

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

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

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, APRIL 4, 2022 AT 6:00 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 [March 14, 2022 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Parks Commission – Interviews
2. Medical Care Facility – Employee Overtime (*Discussion*)
3. Veterans Affairs
 - a. Resolution to Reclassify the [Veterans Affairs Director](#) Position
 - b. Resolution to Amend Resolution #21-451 to Include a Contract with [Clinton Transit](#)
4. Fairgrounds
 - a. Resolution to Authorize a Contract with [Johnson Consulting](#) to Provide a Master Plan for the Fairgrounds
 - b. Resolution to Authorize the Purchase of a New [Truck](#) for the Fairgrounds
 - c. Resolution to Grant the Ingham County Fairgrounds the Ability to Approve [Ticket Distribution Programs](#) as a Marketing Strategy
 - d. Resolution to Authorize a Contract with [Sterle Builders](#) to Assemble and Break Down the Jack O' Lanterns Unleashed Displays
 - e. Jack O' Lanterns Unleashed (*Discussion*)
5. Parks Department – Resolution to Authorize a Contract with [Moore Trospen Construction](#) Company for Installing a Storage Building at Hawk Island County Park
6. Potter Park Zoo
 - a. Resolution to Authorize an Agreement with Binder Park Zoo for a [Veterinary Fellowship](#)
 - b. Resolution to Authorize a Transfer of Portable [Radios](#) to the City of Lansing
 - c. Resolution Granting the Potter Park Zoo Advisory Board the Ability to Approve Future [Visitor Incentive Programs](#) at Potter Park and Potter Park Zoo

7. Health Department
- a. Resolution to Authorize a Purchase of Direct [Mail Services](#) through Staples for the Purpose of COVID-19 Vaccine Outreach
 - b. Resolution to Authorize an Amendment of Resolution #10-275 to Include the Nextgen® State of Michigan [Title X Report Module](#)
 - c. Resolution to Authorize [Amendment #2](#) to the 2021-2022 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - d. Resolution to Authorize [Amendment #2](#) to the 2021-2022 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement
 - e. Resolution to Authorize and Agreement with [Edge Partnerships](#) for a Marihuana Public Education Campaign
 - f. Resolution to Purchase a Non-Invasive Bilirubin Measuring Device from [Drager, Inc.](#)
 - g. Resolution to Authorize the Renewal of an Agreement with [RegLantern™](#)
 - h. Resolution to Authorize a Lease Agreement with Capital Area Community Services for a [WIC Satellite Clinic](#)
 - i. Resolution to Authorize an Agreement with [Edge Partnerships](#) for a Social Marketing Campaign to Increase Vaccine Uptake
 - j. Resolution to Authorize a Job Description Amendment to Change the Operations & Compliance [Manager Position](#) to Operations Director

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

March 14, 2022

Draft Minutes

Members Present: Trubac, Cahill, Crenshaw, Sebolt, Naeyaert, and Tennis.

Members Absent: Slaughter

Others Present: Commissioner Grebner, Linda Vail, Morgan Cole, Carl Buonodono, Karen Smith, Marion Owen, Joe Reeves, Jared Cypher, Kylie Rhoades and others

The meeting was called to order by Chairperson Trubac at 6:00 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 February 28, 2022 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. TENNIS, TO APPROVE THE FEBRUARY 28, 2022 MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter

Additions to the Agenda

None.

Limited Public Comment

None.

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

4. Health Department

- a. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept the 2022 Michigan Medical Marihuana Operation and Oversight Grant
- b. Resolution to Reclassify the Medical Social Worker Position in Maternal and Child Health

5. Parks Department

- a. Resolution to Authorize the Acceptance of the Michigan Clean Boats, Clean Waters Grant
- b. Resolution to Authorize a Contract with Laux Construction for Improvements to the Lake Lansing Boat Launch

- c. Resolution to Approve of the Reorganization of the Ingham County Parks Department

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter

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

1. Community Health Center Board – Interviews

Josephine Washington was not present for the interview.

2. Tri-County Office on Aging – Elder Services Millage Update (Discussion)

Marion Owen, Tri County Office on Aging (TCOA) Executive Director, stated that they had met the conditions of the Elder Services Millage and then exceeded the expectations. She further stated that waitlists for in home services had been reduced.

Ms. Owen stated with the support of additional staff, TCOA had been able to serve 83 new individuals. She further stated that the services included home making, housekeeping, meal preparation, as well as respite care for caregivers.

Ms. Owen stated that the biggest challenge they faced was the home repair services. She further stated that TCOA had begun a contract with Capital Area Housing Partnership.

Ms. Owen stated that the services they provided ranged from minor plumbing and electric to roof repair. She further stated that this service had not been available prior to the millage.

Ms. Owen stated that this service has ultimately been a gateway to providing individuals with other services that they were entitled to. She further stated that Durable Medical Equipment had also been greatly beneficial.

Ms. Owen stated that the long term care Ombudsman Program advocated for individuals with problems within nursing homes. She further stated that they were able to bring an individual on full time to further assist a larger number of individuals.

Ms. Owen stated that the Legal Services of South Central Michigan was also able to serve a larger number of individuals. She further stated that they had worked on a number of cases for individuals who were at risk of losing their home or faced eviction during the COVID-19 Pandemic.

Ms. Owen provided documentation of the services by quarter from the 2021 calendar year. The documentation is recorded in the minutes as Attachment A.

Commissioner Crenshaw stated that he had noticed disparity in the numbers for the demographic served. He further stated under Information and Assistance; that they had recorded 2,238 with a total 1,040 were white and only 438 were African American.

Commissioner Crenshaw asked for clarification what type of information has been communicated to the subgroups and who they had been in contact with.

Ms. Owen stated that they had reached out to the National Association for the Advancement of Colored People. She further stated that TCOA often does not obtain the demographic information for individuals that they assist.

Ms. Owen stated that TCOA had made additional effort to obtain the information, however, staff had been uncomfortable asking over the phones.

Commissioner Crenshaw encouraged that TCOA promote the availability of services to the subgroups.

Ms. Owen stated that they had previously not been able to answer the phones due to staff shortages. She further stated that they were now available and were making an effort to further spread the awareness of the services.

Commissioner Naeyaert stated that prior to the millage, there had been a waitlist for Meals on Wheels. She further asked for status update on the program.

Ms. Owen stated that they no longer had a waitlist for Meals on Wheels.

Carl Buonodono, TCOA Nutrition Director, stated that TCOA had received a significant influx of individuals requesting the Meals on Wheels service in 2020. He further stated that the millage had allowed them to fund the service and avoid an additional waitlist.

Commissioner Tennis stated that TCOA had partnered with several organizations. He further asked, as a My Choice Waiver Agent, how they determined who received the funding.

Ms. Owen stated that the funding was used for individuals who do not qualify for the other services. She further stated that individuals who have used the services have gone on to use the My Choice Waiver Program.

Commissioner Tennis asked for clarification on how TCOA decided to partner with and who else had they decided to work with.

Ms. Owen stated that TCOA had additionally partnered with Community Mental Health as well as Michigan Department of Health and Human Services. She further stated that Karen Smith, Special Program Coordinator, had helped form a group called Housing Helpers.

Ms. Smith stated that the Housing Helpers group met monthly to collaborate and help avoid duplicating services.

Commissioner Tennis stated that the Board of Commissioners were mindful of where each penny of the millage is allocated. He further stated that he believed TCOA was better suited to make decisions on where to best use the funds.

Ms. Smith stated that they were conscious of where they placed the funds, as they are all taxpayers.

3. Probate Court – Resolution for Use of Elder Person Millage for Various Probate Court Purposes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

MOVED BY COMM. CRENSHAW TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the Probate Court currently employs five (5) full time ~~equivalent~~ **equivalent** (FTE) Senior Deputy Probate Registers (DPRs) who process critical services for the Probate Court's entire caseload for which 40% of the entire new and existing caseload involves critical services to persons age 60 and older; and

This was considered a friendly amendment.

Morgan Cole, Probate Register, stressed that this millage was not specific to one agency. She further stated that 40% of Probate Court's caseloads related to residents who were 60 years of age or older.

Ms. Cole stated that many surrounding counties have utilized similar millage funding. She further stated that the original surplus from the first year had been lower than originally reported, but they were only asking for \$200,000 a year for the positions.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter

4. Health Department
c. Resolution for the Reorganization of Four Positions within Ingham County Health Department (Discussion)

Linda Vail, Ingham County Health Department Director, stated that she had requested a title change for the Medical Social Worker Position in Maternal and Child Health but Human Resources had come back with different numbers for a reorganization. She further stated she encouraged the Board of Commissioners to reconsider their reorganization policy as multiple positions that were not related were added to the same agenda.

Ms. Vail stated that the employees would not be changing positions, nor would they be changing who they reported to.

Commissioner Sebolt asked for clarification if there was a letter from the Ingham County Employee's Association union regarding the changes.

Ms. Vail stated that a letter was included as an email from Desiree Cook that approved the changes. She further stated that the other positions were not union positions.

6. Commissioner Grebner – Resolution Authorizing Use of American Rescue Plan Funds as Financial Incentives for Ingham County Residents Receiving COVID-19 Vaccinations

MOVED BY COMM. CAHILL, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated that this resolution was first created in July and the language has moved over time. He further stated that the target was now intended to fund small programs for the County, other government units, and nonprofits.

Commissioner Grebner that this incentive would encourage low motivated individuals to become vaccinated.

Commissioner Crenshaw stated that he was opposed to it even when it was first presented as he did not believe it was equitable. He further stated that those who did the right thing initially would get nothing, and he did not believe that Ingham County could afford to go back and pay those who already received the vaccination.

Commissioner Crenshaw stated that he would vote no on this resolution.

Ms. Vail stated that she also shared similar equity concerns. She further stated that the language provided stated individuals who were unvaccinated not partially vaccinated.

Ms. Vail stated that the Center for Disease Control and Prevention (CDC) did not include boosters in their definition of fully vaccinated. She further stated that the CDC did encourage the booster shots but had not updated their definition.

Ms. Vail stated that Ingham County's vaccination rate had increased by 2% since the middle of January. She further stated that the \$500,000 would vaccinate only an additional 2,500 individuals which would raise the percentage by 1%.

Ms. Vail stated that this would result in very little impact. She further asked what the plan was to measure the impact and how they would determine if individuals would have gotten vaccinated anyway without the incentive.

Commissioner Naeyaert stated that \$500,000 was a significant amount of money and believed that it was too late for that.

Commissioner Sebolt asked for an update on the current vaccination rate in Ingham County.

Ms. Vail stated that the original benchmark for individuals who are 16 years of age or older was 70%. She further stated that the vaccination rate was currently 77.2% for individuals who are 16 years of age or older and 73.5% for individuals who are 5 years of age or older.

Commissioner Sebolt asked if they would be able to effectively get more vaccines out if they were given \$500,000 for a vaccine program instead of the incentive program.

Ms. Vail stated that the demand for vaccines had dropped off. She further stated that individuals who were not vaccinated were not willing to get the vaccine.

Ms. Vail stated that her staff had been bullied and yelled at. She further stated that this was not a non-controversial issue.

Commissioner Grebner stated that this was not intended for the public at large. He further stated that if, for example, the Sheriff's Office participated, it would be a tremendous benefit to everyone.

Commissioner Grebner stated that this was not aimed for individuals who were resisting the vaccine but those who did not follow public health guidance. He further stated that this was aimed at individuals who were at the low end of the socioeconomic ladder.

Chairperson Trubac asked Ms. Vail if she believed it would be beneficial for situations where the population is more concentrated as such in a jail setting.

Ms. Vail stated that she believed the gain would be very small. She further stated that when the jail experienced a recent COVID-19 outbreak, only ten individuals agreed to take the monoclonal antibodies.

Ms. Vail asked how increasing the vaccination rate by 1% was going to help contain and control COVID-19 in Ingham County.

Chairperson Trubac stated the 1% of the general public would not be a large amount. He further asked if Ms. Vail believed 1% of a concentrated group would make a meaningful impact.

Ms. Vail stated that it certainly could. She further stated that they had continuously worked with shelters and the jail and there were individuals who have refused the vaccine for various reasons.

Chairperson Trubac stated that he had concerns about how it would impact the future as it was believed that there would be a continued need for ongoing boosters. He further asked if it would become harder to get individuals to continue with the vaccination without a paid incentive.

Chairperson Trubac stated that he is not against considering this for case by case situations like the jail or non-profits. He further stated that he did not believe that the juice was worth the squeeze, and would not be able to support the resolution.

Commissioner Sebolt stated that he did not believe that a couple hundred bucks would encourage anyone to become vaccinated at this point. He further stated that he was not opposed if it were considered for a smaller group, or set up a grant program for specialty populations, but would not want to place that responsibility on the Health Department.

Commissioner Cahill stated she understood that the idea was the money would go into the accounts of the people at the jail. She further stated it would still be worth considering.

Commissioner Naeyaert stated that the last people she would want to give money to and reward would be people in jail. She further stated that that would be the worst excuse for the Board of Commissioners to use.

Ms. Vail stated that she had read the resolution as broadly including those who are not vaccinated rather than specific groups such as the jail and shelters. She further asked if the Commissioners were looking to change the language of the resolution.

Commissioner Tennis stated that the discussion had changed from what was included in the resolution as written. He further stated that he liked what Chairperson Trubac had said in regards to raising the rate by 1% for a targeted group may make a difference.

Ms. Vail stated that it should be kept in mind that the jail population was transient.

Commissioner Tennis stated that he did not have the same philosophical opposition to giving those inside the jail money. He stated that he would feel more comfortable if it were limited to a more specific group.

Chairperson Trubac stated with the jail population being transient, it may be more reason for them to be vaccinated. He further stated that as they entered the general public, they were taking it with them.

Ms. Vail stated that they had not had a higher transmission rate inside the jail, as they required individuals to quarantine.

Commissioner Sebolt stated that like Commissioner Tennis, he did not have an opposition to giving inmates money. He further stated that he would rather see that money go to the Sheriff to run a program himself in the jail rather than place it on the Health Department.

Chairperson Trubac stated that he would like to reach out to the Sheriff and other departments to see if there was an interest. He further stated that he was not comfortable with the broad scope.

Commissioner Cahill stated that she agreed with Commissioners Sebolt and Tennis ideologically. She further stated that she was not trying to reward individuals in jail but if one more discussion helped them then it was great.

Commissioner Naeyaert stated her ideology remains the same. She further stated that she believed the Sheriff may have an idea of how \$500,000 could be used for Jail Medical, which may encourage individuals on the benefits of the vaccine.

Commissioner Grebner stated that he believed everyone was misunderstanding the nature of the debate on the low end of the socioeconomic spectrum. He further stated that the goal was not to reward them but to have them do a particular behavior that was to the benefit of the public.

Commissioner Grebner stated that cost of one inmate contracting COVID-19 came at a significant cost. He further stated that they needed to consider the efficiency of the County.

Commissioner Grebner stated that the Board of Commissioners needed to move on this resolution expeditiously. He further stated that it was not meant to reward but was for programs like school based, or homeless shelters that served low income and marginalized people.

THE MOTION FAILED. Yeas: Cahill **Nays:** Crenshaw, Sebolt, Tennis, Trubac, Naeyaert
Absent: Slaughter

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:00 p.m.

Attachment A – Ingham County Elder Services Millage Calendar Year 2021

**Tri-County Office on Aging
Ingham County Elder Services Millage
Calendar Year 2021**

Category/Service	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
Admin	5,647	32,869	27,895	26,079	92,490
Crisis	2,078	1,525	1,448	11,730	16,782
Healthy Aging	184	44	270	92	590
Home Mod/Chore	210	5,171	8,428	96,616	110,425
I&A	14,068	23,639	38,282	37,371	113,360
In-Home	4,257	15,164	37,869	57,869	115,160
Legal	-	5,542	16,820	34,483	56,845
Non-Covered Medical	106	2,265	1,135	4,045	7,550
Nutrition	160,767	121,857	112,711	97,506	492,841
Grand Total	187,317	208,077	244,858	365,791	1,006,043

APRIL 4, 2022 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

3. Veterans Affairs

a. *Resolution to Reclassify the Veterans Affairs Director Position*

This resolution reclassifies the vacant position of Veterans Affairs Director. The job description has been reviewed and updated by the Veterans Affairs Committee and Human Resources, and it is recommended that the position be reclassified. The wage range for the Veterans Affairs Director will change from MC Level 10 (\$69,805.73 to \$83,808.51) to MC Level 13 (\$86,587.48 to \$103,959.67). The long-term cost of this increase (wages and fringes) will be \$30,770.

b. *Resolution to Amend Resolution #21-451 to Include a Contract with Clinton Transit*

This resolution authorizes an amendment to Resolution #21-451 to include a contract with Clinton Transit to providing free rides for all veterans residing in Clinton County. Ingham County Department of Veterans Affairs will utilize the 2022 County Veteran Service Fund Grant on behalf of Clinton County to pay Clinton Transit \$500 per month through September 30, 2022.

4. Fairgrounds

a. *Resolution to Authorize a Contract with Johnson Consulting to Provide a Master Plan for the Fairgrounds*

This resolution authorizes a contract with Johnson Consulting to create a 10-year strategic development plan that includes a master plan for the Ingham County Fairgrounds, which will guide the future direction and development of the Fairgrounds. The funding source for the master plan will come from the 230 Fund which has a current balance of \$404,784. The cost of the contract will not exceed \$163,000.

b. *Resolution to Authorize the Purchase of a New Truck for the Fairgrounds*

This resolution authorizes the purchase of a new pickup truck for the Fairgrounds. The funding for this project will be taken from the Fair CIP (Hotel/Motel Fund) fund which is budgeted for \$140,000 in 2022. Originally these funds were to be used for an asphalt project that is no longer happening this year. The asphalt project has been put on hold until the Master Plan has been completed. The new vehicle will not exceed \$53,649.

c. *Resolution to Grant the Ingham County Fairgrounds the Ability to Approve Ticket Distribution Programs as a Marketing Strategy*

This resolution grants the Ingham County Fair Board the ability to approve ticket distribution programs as a marketing strategy after review by the Fairgrounds Events Director.

d. *Resolution to Authorize a Contract with Sterle Builders to Assemble and Break Down the Jack O' Lanterns Unleashed Displays*

This resolution authorizes a 3-year contract with Sterle Builders to assemble and break down the displays for the Jack O' Lanterns unleashed event. In 2022, the cost for assembly will not exceed \$44,500. In 2023 the cost will not exceed \$46,000 and in 2024 the cost will not exceed \$48,000. The funding source will be budget line number 56176013-818000. A budget adjustment not to exceed \$40,000 will be required from 56176013-705000 Salaries and Wages Temp to 56176013-818000 contractual services.

5. Parks Department – *Resolution to Authorize a Contract with Moore Trosper Construction Company for Installing a Storage Building at Hawk Island County Park*

This resolution authorizes a contract not to exceed \$26,810 with Moore Trosper to install a 36' x 30' metal framed "Versa Tube" storage building at Hawk Island County Park. Funds for this project are available in the Parks budget.

6. Potter Park Zoo

a. *Resolution to Authorize an Agreement with Binder Park Zoo for a Veterinary Fellowship*

This resolution authorizes a five-year agreement with Binder Park Zoo for a veterinary fellowship in an amount not to exceed \$12,000 annually. Funds are available in the Zoo budget.

b. *Resolution to Authorize a Transfer of Portable Radios to the City of Lansing*

This resolution authorizes the donation of three digital portable radios to the City of Lansing. The three Motorola XPR 6380 digital radios were purchased new prior to 2018 at \$700 each. Used Motorola XPR 6380 radios are listed for \$225-\$300 each online.

c. *Resolution Granting the Potter Park Zoo Advisory Board the Ability to Approve Future Visitor Incentive Programs at Potter Park and Potter Park Zoo*

This resolution grants the Potter Park Zoo Advisory Board the ability to approve future visitor incentive programs at Potter Park and Potter Park Zoo.

7. Health Department

a. *Resolution to Authorize a Purchase of Direct Mail Services through Staples for the Purpose of COVID-19 Vaccine Outreach*

This resolution authorizes a purchase with Staples purchase direct mail services for the purpose of sending COVID-19 outreach postcards to low vaccination rate zip codes in Ingham County, in an amount not to exceed \$25,000.

b. *Resolution to Authorize an Amendment of Resolution #10-275 to Include the Nextgen® State of Michigan Title X Report Module*

This resolution amends Resolution #10-275 with NextGen® Healthcare Information Systems, Inc., to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen ® service agreement determined as 50 years from the effective date of September 28, 2010.

c. *Resolution to Authorize Amendment #2 to the 2021 -2022 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement*

This resolution will increase the Fiscal Year 2022 amended grant amount from \$3,387,555 to \$4,237,335 an increase of \$849,780. The revised resolution makes the following specific change to the budget:

American Rescue Plan: increase of \$37,854 from \$0.00 to \$37,854

COVID-19 Mobile Testing: increase of \$632,726 from \$310,000 to \$942,726

Reopening Schools HRA: increase of \$179,200 from \$716,800 to \$896,000

d. *Resolution to Authorize Amendment #2 to the 2021-2022 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Master Agreement*

This resolution will increase the Fiscal Year 2022 original grant agreement from \$6,804,505 to \$6,873,244 and increase of \$68,739. The revised resolution makes the following specific changes to the budget:

- EEEH – Everett CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Gardner CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Pattengill CHC: increase of \$10,000 from \$100,000 to \$110,000
- Public Health Emergency Preparedness (10/01/21 – 06/30/22): increase of \$966 from \$116,726 to \$117,692

- Public Health Emergency Preparedness (07/01/22 – 9/30/22): increase of \$37,773 from \$0 to \$37,773

e. Resolution to Authorize and Agreement with Edge Partnerships for a Marihuana Public Education Campaign

This resolution authorizes an agreement with Edge Partnerships for the period of April 15, 2022 through September 15, 2022 in an amount not to exceed \$18,436 for advertising and printing costs associated with an education, communication, and outreach campaign regarding the Michigan Medical Marihuana Act.

f. Resolution to Purchase a Non-Invasive Bilirubin Measuring Device from Drager, Inc.

This resolution authorizes purchasing a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97.

g. Resolution to Authorize the Renewal of an Agreement with RegLantern™

This resolution authorizes renewing an agreement with RegLantern™ to maintain compliance with CHC program regulations for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025.

h. Resolution to Authorize a Lease Agreement with Capital Area Community Services (CACs) for a WIC Satellite Clinic

This resolution authorizes an agreement with CACS in an amount not to exceed \$10,800 (\$300 per month), effective October 1, 2021 through September 30, 2024 to renew the WIC satellite clinic lease at 1107 East Cesar Chavez Avenue, Room #104.

i. Resolution to Authorize an Agreement with Edge Partnerships for a Social Marketing Campaign to Increase Vaccine Uptake

This resolution authorizes an agreement with Edge Partnerships to increase vaccination uptake among Clinton, Eaton and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500.

j. Resolution to Authorize a Job Description Amendment to Change the Operations & Compliance Manager Position to Operations Director

This resolution reclassifies the vacant Operations and Compliance Manager Position #601079 MC 12 (\$80,939.25-\$97,177.46) to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46) to be effective upon approval. This job description change will increase alignment, compliance, and effectiveness of operations across all CHC sites. This job description change has been reviewed and approved by Ingham County's Human Resource Department.

OTHER ITEMS:

1. Parks Commission – Interviews
2. Medical Care Facility – Employee Overtime (Discussion)
4. Fairgrounds
 - e. Jack O' Lanterns Unleashed (Discussion)

TO: Human Services, County Services, and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: March 21, 2022
SUBJECT: Resolution to Reclassify the Veterans Affairs Director Position

For the meeting agendas of April 4, 5, and 6

BACKGROUND

The Veterans Affairs Director Position is currently vacant. The job description has been reviewed and updated by the Veterans Affairs Committee and Human Resources, and it is recommended that the position be reclassified.

The Veterans Affairs Director is responsible for planning, developing, implementing, and managing all veteran-related programs. The employee in this position performs the administrative functions required to establish, maintain, and implement Veteran Services in Ingham County. The employee in this position will advise and assist veterans, their survivors, and dependents in applying for claims and benefits available under Federal, State, and local laws. This employee is responsible for developing and managing the budget for the Ingham County Veteran Affairs Department and for providing veteran support services as contracted for to other adjacent counties

ALTERNATIVES

The County could leave the position as an MC Level 10.

FINANCIAL IMPACT

The wage range for the Veterans Affairs Director will change from MC Level 10 (\$69,805.73 to \$83,808.51) to MC level 13 (\$86,587.48 to \$103,959.67). The long-term cost of this increase (wages and fringes) will be \$30,770.

OTHER CONSIDERATIONS

Per Michigan PA 192 of 1953 the Veterans Affairs Director serves under the direction and supervision of the Ingham County Veterans Affairs Committee as provided under Michigan PA192 of 1953. The Deputy Controller provides day to day supervision, as voted by the Veterans Affairs Committee.

RECOMMENDATION

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

**INGHAM COUNTY
JOB DESCRIPTION**

Director-Department of Veteran Affairs

General Summary:

Under the direction and supervision of the Ingham County Veterans Affairs Committee as provided under Michigan PA192 of 1953, and the County Controller/Administrator, the employee in this position plans, develops, implements, and manages all veteran-related programs. The employee in this position performs the administrative functions required to establish, maintain, and implement Veteran Services in Ingham County. The employee in this position will advise and assist veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws. This employee is responsible for developing and managing the budget for the Ingham County Veteran Affairs Department and for providing veteran support services as contracted for to other adjacent counties.

Essential Functions:

1. Formulates, recommends, implements, and monitors policies relating to administrative and program operations of the Veteran Affairs Department in such areas as organization, budget, employee education and training and other managerial areas.
2. Plans, develops, and implements policies and procedures necessary to assist veterans of the armed forces, their dependents and survivors in obtaining educational, financial, social services, or other benefits available through Federal, State, or local laws and may work with various boards and commissions to carry out these duties.
3. Establishes program priorities, procedures, and practices for the Department.
4. Supervises submission of and is responsible for all claims submitted by the Ingham County Department of Veteran Affairs to the U.S. Department of Veteran Affairs.
5. Provides updates to the County Controller/Administrator, Veterans Affairs Committee and the County Board of Commissioners relative to service objectives and program activities.
6. Arranges for veterans to apply for assistance from other community service agencies that provide for veterans and maintains liaison activities with their agencies to remain aware of the services offered.
7. Meets with and makes presentations to administrators, veterans' organizations, service clubs, private groups, and interested citizens regarding the needs of veterans and the types of services provided by the Ingham County Department of Veterans Affairs.
8. Analyzes laws, regulations, decisions, and policy revisions to determine any effect on the Veteran Affairs Department's policies and services and recommends the appropriate changes.
9. Compiles, prepares, and presents regular and special reports to the Board of Commissioners, County Administrators, and designated committees as approved by the Veterans Affairs Committee.
10. Assists veterans in completing claim forms and clarifies various claim problems by contacting federal and state veteran agencies representatives.
11. Acts as a liaison between veterans and State and Federal Veterans Affairs offices; provides general information to the public about the rights of veterans; assists in identifying resources available to veterans in need.
12. Acts as an authorized agent for the Michigan Soldier and Sailors Relief Fund. Also acts as an authorized agent for the Michigan Veterans' Trust Fund and performs all such related duties as outlined in the Michigan Veteran Trust Fund Board Policy.
13. Acts as a County Veterans Counselor in affiliation with and as a member in good standing with the Michigan Association of County Veterans Counselors and remains active in that organization as an advocate for veterans and their needs.
14. Ensures compliance with all pertinent Federal, State, and local laws and regulations.

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 Bachelor's Degree from an accredited college or university with a major in Sociology, Psychology, Business Administration or related discipline.

Experience: At least four (4) years of full-time work experience in counseling with considerable experience as a Veterans Counselor and two (2) years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or managerial experience; or an equivalent combination of education, training, and /or experience.

Other Requirements:

- Veteran of the U.S. Armed Forces (preferred) and is retired from or has received a discharge under honorable conditions from their respective service.
- Holds an accreditation with the National Association of County Veterans Service Officers (NACVSO) and/or any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- Establishes and maintains effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Understands medical terminology and language; can communicate under adverse conditions with distressed individuals; can make decisions under adverse conditions in accordance with department policies and procedures.
- Prior to starting employment, the candidate must complete a satisfactory background check. The background check is understood to encompass all forms of pre-employment screening, including but not limited to: drug screen, physical, criminal background, driving record, sex offender registry, education, training and licensing verification, employment history, credit check, and professional and personal references.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.
- Within the first 6 months of employment (or employment probation period) must apply for, become a member in good standing of, and maintain membership in the Michigan Association of County Veterans Counselors; must apply for, obtain and maintain throughout employment in this position, a Personal Identity Verification (PIV) Card from the Detroit Regional Office for Veteran Affairs.
- The position requires working with a very diverse cross-section of the public.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis at other times during the day/week.

(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, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting bending, stooping/crouching, kneeling, crawling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

**MC 13
March 2022**

	2022	2022	2022	2022
	MCF 10 Step 1	MCF 10 Step 5	MCF 13 Step 1	MCF 13 Step 5
Wages	<u>\$69,806</u>	<u>\$83,809</u>	<u>\$86,587</u>	<u>\$103,960</u>
Unemployment	349	419	433	520
FICA	5,340	6,411	6,624	7,953
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	21,535	25,855	26,712	32,072
Retirement	1,745	2,095	2,165	2,599
Future Retiree Health	3,141	3,771	3,896	4,678
Life	144	144	144	144
Work Comp	2,408	2,891	2,987	3,587
Disability	91	109	113	135
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	952	1,143	1,181	1,418
Separation	1,222	1,467	1,515	1,819
Total Cost	<u>\$130,391</u>	<u>\$151,773</u>	<u>\$156,016</u>	<u>\$182,543</u>

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE VETERANS AFFAIRS DIRECTOR POSITION

WHEREAS, under the direction and supervision of the Veterans Affairs Committee, Ingham County employs a Veterans Affairs Director consistent with Michigan PA 192 of 1953; and

WHEREAS, the position is currently vacant; and

WHEREAS, the job description has been reviewed and updated by the Veterans Affairs Committee and the Human Resources Department; and

WHEREAS, the Veterans Affairs Committee has approved the updated job description; and

WHEREAS, the Human Resources Department has analyzed the job description and recommend that the position be reclassified from MC Level 10 (\$69,805.73 to \$83,808.51) to MC Level 13 (\$86,587.48 to \$103,959.67).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reclassification of the Veterans Affairs Director position as described above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

TO: Board of Commissioners Human Services and Finance Committees

FROM: Amy Poca, Acting Director

DATE: March 22, 2022

SUBJECT: RESOLUTION AMENDING RESOLUTION #21-451 TO INCLUDE A CONTRACT WITH CLINTON TRANSIT

For the meeting agendas of April 4, 2022 and April 6, 2022.

BACKGROUND

Resolution #21-451 authorized Ingham County Department of Veterans Affairs to accept FY22 County Veteran Service Fund Grant on behalf of Clinton County in the amount of \$83,582. Grant project initiatives include an Emergency Assistance Program and hiring a Benefits Support Specialist. The grant execution from the State of Michigan was delayed creating a surplus of funds for reallocation.

To create a balance in services for Clinton County veterans, public transportation was identified as a disproportionate service. Ingham County Department of Veterans Affairs identified Clinton Transit for a pilot program FREE rides for veterans in Clinton County starting May 1, 2022 to September 30, 2022.

Ingham County Department of Veterans Affairs accredited veteran service officers will interview all veterans participating in the program to provide professional assistance with pursuing, obtaining, and maintaining all veteran related benefits through federal, state, and local government agencies.

ALTERNATIVES

None at this time.

FINANCIAL IMPACT

The agreement would be for a monthly amount of \$500.00 for a total of 5 months not to exceed \$2500.00.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution amending Resolution #21-451 to include a contract with Clinton Transit.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #21-451 TO INCLUDE A CONTRACT WITH CLINTON TRANSIT

WHEREAS, House bill 5536 passed and the Michigan Veteran Affairs Agency has accepted the Clinton County Application for the 2022 County Veteran Service Fund Grant; and

WHEREAS, the Ingham County Department of Veteran Affairs accepted the 2022 County Veteran Service Fund Grant on behalf of Clinton County in an amount not to exceed \$83,582; and

WHEREAS, the 2022 County Veteran Service Fund Grant for Clinton County has funded UAW E - \$35,919 to \$42,784 Benefits Support Specialist position and a financial emergency assistance program effective October 1, 2021 to September 30, 2022; and

WHEREAS, the County Veteran Service Fund Grant for Clinton County was fully executed by the Michigan Veteran Affairs Agency on November 19, 2021; and

WHEREAS, the delay in execution of the grant created a need for reallocation of grant funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #21-451 to include a contract with Clinton Transit to providing free rides for all veterans residing in Clinton County.

BE IT FURTHER RESOLVED, that Ingham County Department of Veterans Affairs will utilize the 2022 County Veteran Service Fund Grant on behalf of Clinton County to pay Clinton Transit \$500 per month through September 30, 2022.

BE IT FURTHER RESOLVED, that all other provision of Resolution #21-451 shall remain in effect.

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

Agenda Item 4a

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: March 18, 2022
SUBJECT: Resolution to authorize a contract with Johnson Consulting to Provide a Master Plan for the Fairgrounds

BACKGROUND

The Fairgrounds is in need of a master plan which will provide a point of reference for taking action. A new masterplan will allow the Fairgrounds Events Director and the Fair Board the ability to make informed decisions on the growth and expansion of the Fairgrounds and the needs of the communities who utilize the grounds.

The last master plan was completed in 2011 and was not used to its maximum potential because the plan was not actionable. Johnson Consulting is committed to providing a plan that will fit within the Fair's CIP budget so that it can and will be implemented as the guiding document for the next ten years.

ALTERNATIVES

The Fairgrounds could continue to operate without a master plan. However, a master plan will be vital as the Fairgrounds Events Director and Fair Board prioritize which projects to undertake as well as provide a conceptual layout to guide further growth and development.

FINANCIAL IMPACT

The funding source for the master plan will come from the 230 Fund which has a current balance of \$404,784. The cost of the contract will not exceed \$163,000.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

Agenda Item 4a

TO: Lindsey Mckeever, Fairgrounds Events Director, Fair Office

CC: Jared Cypher, Deputy Controller’s Office

FROM: James Hudgins, Director of Purchasing

DATE: February 3, 2022

RE: Memorandum of Performance for RFP No. 13-22 Master Plan for the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for creating a 10-year strategic development plan that includes a master plan for the Ingham County Fairgrounds, which will guide the future direction and development of the Fairgrounds.

The scope of work includes, but is not limited to, facilitating stakeholder, partnership and public involvement to develop a market analysis, economic impact analysis, and attendance and operational projections required to implement both the strategic development and master plan.

The Master Plan will contain: 1) concept development; 2) enhancements to landscaping/public pathways; 3) traffic, attendance and parking projections; 4) visitor circulation plan; 5) vehicular circulation plan; 6) service and operations plan; 7) proposed utilities upgrade; and, 8) statement of probable costs including escalation.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	144	24
Vendors responding	3	0

A summary of the vendors’ costs:

Vendor Name	Local Preference	Proposed Cost Not-to-Exceed
Cornerstone Architects	No, Grand Rapids MI	\$32,160.00
K/O Fairground Planners	No, West Des Moines IA	\$159,000.00
C.H. Johnson Consulting	No, Chicago IL	\$163,000.00

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudson@ingham.org or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH JOHNSON CONSULTING TO PROVIDE
A MASTER PLAN FOR THE FAIRGROUNDS**

WHEREAS, the Ingham County Fair Board has identified a need to update the Ingham County Fairgrounds Master Plan; and

WHEREAS, the Ingham County Purchasing Department solicited Requests for Proposals inviting proposals from qualified companies for the purpose of entering into a contract with the county to create a master plan for the Fairgrounds; and

WHEREAS, after a careful review of the proposals, the Fairgrounds Events Director and the Fair Board recommend that a contract be awarded to Johnson Consulting who submitted the most responsible proposal; and

WHEREAS, funding for this master plan is available in the fund balance of the 230 (Fairgrounds CIP) Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Johnson Consulting in an amount not to exceed \$163,000 to provide a master plan for the Fairgrounds.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary transfers or 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 documents that are consistent with this resolution and approved as to form by the County Attorney.

Agenda Item 4b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: March 22, 2022
SUBJECT: Resolution to Authorize the Purchase of a New Truck for the Fairgrounds

BACKGROUND

The Fairgrounds is in need of a new one-ton work truck to maintain the service provided to the public. The current truck the Fairgrounds owns is beyond repair and no longer goes in reverse.

ALTERNATIVES

The Fairgrounds could not purchase a new truck and therefore not provide the minimum service required to host horse shows.

FINANCIAL IMPACT

The funding for this project will be taken from the Fair CIP (Hotel/Motel Fund) fund which is budgeted for \$140,000 which was originally budgeted for an asphalt project that is no longer happening this year. The asphalt project has been put on hold until the Master Plan has been completed. The new vehicle will not exceed \$53,649.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

Agenda Item 4b

TO: Lindsey McKeever, Fairgrounds Events Director
FROM: James Hudgins, Director of Purchasing
DATE: March 18, 2022
RE: Memorandum of Performance for Packet #67-22: 2022 Pickup Truck, Model 3500, with snow plow package.

The Purchasing Department can confirm quotations were received from experienced and qualified vendors in order to purchase a new pickup truck with the optional snow plow package for the Ingham County Fairgrounds. Currently dealerships have limited stock available for purchase, demand is out weighing supply and availability is changing daily at the dealerships. MiDeal Extended Purchasing Program pricing is only available for ordered vehicles and because there are continued manufacturer supply chain issues dealers have estimated a 6 to 8-month delivery on vehicles ordered.

The following grid is a summary of quotations received for in-stock trucks:

Company Name	Local Preference	Model Year	Vehicle	Amount
LaFontaine CDJR-Lansing	Yes, Lansing MI	2022	RAM 3500	\$53,649.00
HomeTown CDJRam	No, Albion MI	2022	RAM 3500 Tradesman	\$54,075.00
Shaheen Chevrolet Inc.	Yes, Lansing MI	2022	Chevrolet Silverado 3500 HD	\$58,010.00

You are now ready to complete the final steps in the process: 1) confirm funds are available; 2) submit your recommendation of award along with your evaluation to the Purchasing Department; 3) write a memo of explanation; and, 4) prepare a resolution for Board approval.
This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.
If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF A NEW TRUCK FOR THE FAIRGROUNDS

WHEREAS, the Fairgrounds is in-need of a new work truck because the current truck is beyond repair and no longer goes in reverse; and

WHEREAS, the Fairgrounds uses trucks for snow removal, watering the horse arenas, and to complete other general maintenance tasks around the grounds; and

WHEREAS, after a careful review of the quotes, the Fairgrounds Events Director recommends the purchase of a truck from LaFontaine; and

WHEREAS, the funds for this contract are available in the Fair CIP (Hotel/Motel Fund) fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a truck from LaFontaine in an amount not to exceed \$53,649.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: March 10, 2022
SUBJECT: Resolution to Grant the Ingham County Fairgrounds the Ability to Approve Ticket Distribution Programs as a Marketing Strategy

BACKGROUND

Marketing Campaigns are used by the Fair to engage with the public to create awareness to the services and events provided by the Fairgrounds. Part of the marketing campaign is to engage with constituents on social media. Sometimes, the campaigns can include prizes to one or more person who interacts with a particular post. This helps to create an organic social media buzz around the particular service or event being provided. This is cost effective, as the reach from social media is greater than the cost of the prize given to the winner of the contest.

Often times, the marketing campaign includes outreach to communities who might otherwise not use the services provided by the Fair. This can take the form of library passes, weekend passes to the boys and girls clubs, girl scouts, or other organizations. Creating a brand awareness to these communities is the ultimate goal of the marketing campaign, and any incidental benefit that a particular organization may receive is not the intent of the giveaway. The intent is to provide an experience that will foster an emotional connection to the event, space or service which will be incentive for the guests to return in the future and pay for their future experiences. Furthermore, the Fair Office is often approached to “donate” tickets to charity raffles. The marketing campaigns of the Fair can include a certain number of tickets to specific events within their department to provide as part of the marketing campaign of said event. Many times, the charity event will list their sponsors or “donors” on pamphlets at the event or their website, Facebook, etc. This reaffirms that the ticket being provided is for marketing purposes. Again, these free tickets are being given with the intent to provide an incentive to visit in the future and to pay at those future visits.

ALTERNATIVES

The Fairgrounds could not include tickets as a marketing strategy.

FINANCIAL IMPACT

Providing free tickets to events at the Fairgrounds would have a negligible effect on the overall revenue generated for the Fairgrounds.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO GRANT THE INGHAM COUNTY FAIRGROUNDS THE ABILITY TO APPROVE TICKET DISTRIBUTION PROGRAMS AS A MARKETING STRATEGY

WHEREAS, the Fairgrounds Events Director wishes to develop marketing strategies that may include free tickets to events held at the Fairgrounds; and

WHEREAS, marketing strategies are used by the Fair to engage with the public to create awareness to the services and events provided by the Fairgrounds; and

WHEREAS, increasing visitation and providing positive visitor experiences at the Ingham County Fairgrounds are key elements of the Fairgrounds mission; and

WHEREAS, the marketing strategies would be targeted to include internal partners as well as outside partners to increase visitation to the Fairgrounds; and

WHEREAS, marketing strategies often include outreach to communities who might otherwise not use the services provided by the Fairgrounds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners grants the Ingham County Fair Board the ability to approve ticket distribution programs as a marketing strategy after review by the Fairgrounds Events Director.

Agenda Item 4d

TO: Board of Commissioners Human Services and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: March 17, 2022
SUBJECT: Resolution to Authorize a Contract with Sterle Builders to Assemble and Break Down the Jack O' Lanterns Unleashed Displays

BACKGROUND

The Fairgrounds is producing Jack O' Lanterns Unleashed in October 2022, 2023, and 2024. The show needs to be assembled and dissembled each year.

ALTERNATIVES

The Fairgrounds could rely on temporary labor.

FINANCIAL IMPACT

In 2022, the cost for assembly will not exceed \$44,500. In 2023 the cost will not exceed \$46,000 and in 2024 the cost will not exceed \$48,000. The funding source will be budget line number 56176013-818000. A budget adjustment not to exceed \$40,000 will be required from 56176013-705000 Salaries and Wages Temp to 56176013-818000 contractual services.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective providing recreational opportunities.

OTHER CONSIDERATIONS

The purchasing department issued a formal RFP. There were 47 businesses who received the bid packet with only one response. Sterle Builders was also the lowest bidder in 2021 for a one-year contract to assemble and break down Jack O' Lanterns Unleashed. The experience with Sterle Builders met or exceeded all expectations in 2021.

RECOMMENDATION

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

Agenda Item 4d

FROM: James Hudgins, Director of Purchasing

DATE: March 4, 2022

RE: Memorandum of Performance for RFP No. 20-22 Building and Breaking Down Halloween Displays at the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a 3-year contract for building and breaking down Halloween displays annually at the Ingham County Fairgrounds Jack O' Lanterns Unleashed Event.

The scope of work includes, but is not limited to, supplying all small equipment and tools necessary to build displays, repairing damage to displays when needed, and, breaking down and storing the displays in storage units at the Fairgrounds.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	47	14
Vendors responding	1	0

A summary of the vendors' costs:

Vendor Name	Local Pref.	Total Cost for Building and Breaking Down the Halloween Displays		
		Year 1 (2022)	Year 2 (2023)	Year 3 (2024)
Sterle Builders	No, Leslie MI Jackson County	\$44,500.00	\$46,000.00	\$48,000.00

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH STERLE BUILDERS TO ASSEMBLE
AND BREAK DOWN THE JACK O' LANTERNS UNLEASHED DISPLAYS**

WHEREAS, the Ingham County Board of Commissioners approved Resolution #20-384 authorizing a contract with Debbi Katz Productions to produce a Halloween themed event called Jack O' Lanterns Unleashed at the Fairgrounds; and

WHEREAS, it is necessary to assemble and disassemble the displays; and

WHEREAS, the setup and breakdown of the displays requires skilled labor for the ten day build period and ten day break down period; and

WHEREAS, after careful review of the proposal, the Fairgrounds Events Director and the Fair Board recommends the contract be awarded to Sterle Builders in an amount not to exceed \$44,500 in 2022, \$46,000 in 2023, and \$48,000 in 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-year contract with Sterle Builders in an amount not to exceed \$44,500 in 2022, \$46,000 in 2023, and \$48,000 in 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer an amount not to exceed \$40,000 from 561-76013-705000 to 561-76013-818000.

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

Agenda Item 5

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 22, 2022
SUBJECT: Contract with Moore Trosper Construction Co.
For the meeting agenda of 4/4/22 Human Services and 4/6/22 Finance

BACKGROUND

The Purchasing Department sought proposals from qualified and experienced general contractors for installing a Park's Department purchased 36' x 30' metal framed "Versa Tube" storage building materials to be installed at Hawk Island County Park for winter sports operations which includes storing the snow tubes and snow cat.

ALTERNATIVES

Materials have been purchased, however due to staff shortages and an increase in visitation we are needing a contractor to install. The alternative is to not complete the project.

FINANCIAL IMPACT

There are funds available in line item 228-75999-976000-20P11.

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 Ingham County Park Commission supported this resolution at their March 14, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Moore Trosper Construction Co.

Agenda Item 5

TO: Timothy Morgan, Director, Parks Department
FROM: James Hudgins, Director of Purchasing
DATE: March 3, 2022
RE: Memorandum of Performance for RFP No. 32-22 Installation of Owner Purchased Storage Building

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for installing an owner purchased 36' x 30' metal framed "Versa Tube" storage building at Hawk Island County Park. Throughout the duration of the Contract, the Contractor shall possess and maintain all applicable licenses from the State of Michigan and all other authorities having jurisdiction.

The scope of work includes, but is not limited to, obtaining permits, supplying necessary tools and skilled labor to erect the building according to the structural design and stamped plans included with the request for proposal.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	13
Vendors responding	1	1

A summary of the vendors' costs:

Vendor Name	Local Pref.	Total Bid
Moore Trosper Construction Co.	Yes, Holt	\$26,810.00

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH MOORE TROSPER CONSTRUCTION COMPANY FOR INSTALLING A STORAGE BUILDING AT HAWK ISLAND COUNTY PARK

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for installing a Park's Department purchased 36' x 30' metal framed "Versa Tube" storage building materials to be installed at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Moore Trospier Construction Company.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Moore Trospier Construction Co. for a total amount not to exceed of \$26,810 for installing a storage building at Hawk Island County Park.

BE IT FURTHER RESOLVED, that there is \$26,810 available in line item 228-75999-976000-20P11 for the project.

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 and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: March 22, 2022
SUBJECT: Resolution Authorizing Agreement with Binder Park Zoo for Veterinary Fellowship
For the meeting agendas of April 4 and April 6, 2022

BACKGROUND

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association. AZA standard 2.0.1 states, “The institution should adopt the Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals, and the policies developed or supported by the American Association of Zoo Veterinarians (AAZV).” The Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals states, “Veterinary coverage must be available 7 days/week, 24 hours/day for any zoo or aquarium regardless if a full-time or part-time veterinarian supplies the coverage. Appropriate contractual and schedule arrangements must be made at all zoos and aquariums to permit this availability.”

Potter Park Zoo employs one full-time veterinarian who provides a high level of medical care for the animals housed at Potter Park Zoo. The zoo must provide veterinary coverage when the full-time veterinarian is not available. Binder Park Zoo, an accredited member of AZA, employs a full-time veterinary fellow and has invited Potter Park Zoo to partner by utilizing the veterinary fellow for medical services when needed for veterinary coverage.

ALTERNATIVES

Employ a part-time veterinarian or hire independent on-call veterinarians to provide coverage when the full-time veterinarian is not available. It has proven difficult to find veterinarians willing and able to provide on-call veterinary services for exotic species.

FINANCIAL IMPACT

The agreement would be for an amount not to exceed \$12,000 annually. The funds are available in the Zoo Fund on call line item #25869200 706100 31000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board supported this resolution at their March 9, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with Binder Park Zoo for a veterinary fellowship.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BINDER PARK ZOO
FOR A VETERINARY FELLOWSHIP**

WHEREAS, the Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association; and

WHEREAS, AZA standard 2.0.1 states, “The institution should adopt the Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals, and the policies developed or supported by the American Association of Zoo Veterinarians (AAZV)”;

WHEREAS, the AAZV Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals states, “Veterinary coverage must be available 7 days/week, 24 hours/day for any zoo or aquarium regardless if a full-time or part-time veterinarian supplies the coverage. Appropriate contractual and schedule arrangements must be made at all zoos and aquariums to permit this availability”;

WHEREAS, the Potter Park Zoo employs one full-time veterinarian who provides a high level of medical care for the animals housed at Potter Park Zoo; and

WHEREAS, the Potter Park Zoo full-time veterinarian earns paid time off and needs to utilize this time off throughout the year; and

WHEREAS, Binder Park Zoo in Battle Creek, Michigan employs one full-time veterinarian and one veterinary fellow annually; and

WHEREAS, Binder Park Zoo invited Potter Park Zoo to partner by utilizing the veterinary fellow for medical services at Potter Park Zoo; and

WHEREAS, the veterinary fellow will provide veterinary coverage when the Potter Park Zoo full-time veterinarian is not available; and

WHEREAS, Potter Park Zoo is requesting to enter into a five-year agreement with Binder Park Zoo in an amount not to exceed \$12,000 annually to utilize the services of the veterinary fellow; and

WHEREAS, the funds are available in the Zoo Fund line item #25869200-706100-31000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into a five-year agreement with Binder Park Zoo for a veterinary fellowship in an amount not to exceed \$12,000 annually, effective upon execution of the agreement.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: March 22, 2022
SUBJECT: Resolution to Authorize the Transfer of Portable Radios to the City of Lansing
For the meeting agendas of April 4 and April 6, 2022

BACKGROUND

Potter Park Zoo previously operated a portable radio system utilizing the Board of Water and Light (BWL) system. In 2018 Potter Park Zoo entered into an agreement with Bearcom Inc. for the purchase of portable radios, antennae, and repeater to operate an onsite radio system, Resolution #18-332. The Motorola radios previously used on the BWL system are not operational on the current Potter Park Zoo radio system and are not being used.

The three digital Motorola radios Potter Park Zoo has possession of that were used on the BWL system are now discontinued. The City of Lansing is still utilizing the BWL radio system and is in need of the specific model of Motorola radios previously used by Potter Park Zoo. The Zoo Director is requesting to transfer three Motorola XPR 6380 digital radios to the City of Lansing.

ALTERNATIVES

The radios could be sold for a minimal amount to the City of Lansing or they could be recycled.

FINANCIAL IMPACT

The three Motorola XPR 6380 digital radios were purchased new prior to 2018 at \$700 each. Used Motorola XPR 6380 radios are listed for \$225-\$300 each online.

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board supported this resolution at their February 9, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to transfer three digital portable radios to the City of Lansing.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TRANSFER OF PORTABLE RADIOS
TO THE CITY OF LANSING**

WHEREAS, Potter Park Zoo previously operated a portable radio system utilizing the Board of Water and Light system; and

WHEREAS, the Board of Water and Light system required the use of specific Motorola radios; and

WHEREAS, Potter Park Zoo entered into an agreement with Bearcom in 2018 for the purchase of portable radios, antennae, and repeater to operate an onsite radio system, Resolution #18-332; and

WHEREAS, the Motorola radios previously used by Potter Park Zoo on the Board of Water and Light system do not function on the new Potter Park Zoo radio system and have been discontinued by Motorola; and

WHEREAS, the City of Lansing Public Service Department uses the Board of Water and Light system and is in need of the discontinued digital Motorola XPR 6380 radios the Potter Park Zoo owns; and

WHEREAS, the Zoo Director is requesting to transfer three digital Motorola XPR 6380 radios owned by Potter Park Zoo to the City of Lansing Public Service Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the transfer of three Motorola XPR 6380 portable radios to the City of Lansing.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: March 22, 2022
SUBJECT: Resolution to Authorize Visitor Incentive Programs at Potter Park Zoo
For the meeting agendas of April 4 and April 6, 2022

BACKGROUND

In an effort to continue to increase visitation at Potter Park and Potter Park Zoo the Zoo Director and Zoo Advisory Board are requesting flexibility to alter park activity fees to promote future visitor incentive events. Ingham County Board of Commissioners adopted Resolution #22-030 authorizing specific incentive days at Potter Park Zoo. This resolution incorporates those previously approved incentives and grants the Zoo Advisory Board the ability to approve visitor incentive programs for promotional and marketing purposes (special rates/discounts) at Potter Park and Potter Park Zoo after the consideration and recommendation of the Zoo Director and the Zoo Advisory Board.

Marketing campaigns including fee incentives would be used by Potter Park Zoo to engage with the public to utilize their services. The intent of every fee incentive is to bring visitors to Potter Park and Potter Park Zoo to provide an experience that will foster an emotional connection to the event, space or service which will motivate guests to return in the future.

ALTERNATIVES

Individual incentives could continue to be approved by the Ingham County Commissioners.

FINANCIAL IMPACT

Incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo.

STRATEGIC PLANNING

The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these incentives, the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media. Each event or incentive day at the zoo provides an opportunity to promote and increase awareness of activities and opportunities at the zoo as well as create monetary accessibility for members of the community.

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board supported this concept of visitor incentive programs and their approval by passing a resolution at their March 9, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to grant the Potter Park Zoo Advisory Board the ability to approve future visitor incentive programs at Potter Park and Potter Park Zoo.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO GRANT THE POTTER PARK ZOO ADVISORY BOARD THE ABILITY TO APPROVE FUTURE VISITOR INCENTIVE PROGRAMS AT POTTER PARK AND POTTER PARK ZOO

WHEREAS, increasing visitation and providing positive visitor experiences at Potter Park and Potter Park Zoo are key elements of our Strategic Plan and Mission; and

WHEREAS, zoo staff wishes to develop occasional visitor incentive programs for promotional and marketing purposes (special rates/discounts) internally and with outside partners to increase visitation at Potter Park and Potter Park Zoo; and

WHEREAS, zoo staff will develop visitor promotions (special rates/discounts) for facilities and programs offered in Potter Park and Potter Park Zoo; and

WHEREAS, building strong relationships with sectors of the community is good for Potter Park Zoo, Ingham County, and the State of Michigan; and

WHEREAS, all proposed visitor incentives will be reviewed by the Zoo Director and the Potter Park Zoo Advisory Board.

THEREFORE BE IT RESOLVED, that the Board of Commissioners grants the Potter Park Zoo Advisory Board the ability to approve occasional visitor incentive programs at Potter Park and Potter Park Zoo after review by the Zoo Director and upon the recommendation of the Potter Park Zoo Advisory Board.

BE IT FURTHER RESOLVED, that the visitor incentives approved in Resolution #22-030 remain in place as follows:

Current Incentives	Fees
Ingham County and City of Lansing Residents	Ingham County and City of Lansing residents free admission 9AM-Noon all non-holiday Mondays
Hippity Hop 5K (April)	Free admission the day of the race for registered participants
Mother’s Day (May)	Mothers free admission
Father’s Day (June)	Fathers free admission
Be A Tourist in Your Own Town (June)	Free admission and parking with tourist passport

Greater Lansing Convention and Visitor's Bureau	
Fourth of July (July)	Military free admission
Grandparent's Day (September)	Grandparents free admission
College Day (October)	Free admission with valid student identification
Ingham County and City of Lansing Resident's Day (October)	Free admission
Veterans Day (November)	Veterans and families free admission
Registered Groups 20+ (April-October)	Admission \$1.00 off per person
Ingham County School Groups	Admission \$1.00 per child

BE IT FURTHER RESOLVED, that all previous resolutions for incentives at Potter Park Zoo will be terminated effective upon approval of this resolution.

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 14, 2022
SUBJECT: Authorization to Purchase Direct Mail Services through Staples for the Purpose of COVID-19 Vaccine Outreach
For the Meeting Agendas of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to purchase direct mail services for the purpose of sending COVID-19 outreach postcards to low vaccination rate zip codes in Ingham County through Staples Direct Mail Services, in an amount not to exceed \$25,000. The purchasing and distribution of postcards to low vaccination rate zip codes in Ingham County will allow ICHHD to conduct outreach and education related to the ICHHD COVID-19 Vaccine Clinic with the goal of increasing COVID-19 vaccine uptake.

ICHHD collected quotes from the following agencies:

- Staples
- Vista Print
- United States Postal Service (USPS)

After reviewing the three quotes, Staples Direct Mail Services was chosen as the appropriate vendor for this agreement because their services include printing of postcard materials, distribution of postcard materials based on County-selected demographic data, and the ability to print in quantities over 45,000 pieces.

ALTERNATIVES

ICHHD could utilize services from one of the other collected quotes, which are more expensive and may not include preferences such as printing capabilities, demographic distribution, or the ability to print large supply.

FINANCIAL IMPACT

All costs of this agreement will be covered by the COVID Immunizations Grant.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County through the practice of disease control and prevention.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the Information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes a purchase with Staples purchase direct mail services for the purpose of sending COVID-19 outreach postcards to low vaccination rate zip codes in Ingham County, in an amount not to exceed \$25,000.

Agenda Item 7a

TO: Madison Van Epps, Health Communications Specialist, Health Department
FROM: James Hudgins, Director of Purchasing
DATE: March 10, 2022
RE: Memorandum of performance for Packet #75-22 COVID-19 Vaccine Direct Mail Outreach

The Purchasing Department can confirm that proposals were sought from experienced and qualified vendors to provide direct mail services for the purpose of sending COVID-19 outreach postcards to low-vaccination rate zip codes.

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

Company Name	Staples	Vista Print	USPS
Local Preference	Yes	No	Yes
Vendor will print postcard	Yes	Yes	No
Vendor will send mail	Yes	Yes	Yes
Vendor will provided list based on County select demogrp hic data	Yes	No	No
Large quantities 45,000 +	Yes	No	No
Number of pieces	48,317	20,000	5,000
Cost	\$22,225.82	\$9,591.25	\$13,148.40
Price per Piece	\$0.46	\$0.48	\$2.63

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

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

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE OF DIRECT MAIL SERVICES THROUGH STAPLES FOR THE PURPOSE OF COVID-19 VACCINE OUTREACH

WHEREAS, Ingham County Health Department (ICHD) wishes to purchase direct mail services for the purpose of sending COVID-19 outreach postcards to low vaccination rate zip codes in Ingham County through Staples Direct Mail Services, in an amount not to exceed \$25,000; and

WHEREAS, the purchasing and distribution of postcards to low vaccination rate zip codes in Ingham County will allow ICHD to conduct outreach and education related to the ICHD COVID-19 Vaccine Clinic with the goal of increasing COVID-19 vaccine uptake; and

WHEREAS, ICHD collected quotes from the following agencies:

- Staples
- Vista Print.
- United States Postal Service (USPS); and

WHEREAS, after reviewing the three quotes, Staples Direct Mail Services was chosen as the appropriate vendor for this agreement because their services include printing of postcard materials, distribution of postcard materials based on County-selected demographic data, and the ability to print in quantities over 45,000 pieces; and

WHEREAS, the cost of this purchase will be for an amount not to exceed \$25,00 and will be covered by the COVID Immunizations Grant; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes the purchase of direct mail services through Staples for the purpose of COVID-19 vaccine outreach to low vaccination rate zip codes in Ingham County, in an amount not to exceed \$25,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of direct mail services through Staples for the purpose of COVID-19 vaccine outreach to low vaccination rate zip codes in Ingham County, in an amount not to exceed \$25,000.

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

TO: Bryan Crenshaw, Board Chairperson
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 8, 2022
SUBJECT: Resolution to Amend Resolution #10-275 with NextGen® Healthcare Information Systems, Inc. for NextGen® State of Michigan Title X Report Module

For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend resolution #10-275 with NextGen® Healthcare Information Systems, Inc., to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen® service agreement determined as 50 years from the effective date of September 28, 2010. ICHD receives state and federal funds to support family planning services delivered through the CHCs. The CHCs are required to submit bi-annually the Family Planning Annual Report (FPAR) for program compliance. By February 2025, all Title X grantees and sub recipients are required to meet FPAR 2.0 reporting requirements. The NextGen® Title X report module, will allow ICHD's CHCs to meet those requirements.

ALTERNATIVES

NextGen is the sole vendor for our Electronic Health Record (EHR) and is therefore the preferred partner for the NextGen® Title X Report Module.

FINANCIAL IMPACT

The cost for this agreement is a one-time fee of \$7,500, with a quarterly maintenance fee of \$356.25 and will be covered by Title X supplemental funds authorized by the Michigan Department of Health and Human Services Comprehensive Agreement via Resolution #21-587.

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 resolution #10-275 with NextGen® Healthcare Information Systems, Inc., to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen® service agreement determined as 50 years from the effective date of September 28, 2010.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT OF RESOLUTION #10-275 TO INCLUDE THE NEXTGEN® STATE OF MICHIGAN TITLE X REPORT MODULE

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #10-275 to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen® service agreement determined as 50 years from the effective date of September 28, 2010; and

WHEREAS, ICHD receives state and federal funds to support family planning services delivered through the CHCs; and

WHEREAS, the CHCs are required to submit bi-annually the Family Planning Annual Report (FPAR) for program compliance; and

WHEREAS, by February 2025, all Title X grantees and sub recipients are required to meet FPAR 2.0 reporting requirements; and

WHEREAS, the NextGen® Title X report module, will allow ICHD's CHCs to meet those requirements; and

WHEREAS, the cost for this agreement is a one-time fee of \$7,500, with a quarterly maintenance fee of \$356.25 and will be covered by Title X supplemental funds authorized by the Michigan Department of Health and Human Services Comprehensive Agreement via Resolution #21-587; and

WHEREAS, the CHC Board of Directors and the Health Officer recommends that the Ingham County Board of Commissioners authorizes amending Resolution #10-275 to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen® service agreement determined as 50 years from the effective date of September 28, 2010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending Resolution #10-275 to include the NextGen® State of Michigan Title X Report Module for a one-time fee of \$7,500, and a quarterly maintenance fee of \$365.25, effective March 31, 2022 through the term of the NextGen® service agreement determined as 50 years from the effective date of September 28, 2010.

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 Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: March 16, 2022
SUBJECT: FY 22 State of Michigan Emerging Threats Comprehensive Agreement Amendment # 2
For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The Board of Commissioners (BOC) approved the 2021-2022 Emerging Threats Comprehensive Agreement through Resolution #21-419 and Amendment #1 through Resolution #21-586.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this agreement will increase the Fiscal Year 2022 amended grant amount from \$3,387,555 to \$4,237,335 an increase of \$849,780. The revised resolution makes the following specific change to the budget:

American Rescue Plan: increase of \$37,854 from \$0.00 to \$37,854
COVID-19 Mobile Testing: increase of \$632,726 from \$310,000 to \$942,726
Reopening Schools HRA: increase of \$179,200 from \$716,800 to \$896,000

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this Emerging Threats agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2021 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT # 2 TO THE 2021-2022 EMERGING THREATS MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County has entered into a 2021 – 2022 Emerging Threats Agreement authorized in Resolution #21-419 and Amendment #1 in Resolution #21-586; and

WHEREAS, MDHHS has proposed Amendment #2 to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the revised Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2021 – 2022 Emerging Threats Agreement with the Michigan Department of Health and Human Services for the delivery of emerging threats services under the Comprehensive Agreement Process.

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

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall increase from \$3,387,555 to \$4,237,335, an increase of \$849,780.

BE IT FURTHER RESOLVED, that the increase funds consist of the following specific change to program budgets:

American Rescue Plan: increase of \$37,854 from \$0.00 to \$37,854
COVID-19 Mobile Testing: increase of \$632,726 from \$310,000 to \$942,726
Reopening Schools HRA: increase of \$179,200 from \$716,800 to \$896,000

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2022 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2021-2022 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: March 21, 2021
SUBJECT: FY 22 State of Michigan Master Agreement Amendment # 2
For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmit State & Federal Funds to Ingham County to support public health programs. The Board of Commissioners approved the 2021-2022 Master Agreement through Resolution #21-420 and Amendment #1 through Resolution #21-587.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this increased support will increase the Fiscal Year 2022 original grant agreement from \$6,804,505 to \$6,873,244 and increase of \$68,739. The revised resolution makes the following specific changes to the budget:

- EEEH – Everett CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Gardner CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Pattengill CHC: increase of \$10,000 from \$100,000 to \$110,000
- Public Health Emergency Preparedness (10/01/21 – 06/30/22): increase of \$966 from \$116,726 to \$117,692
- Public Health Emergency Preparedness (07/01/22 – 9/30/22): increase of \$37,773 from \$0 to \$37,773

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2021 through September 30, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2021-2022 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and ICHD have entered into a 2021-2022 Master Agreement authorized in Resolution #21-420 and Amendment #1 in Resolution #21-587; and

WHEREAS, MDHHS has proposed Amendment #2 to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the revised Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2021 – 2022 Agreement with the Michigan Department of Health and Human Services for the delivery of public health services under the Master Agreement Process.

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

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$6,804,505 to \$6,873,244 and increase of \$68,739.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

- EEEH – Everett CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Gardner CHC: increase of \$10,000 from \$100,000 to \$110,000
- EEEH – Pattengill CHC: increase of \$10,000 from \$100,000 to \$110,000
- Public Health Emergency Preparedness (10/01/21 – 06/30/22): increase of \$966 from \$116,726 to \$117,692
- Public Health Emergency Preparedness (07/01/22 – 9/30/22): increase of \$37,773 from \$0 to \$37,773

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2022 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer, or her designee, is authorized to submit the 2021-2022 Master Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 15, 2022
SUBJECT: Resolution Authorizing an agreement with Edge Partnerships for a Marihuana Public Education Campaign
For the meeting dates of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Edge Partnerships in an amount not to exceed \$18,436 for the creation of advertisements to provide education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, increase the perception of risk for adolescent marihuana use, and provide education on the risk of marihuana use during pregnancy and breastfeeding effective April 15, 2022 through September 15, 2022. ICHD was awarded a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$23,436.00. Public Act 87 of 2021 Section 901 directs funds appropriate for grants in the Michigan Medical Marihuana Act, MCL 333.26426 to counties for education, communication, and outreach relating to the Michigan Medical Marihuana Program. ICHD has partnered with Edge for marihuana related campaigns since 2019. These past agreements were authorized in Resolutions #19-244, #20-356, and #21-416, and this campaign is an extension of that work. The grant proposal included a budget that allotted \$18,436 to be spent on creative development and advertising.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

All costs of this agreement will be covered by funds from the LARA grant. Total advertising expenditures will not exceed \$18,436.

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 communications, Goal B.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners approve the attached resolution authorizing an agreement with Edge Partnerships for the period of April 15, 2022 through September 15, 2022 in an amount not to exceed \$18,436 for advertising and printing costs associated with an education, communication, and outreach campaign regarding the Michigan Medical Marihuana Act.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EDGE PARTNERSHIPS FOR A MARIHUANA PUBLIC EDUCATION CAMPAIGN

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Edge Partnerships in an amount not to exceed \$18,436 for the creation of advertisements to provide education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, increase the perception of risk for adolescent marihuana use, and provide education on the risk of marihuana use during pregnancy and breastfeeding, effective April 15, 2022 through September 15, 2022; and

WHEREAS, ICHD was awarded a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$23,436; and

WHEREAS, Public Act 87 of 2021 Section 901 directs funds appropriate for grants in the Michigan Medical Marihuana Act, MCL 333.26426 to counties for education, communication, and outreach relating to the Michigan Medical Marihuana Program; and

WHEREAS, ICHD has partnered with Edge for marihuana related campaigns since 2019; and

WHEREAS, these past agreements were authorized in Resolutions #19-244, #20-356, and #21-416, and this campaign is an extension of that work; and

WHEREAS, the grant proposal included a budget that allotted \$18,436 to be spent on creative development and advertising; and

WHEREAS, all costs of this agreement will be covered using LARA grant funds; and

WHEREAS, the Health Officer recommends authorizing an agreement with Edge Partnerships effective April 15, 2022 through September 15, 2022 in an amount not to exceed \$18,436 for advertising and printing costs associated with an education, communication, and outreach campaign regarding the Michigan Medical Marihuana Act.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Edge Partnerships effective April 15, 2022 through September 15, 2022 in an amount not to exceed \$18,436 for advertising and printing costs associated with an education, communication, and outreach campaign regarding the Michigan Medical Marihuana Act.

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

TO: Bryan Crenshaw, Board Chairperson
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 10, 2022
SUBJECT: Resolution to Purchase a Non-invasive Bilirubin Measuring Device from Drager, Inc.

For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to purchase a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97. Currently, the Cedar Pediatrics Health Center is operating without a bilirubin measuring device, which is not the standard of care. Due to pandemic-related supply chain and labor-shortage issues, Drager, Inc. is the only manufacturer in the market that offers a commercial grade bilirubin measuring device needed for treating pediatric patients in the U.S. Other commercial grade bilirubin measuring device models, that were researched online, are not available for distribution in the U.S. The purchase of this device includes a five-year service agreement.

ALTERNATIVES

ICHHD could not purchase the bilirubin measuring device, but that would mean that ICHHD was not meeting the standard of care for pediatric patients.

FINANCIAL IMPACT

The total cost of purchase will not exceed \$8,228.97 and will be paid by revenue generated from services provided at the Cedar Pediatrics Health Center.

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 purchasing a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE A NON-INVASIVE BILIRUBIN MEASURING DEVICE
FROM DRAGER, INC.**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wishes to purchase a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97; and

WHEREAS, currently, the Cedar Pediatrics Health Center is operating without a bilirubin measuring device, which is not the standard of care; and

WHEREAS, due to pandemic-related supply chain and labor-shortage issues, Drager, Inc. is the only manufacturer in the market that offers a commercial grade bilirubin measuring device needed for treating pediatric patients; and

WHEREAS, other commercial grade bilirubin measuring device models, that were researched online, are not available for distribution in the U.S.; and

WHEREAS, the purchase of this device includes a five-year service agreement; and

WHEREAS, the total cost of purchase will not exceed \$8,228.97 and will be paid by revenue generated from services provided at the Cedar Pediatrics Health Center; and

WHEREAS, the CHC Board of Directors and the Health Officer supports purchasing a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchasing a non-invasive bilirubin measuring device from Drager, Inc. for an amount not to exceed \$8,228.97.

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 and Finance Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 4, 2022
SUBJECT: Authorization to Renew an Agreement with RegLantern™
For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to renew a three-year agreement with RegLantern™ for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025. The RegLantern™ platform is designed to help establish and maintain compliance with CHC program regulations, authorized by Section 330 of the Public Health Service (PHS) Act. Previously, per Resolution #20-037, RegLantern provided hourly expert consultation services pertaining to CHC compliance with the Health Resources and Services Administration (HRSA) program in preparation for ICHD’s 2021 Operational Site Visit in May 2021.

ALTERNATIVES

Not renewing this agreement could result in a failure to establish and maintain compliance with HRSA requirements.

FINANCIAL IMPACT

The cost of this three-year agreement shall not exceed \$24,000. Fifty percent (50%) of the cost will be covered by Ryan White Part D funding and the remaining 50% of the cost will be covered by revenue generated from CHC operations.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes renewing an agreement with RegLantern™ for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RENEWAL OF AN AGREEMENT WITH REGLANTERN™

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to renew a three-year agreement with RegLantern™ for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025; and

WHEREAS, the RegLantern platform is designed to help establish and maintain compliance with CHC program regulations, authorized by section 330 of the Public Health Service (PHS) Act; and

WHEREAS, previously, per Resolution #20-037, RegLantern provided hourly expert consultation services pertaining to CHC compliance with the Health Resources and Services Administration (HRSA) program in preparation for ICHD's 2021 Operational Site Visit in May 2021; and

WHEREAS, the cost of this three-year agreement shall not exceed \$24,000; and

WHEREAS, fifty percent (50%) of the cost will be covered by Ryan White Part D funding and the remaining 50% of the cost will be covered by revenue generated from CHC operations; and

WHEREAS, the CHC Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners renew a three-year agreement with RegLantern™ for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing a three-year agreement with RegLantern™ for an amount not to exceed \$24,000, effective May 1, 2022 through April 30, 2025.

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

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

TO: Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 17, 2022
SUBJECT: Resolution Authorizing a lease agreement with Capital Area Community Services (CACS) for a WIC Satellite Clinic
For the meeting dates of April 4 and April 6, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to renew the agreement with Capital Area Community Services (CACS) to continue leasing space in the Grand River Head Start building to provide Special Supplemental Nutrition Program Services for Women, Infants, and Children (WIC) clients in the northern area of the city of Lansing. All Head Start enrollees are eligible for the WIC Program, and the collaboration between Head Start and ICHD is beneficial to both agencies. In Resolution #18-350, the Board of Commissioners authorized a lease agreement with CACS to occupy space at the Head Start building located at 1107 East Cesar Chavez Avenue, Room #104 for a satellite WIC Clinic. CACS proposed to renew the lease agreement for a total amount not to exceed \$10,800 (\$300 per month) effective October 1, 2021 through September 30, 2024.

ALTERNATIVES

ICHD could find another space to lease for this WIC satellite clinic but that would make the collaboration between CACS and ICHD less beneficial for WIC and Head Start clients.

FINANCIAL IMPACT

CACS will charge ICHD \$300 per month for use of space in the Grand River Head Start Building all costs of this agreement will be covered using WIC funding from the Michigan Department of Health and Human Services (MDHHS).

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an agreement with CACS in an amount not to exceed \$10,800 (\$300 per month), effective October 1, 2021 through September 30, 2024 to renew the WIC satellite clinic lease at 1107 East Cesar Chavez Avenue, Room #104.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A LEASE AGREEMENT WITH CAPITAL AREA
COMMUNITY SERVICES FOR A WIC SATELLITE CLINIC**

WHEREAS, Ingham County Health Department (ICHHD) wishes to renew the agreement with Capital Area Community Services (CACS) to continue leasing space in the Grand River Head Start building to provide Special Supplemental Nutrition Program Services for Women, Infants, and Children (WIC) clients in the northern area of the city of Lansing; and

WHEREAS, all Head Start enrollees are eligible for the WIC Program, and the collaboration between Head Start and ICHHD is beneficial to both agencies; and

WHEREAS, in Resolution #18-350, the Board of Commissioners authorized a lease agreement with CACS to occupy space at the Head Start building located at 1107 East Cesar Chavez Avenue, Room #104 for a satellite WIC Clinic; and

WHEREAS, CACS proposed to renew the lease agreement in an amount not to exceed \$10,800 (\$300 per month), effective October 1, 2021 through September 30, 2024; and

WHEREAS, all costs of this agreement will be covered by WIC funds received from the Michigan Department of Health and Human Services (MDHHS); and

WHEREAS, the Health Officer recommends entering into an agreement with CACS in an amount not to exceed \$10,800 or \$300 per month, effective October 1, 2021 through September 30, 2024 to renew the WIC satellite clinic lease at 1107 East Cesar Chavez Avenue, Room #104.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with CACS in an amount not to exceed \$10,800 or \$300 per month, effective October 1, 2021 through September 30, 2024 to renew the WIC satellite clinic lease at 1107 East Cesar Chavez Avenue, Room #104.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 15, 2022
SUBJECT: Authorization to Authorize Agreement with Edge Partnerships for Vaccine Uptake Campaign
For the meeting agendas of April 4, 2022 and April 6, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Edge Partnerships for a Social Marketing Campaign targeted to engage target populations in vaccine education, connect people in Clinton, Eaton, and Ingham counties to vaccination providers and reliable information, and increase vaccine uptake among Clinton, Eaton, and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500. Funding is sourced from the Michigan Department of Health and Human Services (MDHHS) Regional 7 Perinatal Care grant in an amount not to exceed \$35,000 and from the MDHHS COVID-19 Mobile Testing grant in an amount not to exceed \$33,500. This campaign will allow ICHD to partner with Edge to develop and disseminate a social marketing campaign including but not limited to, the production of videos, billboard advertisement, radio scripts, social media messages, and print materials related to vaccine awareness and education. A request for proposals for a vendor was generated by the Ingham County Purchasing Department. After reviewing all proposal options, Edge Partnerships was selected as the preferred contractor for this service based upon their demonstrated capability and experience in the work of public health, their detailed work plan and time line for the project, and their proposed budget and its relevance to the scope of work.

ALTERNATIVES

Choosing not to accept this funding would forfeit the opportunity to increase vaccination awareness and education within Clinton, Eaton, and Ingham County’s most vulnerable perinatal and adult populations.

FINANCIAL IMPACT

All costs for this agreement will be covered by the project budget developed from the identified combined funding sources.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an agreement with Edge Partnerships to increase vaccination uptake among Clinton, Eaton, and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EDGE PARTNERSHIPS FOR A SOCIAL MARKETING CAMPAIGN TO INCREASE VACCINE UPTAKE

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with Edge Partnerships for a Social Marketing Campaign targeted to engage target populations in vaccine education, connect people in Clinton, Eaton, and Ingham counties to vaccination providers and reliable information, and increase vaccine uptake among Clinton, Eaton, and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500; and

WHEREAS, funding is sourced from the Michigan Department of Health and Human Services (MDHHS) Regional 7 Perinatal Care grant in an amount not to exceed \$35,000 and from the MDHHS COVID-19 Mobile Testing grant in an amount not to exceed \$33,500; and

WHEREAS, this campaign will allow ICHHD to partner with Edge to develop and disseminate a social marketing campaign including but not limited to, the production of videos, billboard advertisement, radio scripts, social media messages, and print materials related to vaccine awareness and education; and

WHEREAS, a request for proposals for a vendor was generated by the Ingham County Purchasing Department; and

WHEREAS, after reviewing all proposal options, Edge Partnerships was selected as the preferred contractor for this service based upon their demonstrated capability and experience in the work of public health, their detailed work plan and time line for the project, and their proposed budget and its relevance to the scope of work; and

WHEREAS, all costs for this agreement will be covered by the project budget developed from the identified combined funding sources; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes an agreement with Edge Partnerships for a Social Marketing Campaign designed to increase vaccination uptake among Clinton, Eaton and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Edge Partnerships for a Social Marketing Campaign designed to increase vaccination uptake among Clinton, Eaton and Ingham perinatal and other vulnerable adult populations, effective May 1, 2022 through September 30, 2022 in an amount not to exceed \$68,500.

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

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: March 17, 2022
SUBJECT: Authorization to amend the vacant Operations & Compliance Manager position to Operations Director
For the Meeting Agendas of April 4, April 5 and April 6, 2022

BACKGROUND

Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to amend the job description of the vacant Operations and Compliance Manager Position #601079 MC 12 (\$80,939.25-\$97,177.46) to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46) to be effective upon approval. This amendment will increase alignment, compliance, and effectiveness of operations across all CHC sites. This amendment has been reviewed and approved by Ingham County’s Human Resource Department.

ALTERNATIVES

If the position is left unchanged, CHC operations will continue to go without adequate support, which results in less than optimized workflows, processes, and procedures resulting in potential lapses in access to care, quality and customer service.

FINANCIAL IMPACT

There is no financial impact for this change. The salary of the Operations Director would remain the same as the Operations & Compliance Manager. Costs will continue to be covered by operating budgets of the applicable unit(s) within the CHCs:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

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 amendment of the vacant Operations & Compliance Manager position #601079 to Operations Director to be effective upon approval.

Agenda Item 7j

TO: Kris Drake, Deputy Health Office/Executive Director
FROM: Joan Clous, Human Resources Specialist
DATE: March 16, 2022
RE: Support for title change – Operation & Compliance Manager to Operations Director

Per your request, Human Resources has reviewed the classification titled Operation and Compliance Manager.

After analysis, the title will be Operations Director and be compensated at a MC salary range 12 (\$80,939.25 to \$97,177.46).

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
INGHAM COUNTY HEALTH CENTERS (IHC) – OPERATIONS DIRECTOR**

General Summary: Under the direction of the Executive Director/Deputy Health Officer, and as a member of the IHC Senior Leadership Team, the Operations Director will direct the leadership, management and vision necessary to ensure proper operational controls, administrative procedures, and people systems to effectively grow IHC and to ensure financial strength and operating efficiency.

Essential Functions:

15. Under the guidance of the Executive Director/Deputy Health Officer, develops and implements operational plans leveraging current technologies to maximize cost efficiencies and productivity while promoting IHC as a primary care provider of choice in the Ingham County region.
16. Provides general supervision for the daily management and operation of IHC services, in order to achieve delivery of programs and services in a high quality and fiscally responsible manner which is sensitive to the varied needs and backgrounds of IHC patients.
17. Recommend and develop operations policies and procedures to drive achievement of the organizational mission.
18. Ensures health center is appropriately staffed during business hours for service provision, within context of established budget parameters.
19. Collaborates with the Leadership team to support patient advisory committees as appropriate and regularly assess the effectiveness of services provided by the IHC.
20. Under direction of the Executive Director/Deputy Health Officer, partners with the Finance department to develop an annual operating budget.
21. In partnership with the Medical Director/Chief Medical Officer, operates clinic and related activities within established budget parameters.
22. Supports the Executive Director/Deputy Health Officer, by providing information, analysis and reports to facilitate the Quality Committee, Finance Committee, Executive Committee and Membership Committees' work in collaboration with other members of the IHC Senior Leadership Team.
23. Develops, implements and monitors systems designed to fully comply with contract and/or grant requirements as provided to IHC. Negotiates contract language when appropriate, seeking guidance from legal counsel and Executive Director/Deputy Health Officer support.
24. Provides oversight, supervision, and support for the following positions:
 - a. Community Health Center Manager
 - b. Central Services Manager
25. Provides operational oversight of projects, improvements, systems, workflows and planning and execution as it relates to future growth opportunities.
26. Motivate and lead a high-performance management team for various departments.
27. Foster a success-oriented and accountable environment.
28. Supports a positive and empowering workplace culture and fosters a team approach.
29. In collaboration with the Medical Director/Chief Medical Officer and other members of the IHC Senior Leadership Team, assess the functioning of the clinic and the quality, effectiveness, and efficiency of operations to ensure best practice.
30. Monitor IHC performance. Evaluate the results of overall activities regularly and systematically, and report these results to the Executive Director/Deputy Health Officer, Senior Leadership Team, and the Board of Directors as appropriate.
31. Under the direction of the Executive Director/Deputy Health Officer, develops new programs and services for IHC. Directs and monitors new clinic programs to achieve established objectives.

32. Maintains organizational integrity. Ensures that all organization activities and operations are carried out in compliance with all local, state, and federal regulations in governing business operations.
33. Complies with the organizations safety policies and procedures. Ensures compliance with governmental licensing and regulatory requirements where applicable.
34. Develop, implement and monitor communications systems designed for safe and efficient operations and resolution of problems.

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: Bachelor's Degree in healthcare, public or business administration required. Master's Degree preferred.

Experience: Four or more years of health services operational management experience, preferably in FQHC and/or ambulatory care settings.

Other Requirements:

- Licenses/certifications must be kept current and in good standing.
- Strong working knowledge of financial and business operation principles and project management.
- Demonstrated advanced competency in people leadership with proven measurable positive outcomes.
- Experience in budgeting, health information technology, legal environment and the clinical functions of healthcare.

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

Working Conditions:

4. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
5. This position is exposed to communicable diseases, blood, other body fluids, etc.
6. 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.
7. This position is required to travel for meetings and appointments.
8. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling and pinching.
- This position's physical requirements require regular stamina in traversing, lifting, carrying, pushing, pulling, reaching and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

MC 12
May 17, 2021

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A JOB DESCRIPTION AMENDMENT TO CHANGE THE OPERATIONS & COMPLIANCE MANAGER POSITION TO OPERATIONS DIRECTOR

WHEREAS, Ingham County Health Department’s (ICHHD) Community Health Centers (CHCs) wish to amend the job description to change the vacant Operations and Compliance Manager Position #601079 MC 12 (\$80,939.25-\$97,177.46) to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46) to be effective upon approval; and

WHEREAS, this amendment will increase alignment, compliance and effectiveness of operations across all CHC sites; and

WHEREAS, this amendment has been reviewed and approved by Ingham County’s Human Resources Department; and

WHEREAS, there is no financial impact for this change; and

WHEREAS, the salary of the Operations Director would remain the same as the Operations & Compliance Manager; and

WHEREAS, costs will continue to be covered by operating budgets of the applicable unit(s) within the CHCs:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes the amendment of the Operations & Compliance Manager position #601079 to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46), effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the job description of the Operations & Compliance Manager position #601079 to an Operations Director Position MC 12 (\$80,939.25-\$97,177.46), effective upon approval.

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