

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
RYAN SEBOLT
DERRELL SLAUGHTER
CHRIS TRUBAC
IRENE CAHILL
ROBIN NAEYAERT
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, NOVEMBER 1, 2021 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/83587032242>.

Agenda

Call to Order

Approval of the [October 18, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the [Annual Work Plan for 2022](#)
2. Michigan Rehabilitation Services – Resolution to Authorize a Cooperative Cash Match Agreement with [Michigan Rehabilitation Services](#)
3. Parks Department
 - a. Resolution to Authorize a Purchase Order with [Kassbohrer All-Terrain Vehicles](#) as a Sole Source Vendor for Preventative Maintenance Service of the Snow Groomer at Hawk Island
 - b. Resolution to Authorize a Contingency Fund Appropriation for a Contract with [Discount Tree Sales](#) for Tree Planting at the Ingham County Medical Care Facility
4. Health Department
 - a. Resolution to Convert Position #601537 from a CHC Accountant to a [Finance & Grant Analyst](#) Position
 - b. Resolution to Reclassify the [Clinical Services Manager](#) Position
5. Health Department/Sheriff's Office
 - a. [Jail Medical](#) Update (*Discussion*)
 - b. Resolution to Authorize Additional Funding for [Recruiting](#) Expenses Associated with Jail Medical Positions
 - c. Resolution to Authorize Market Salary Exception Increases for [Jail Nurse](#) and Jail Nurse/LPN Positions

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.

HUMAN SERVICES COMMITTEE
October 18, 2021
Draft Minutes

Members Present: Tennis, Cahill, Maiville, Naeyaert (Ingham County, Michigan), Sebolt, Slaughter, and Trubac.

Members Absent: None.

Others Present: Jared Cypher, Mary Konieczny, and others.

The meeting was called to order by Chairperson Tennis 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/83587032242>.

Approval of the October 4, 2021 Minutes

CHAIRPERSON TENNIS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE OCTOBER 4, 2021 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Substitute –

4. Controller's Office – Resolution Approving a Statement of Work Under the Master Services Agreement Between LynxDx, Inc. and Ingham County for Employee COVID-19 Testing

Limited Public Comment

None.

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

1. Fairgrounds
 - b. Resolution to Reclassify Fair Secretary Position to Administrative Assistant
2. Parks Department – Resolution to Amend the City of Williamston Trails and Parks Millage Agreement
3. Health Department
 - a. Resolution to Authorize an Administrative Service Agreement with Blue Cross Blue Shield of Michigan at the Ingham County Jail
 - b. Resolution to Authorize Acceptance of a 2021-2022 Americorps State Grant

- c. Resolution to Amend the Azara Sublicense Agreement with Michigan Primary Care Association
 - d. Resolution to Authorize an Agreement with Dignified Aging
 - e. Resolution to Authorize an Agreement with Hospital Network Healthcare Services Medical Waste Management/Disposal through HPS Group Purchasing Contract
 - f. Resolution to Accept FY 2022 Child and Adolescent Health Center Program Funds
 - g. Resolution to Accept Michigan Department of Health and Human Services Funding for Minority Health Community Capacity Building 2022 Initiative
4. Controller's Office – Resolution Approving a Statement of Work Under the Master Services Agreement Between LynxDx, Inc. and Ingham County for Employee COVID-19 Testing
 5. Human Services Committee – Resolution to Authorize Positions, Contracts, and Other Expenses to Increase Treatment Programming for 2022 as Authorized by the Justice Millage

THE MOTION CARRIED UNANIMOUSLY.

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

1. Fairgrounds
 - a. Resolution to Authorize an Amendment to the Contract with Sterle Builders

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

Commissioner Maiville disclosed his personal relationship with the owner of Sterle Builders.

THE MOTION CARRIED UNANIMOUSLY.

6. Board Referral – Resolution 2021-09-01 from the Roscommon Board of Commissioners Opposing Proposed Legislative Changes to Current Mental Health Systems

Chairperson Tennis stated the referral would be placed on file.

Announcements

Commissioner Slaughter asked if there was any follow up from Child and Family Charities.

Chairperson Tennis stated a resolution was in the process of preparation for the November 15, 2021 Human Services Committee meeting.

Commissioner Trubac asked for the amount that was decided upon for the resolution.

Chairperson Tennis stated the resolution allotted 3 million dollars to Child and Family Charities, with the contingency that Child and Family Charities secured an additional 3 million dollars from other sources, and provided context of the request for Commissioner Cahill.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:36 p.m.

NOVEMBER 1, 2021 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2022

This resolution authorizes the 2022 agreement for MSU Extension services. For the period January 1, 2022 to December 31, 2022, the County shall pay to MSUE \$290,940 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$136,983 and \$153,957 for additional personnel, as described in the agreement. Payment will be made the first month of each quarter of the county fiscal year. Funding for this agreement is included in the 2022 budget.

2. Michigan Rehabilitation Services – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. This agreement is similar to other agreements the Board of Commissioners has authorized, going back to 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern. The agreement will not exceed \$444,444 (\$120,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2021 through September 30, 2022.

3. Parks Department

- a. Resolution to Authorize a Purchase Order with Kassbohrer All-Terrain Vehicles as a Sole Source Vendor for Preventative Maintenance Service of the Snow Groomer at Hawk Island

This resolution authorizes a Purchase Order to be issued to Kassbohrer All-Terrain Vehicles as a sole source vendor for preventative maintenance services in the amount not to exceed \$4,423.49. The resolution also authorizes the necessary budget adjustments to provide funding for the Purchase Order.

- b. Resolution to Authorize a Contingency Fund Appropriation for a Contract with Discount Tree Sales for Tree Planting at the Ingham County Medical Care Facility

This resolution authorizes the Controller/Administrator to transfer up to \$8,720 from the 2021 Ingham County Contingency account to enter into a contract with Discount Tree Sales for tree planting at the Medical Care Facility to reduce the amount of noise and light reaching neighbor dwellings. There is \$233,925 remaining available in the 2021 contingency fund.

4. Health Department

- a. Resolution to Convert Position #601537 from a CHC Accountant to a Finance & Grant Analyst Position

This resolution authorizes the conversion of Position #601537 from a CHC Accountant to a Finance & Grant Analyst position. Both positions are ICEA Prof-07 positions, so there is no long-term financial impact resulting from this conversion.

b. *Resolution to Reclassify the Clinical Services Manager Position*

This resolution reclassifies the Clinical Services Manager position. The Clinical Services Manager position is currently at an MC 11 (\$69,923.85 - \$83,930.39) and would be increased to an MC 12 (\$75,076.87 to \$90,111.79). The financial impact, of this reclassification, based on step 5 is \$6,181.40, which will be covered by the Community Health Center’s operating budget.

5. *Health Department/Sheriff’s Office*

b. *Resolution to Authorize Additional Funding for Recruiting Expenses Associated with Jail Medical Positions*

This resolution will authorize an appropriation of up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses. Recruiting Ingham County Jail Medical Staff has been continuously difficult and employers nation-wide are competing to hire from a limited pool of available and qualified medical staff. The Sheriff’s Office, the Health Department, and the Human Resources Department are working to develop a recruitment plan for these specialized positions. This appropriation will make funding available for that purpose.

See memo for details.

c. *Resolution to Authorize Market Salary Exception Increases for Jail Nurse and Jail Nurse/LPN Positions*

This resolution will authorize the following recommended pay scale adjustments to achieve target market salaries for these two position classifications, effective the first full pay period following approval of this resolution:

Position (Title)	Current Classification/ Grade	Salary Max (Step 5)	Current Classification/ Grade/Pay Rate	Salary Max (step 5)	Difference
Jail Nurse (5 positions)	ICEA PRO8	\$70,997	ICEA PRO8 + 8%	\$76,677	\$5,650
Jail Nurse/LPN (1 position)	UAW/G	\$47,848	UAW/I	\$53,591	\$5,743

This resolution will increase the rate of pay of the five Jail Nurse positions by 8%. This will be in addition to the reclassification of the positions approved by Resolution #20-128, which resulted in a wage increase of 11.7% at that time. This resolution will also change the classification of the Jail Nurse/LPN position from a UAW/G to a UAW/I, resulting in a wage increase of 12.0%. The long-term cost of these increases (wages and fringes) will be \$47,245.

See memo for details.

OTHER ITEMS:

4. *Health Department/Sheriff’s Office*

a. *Jail Medical Update (Discussion)*

Agenda Item 1

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: October 12, 2021

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County
For the meeting agendas of November 1 and November 3

BACKGROUND

There have been agreements between Michigan State University (MSU) and Michigan counties for nearly a century. For fiscal year 2022, Michigan State University Extension (MSUE) is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets each county's share of the cost of maintaining the network of Extension Educators.

ALTERNATIVES

There are no feasible alternatives. Absent this agreement a separate, county structure would need to be established to provide these services at tremendous cost and effort.

FINANCIAL IMPACT

For the period January 1, 2022 to December 31, 2022, the County shall pay to MSUE \$290,940 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$136,983 and \$153,957 for additional personnel, as described in the agreement. Payment will be made the first month of each quarter of the county fiscal year.

STRATEGIC PLANNING IMPACT

This resolution supports the 5-year action plan Goal C, strategy C7, implementation task B: Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission and the environmental health division of the Health Department. It also supports the overarching long-term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS

The 2022 agreement provides for 1.0 FTE MSU employed clerical support staff, and 1.0 FTE County employed clerical support staff. In the past, the County provided 2.0 FTE. This change is the result of a vacant position that is being held open for 2022.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY
APPROVING THE ANNUAL WORK PLAN FOR 2022**

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone, and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet, and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules, and regulations prohibiting discrimination.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of \$290,940 with MSU Extension for the period of January 1, 2022 through December 31, 2022 for delivery of Extension services and education.

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

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

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES ("Agreement") is entered into on _____ by and between Ingham County, Michigan ("County"), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY ("MSU") on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (MSUE").

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation's land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan's economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

Further, as an organization committed to the principles of diversity, equity and inclusion, we will work collaboratively with our community partners to ensure participation from the broad human diversity of each community (including race, color, religion, national origin, age, sex, disability, height, weight, marital status, gender, gender identity (gender expression), political beliefs, sexual orientation, family status, veteran status or any other factor prohibited by applicable law) and work to make our programs accessible and inclusive of the multiple realities and forms of knowledge that will support equitable outcomes for all throughout Michigan's 83 counties;

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.

2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. 1.5 FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel ("Personnel").
6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient office space to house Extension staff as agreed upon between the County and the MSUE District Director.
 - b. Utilities, including telephone and telephone service sufficient to meet the needs of Personnel utilizing MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs to Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible.
3. Clerical support for staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

1.0 FTE MSU Employed Clerical Support Staff
1.0 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at .5 FTE
5. Funding for additional 4-H program capacity at .5 FTE
6. Funding for additional paraprofessional(s) at 0 FTE
7. Total Annual Assessment in the amount of **\$290,940**

Payments due and payable under the terms of this agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, Michigan 48824

C. Staffing and Financial Summary:

A. Base Assessment (includes 1.5 FTE 4-H Program Coordination)	\$136,983
ADDITIONAL PERSONNEL	
B. 1.0 FTE Clerical Support Staff to be employed by MSU	\$66,674
C. .5 FTE Educator (Program Area: Horticulture, AABI)	\$53,946
D. .5 FTE Additional 4-H Program Coordination	\$33,337
E. 0 FTE Additional paraprofessional staff	\$0
TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2022:	\$290,940

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2022, the first day of the County budget year 2022 and shall terminate on the last day of such County budget year 2022. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Ingham County Administrator's Office, 241 S. Jefferson, PO Box 319, Mason, Michigan 48854, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control,

including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.

3. **Assignment.** This agreement is non-assignable and non-transferable.
4. **Entire Agreement.** This Agreement, with its Appendix "A" is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

**BOARD OF TRUSTEES OF
MICHIGAN STATE UNIVERSITY**

By: _____

Evonne Pedawi
Contract & Grant Administration

Its: _____

Date: _____

INGHAM COUNTY

By: _____

Print name: _____

Its: _____

(title)

Date: _____

Appendix A
Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever-changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media platforms. We view communication with our constituents through Facebook, Twitter, Instagram, YouTube, and other emerging social media to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:
NetRange35.8.0.0 - 35.9.255.255 CIDR35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

Office 365 – Details on what to open are at <https://docs.microsoft.com/en-us/microsoft-365/enterprise/urls-and-ip-address-ranges?view=o365-worldwide>
search.msu.edu

35.9.160.36 (1935,443) authentication)
45.60.149.216
35.9.247.31 (zoom.msu.edu)
d2l.msu.edu (80 and 443) (D2L – Desire to Learn @ Brightspace.com)
108.161.147.0/24, 199.231.78.0/24, 64.62.142.12/32, 209.206.48.0/20 (external) Meraki Cloud communication
199.231.78.148/32, 64.156.192.245/32 (external) Meraki VPN registry

The following applications are necessary on all computers – MS Office (preferably O365, MSUE provides MS licensing), Adobe Acrobat, Zoom, SAP client, VPN client, Antivirus. (Most recent version of Chrome, Firefox, or Edge)

Other notable web server/sites IP addresses:

canr.msu.edu – 52.5.24.1
msue.anr.msu.edu – 52.5.24.1
events.anr.msu.edu/web3.anr.msu.edu – 45.60.11.113
web2.canr.msu.edu | web2.msue.msu.edu - 35.8.200.220
master Gardener (External) – 128.120.155.54
extension.org (External) – 54.69.217.186 msu.zoom.us (External)

Questions may be directed to anr.support@msu.edu where they will be routed to the best person to assist you.

Agenda Item 2

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: October 25, 2021
SUBJECT: Cash Match Agreement with Michigan Rehabilitation Services
For the meeting agendas of November 1 and November 3

BACKGROUND

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. This agreement is similar to other agreements the Board of Commissioners has authorized, going back to 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern.

ALTERNATIVES

If this resolution was not approved, Michigan Rehabilitation Services would have to find another partner to act as the pass-through entity for the local match funding provided by Peckham Inc.

FINANCIAL IMPACT

The agreement will not exceed \$444,444 (\$120,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2021 through September 30, 2022.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT WITH MICHIGAN REHABILITATION SERVICES

WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, prior to 2008 the Ingham County Department of Human Services (DHS) had a long-standing agreement with MRS to act as a pass-through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS came under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the state; and

WHEREAS, Ingham County has been identified as an appropriate pass through entity to help maintain this agreement since 2008; and

WHEREAS, MRS wishes to enter into other, similar cash match agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed \$444,444 (\$120,000 local match) with Michigan Department of Health and Human Services – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, placement supports and supported employment services to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this agreement is contingent upon the execution of agreements with Peckham Inc., to provide Ingham County's local match portion (\$120,000), and no county funds will be used for this purpose.

BE IT FURTHER RESOLVED, that the term of the agreements shall be October 1, 2021 through September 30, 2022.

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 this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 19, 2021
SUBJECT: Kassbohrer All-Terrain Vehicles, Sole Source
For the meeting agenda of 11/1/21 Human Services and 11/3/21 Finance

BACKGROUND

Hawk Islands snow groomer is in need of preventative maintenance. Kassbohrer All-Terrain Vehicles is the sole source and manufacturer for this specialty piece of equipment. The parks mechanic retired recently and this position is currently posted, but presently open and not filled.

ALTERNATIVES

No alternatives since this piece of equipment needs regular maintenance in order to be in top working condition for the upcoming winter sports activities and tubing hill operation at Hawk Island County Park.

FINANCIAL IMPACT

This resolution requests authorization to transfer money from the vacated mechanics wage line items 208-75300-704000 (33.33%), 208-75500-704000 (33.33%) and 208-75600-704000 (33.33%) to line item 208-75200-932000. We are requesting transfer of mechanics wages from last day of work until the end of the year in order to pay for equipment repair until a mechanic is hired in 2022. A portion of this amount will be used for this sole source purchase in the amount of \$3,686.24 and a 20% contingency of \$737.25 for a total not to exceed \$4,423.49 to be transferred into line item 208-75200-932000.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Park Commission will review this request at their October 25, 2021 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing a purchase order with Kassbohrer All-Terrain Vehicles.

MATERIAL REQUISITION

Use this form for purchases ≥\$1,000

Vendor Name: Kassbohrer All Terrain Vehicles Email:	Date: 10/19/2021
Ship to:	For pick-up: Call when order is ready for pick-up.

Quantity	Description	Unit Cost	Amount
	Preventative Maintenance Service of Snow Groomer	\$3,686.24	\$3,686.24
	Sole Source: Kassbohrer is the manufacturer of the snow groomer. This is a specialty piece of equipment that needs maintenance from the manufacturer. The final cost may be less if another ski area in Michigan is getting the same service.		

Indicate Park and Account Name to be charged: (E.g. HI Maintenance) Equipment Maintenance and Repair	TOTAL \$3,686.24
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Requested By: Brian Collins

[Signature]

Submission of this requisition form signed with either your initials or signature certifies that you have followed county and departmental purchasing procedures and policies.

Approved By:

The reason for this request: ANNUAL MAINTENANCE OF SNOW GROOMER
 Due to vacant Park Mechanic position

Purchase Order Information

1. Is this a confirming P.O. request? Yes ___ (Purchasing Dept. has entered one) No X (I need one entered)
2. Is this a fixed asset purchase? Yes ___ (over \$5,000) No X (less than \$5,000)
3. _____ Date Request for Purchase Order input. _____ Initials
4. _____ Date Budget transfer request complete. _____ Initials
5. Any special instructions/Where should item be delivered?

Kassbohrer All Terrain Vehicles, Inc.
 18190 Dairy Lane, Suite #103
 Jordan, MN 55352

Date: : 10/08/21
 Quote # : _____

Customer : Ingham County Parks

Vehicle # : 2014 PB 100

Service Quotation

Pos	Quan	Description	Part Number	Unit Price	Extension
1	1	AIR FILTER	8.319.155.221.0	\$169.00	169.00
2	1	ENGINE OIL FILTER	8.312.089.054.0	\$24.00	24.00
3	1	HYDRAULIC FILTER	8.216.540.319.0	\$131.35	131.35
4	1	FUEL FILTER	8.312.088.015.0	\$25.94	25.94
5					0.00
6	5	ENGINE OIL X GALLON		\$13.46	67.30
7	4	75/90 GEAR OIL X PINT		\$5.84	23.36
8	12	80/140 GEAR OIL X PINT		\$5.87	70.44
9	10	HYDRAULIC OIL X GALLON		\$14.16	141.60
10	1	SHOP SUPPLIES		\$50.00	50.00
			Total, Parts	(Estimated)	702.99
11	8		Labor, Estimate	135.00	1,080.00
		Price does not include applicable taxes	Estimated Total		1,782.99
	10		Driving Time	\$75.00	750.00
	659		Mileage	\$1.75	1,153.25
			Grand Total		\$3,686.24

Comment: Service includes changing all fluids and filters, inspection of suspension and wheel bearings, remove and
reinstall tracks, extra time required for tiller inspection and re-pack of bearing - add 4 hours

Signed: _____

Paul Scanlon - Sales / Operations Manager
Kassbohrer All Terrain Vehicles, Inc

Date

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER WITH KASSBOHRER ALL-TERRAIN VEHICLES AS A SOLE SOURCE VENDOR FOR PREVENTATIVE MAINTENANCE SERVICE OF THE SNOW GROOMER AT HAWK ISLAND

WHEREAS, Kassbohrer All-Terrain Vehicles is the manufacturer and sole source vendor for preventative maintenance of snow groomer; and

WHEREAS, the Hawk Island snow groomer is a specialty piece of equipment that needs regular yearly maintenance; and

WHEREAS, the Ingham County Parks Department is requesting authorization to transfer funds from the vacated mechanics wage line items 208-75300-704000 (33.33%), 208-75500-704000 (33.33%) and 208-75600-704000 (33.33%) to line item 208-75200-932000 from last day of work until the end of the year in order to pay for equipment repair until a mechanic is hired in 2022; and

WHEREAS, a portion of this amount will be used for this sole source purchase in the amount of \$3,686.24 and a 20% contingency of \$737.25 for a total not to exceed \$4,423.49 to be transferred into line item 208-75200-932000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to Kassbohrer All-Terrain Vehicles as a sole source vendor for preventative maintenance services in the amount not to exceed \$4,423.49.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution, including the transfer funds from the vacated mechanics wage line items 208-75300-704000 (33.33%), 208-75500-704000 (33.33%) and 208-75600-704000 (33.33%) to line item 208-75200-932000.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan
DATE: October 18, 2021
SUBJECT: Contract with Discount Tree Sales
For the meeting agenda of 11/1/21 Human Services and 11/3/21 Finance

BACKGROUND

Deputy Controller and Parks Director met with Commissioner Polsdofer to investigate potential issues with the lighting coming from the parking lot and the facility along the southern boundary of the Ingham County Medical Care Facility property. There is a Consumer’s Energy power line and easement to the south of the facility between the neighbors and the Ingham County property. On inspection it appeared there had been trimming along the corridor that Consumers performed on either sides of their easement that may have contributed to the light pollution issue. Board of Commissioners Resolution #21-323 authorized entering into a contract with Matrix Consulting Engineers, Inc. for a lighting study to be conducted at the Ingham County Medical Care Facility. The study has been completed and the consultant and staff recommend planting 9-12 Red Cedar trees on the ridge, two larger Norway Spruce along the fire lane, and moving one existing Norway Spruce to a different location:

Quantity	Size	Variety
9-12 (depending on spacing)	5-7’	Red Cedar
2	12-15’	Norway Spruce
1	55”	Move existing Norway Spruce to different location

ALTERNATIVES

Do not proceed with planting trees and leave the site as is.

FINANCIAL IMPACT

The Parks Director solicited quotes for the purpose of planting trees at the Ingham County Medical Care Facility. The quotes were evaluated by the Purchasing Department and Parks Director, and it is their recommendation to award the contract to Discount Tree Sales in an amount not to exceed \$8,720. The funding will be from the Ingham County contingency account.

STRATEGIC PLANNING IMPACT

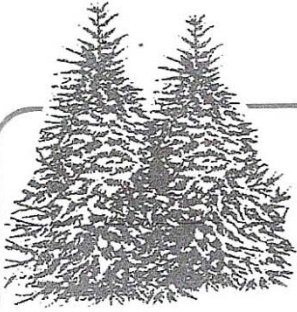
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

Commissioner Polsdofer requested this to be done.

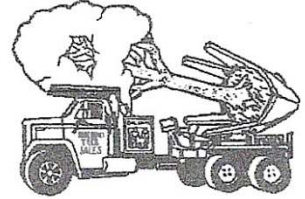
RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Discount Tree Sales.



DISCOUNT TREE SALES & TRANSPLANTING

Shade And Evergreen Tree Specialists
1808 Hagadorn Road
Mason, Michigan 48854
Phone (517) 676-4824
Fax (517) 676-4916



Ingham County Parks
121 E. Maple St.
Mason, MI 48854

September 28, 2021

Dear Tim:

It was truly a pleasure to meet with you last week. Discount Trees would propose to provide the following trees per your request, priced below:

TREES

<u>QTY</u>	<u>SIZE</u>	<u>VARIETY</u>	<u>PRICE</u>
(9-12)	5-7'	Red Cedar-depending on spacing	\$485/per tree
(2)	12-15'	Norway Spruce	\$1350/per tree
(1)	55"	Tree Move	\$200/per tree

Pricing includes professional installation and mulching of the trees.

Thank you in advance for your consideration of our proposal, and we look forward to doing business with you in the future. If you have any questions, please feel free to call me at your convenience.

Sincerely,

Kim Dudley
Discount Trees
517-204-4343

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTINGENCY FUND APPROPRIATION FOR A CONTRACT WITH DISCOUNT TREE SALES FOR TREE PLANTING AT THE INGHAM COUNTY MEDICAL CARE FACILITY

WHEREAS, Ingham County owns the parcel of land at the site of the Ingham County Medical Care Facility; and

WHEREAS, the Parks Director solicited quotes for the purpose of planting trees at the Ingham County Medical Care Facility; and

WHEREAS, the quotes were evaluated by the Purchasing Department and Parks Director, and it is their recommendation to award the contract to Discount Tree Sales.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to transfer up to \$8,720 from the 2021 Ingham County Contingency Fund to enter into a contract with Discount Tree Sales in an amount not to exceed \$8,720 for planting 9-12 (depending on spacing) Red Cedar trees on the ridge, two larger Norway Spruce along the fire lane, and moving one existing Norway Spruce to a different location at the Ingham County Medical Care Facility.

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

Agenda Item 4a

TO: Board of Commissioners Human Services, County Services, and Finance Committee
FROM: Linda S. Vail, Health Officer
DATE: October 07, 2021
SUBJECT: Authorization to convert Accountant – CHC to Finance & Grant Analyst position
For the meeting agendas of November 1, November 2 and November 3, 2021

BACKGROUND

Ingham County Health Department (ICHD) wishes to convert a vacant Community Health Center (CHC) Accountant position #601537, to a Finance & Grant Analyst, effective upon approval. This conversion will increase the CHC's capacity and resources in support of CHC operations. This conversion has been approved by Human Resources the Ingham County Employee Association (ICEA) County Professionals Union.

ALTERNATIVES

ICHD could choose to leave the position of a CHC Accountant as is, but the skill set required does not match the duties, which are better aligned with the Finance & Grant Analyst position.

FINANCIAL IMPACT

The CHC Accountant position is categorized as an ICEA – Prof 07 (\$54,222.00 - \$65,091.67) and the Finance & Grant Analyst is categorized as an ICEA – Prof 07 (\$54,222.00 - \$65,091.67). This conversion will have no impact on ICHD's FY '22 budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners authorizes the conversion of Position #601537 from a CHC Accountant to a Finance & Grant Analyst position with no financial impact and will be effective upon approval.

Agenda Item 4a

TO: Eric Thelen, CFO
FROM: Beth Bliesener, Human Resources
DATE: 10-6-2021
RE: Memo of Analysis for converting position number 601537

The Health Department would like to convert position number 601537.

1. Position number 601537 is an Accountant - CHC, which is currently vacant.
2. The Health Department would like to convert vacant position 601537 from an Accountant - CHC, ICEA County Pro grade 07 to a Finance and Grant Analyst, determined to be an ICEA County Pro grade 07.

I have sent the ICEA chair notice and they support converting the position. I have attached their response.

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

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

Eric Thelen

From: Desiree Cook
Sent: Wednesday, October 6, 2021 9:01 AM
To: Elisabeth Bliesener
Cc: Joan Clous
Subject: RE: Would like approval to update and convert a position

Approved.

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Wednesday, October 6, 2021 8:16 AM
To: Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Would like approval to update and convert a position

Good Morning Desiree,

Currently the Health Department has an open Accountant CHC, they would like to convert the position to a Finance Grant Analyst.

Previous to the Accountant position was a Ryan White Finance and Grant Specialist but we converted to an Accountant they have now realized the Account JD does not fit to explain the work the position would be doing. They would like to convert it back to a Finance Grant Analyst as we updated the old JD.

The updated Finance Grant Analyst we pointed out to be a ICEA County Pro 07, (they updated the previous JD they had Ryan White Finance and Grant Specialist ICEA County Pro 06)

Do you approve to convert the position and to update the job description?

Let me know if you have questions.

1st attachment – Updated JD they would like to convert to – Finance Grant Analyst

2nd attachment – Previous JD

3rd attachment – Currently what the position is.

Thanks,
Beth

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**

FINANCE & GRANT ANALYST

General Summary:

Under the supervision of the Finance Coordinator, in a cross-functional capacity, monitors grant compliance and analyzes financial data in order to manage all aspects of the Ryan White grant program and report on the financial status of the multiple grants within the program as well as each project's finances. Ensure payments are posted within the individual RW program areas appropriate accounts, allocate site specific expenses, calculate drawdowns, and manage payroll cost category calculations for each grant. Processes complex Grant required Ryan White reports, including line item budget and narrative reports, allocation reports, expense reports, and a complex reporting tool with specific cost categories related to each Grant. Maintain separate spreadsheet specific to the patient revenue, including Ryan White 340B revenue and non-grant related expenses. Assist staff with the reconciliation of 340B pharmacy revenue specific to each program.

Essential Functions:

1. Performs financial and accounting tasks, including journal entries, account corrections, review invoices, payroll, purchasing requisitions, and provide charging allocations.
2. Design and implement a systematic method for compiling, collecting, organizing, analyzing and disseminating required documentation and information needed for programmatic, administrative, clinical and financial reporting, invoicing, grant solicitations, and audits/site visits. Evaluate the effectiveness and efficiency of the RW programs.
3. Query data from the Electronic Health Records system and CareWare system to import into excel, verify the accuracy and produce report and articulate and explain results, issues, and exceptions.
4. Contributes to and participates in the development of the annual operating CHC budget. Assists with monitoring and tracking budget outcomes including revenue and expense projections on a monthly, quarterly, and annual basis.
5. Develop and manage Ryan White complex budgets within various cost categories. Develop and manage grant and department budgets. Attend grant meetings, submit initial grant budget and/or amended grand budgets. Conducts periodically scheduled grant accounting for various divisions. Prepares expense spreadsheets, comparing grant expense to the annual budget, and prepares grant-related financial reports.
6. Attend Ryan White grant meetings and, based on programmatic changes, submit initial grant submission budget and/or amend budgets. Provide programmatic and technical support to the RW Program Manger to determine service outcome measures. Develops a working relationship with the RW Program Manager and provides month end accounting reports to the Manager for each grant and program and review with the Manager.
7. Process Ryan White grant allocation and expense reports using excel spreadsheets. These reports serve as a reference to determine how grant recipients allocate and subsequently expend funds in each budget period. Also participates in Ryan White grant reporting, including monthly, quarterly, and annual reports for funders as requested.

8. Participate in the Ryan White site visit audits every year to answer questions from reviewers related to the budget and use of program funds.
9. Report to Finance Coordinator the monthly Ryan White 340B revenue and other patient revenue and associated non-grant related expenses. Assist 340B Coordinator with the 340B reconciliation of each RW-related pharmacy revenue.
10. Reviews Ryan White staff time cards and compare to Ryan White budgets and calculate adjustments.
11. Review Ryan White related contracts and ensure invoices are processed accordingly, track contract expenditures and ensure renewals are processed.
12. Monitor individual Ryan White program expenses and ensure processing to the correct accounts. Monitor Ryan White program compliance for awarded grants and report findings to appropriate staff.
13. Coordinates the preparation and presentation of identified Ryan White grant opportunities in accordance with timelines and funding requirements. Gathers necessary information from staff for grant writing and reporting purposes. Includes collaborating with accounting staff and grants coordinator for budget developments.
14. Maintains all aspects of the internal Ryan White grant support system. Develop and interpret information to assist management with decision making, policy formulation, and managerial functions.
15. Prepares various financial and service reports as required by funders and program staff. Ensures financial compliance with reporting requirements and program needs.
16. Assists in gathering pertinent information and preparing Ryan White resolutions and contracts.
17. Attends Ryan White monthly monitoring meetings and external meetings as designated.
18. Performs various Ryan White departmental accounting tasks. Tracks departmental revenues and expenditures. Prepares statements, bills, and invoices. Resolves accounting discrepancies. Creates and monitors accounting reports.
19. Serves as administrative liaison between departments Finance Coordinator, Grant Coordinator, and 340B Coordinator. Responsible for grant writing segments, analysis, and compliance along with proofreading documents.
20. Tracks financial data and assists the Finance Coordinator in preparing reports. Develop reporting mechanisms to extract data for various grants, service delivery and program requirements, analyzes this data and generates grant-specific related reports under various grant cycles within the fiscal year.

Other Functions

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

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

Employment Qualifications

Education: A Bachelor's Degree in business, information science, engineering, or data management field with Electronic health records experience preferred.

Experience: Prefer 1 year of experience with project and grant pre-award and post-award accounting.

Other Requirements: A strong working knowledge of spreadsheets, pivot tables, or database applications.

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

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to enter and retrieve information from computer.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to use a step stool to reach supplies.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- Works in a standard office setting
- Conduct some work at various Health Center Locations within the County
- Must attend meetings and seminars throughout the County and state.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT POSITION #601537 FROM A CHC ACCOUNTANT
TO A FINANCE & GRANT ANALYST POSITION**

WHEREAS, Ingham County Health Department's (ICHD) Ingham Community Health Centers (CHC) wish to convert position #601537 from a CHC Accountant position to a Finance & Grant Analyst position; and

WHEREAS, the conversion will enable ICHD's CHCs to increase capacity and resources to support CHC operations; and

WHEREAS, the salary cost of a CHC Accountant (ICEA – Professional 7) ranges from \$54,222.00 - \$65,091.67 and the salary cost of a Finance & Grant Analyst (ICEA – Professional 7) ranges from \$54,222.00- \$65,091.67; and

WHEREAS, the cost of this conversion is budget neutral; and

WHEREAS, this conversion is supported by Ingham County's Human Resources Department; and

WHEREAS, this conversion has been approved by the Ingham County Employee Association (ICEA) County Professionals Union; and

WHEREAS, the Ingham County Health Center Board of Directors supports converting a CHC Accountant Position #601537 to a Finance & Grant Analyst with no financial impact and will be effective upon approval; and

WHEREAS, the Health Officer supports converting position #601537 from a CHC Accountant to a Finance & Grant Analyst with no financial impact and will be effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting Position #601537 from a CHC Accountant (ICEA – Professional 7) to a Finance & Grant Analyst (ICEA – Professional 7) effective upon approval of this resolution.

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

Agenda Item 4b

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: October 08, 2021
SUBJECT: Authorization to reclassify the Clinical Services Manager Position
For the Meeting Agendas of November 1, November 2 and November 3, 2021

BACKGROUND

Ingham County Health Department (ICHHD) wishes to reclassify the vacant Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40 and to be effective upon approval. This reclassification will increase alignment, compliance and effectiveness in support of Community Health Center (CHC) clinical operations. This reclassification has been reviewed and approved by Ingham County's Human Resource Department.

ALTERNATIVES

If the position is left unchanged, clinical facets of CHC operations will continue to go without adequate support, which results in exposing the CHC to potential lapses in clinical quality and care.

FINANCIAL IMPACT

The Clinical Services Manager position is currently at an MC 11 (\$69,923.85 - \$83,930.39) and would be increased to an MC 12 (\$75,076.87 to \$90,111.79). The financial impact, of this reclassification, based on step 5 is \$6,181.40, which will be covered by the CHC's operating budget.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reclassification of the Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40, and to be effective upon approval.

Agenda Item 4b

TO: Kris Drake, Deputy Health Office/Executive Director
FROM: Joan Clous, Human Resources Specialist
DATE: October 1, 2021
RE: Support for Reclassification: Clinical Services Manager

Per your request, Human Resources has reviewed the classification titled Clinical Services Manager.

After analysis, the reclassification has a community of interest with the MC and is appropriately compensated at a MC salary range 12 (\$75,076.87 to \$90,111.79).

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

CLINICAL SERVICES MANAGER, COMMUNITY HEALTH CENTER

General Summary:

Under the supervision of the Medical Director/Chief Medical Officer, the Clinical Services Manager oversees the clinical operation of the Community Health Center (CHC). Provides oversight to the implementation of care standards, as set by the Medical Director/Chief Medical Officer, including clinical quality improvement and assurance efforts, and development and implementation of clinical policies and procedures. Analyzes medical workflow and provides clinical staff education to ensure that programs operate in accordance with various recognition and quality standards, including Patient Centered Medical Home, Meaningful Use, HEDIS and UDS reporting. Works under the direction of the Medical Director/Chief Medical Officer to implement and ensure clinical compliance with local, state and federal standards, Community Health Center policies, procedures, protocols, and funding requirements. Represents the CHC at select meetings.

Essential Functions:

1. Develops, implements, evaluates and updates clinical support staff workflow and processes. Works under the direction of the Medical Director/Chief Medical Officer to ensure clinical services are offered in a standardized, compliant and evidenced based fashion, and meet various quality and recognition standards, including Patient Centered Medical Home, Meaningful Use, HEDIS and UDS clinical reporting.
2. In partnership with CHC Site Managers, coordinates the activities of the Charge Nurses within the CHC to ensure they are supporting standardized clinical workflow and evidence-based clinical (including nursing) practices within their site. Coordinates all clinical staff education processes in conjunction with the Clinical Educator, and at the direction of the Medical Director/Chief Medical Officer, to ensure regulatory compliance, implementation of standardized best practices and individual staff proficiency for required job duties.
3. Under the direction of the Medical Director/Chief Medical Officer, oversees and directs clinical quality, including staff of the clinical quality program: The Quality Improvement Coordinator, the Clinical Data Coordinator and the Quality Assurance Technician. Assists staff in tracking and reporting program outcomes and ensures that the clinical quality program is aligned with established programs, clinical standards and guidelines, grant and/or contract requirements. Coordinates quality assurance (QA) for the CHC, developing policies, procedures and measuring program outcomes and activities.
4. Under the direction of the Medical Director/Chief Medical Officer, develops lab policy and performance guidelines.
5. Under the direction of the Medical Director/Chief Medical Officer, develops and maintains a standardized Care Coordination program throughout the CHC.
6. Performs personnel management functions for assigned staff. Oversees the interviewing, selection and training of staff within their area of responsibility. Evaluates work assignments, processes and efficiencies. Reviews staff performance and addresses performance deficiencies through the approved disciplinary process.
7. In conjunction with CHC Site Managers, ensures that all medical equipment is tracked and adequately maintained to ensure regulatory compliance. Evaluates new equipment and recommends purchases as appropriate. Coordinates staff training on equipment as required. Manages medical supply selection and purchases for maximum standardization and cost efficiency.
8. Participates in professional development activities to keep current with trends and practices in primary and specialty care (conferences, journals, professional organizations). Attends local, state, regional and national conferences, and local community events, specific to community health centers as requested.

Other Functions:

1. Performs other duties as assigned
2. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this job description.

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

Employment Qualifications:

Education: A Bachelors' Degree in Nursing is required. A Master's Degree in Public Health, Nursing, Health Administration or a related field is preferred.

Experience: A minimum of 5 years of ambulatory or outpatient clinic experience in a clinical supervisory capacity is required. Previous federally qualified health center experience preferred.

Other Requirements: A current licensure with the State of Michigan as a Registered Nurse. Basic Life Support certification is required. A working knowledge of Electronic Health Records, word processing, spreadsheet and database software is required.

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

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

September 16, 2021
MC

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE CLINICAL SERVICES MANAGER POSITION

WHEREAS, Ingham County Health Department (ICHD) wishes to reclassify the vacant Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40, and to be effective upon approval; and

WHEREAS, this reclassification will increase alignment, compliance and effectiveness in support of Community Health Center (CHC) clinical operations; and

WHEREAS, the Clinical Services Manager position is currently at an MC 11 (\$69,923.85 - \$83,930.39) and would be increased to an MC 12 (\$75,076.87 to \$90,111.79); and

WHEREAS, the financial impact, of this reclassification, based on step 5 is \$6,181.40, which will be covered by the CHC's operating budget; and

WHEREAS, this reclassification has been reviewed and approved by the Human Resources Department; and

WHEREAS, the Ingham Community Health Center Board of Directors and Health Officer support reclassifying the vacant Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40 and will be effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes reclassification of the vacant Clinical Services Manager position #601245 from a MC 11 (\$69,923.85 - \$83,930.39) to a MC 12 (\$75,076.87 to \$90,111.79) effective upon approval of this resolution.

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

TO: Law & Courts, Human Services, and County Services Committees

FROM: Sheriff's Office
Health Department
Controller's Office

DATE: October 19, 2021

SUBJECT: Plan to Address Jail Medical Issues

For the meeting agendas of October 28, November 1 and 2

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, staff is recommending the following steps to address Jail Medical issues:

- 1) As part of the current UAW reclassification process, all Medical Assistant I positions will be reclassified from UAW/D (\$16.21/hr. - \$19.29/hr.) to UAW/F (\$18.25/hr. to \$21.74/hr.), resulting in a wage increase of 12.7%. This resolution will be presented to the Board of Commissioners at the current round of meetings.
- 2) It is proposed that the five Jail Nurse positions be given an 8% wage increase to address recruitment and retention, resulting in an hourly wage range of \$30.71 to \$36.86. Note that these positions were recently reclassified (Resolution 20-128), resulting in a wage increase of 11.7% at that time. A resolution increasing the pay rate by an additional 8% will also be presented to the Board of Commissioners at the current round of meetings.
- 3) It is proposed that a market adjustment be made to the classification of the Jail Nurse/LPN position, increasing it from a UAW/G (\$19.29/hr. - \$23.00/hr.) to a UAW/I (\$21.59/hr. - \$25.76/hr.), resulting in a wage increase of 12.0%. This will be addressed in the resolution adjusting the Jail Nurse pay.
- 4) A resolution is being proposed at this round of meetings to allocate \$10,000 from the 2021 contingency account for Jail Medical recruiting expenses. A recruitment plan is under development.
- 5) The Controller's Office will seek RFPs for an expert institutional medical consultant in order to recommend preferred levels and types of staffing, evaluate and recommend changes in policies and procedures, make recommendations for facility improvements to existing facility and review Justice Complex medical facilities, and assist Jail Medical in achieving accreditation.

- 6) In order to address the current difficulty in hiring temporary Jail Medication Associates, staff will explore possibilities of creating the Jail Medication Associate as a permanent position, as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

It is hoped that the wage increases and additional recruiting resources will have a quick effect on filling current vacancies. Addressing staffing for medication passing will take longer, but a recommendation should be forthcoming within a few months. Hiring a consultant will provide a recommendation for how the County continues to provide Jail Medical Services into the future.

Representatives from the Sheriff's Office, the Health Department, and the Controller's Office will be in attendance at the committee meetings to discuss these recommendations.

Agenda Item 5b

TO: Law & Courts, Human Services, County Services, and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: October 19, 2021

SUBJECT: Resolution to Authorize Additional Funding for Recruiting Expenses Associated with Jail Medical Positions

For the meeting agendas of October 28 and November 1, 2 and 3

BACKGROUND

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, several steps are being taken to address Jail Medical issues. This resolution is an effort to address recruitment of Jail Medical Staff.

Recruiting Ingham County Jail Medical Staff has been continuously difficult and employers nation-wide are competing to hire from a limited pool of available and qualified medical staff. The Sheriff's Office, the Health Department, and the Human Resources Department are working to develop a recruitment plan for these specialized positions.

FINANCIAL IMPACT

This resolution will authorize up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses.

OTHER CONSIDERATIONS

Other parts of the plan to address Jail Medical issues include the reclassification of Medical Assistant I positions as part of the current UAW reclassification process, increasing wages for Jail Nurse and Jail Nurse/LPN positions through a market salary exception increase, an RFP process for an expert institutional medical consultant, and exploring possibilities of creating the Jail Medication Associate as a permanent position as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ADDITIONAL FUNDING FOR RECRUITING EXPENSES
ASSOCIATED WITH JAIL MEDICAL POSITIONS**

WHEREAS, recruiting Ingham County Jail Medical Staff has been continuously difficult; and

WHEREAS, employers nation-wide are competing to hire from a limited pool of available and qualified medical staff; and

WHEREAS, the Sheriff's Office, the Health Department and the Human Resources Department are working to develop a recruitment plan for these specialized positions; and

WHEREAS, it is important that funding is available to implement these expanded recruitment efforts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses.

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

TO: Law & Courts, Human Services, County Services, and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: October 19, 2021

SUBJECT: Resolution to Authorize Market Salary Exception Increases for Jail Nurse and Jail Nurse/LPN Positions

For the meeting agendas of October 28 and November 1, 2 and 3

BACKGROUND

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, several steps are being taken to address Jail Medical issues. This resolution is an effort to address recruitment and retention of Jail Nurse and Jail Nurse/LPN positions.

This resolution would increase the rate of pay of the five Jail Nurse positions by 8%. This will be in addition to the reclassification of the positions approved by Resolution #20-128, which resulted in a wage increase of 11.7% at that time.

This resolution will also change the classification of the Jail Nurse/LPN position from a UAW/G to a UAW/I, resulting in a wage increase of 12.0%.

FINANCIAL IMPACT

The wage range for the Jail Nurses will change from ICEA PRO8 (\$59,141 - \$70,997) to ICEA PRO8 +8% (\$63,872 - \$76,677). The wage range for the Jail Nurse/LPN will change from UAW/G (\$40,131 - \$47,848) to UAW/I (\$44,902 - \$53,591). The long-term cost of these increases (wages and fringes) will be \$47,245.

OTHER CONSIDERATIONS

Other parts of the plan to address Jail Medical issues include the reclassification of Medical Assistant I positions as part of the current UAW reclassification process, an allocation of \$10,000 from the 2021 contingency account to expand Jail Medical recruiting expenses, an RFP process for an expert institutional medical consultant, and exploring possibilities of creating the Jail Medication Associate as a permanent position as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE MARKET SALARY EXCEPTION INCREASES FOR JAIL NURSE AND JAIL NURSE/LPN POSITIONS

WHEREAS, recruiting and retaining Jail Medical Staff, including five Jail Nurse positions and one Jail Nurse/LPN position, has been continuously difficult; and

WHEREAS, a market analysis of similarly classified positions indicates that Ingham County’s wages for the Jail Nurse and the Jail Nurse/LPN positions are not competitive; and

WHEREAS, Resolution #20-128 reclassified the Jail Nurse positions as ICEA PRO8, a salary increase of 11.7%; and

WHEREAS, this salary increase resulted in no material impact in the success of recruiting and retaining Jail Nurses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following recommended pay scale adjustments to achieve target market salaries for these two position classifications, effective the first full pay period following approval of this resolution:

Position (Title)	Current Classification / Grade	Salary Max (Step 5)	Current Classification / Grade/Pay Rate	Salary Max (step 5)	Difference
Jail Nurse (5 positions)	ICEA PRO8	\$70,997	ICEA PRO8 + 8%	\$76,677	\$5,650
Jail Nurse/LPN (1 position)	UAW/G	\$47,848	UAW/I	\$53,591	\$5,743

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

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