
662004	Youth Center Supervisor	Move from MC 9 to MC 10
662005	Youth Center Supervisor	Move from MC 9 to MC 10
662006	Youth Center Supervisor	Move from MC 9 to MC 10

<u>Position Title</u>	<u>2023</u> <u>Current Grade, Step 5</u>	<u>2023</u> <u>Proposed Grade, Step 5</u>	<u>Difference</u>
Bookkeeping Coordinator	UAW F: 49,652.19	UAW H: 55,603.90	5,951.71
Health & Res. Nav. Prog. Sp.	UAW E: 46,971.90	UAW F: 49,652.19	2,680.29
Family Center Supervisor	MC 10: 85,484.68	MC 12: 99,121.01	13,636.33
Family Center Supervisor	MC 10: 85,484.68	MC 12: 99,121.01	13,636.33
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
TOTAL:			72,475.96

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.

Agenda Item 12a

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: September 19, 2023
SUBJECT: Resolution to Approve a Letter of Understanding with Ingham County Employees' Association (ICEA) Park Rangers Regarding Parks Temporary and Seasonal Employees
For the meeting agendas of October 2 and 3

BACKGROUND

The Parks Department has worked with Corporate Counsel, Human Resources and the ICEA Park Rangers bargaining unit to allow Seasonal employees to work longer than nine (9) months without being required to take three (3) months off. This Letter of Understanding (LOU) addresses this issue by allowing a Seasonal employee to be retained for a period greater than one (1) year at the discretion of the Employer as long as the employee does not exceed 1,508 hours per year.

ALTERNATIVES

N/A.

FINANCIAL IMPACT

No financial impact, the Parks Department has sufficient funds in its operating budget to cover the additional hours worked.

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 A LETTER OF UNDERSTANDING WITH INGHAM COUNTY EMPLOYEES' ASSOCIATION (ICEA) PARK RANGERS REGARDING PARKS TEMPORARY AND SEASONAL EMPLOYEES

WHEREAS, the Parks Department has a difficult time keeping trained Seasonal employees due to the requirement that Seasonal employees work nine (9) months than are required to take three (3) months; and

WHEREAS, the Ingham County Employees' Association (ICEA) Park Rangers, which represent Parks workers, agree that for the efficiency of operations to limit training and increase knowledge among staff in the parks, Seasonal employees should be retained for a greater duration than currently authorized in the collective bargaining agreement; and

WHEREAS, a Letter of Understanding (LOU) has been agreed upon and signed by the ICEA Park Rangers, which amends the collective bargaining agreement to change the definition of Seasonal employees to allow a Seasonal employee to be scheduled on a full-time or part-time basis, but not allowed to work in excess of 1,508 hours per year in a county position and be retained for a period greater than one (1) year at the discretion of the Employer, however, the employee shall not exceed the above prescribed annual hourly limit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into the attached letter of understanding with the ICEA Park Rangers collective bargaining unit to change the definition of Seasonal employees.

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

**LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
AND
INGHAM COUNTY EMPLOYEES' ASSOCIATION
PARK RANGERS**

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the “Employer”) and the INGHAM COUNTY EMPLOYEES ASSOCIATION (the “Association”) are parties to a collective bargaining agreement with a term running through December 31, 2024 (the “Agreement”); and

WHEREAS, the agreement contains Article 12, Section 1, Sub-Section C, which limits the Employer’s utilization of seasonal employees to six (6) months or less; and

WHEREAS, for the efficiency of operations to limit training and increase knowledge among staff in the parks, the Employer is in need of retaining seasonal employees to remain employed with the County for a greater duration than currently authorized in the collective bargaining agreement; and

WHEREAS, the parties are in agreement to amend Article 12, Section, Sub-Section C to allow the employer to retain seasonal employees for a period beyond six (6) months and change the definition of seasonal employees.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

1. Section 1 of Article 12 is amended as follows:

C. Temporary and Seasonal employees: An employee who is hired for a period of six (6) months or less will be considered a temporary employee and shall not attain seniority and shall be compensated by wages only. Temporary employees who are hired into full-time positions shall have their seniority commence on their first day of employment in the full-time position. Temporary employees shall be scheduled to work 29 hours or less per week not to exceed 1508 hours.

An employee who is hired for a position only to perform summer and/or winter work, will be considered a "seasonal employee" and shall not attain seniority in the bargaining unit and shall be compensated by wages only, and shall not be covered by the provisions of this Agreement. A seasonal employee may be scheduled on a full-time or part-time basis but must not work in excess of 1508 hours per year in a county position. A seasonal employee may be retained for a period greater than one (1) year at the discretion of the Employer, however, the employee shall not exceed the above prescribed annual hourly limit.

Calendar weeks during which an employee works twenty (20) hours or less shall not be used to calculate length of employment for purposes of this subsection.

2. All other terms of the collective bargaining agreement between the Employer and the Union shall govern the terms and conditions of employment for the employees. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.

COUNTY OF INGHAM

**INGHAM COUNTY EMPLOYEES
ASSOCIATION**

Ryan Sebolt, Chairperson
County Board of Commissioners

Chris Wascher, President

Date: _____

Date: _____

Tim Morgan, Director
Ingham County Parks Department

Jeff Donahue, Attorney

Date: _____

Date: _____

APPROVED AS TO FORM FOR
COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: _____
Gordon J. Love

Agenda Item 12b

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: September 19, 2023
SUBJECT: Resolution to Amend Agreement with BS&A for Enterprise Resource Planning (ERP) Software Conversion and Training
For the meeting agendas of October 2 and 3

BACKGROUND

The Board of Commissioners approved Resolution #23-370 approving an agreement with BS&A for enterprise software on August 22, 2023. Unfortunately, the first year Software Service (SaaS) fees and hosting fees were not included in the resolution. The cost for these services is \$172,405 annually for the SaaS fees and \$17,800 for the hosting fees.

ALTERNATIVES

N/A.

FINANCIAL IMPACT

The first year fees of \$190,205 for SaaS and hosting fees are included in the 2024 CIP, outer years will be included in yearly operating budgets.

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 AMEND AGREEMENT WITH BS&A FOR ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE CONVERSION AND TRAINING

WHEREAS, the Ingham County Board of Commissioners approved Resolution #23-370, an agreement with BS&A for Enterprise Resource Planning (ERP) on August 22, 2023; and

WHEREAS, the fee breakdown included with Resolution #23-370 did not include the first year Software Service (SaaS) fees and hosting fees; and

WHEREAS, first year SaaS fees are \$172,405 and hosting fees are \$17,800; and

WHEREAS, funding is available in the 2024 CIP.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the agreement with BS&A for County-wide ERP software conversion and training to include \$172,405 for SaaS fees and \$17,800 for hosting fees for a not to exceed amount of \$190,205.

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

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

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Gregg Todd, Controller
DATE: June 28, 2023
SUBJECT: Resolution to Authorizing 2024 Agreements for Juvenile Justice Community Agencies
For the meeting agendas of September 28 and October 4, 2023

BACKGROUND

This resolution would authorize contracts for the 2024 Juvenile Justice Community Agency Process. The Board of Commissioners has reserved \$185,000 in Juvenile Justice Millage (JJM) funds to contract with qualified vendors to increase the capacity of the County Juvenile Justice System for the treatment of delinquent and disturbed youth consistent with the provisions of the millage.

The Law & Courts Committee will review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #23-346 “Resolution to Adopt the 2024 Juvenile Justice Community Agency Process Calendar” and other background material will be distributed to the Board of Commissioners prior to the September 28 Law & Courts Committee meeting.

The current 2023 allocation is as follows:

• Child & Family Charities – Juvenile Screening & Assessment Program	\$49,048
• Child and Family Charities – Teen Court	\$33,462
• Resolution Services Center of Central Michigan – Restorative Justice	\$67,000
• Small Talk – Health Boundaries/Mental Health Therapy	<u>\$50,000</u>
	\$199,510

FINANCIAL IMPACT

In 2024, \$185,000 is allocated for this purpose.

The 2024 agency requests for funds are:

• Child & Family Charities – Juvenile Screening & Assessment Program	\$53,953
• Child and Family Charities – Teen Court	\$36,808
• Resolution Services Center of Central Michigan – Restorative Justice	\$68,000
• Small Talk – Health Boundaries/Mental Health Therapy	\$30,000
• NEW Eastside Community Action Center – C.O.P.E for Youth	<u>\$50,000</u>
	\$238,761

The requests total \$53,761 more the \$185,000 allocated, the audited 2022-year end fund balance is \$2,080,009 for the Juvenile Justice Millage Fund. Corporate Counsel has opined that all of these requests are Juvenile Justice Millage eligible.

RECOMMENDATION

Funding for these agencies consistent with the provisions of the millage is at the discretion of the Board of Commissioners.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING 2024 AGREEMENTS FOR JUVENILE JUSTICE COMMUNITY AGENCIES

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006, 2012, 2016, and 2022 for the purpose of funding an increase to Ingham County’s capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #23-346, reserving a pool of \$185,000 in Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the audited 2022-year end fund balance is \$2,080,009 for the Juvenile Justice Millage Fund; and

WHEREAS, the County has received applications for the 2024 Juvenile Justice Community Agency process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2024 through December 31, 2024, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2024 Budget as stated below, and for the services to Ingham County residents previously approved by the Law & Courts Committee:

- Child & Family Charities – Juvenile Screening & Assessment Program \$----
- Child and Family Charities – Teen Court \$----
- Resolution Services Center of Central Michigan – Restorative Justice \$----
- Small Talk – Health Boundaries/Mental Health Therapy \$----
- Eastside Community Action Center – C.O.P.E. for Youth \$----

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