

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 18, 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 [April 4, 2022](#) Minutes
Additions to the Agenda
Limited Public Comment

1. Community Health Center Board – Interviews
2. Parks Commission – Interviews
3. Fairgrounds – Resolution to Authorize a Contract with [Sterle Builders](#) to Assemble and Break Down the Jack O’ Lanterns Unleashed Displays
4. Potter Park Zoo – Resolution to Grant the [Potter Park Zoo Advisory Board](#) the Ability to Approve Ticket Distribution as a Marketing Strategy at Potter Park and Potter Park Zoo
5. Health Department
 - a. Resolution to Authorize the [Reorganization](#) of Four Positions within the Ingham County Health Department
 - b. Resolution to [Reorganize/Rename](#) the Senior Public Health Nurse Positions in Maternal and Child Health (*Discussion*)
6. Controller’s Office – [American Rescue Plan](#) Second Tranche Funding (*Discussion*)

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

April 4, 2022

Draft Minutes

Members Present: Cahill, Crenshaw, Sebolt, Tennis, Trubac and Slaughter (Arrived at 6:00 p.m).

Members Absent: Naeyaert and Tennis.

Others Present: Commissioner Maiville, Matthew Ferguson, Ryan Kost, Emily Linden, Philip Wells, Flemming Mathiasen, Leslie Shanlian, Lindsey McKeever, 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 March 14, 2022 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CAHILL, TO APPROVE THE MARCH 14, 2022 MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Naeyaert, Tennis, and Slaughter.

Additions to the Agenda

8. Human Services Committee – Resolution Proclaiming April as “Autism Awareness Month” in Ingham County

Limited Public Comment

Commissioner Slaughter arrived at 6:00 p.m.

Joy Gleason, Ingham County Fair Board Member, stated that she full heartedly believed that Ingham County should go forth with Jack O’Lanterns Unleashed for a multi year commitment. She further stated that there was nothing else like it in the State of Michigan.

Ms. Gleason stated it would be foolish to waste the investment that had been made last year when establishing the brand.

1. Parks Commission – Interviews

Matthew Ferguson interviewed for a position on the Parks Commission.

Ryan Kost interviewed for a position on the Parks Commission.

Emily Linden interviewed for a position on the Parks Commission.

Commissioner Crenshaw left at 6:36 p.m.

Flemming Mathiasen interviewed for a position on the Parks Commission.

Commissioner Crenshaw returned at 6:40 p.m.

Philip Wells interviewed for a position on the Parks Commission.

2. Medical Care Facility – Employee Overtime (*Discussion*)

Leslie Shanlian, Ingham County Medical Care Facility Chief Executive Officer, stated that the Medical Care Facility had received a letter from the Wage and Hour Division from the Department of Labor in June 2021. She further stated that the letter had stated they wanted to investigate Ingham Medical Care Facility's pay practices.

Ms. Shanlian stated that when reviewed it had been discovered that they did not use a labor attorney when the union contract was negotiated in June of 2019. She further stated that the union language included had stated when nurses and nurses assistants went from an 8 hour shift to 12 they would pay anything over 80 hours in a pay period.

Ms. Shanlian stated they owed back pay for over two years, and had paid a little over \$234,000 as a result. She further stated that moving forward, they would utilize a labor attorney for the union negotiations.

Commissioner Crenshaw asked for clarification on how many employees were impacted.

Ms. Shanlian stated that she would have to double check the number, but believed it was just over 100 employees. She further stated that some employees were paid as little as \$7 while others received hundreds.

Commissioner Crenshaw asked that Ms. Shanlian provide the Controller's Office with the number of employees as well as the average amount paid. He further asked for the comparison of the employees' employment status with Ingham County.

Ms. Shanlian stated that she would provide that information to the Controller's Office.

Commissioner Sebolt asked for clarification on the hour language that had been used.

Ms. Shanlian stated that the language indicated that they would pay anything over 80 hours in the pay period. She further stated that the wage and hour law was 8 and 80 hours, and that you could not mix and match.

Commissioner Crenshaw asked if the individuals were unionized.

Ms. Shanlian stated that the labor attorney represented the Medical Care Facility and they negotiated with a representative from the union.

Commissioner Crenshaw asked for clarification on who the employees were represented by.

Ms. Shanlian stated that the employees were under two unions, including American Federation of State, County and Municipal Employees as well as the United Automobile Aerospace and Agricultural Implement Workers of America.

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

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
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
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 Marijuana 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
8. Human Services Committee – Resolution Proclaiming April as “Autism Awareness Month” in Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Naeyaert and Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Naeyaert and Tennis.

- 4. Fairgrounds
 - e. Jack O’ Lanterns Unleashed (*Discussion*)

Lindsey McKeever, Ingham County Fairgrounds Director, provided an overview of the 2021 outcome and the 2022 projections.

Commissioner Slaughter asked for clarification on how the new ticket prices were determined.

Ms. McKeever stated that they ultimately were looking to get more individuals in the gates for a lower price. She further stated that the proposed ticket prices of \$15 and under came after discussion with the Fair Board as well as the Controller’s Office.

Commissioner Slaughter stated that the Facebook ads had reached a large audience. He further asked for clarification on the conversion and if they had received feedback

Ms. McKeever stated that the ticket prices varied each week and increased closer to Halloween. She further stated that as the prices increased, they received more Facebook comments stating the event looked cool but the price was too much.

Ms. McKeever stated that it had since been decided to keep the ticket prices the same each week. She further stated that they had received a lot of positive feedback early on last year when the ticket prices were low.

Commissioner Sebolt asked for clarification on how the proposed ticket prices compared to other seasonal attractions such as Boo at the Zoo, or local hayrides and corn mazes.

Ms. McKeever stated that the Jack O’Lanterns Unleashed would be the cheapest Jack O’Lantern event in the County. She further stated that the ticket prices for the Awaken Haunted House in Leslie were \$25.

Ms. McKeever stated that the ticket prices were incredibly reasonable.

Commissioner Crenshaw asked if the ticket prices had been vetted by the Fair Board.

Ms. McKeever stated that the proposed ticket pricing would be presented to the Fair Board on Monday, April 11.

Commissioner Crenshaw asked how they intended to promote the bus tour for senior citizens and nursing homes.

Ms. McKeever stated that they intended to mail out a flyer and take reservations for the bus tours. She further stated that they planned to charge \$35 for the bus, and not per person on the bus.

Ms. McKeever stated that this was not intended for charter bus sized busses, but for smaller sizes.

Commissioner Crenshaw asked if they had collected any demographic information on individuals who attended the event last year.

Ms. McKeever stated that they had the zip codes from individuals who had purchased tickets to last year's event.

Commissioner Crenshaw stated he believed it would be helpful to focus on the demographics to create more targeted advertisement.

Chairperson Trubac stated that he had attended the event last year with his family. He further stated that he had concerns that the ticket prices were still too high.

Chairperson Trubac asked if there was a pathway available to lower prices further and instead be more aggressive with food and drinks or even sponsorships. He further asked if they had considered discounts for buying multiple tickets.

Ms. McKeever stated that they were open to any and all ideas. She further stated that their idea to allow children under the age of 14 free entry the first weekend would allow families a more affordable option to visit.

Ms. McKeever stated that one reason ticket prices were more expensive on Saturday nights was due to the additional entertainment that was present, such as the Fire Juggler. She further stated that Saturday was in more demand as well.

Ms. McKeever stated that ticket fees did differ if you bought them at the gate instead of online. She further stated that they wanted individuals to buy the tickets online as it was a guaranteed revenue.

Chairperson Trubac asked for clarification on the \$1 ticket fee associated with the online ticket sales.

Ms. McKeever stated that they had originally planned to absorb the entire ticket fee cost. She further stated individuals were upset and confused when they encountered the associated ticket fees online.

Ms. McKeever stated that the ticket fees were associated with the cost of running the online ticket sales with the contractor.

Chairperson Trubac stated that he would like some additional time to review the breakdown presented and continue the discussion at a later date.

Commissioner Crenshaw asked for clarification if the additional entertainment would be promoted for specific days.

Ms. McKeever stated that they would make it clear what was included at the time of purchasing tickets.

Chairperson Trubac stated that the Fire Juggler was highlighted in the commercial. He further stated that individuals would be looking for him.

Ms. McKeever stated that they had previously recorded several days of footage and would be able to make a new commercial with the footage that had not been used. She further stated that they would be able to reuse the animated advertisement as well.

Chairperson Trubac stated that he did think they would want to remove the Fire Juggler from the advertisement. He further stated that they would need to make it clear what entertainment would be present each night so individuals were not upset.

Commissioner Cahill asked if there was a donation option available online.

Ms. McKeever stated that there was not currently a donation option but it could certainly be added.

Commissioner Cahill asked if parking at the event was free. She further asked for clarification on what food options would be available.

Ms. McKeever stated that the parking was free. She further stated that she would be looking into food vendors as additional vendors would be needed to help reduce the wait time of lines and accommodate the additional attendance.

Ms. McKeever stated that the Pretzel Wagon would be available a few nights.

Commissioner Cahill asked if additional bus opportunities would be available to individuals who would rather not walk the event.

Ms. McKeever stated that there would be a night for cars to drive through and view the pumpkins. She further stated that she was proud of the outcome from the drive through option as they had pulled it together in five days last year.

Ms. McKeever stated that a local child that was in hospice had been able to take part in the event. She further stated that the drive through option allowed access to individuals who otherwise would not have been able to make the walk.

Commissioner Cahill asked for clarification on if everything at the event was available outside.

Ms. McKeever confirmed that the event was entirely outside.

Commissioner Sebolt stated that the projected profit for 2022 had only been \$3,000. He further asked for clarification on why it was believed that the event would not bring in tens of thousands of dollars as originally expected.

Ms. McKeever stated that she ultimately had priced the tickets way too high last year. She further stated that she did not anticipate the expense of creating a brand from ground zero.

Ms. McKeever stated that this event was the first of its kind for Michigan and it was hard to sell the idea of it when first presented to the Board of Commissioners and the community. She further stated that while the first advertisement was good, but did not convey the right story.

Commissioner Sebolt asked if it was believed that they would see a profit of \$50,000 in 2027.

Ms. McKeever stated that the ticket prices this year may be enough to attract more than what is projected. She further stated that if the Fair Board was able to take on some of the sponsorships it would alleviate the burden of needing to meet the attendance projections.

Commissioner Sebolt asked for clarification on who they would be using as a food vendor. He further asked if they would be using food trucks.

Ms. McKeever stated that in 2021 Skerbeck Entertainment Group provided three food wagons. She further stated that she would be reaching out to new fair vendors this year as Skerbeck was unavailable.

Commissioner Sebolt stated that the inclusion of food trucks may bring their own following. He further stated that they might also provide free advertisement as they would Tweet out.

Commissioner Sebolt stated that the car and bus night may be a sensory friendly option for individuals who are neurodiverse. He further that the Lansing Visitor Bureau had worked on highlighting attractions that were sensory friendly for individuals.

Commissioner Sebolt stated it may be worth reaching out to see if this event could be included if it met the criteria. He further stated that advertising the event this way may contribute to additional attendance.

Ms. McKeever stated that they did have a pumpkin featured last year. She further stated that it would be worth exploring this option as well.

Commissioner Crenshaw asked for clarification on if there was a way to gain feedback on the new ticket pricing from individuals who attended last year's event.

Ms. McKeever stated that she would be able to send out an email to individuals who had purchased tickets for last year's event.

Commissioner Crenshaw stated that the feedback would allow them to better understand what nights individuals were most interested in attending. He further asked for clarification if individuals under 14 would be required to have a parent with them.

Ms. McKeever stated that an adult would need to be present with a group of children. She further stated that she would need to think about it further.

Commissioner Crenshaw stated that it should be considered as they would not want a bunch of unsupervised kids there, as there is potential to bring issues to the event. He further stated it should be considered to have an adult present with anyone under the age of 18.

Ms. McKeever stated that they did not have a rule such as that at the annual fair.

Commissioner Crenshaw stated that it should be considered to protect the County from potential violence.

Ms. McKeever stated that she did a poor job at reaching individuals from age 13-17. She further stated that those ages wanted an event that was haunted.

Chairperson Trubac asked if they had still considered including a maze. He further stated that it could be made scary to further attract that age group.

Ms. McKeever stated that they would love to include a scary attraction, unfortunately they required a large amount of staff. She further stated that the Fair had struggled to find staff but would consider including such event in future years.

Chairperson Trubac stated he understands Commissioner Crenshaw's concern for young kids. He further stated he believed that 18 may be a bit high but it is certainly something to think about.

Ms. McKeever stated that they had considered reaching out to coaches to utilize the event for team bonding. She further stated that they had considered including a group rate for groups over 15-20 individuals.

Chairperson Trubac stated he noticed the advertisement for 2021 included cable TV. He further stated college aged people often did not watch cable TV or utilize Facebook.

Chairperson Trubac asked if there were other outlets of advertisement to consider to further draw students from East Lansing.

Ms. McKeever stated that she had looked into TikTok and reached out to a creator for a paid partnership. She further stated that she needed to take the time to further learn the platform.

Chairperson Trubac stated that he wanted to encourage other forms of social media, including YouTube.

Ms. McKeever stated that the OOT commercials were advertised on Hulu and YouTube. She further stated that the ads ran before videos that were viewed on News websites as well.

Ms. McKeever stated that they geographically targeted the ads to individuals who had attended Uncle John's Cider Mill. She further stated they reached one million individuals but unfortunately the views and clicks did not convert.

Chairperson Trubac asked if the individuals were simply not interested in the event.

Ms. McKeever stated that she needed to a better job at marketing the beer sales. She further stated that she believed the option to bring dogs on Thursday nights would also be successful.

Commissioner Slaughter asked if it would be worth spending money for a firm to complete marketing research and assistance.

Chairperson Trubac stated that he believed it would be a great thing to look into.

Commissioner Cahill asked if they had included a survey for individuals to click back on.

Ms. McKeever stated that they had not included a survey with the tickets.

Commissioner Cahill stated that she believed this event would be a go-to event once it was established.

Chairperson Trubac stated that there were a lot of ideas and enthusiasm towards making this a successful event. He further stated he enjoyed the event and would like to see the brand grow and see the support.

Chairperson Trubac further asked when the pricing structure would need to be finalized.

Ms. McKeever stated that she would like the pricing to be finalized before the County Fair so they could begin promotions.

Chairperson Trubac stated that there was desire for everyone to review the pricing structure in detail. He further stated he would like to see further discussion for this in June.

4. Fairgrounds

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

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

Commissioner Crenshaw stated that there had been 47 vendors invited to participate but only one responded. He further asked for clarification on why only one responded.

Ms. McKeever stated that she was unsure why only one vendor had responded.

Commissioner Crenshaw asked for clarification on how long the RFP had been posted.

Jared Cypher, Deputy Controller, stated it had been posed for a month. He further stated that they had unfortunately not been receiving many responses as of late.

Commissioner Crenshaw asked if a pre-bid meeting had been held.

Ms. McKeever stated that there had not been a pre-bid meeting.

Commissioner Crenshaw asked for clarification on why a pre-bid meeting had not been held. He further asked if pre-bid meetings were a prerequisite.

Mr. Cypher stated that he would check into the specific reason as to why pre-bid meetings were held sometimes and not others.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER TO TABLE THE RESOLUTION UNTIL THE NEXT HUMAN SERVICES COMMITTEE MEETING.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent:
Commissioners Naeyaert and Tennis.

6. Potter Park Zoo

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

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

Commissioner Sebolt stated that a similar resolution had been passed for the Fairgrounds that had been particular to ticket distribution. He further stated that this resolution would allow the Potter Park Zoo to create any discount event for any length of time.

Commissioner Sebolt stated that he would feel more comfortable if there was more structure that put a cap on what was being created.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CRENSHAW, TO TABLE THE RESOLUTION UNTIL THE NEXT HUMAN SERVICES COMMITTEE MEETING.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Naeyaert and Tennis.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:59 p.m.

APRIL 18, 2022 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

3. Fairgrounds – 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.

4. Potter Park Zoo – Resolution to Grant the Potter Park Zoo Advisory Board the Ability to Approve Ticket Distribution as a Marketing Strategy at Potter Park and Potter Park Zoo

This resolution grants the Potter Park Zoo Advisory Board the ability to approve ticket distribution as a marketing strategy at Potter Park and Potter Park Zoo. It is estimated that 1,500 tickets could be distributed as a marketing strategy on an annual basis.

5. Health Department

- a. Resolution to Authorize the Reorganization of Four Positions within the Ingham County Health Department

This resolution authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective upon approval. A discussion was held on this reorganization at the March 14, 2022 Human Services meeting.

OTHER ITEMS:

1. Community Health Center Board – Interviews

2. Parks Commission – Interviews

5. Health Department

- b. Resolution to Reorganize/Rename the Senior Public Health Nurse Positions in Maternal and Child Health (Discussion)

6. Controller’s Office – American Rescue Plan Second Tranche Funding (Discussion)

Agenda Item 3

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 3

TO: Human Services Committee

FROM: James C. Hudgins, Jr., Director of Purchasing

DATE: April 8, 2022

SUBJECT: Additional Information for the Sterle Builders Resolution

At the April 4, 2022 Human Services Committee meeting there were several questions regarding the bid process specifically pertaining to the request for proposal, Build & Breakdown Jack O'Lanterns Display, recommending award to Sterle Builders.

The following are the answers to the questions that were asked:

1. Why only one vendor?

The Purchasing Department reached out to the following local vendors to ascertain why they chose not to bid:

Laux Construction: Laux stated the main reason is they are really busy. They have projects from 1.5 years ago that they are just starting. Laux said to give them a call if the County rebids the project and they will put a "number" on it.

LJ Trumble Builders: An employee at LJ Trumble said they have 4-5 estimators, and they did not know exactly which one of them decided not to bid on the project. The employee also stated that staffing has been a huge issue.

Parish Corp: Parish Corp. said that they are backlogged from COVID-19 and manpower has been an issue. They are having a hard time finding people to work and, if hired, do not show up on a regular basis. Lastly, they stated the time of the year is tricky since they will be finishing up their outdoor projects before winter.

Nielson Commercial Construction: The person we spoke with from Nielson does not remember seeing RFP #20-22. The employee said that Nielson would potentially bid if there was a rebid opportunity.

Century Construction: Century Construction stated that this is not a project they would typically bid on.

2. Was there a pre-bid meeting?

There was not a mandatory Pre-bid Meeting; however, potential bidders did have an opportunity to schedule a site visit with the Fairgrounds Events Director and ask questions. Additionally, each RFP and the Current Bids web page provide vendors with information on how to submit questions. Had there been questions, they would have been answered in an addendum issued to all vendors known to have received the RFP and posted on the Current Bids web page.

3. If not, why?

No mandatory Pre-bid Meeting was required since the scope of work, building, and taking down of the Halloween displays and scenes, is straightforward. Again, potential bidders did have an opportunity to schedule a site visit and ask questions.

4. When do we do pre-bid meetings?

Mandatory Pre-bid Meetings are typically held on projects that are more complex where it is critical for potential bidders to evaluate site conditions such as subsurface or latent physical conditions, among other things. Most construction projects have either a mandatory Pre-bid Meeting attendance requirement or a way to schedule a site visit. We try to leave the bid on the street long enough to allow potential bidders ample time to review the scope of work and specifications and to ask clarifying questions.

Agenda Item 3

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 4

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: April 5, 2022
SUBJECT: Resolution to Grant the Potter Park Zoo Advisory Board the Ability to Approve Ticket Distribution as a Marketing Strategy at Potter Park and Potter Park Zoo
For the meeting agendas of April 18 and April 20, 2022

BACKGROUND

Marketing strategies are used by Potter Park Zoo to engage with the public creating awareness of services provided by the Zoo. In an effort to continue to increase visitation, awareness of services, and positive visitor experience at Potter Park and Potter Park Zoo, the Zoo Director and Zoo Advisory Board are requesting the ability to approve ticket distribution as a marketing strategy.

Often times marketing strategies include promotional outreach to communities who might otherwise not use the services provided by the Zoo. Creating a brand awareness to these communities is the ultimate goal of the marketing strategy, and any incidental benefit that a particular organization may receive is not the intent of the promotion. The intent of every promotion is to bring visitors to Potter Park and Potter Park Zoo to provide an experience that will foster an emotional connection which will motivate guests to visit the Zoo in the future.

ALTERNATIVES

The Zoo could not include ticket distribution as a marketing strategy.

FINANCIAL IMPACT

Promotions 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. It is estimated that 1,500 tickets could be distributed as a marketing strategy on an annual basis.

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 promotions, the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media.

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board supported this concept of ticket distribution 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 ticket distribution as a marketing strategy 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 TICKET DISTRIBUTION AS A MARKETING STRATEGY AT
POTTER PARK AND POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo Director wishes to develop marketing strategies that may include tickets to Potter Park and Potter Park Zoo; and

WHEREAS, marketing strategies are used by the Zoo to engage with the public to create awareness to the services provided by Potter Park and Potter Park Zoo; and

WHEREAS, increasing visitation and providing positive visitor experiences at Potter Park and Potter Park Zoo are key elements of the Potter Park Zoo mission; and

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

WHEREAS, marketing strategies often include outreach to communities who might otherwise not use the services provided by Potter Park and Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Board of Commissioners grants the Potter Park Zoo Advisory Board the ability to approve ticket distribution programs as a marketing strategy after review by the Potter Park Zoo Director.

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 28, 2022
SUBJECT: Authorization to Reorganize Four Ingham County Health Department Positions
 For the Meeting Agendas of March 14, March 15, and March 16, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to reorganize four positions within the health department including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval. The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist are both currently at an Ingham County Employee’s Association for Professional Employees (ICEA Pro) Grade 5 will be increased to an ICEA Pro Grade 7. The Health Promotion & Prevention Manager currently an MC 11, will increase to an MC 12, and the title will be changed from Manager to Director. The Maternal & Child Health Division Director, currently an MC 12, will increase to an MC 13. This reorganization will increase alignment, compliance, and effectiveness in support of health department operations, of ICHD’s Strategic Plan, the Community Health Improvement Plan (CHIP), and the County’s strategic plan. This reorganization has been reviewed and approved by Ingham County’s Human Resource Department and the ICEA County Professionals Union.

ALTERNATIVES

If these positions are left unchanged, ICHD will be forced to hire staff under an outdated position description that is below fair market value. This may adversely impact recruitment and as a result, individuals hired may not have an accurate understanding of their position. As particular programs within ICHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions. All programs will benefit from staff longevity and stability.

FINANCIAL IMPACT

The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5, will be increased to an ICEA Pro Grade 7 and will be covered by an increase to host site fees.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
GRADE 5	\$49,308.65	\$51,616.16	\$54,026.64	\$56,552.57	\$59,210.54
GRADE 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50

The Health Promotion & Prevention Manager will be increased from MC 11 to MC 12 with the following pay scale for 2022 and will be covered by operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 11	\$75,387.20	\$78,906.74	\$82,591.51	\$86,448.30	\$90,511.37
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

The Maternal & Child Health Division Director will be increased from an MC 12 to an MC 13 with the following pay scale for 2022 and will be covered by the operating budgets of the applicable unit(s) within the Health Department:

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
MC 13	\$86,587.48	\$90,633.25	\$94,863.50	\$99,292.91	\$103,959.67

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of human resources and staffing, specifically section F.1 of the Action Plan – Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. AmeriCorps programs support section A of the Action Plan – Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the reorganization of four Ingham County Health Department (ICHHD) positions including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval.

TO: Ingham County Board of Commissioner’s County Services

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 15, 2022

SUBJECT: Authorization to Reorganize Four Ingham County Health Department Positions

BACKGROUND

Ingham County Health Department (ICHD) wishes to reorganize five positions within the health department including the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval. The AmeriCorps State Specialist, and the AmeriCorps VISTA Specialist, both currently at an Ingham County Employee’s Association for Professional Employee’s (ICEA Pro) Grade 5 will be increased to an ICEA Pro Grade 7. The Health Promotion & Prevention Manager currently an MC 11, will increase to an MC 12, and the title will be changed from Manager to Director. The Maternal & Child Health Division Director, currently an MC 12, will increase to an MC 13. This reorganization will increase alignment, compliance, and effectiveness in support of health department operations, ICHD’s Strategic Plan, the Community Health Improvement Plan (CHIP), and the County’s strategic plan. This reorganization has been reviewed and approved by Ingham County’s Human Resource Department and the ICEA County Professionals Union.

ALTERNATIVES

If these positions are left unchanged, ICHD will be forced to hire staff under an outdated position description that is below fair market value. This may adversely impact recruitment and as a result, individuals hired may not have an accurate understanding of their position. As particular programs within ICHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions. All programs will benefit from staff longevity and stability.

FINANCIAL IMPACT

The AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5, will be increased to an ICEA Pro Grade 7 and will be covered by an increase to host site fees.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
GRADE 5	\$49,308.65	\$51,616.16	\$54,026.64	\$56,552.57	\$59,210.54
GRADE 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50

The Health Promotion & Prevention Manager will be increased from MC 11 to MC 12 with the following pay scale for 2022 and will be covered by operating budgets of the applicable unit(s) within the Health Department:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 11	\$75,387.20	\$78,906.74	\$82,591.51	\$86,448.30	\$90,511.37
MC 12	\$80,939.25	\$84,719.09	\$88,676.56	\$92,815.14	\$97,177.46

The Maternal & Child Health Division Director will be increased from an MC 12 to an MC 13 with the following pay scale for 2022 and will be covered by the operating budgets of the applicable unit(s) within the Health Department:

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
MC 13	\$86,587.48	\$90,633.25	\$94,863.50	\$99,292.91	\$103,959.67

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of human resources and staffing, specifically section F.1 of the Action Plan – Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. AmeriCorps programs support section A of the Action Plan – Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective upon approval.

Agenda Item 5a

TO: Linda Vail, Health Officer
FROM: Joan Clous, Human Resources Specialist
DATE: February 1, 2022
RE: Support for Reorganization

Per your request, Human Resources has reviewed the following positions:

Health Promotion & Prevention Manager MC 11 (\$75,387.20 to \$90,511.37) will now be Health Promotion & Prevention Director MC 12 (\$80,939.25 to \$97,177.46).

Maternal & Child Health Division Director MC 12 (\$80,939.25 to \$97,177.46) will now be Maternal & Child Health Division Director MC 13 (\$86,587.48 to \$103,959.67).

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

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

From: [Joan Clous](#)
To: [Linda Vail](#)
Subject: JD changes
Date: Tuesday, February 01, 2022 11:34:29 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Linda,

HR evaluated the following JDs for changes in title and essential functions the results are:

Communicable Disease Control Director – MC 13 no change

Environmental Health Director – MC 13 no change

Health Promotion & Prevention Director – MC 12 new salary range \$80,939.25 to \$97,177.46

Maternal & Child Health Division Director – MC 13 new salary range \$86,587.48 to \$103,959.67

If you are ok with these changes, I will write up a memo of analysis for you to take to the board.
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax





"It is what it is. But, it will be what you make it." ~ Pat Summit

TO: Amanda Darche, Innovation and Planning Manager

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: February 11, 2022

RE: Memo of Analysis for Reorganization

Human Resources can confirm the following information regarding the re-organization the Health Department is requesting:

1. Position number 601462 is currently an AmeriCorps State Specialist. The Health Department has updated the job description to reflect the duties that are being performed and updated the title to AmeriCorps State Coordinator. After analysis, the salary would move from an ICEA County Pro 05 to an ICEA County Pro 07.
2. Position number 601463 is currently an AmeriCorps Vista Specialist. The Health Department has updated the job description to reflect the duties that are being performed and updated the title to AmeriCorps Vista Coordinator. After analysis, the salary would move from an ICEA County Pro 05 to an ICEA County Pro 07.

I have sent the ICEA County Pro chair notice regarding the new job descriptions and they support the re-organization. I have attached the Unions response.

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

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

From: [Desiree Cook](#)
To: [Amanda Darche](#); [Elisabeth Bliesener](#)
Cc: [Joan Clous](#)
Subject: RE: AmeriCorps Reclassification
Date: Friday, February 11, 2022 1:48:05 PM

I approve the changes to the positions. Thank you!

From: Amanda Darche <ADarche@ingham.org>
Sent: Friday, February 11, 2022 1:41 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>; Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

Yes. The title is shifting from "Specialist" to "Coordinator"

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Friday, February 11, 2022 1:28 PM
To: Desiree Cook <DCook@ingham.org>; Amanda Darche <ADarche@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

Amanda can you see Desiree's question below and answer as I am not sure the answer to this question.

Thanks
Beth

From: Desiree Cook <DCook@ingham.org>
Sent: Friday, February 11, 2022 1:19 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: RE: AmeriCorps Reclassification

I know there was some questions about changing the titles to match what the state uses so they'd be more recognizable to outside agencies. Do you know if that was talked about?

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Friday, February 11, 2022 1:12 PM
To: Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: AmeriCorps Reclassification

Hi Desiree,

Ingham County Health Department wishes to reclassify two positions: the AmeriCorps State Specialist position (Position #601462) and the AmeriCorps VISTA Specialist position (Position #601463).

Position 601462 is vacant, and position number 601463 does have a current employee in the position (Casey Paskus).

The Health Department updated the job descriptions to reflect the work the positions perform and Joan and I reviewed the JPE. It was concluded that the positions would move from an ICEA County Pro 05 to an ICEA County Pro 07.

Does the Union agree to these changes? I attached a clean copy of each job description and a marked up copy of the changes for your review as well.

Thank-you,
Beth and Joan
Ingham County
Human Resources

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TO: Amanda Darche, Innovation and Planning Manager

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations Specialist

DATE: February 11, 2022

RE: Memo of Analysis for Reorganization

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Ingham County
Human Resources

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**INGHAM COUNTY
JOB DESCRIPTION**

Health Promotion and Prevention Director

General Summary:

Under the supervision of the Deputy Health Officer for Public Health Services, manages the daily operations of the Breast and Cervical Cancer Control Program (BCCCP), Registration and Enrollment (R & E), Prevention Programs, and other grant programs. Develops and monitors program policies and procedures. Ensures program compliance with local, state and federal standards, policies and guidelines. Oversees hiring, firing and training of operational staff. Represents departments at various meetings. Provides oversight, evaluation, and program management. Responsible for program budgets. Provides leadership and support for public health improvement activities

Essential Functions:

1. Manages and oversees the operations of BCCCP, Prevention Programs, R & E and grant funded programs. Performs personnel functions such as hiring, training, performance evaluation and disciplinary actions. Provides budgeting recommendations and participates in the planning and preparation of the budget for assigned programs, monitors revenue and expenses, and prepares financial reports.
2. Develops, implements and monitors policies and procedures for programs and departments.
3. Meets and collaborates with numerous groups for the purpose of improving programs operations. Examples include, but are not limited to, other county agencies, the Michigan Department of Community Health, health care providers, state & federal officials, foundation officers and the general public.
4. Provides oversight, evaluation, and budget management for Programs and grant projects. Develops outreach materials and conducts community presentations as requested. Represents programs on local and state committees. Ensures the programs meet applicable local, state and federal guidelines.
5. Develops training materials and conducts in-service trainings as needed.
6. Coordinates quality assurance programs including monitoring, standards and compliance, develops corrective action plans, and reporting. Monitors compliance for state and national accreditation.
7. Develops relationships and contracts with other units of government and nonprofit organizations, and institutions in Ingham County and other counties. Consults with county attorney and health department staff to prepare and maintain contracts.
8. Resolves complex issues and problems. Interprets information and provides guidance to staff regarding intricate standards, policies and procedures. Develops outreach and enrollment procedures and materials and ensures implementation of the Affordable Care Act and Healthy Michigan Plan.
9. Supervises and performs analysis of data as it relates to the departments. Reconciles information, creates reports and provides insight to trends.
10. Serves as liaison and point person to multiple agencies and organizations. Represents the department at various internal and external meetings.
11. Ensures that all assigned programs meet applicable local, state and federal guidelines.

12. Works with the Deputy Health Officer for Public Health Services to analyze services and programs. Determines goals, content, staffing needs and budget requirements for new and existing programs. Drafts and revises operating policies as necessary.

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.)

Public Health Core Competencies:

In the course of performing these essential functions, an employee in this position must demonstrate skill in the below public health core competencies. These examples do not include all of the competencies which the employee may be expected to demonstrate.

Policy Development/Program Planning Skills:

- Understands how policy options can influence public health programs.
- Collaborates in the development, implementation and evaluation of evidence-based public health practices and programs with team members and partnering agencies.
- Applies strategies for continuous individual and departmental performance management and quality improvement.

Communication and Cultural Competency Skills:

- Delivers linguistically and culturally appropriate information to target audiences including individuals, population groups, policy makers and governing bodies, using a variety of approaches.
- Working knowledge of the Incident Command System and ability to function within it.

Community Dimensions of Practice Skills:

- Maintains partnerships with key stakeholders and collaborates with community partners to promote the health of the population.

Public Health Science Skills:

- Applies basic public health sciences (biostatistics, epidemiology, and environmental health, social and behavioral health) to public health programs.

Financial Planning and Management Skills:

- Adheres to the organization's policies and procedures, and participates in activities which contribute to the development of budget priorities and the efficient use of resources.
- Participates in the reporting of program performance.

Leadership and Systems Thinking Skills:

- Adheres to applicable Occupational Safety and Health Administration standards.
- Contributes to a work environment where performance management and continuous quality improvement exists.
- Uses individual, team and organizational learning opportunities for personal and professional development and contributes to the growth of coworkers.

Employment Qualifications:

A minimum of *one* of the following combinations is required:

1. A Master's Degree **and** a minimum of 2 years of experience in public health or a health care program
OR
2. A Bachelor's Degree and a minimum of 3 years of experience in public health or a health care program

A strong preference is given for degrees in Health Education, Public Health, Public Administration or a related field.

Other Requirements: None

(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 required to travel for meetings and appointments.

Physical Requirements:

1. This position requires the ability to sit, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type and endure repetitive movements of the wrists, hands or fingers.
2. This position's physical requirements require little to no stamina in lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching. This position's physical requirements require regular stamina in traversing from one area to another. This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or finger.
3. This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
4. This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, reading documents and reports, etc.
5. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
6. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
7. 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.)

*May 2014
MCF 11
Revised October 2018
Revised January 14, 2022*

**INGHAM COUNTY
JOB DESCRIPTION**

MATERNAL AND CHILD HEALTH DIVISION DIRECTOR

General Summary:

Under the supervision of the Deputy Health Officer for Public Health Services, manages the daily operations for multiple programs within the Maternal and Child Health division including Children's Special Health Care services, and the Special Supplemental Food Program for Women, Infants, and Children (WIC), and Nurse Home Visiting programs. Develops and monitors programs policies and procedures. Ensures program compliance with local, state and federal standards, policies and guidelines. Oversees hiring, firing and training of program staff. Represents the programs at various meetings.

Essential Functions:

1. Manages and oversees the multiple programs including maternal/child health, adult case management, nutrition services, and social work support. Manages staff by performing such functions as hiring, training, performance evaluation and disciplinary actions.
2. Develops, implements and monitors policies and procedures for the assigned programs. Coordinates and prepares information to promote comprehensive program services.
3. Implements budgets for programs including the preparation and analysis of financial information as needed to meet program requirements.
4. Provides input on funding, quality improvement and program development.
5. Ensures compliance throughout the programs. Prepares reports to meet requirements of grant funders, state and federal agencies and Health Department administrators.
6. Resolves issues and problems as they relate to the programs. Provides guidance to staff regarding standards, policies and procedures.
7. Supervises and performs analysis of data as it relates to the programs. Reconciles information, creates reports and provides insight to trends.
8. Ensures data is accessed and secured in compliance with the HIPAA regulations.
9. Oversees practicum programs with local universities. Oversees placement for nursing students.
10. Serves as liaison and point person to other departments, agencies and organizations. Represents the programs at various internal and external meetings

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.

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

Employment Qualifications:

Education: A minimum of a Master's Degree in Nursing, Public Health or related field is required.

Experience: A minimum of 3-5 years of supervisory experience in a public health setting is required.

Other Requirements:

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

Physical Requirements:

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

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

Working Conditions:

- Works in a standard office environment
- May attend meetings, seminars and speaking engagements throughout the County.

*MCF 12
June 2018
Revised January 14, 2022*

**INGHAM COUNTY
JOB DESCRIPTION**

**AMERICORPS STATE COORDINATOR
Grant Funded**

General Summary:

Under the supervision of the Innovation and Planning Manager with oversight provided by the Policy Analyst, this position oversees the functions of the Ingham County Health Department AmeriCorps State/National Program. Coordinates the recruitment and training of AmeriCorps members. Develops and maintains on-site guidance and technical support to AmeriCorps members and their host-site supervisors. Collects data related to AmeriCorps and reports on findings. Works with community resources to promote AmeriCorps and its mission to strengthen communities through service work.

Essential Functions:

1. Serves as a lead role in the Ingham County Health Department AmeriCorps State and National Program by planning, coordinating and implementing the AmeriCorps program, a national service program that strengthens community by involving people in service to meet local challenges.
2. Recruits AmeriCorps service members. Receives and reviews AmeriCorps applications. Organizes and participates in the interview process and makes hiring decisions. Notifies applicants of interview results. Processes background checks. Onboards AmeriCorps service members.
3. Supervises AmeriCorps service members for all AmeriCorps program compliance. Regularly reviews and submits service member timesheets. Facilitates member disciplinary measures as needed.
4. Develops and facilitates training curriculums for AmeriCorps State member groups and host site supervisors. Provides regular on-site guidance and technical assistance. Develops community resources and training opportunities to meet and promote the AmeriCorps State mission.
5. Explains the AmeriCorps program to schools, community organizations and other interested groups to recruit host sites and members. Works in partnership with community organizations to develop their capacity to become host sites for future AmeriCorps members. Oversees host site supervisors to ensure program compliance.
6. Maintains records and statistics on AmeriCorps activities required by funding sources, the Michigan Community Service Commission, and community partners.
7. Ensures grant compliance and contract requirements. Coordinates the writing and submission processes of the AmeriCorps State grant funding applications. Coordinates with the Grants Coordinator, Policy Analyst, and Accounting.
8. Assures timely completion of required progress reports including those to the Michigan Community Service Commission (MCSC). Serves as a liaison to the MSCS and coordinates on-site visits by MSCS staff.
9. Participates in staff meetings and attends or conducts conferences and workshops related to the AmeriCorps State Program.

10. Represents the AmeriCorps State Program to various community groups throughout Ingham County. Provides periodic updates to the Ingham County Health Department and its committees. Meets regularly with supervisor for program oversight and review.

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 is required.

Experience: One year of experience working with, coordinating, or managing volunteers is required.

Other Requirements: None

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Requires periodic exertion beyond that found in a typical office setting.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Travel is required to off-site locations.

**INGHAM COUNTY
JOB DESCRIPTION**

**AMERICORPS VISTA COORDINATOR
Grant Funded**

General Summary:

Under the supervision of the Innovation and Planning Manager with oversight provided by the Policy Analyst, this position oversees the functions of the Ingham County Health Department AmeriCorps VISTA Program. Coordinates the recruitment and training of AmeriCorps members. Develops and maintains on-site guidance and technical support to AmeriCorps members and their host-site supervisors. Collects data related to AmeriCorps and reports on findings. Works with community resources to promote AmeriCorps and its mission to strengthen communities through service work.

Essential Functions:

1. Serves as a lead role in the Ingham County Health Department AmeriCorps VISTA Program by planning, coordinating and implementing the AmeriCorps VISTA program, a national service program that strengthens community by involving people in service to meet local challenges.
2. Recruits AmeriCorps VISTA service members. Receives and reviews AmeriCorps VISTA applications. Organizes and participates in the interview process and makes hiring decisions. Notifies applicants of interview results. Processes background checks. Onboards AmeriCorps service members.
3. Supervises AmeriCorps service members for all AmeriCorps program compliance. Regularly reviews and submits service member timesheets. Facilitates member disciplinary measures as needed.
4. Develops and facilitates training curriculums for AmeriCorps VISTA member groups and host site supervisors. Provides regular on-site guidance and technical assistance. Develops community resources and training opportunities to meet and promote the AmeriCorps VISTA mission.
5. Explains the AmeriCorps VISTA program to schools, community organizations and other interested groups to recruit host sites and members. Works in partnership with community organizations to develop their capacity to become host sites for future AmeriCorps members. Oversees host site supervisors to ensure program compliance.
6. Maintains records and statistics on AmeriCorps activities required by funding sources, the Corporation for National and Community Service (CNCS), and community partners.
7. Ensures grant compliance and contract requirements. Coordinating the writing and submission processes of the AmeriCorps VISTA grant funding applications. Coordinate with the Grants Coordinator, Policy Analyst, and Accounting.
8. Assures timely completion of required progress reports including those to the Corporation for National and Community Service (CNCS). Serves as a liaison to the CNCS and coordinates on-site visits by CNCS staff.
9. Participates in staff meetings and attends or conducts conferences and workshops related to the AmeriCorps VISTA Program.

10. Represents the AmeriCorps VISTA Program to various community groups throughout Ingham County. Provides periodic updates to the Ingham County Health Department and its committees. Meets regularly with supervisor for program oversight and review.

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 their 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 in a Social Science is required.

Experience: One year of experience working with, coordinating, or managing volunteers is required.

Other Requirements: None

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Requires periodic exertion beyond that found in a typical office setting.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Travel is required to off-site locations.

2022 RATES

ICEA Pro 5		Step 1	Step 5
	SALARY	49,309	59,211
8951	Unemployment	246.54	296.05
1000	FICA	3,772.11	4,529.61
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,218.89	2,664.47
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	862.90	1,036.18
8986	Life	115.00	115.00
8941	Disability	64.10	76.97
7202	Retirement	13,096.38	15,726.32
7302	Retirement	493.09	1,480.26
8810	Workers Comp	14.79	17.76
Total		93,343	107,314

ICEA Pro 7		Step 1	Step 5
		58,458	70,196
8951	Unemployment	292.29	350.98
1000	FICA	4,472.06	5,369.96
8846	Liability	0.00	0.00
2720	Health	19,002.69	19,002.69
8952	Health Surcharge	3,585.00	3,585.00
8955	Health Insurance Trust	2,630.62	3,158.80
2700	Dental	936.00	936.00
2710	Vision	135.00	135.00
8953	Separation	1,023.02	1,228.42
8986	Life	115.00	115.00
8941	Disability	76.00	91.25
7202	Retirement	15,526.53	18,643.92
7302	Retirement	584.58	1,754.89
8810	Workers Comp	17.54	21.06
Total		106,837	124,567

ICEA Pro 9		Step 1	Step 5
		69,736	83,736

	8951	Unemployment	348.68	418.68
	1000	FICA	5,334.77	6,405.82
	8846	Liability	0.00	0.00
	2720	Health	19,002.69	19,002.69
	8952	Health Surcharge	3,585.00	3,585.00
	8955	Health Insurance Trust	3,138.10	3,768.13
	2700	Dental	936.00	936.00
	2710	Vision	135.00	135.00
	8953	Separation	1,220.37	1,465.38
	8986	Life	115.00	115.00
	8941	Disability	90.66	108.86
	7202	Retirement	18,521.77	22,240.35
	7302	Retirement	697.36	2,093.41
	8810	Workers Comp	20.92	25.12
Total			122,861	144,011

2022 Rates**FULL TIME****MC 11**

			Step 1	Step 5
0	704000	Salary	75,387.20	90,511.37
8951	714000	Unemployment	376.94	452.56
1000	715000	FICA	5,767.12	6,924.12
8846	715050	Liability	0.00	0.00
2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,392.42	4,073.01
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,319.28	1,583.95
8986	717000	Life	148.00	148.00
8941	717100	Disability	98.00	117.66
7223	718000	Retirement	22,472.92	26,981.44
7323	718500	Retirement	1,884.68	2,262.78
8810	722000	Workers Comp	22.62	27.15
			134,527.87	156,740.74

MC 12

			Step 1	Step 5
0	704000	Salary	80,939.25	97,177.46
8951	714000	Unemployment	404.70	485.89
1000	715000	FICA	6,191.85	7,434.08
8846	715050	Liability	0.00	0.00
2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,642.27	4,372.99
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,416.44	1,700.61
8986	717000	Life	148.00	148.00
8941	717100	Disability	105.22	126.33
7223	718000	Retirement	24,127.99	28,968.60
7323	718500	Retirement	2,023.48	2,429.44
8810	722000	Workers Comp	24.28	29.15
			142,682.17	166,531.23

MC 13

			Step 1	Step 5
0	704000	Salary	86,587.48	103,959.67
8951	714000	Unemployment	432.94	519.80
1000	715000	FICA	6,623.94	7,952.91
8846	715050	Liability	0.00	0.00

2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,896.44	4,678.19
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,515.28	1,819.29
8986	717000	Life	148.00	148.00
8941	717100	Disability	112.56	135.15
7223	718000	Retirement	25,811.73	30,990.38
7323	718500	Retirement	2,164.69	2,598.99
8810	722000	Workers Comp	25.98	31.19
			150,977.72	176,492.26

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF FOUR POSITIONS WITHIN THE
INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize four positions within the health department including: the AmeriCorps State Specialist Position #601462, the AmeriCorps VISTA Specialist position #601463, the Maternal & Child Health Division Director Position #601138, and the Health Promotion & Prevention Manager Position #601042, each effective upon approval; and

WHEREAS, both the AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, currently at an Ingham County Employees Association Professional Employees (ICEA Pro) Grade 5 (\$49,308.65 - \$59,210.54) will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); and

WHEREAS, the Health Promotion & Prevention Manager currently an MC 11 (\$75,387.20 - \$90,511.37), will increase to an MC 12 (\$80,939.25 - \$97,177.46) and the title will be changed from Manager to Director; and

WHEREAS, the Maternal & Child Health Division Director, currently an MC 12 (\$80,939.25 - \$97,177.46), will increase to an MC 13 (\$86,587.48 - \$103,959.67); and

WHEREAS, this reorganization will increase alignment, compliance, and effectiveness in support of health department operations, of ICHD's Strategic Plan, the Community Health Improvement Plan (CHIP), and the County's strategic plan; and

WHEREAS, this reorganization has been reviewed and approved by Ingham County's Human Resource Department and the ICEA County Professionals Union; and

WHEREAS, if these positions are left unchanged, ICHD will be forced to hire staff under an outdated position description that is below fair market value and this may adversely impact recruitment and, as a result, individuals hired may not have an accurate understanding of their position; and

WHEREAS, as particular programs within ICHD have seen high turnover in staffing, increasing these positions will better support the individuals in these roles and will help to motivate longevity in these positions; and

WHEREAS, all programs will benefit from staff longevity and stability; and

WHEREAS, the AmeriCorps State Specialist and the AmeriCorps VISTA Specialist, both currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50) and will be covered by an increase to host site fees; and

WHEREAS, the Health Promotion & Prevention Manager will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46) and will be covered by the operating budgets of the applicable unit(s) within the Health Department; and

WHEREAS, the Maternal & Child Health Division Director will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67) and will be covered by the operating budgets of the applicable unit(s) within the health Department; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective the first full pay period after approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of four positions within ICHD including: the AmeriCorps State Specialist Position #601462 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the AmeriCorps VISTA Specialist position #601463 currently at an ICEA Pro Grade 5 (\$49,308.65 - \$59,210.54), will be increased to an ICEA Pro Grade 7 (\$58,458.33 - \$70,195.50); the Maternal & Child Health Division Director Position #601138 will be increased from an MC 12 (\$80,939.25 - \$97,177.46) to an MC 13 (\$86,587.48 - \$103,959.67); and the Health Promotion & Prevention Manager Position #601042 will be increased from MC 11 (\$75,387.20 - \$90,511.37) to MC 12 (\$80,939.25 - \$97,177.46), each effective the first full pay period following approval of this resolution.

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.

TO: Board of Commissioner’s County Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 31, 2022
SUBJECT: Authorization to Reorganize the Senior Public Health Nurse Positions into Nurse Supervisor Positions

BACKGROUND

Ingham County Health Department (ICHD) wishes to reorganize the Senior Public Health Nurse (PHN) positions (#601141, #601144, #601426) in Maternal and Child Health (MCH) from an Ingham County Employees’ Association for their Professional Employees (ICEA) PHN 04 to an ICEA PHN 05, effective upon approval. The Senior Public Health Nurse positions will be renamed Nurse Supervisor.

The Senior Public Health Nurse positions are grant/general revenue-funded positions located within MCH’s Children’s Special Health Care Services (CSHCS) (#601141), Maternal Infant Health Program (MIHP) (#601426), and Nurse Family Partnership (NFP) (#601144). The reorganization of these positions will enable the Nurse Supervisors to provide direct supervision and enhanced support to the 12.5 FTE Public Health Nurses and 6.5 FTE ancillary staff of the CSHCS, MIHP, and NFP teams. The Nurse Supervisors will provide leadership to MCH teams, ensure that all program requirements are being met, develop policies and procedures for joint work within MCH, and ensure close collaboration and care coordination within ICHD as well as with external community partners. This will lead to better health outcomes for the families served by the CSHCS, MIHP, and NFP programs. Further, this change will allow for parity among workers with similar qualifications and job duties working within MCH at ICHD. This reorganization has been reviewed and approved by the Human Resources Department and the ICEA PHN Unit.

ALTERNATIVES

If the positions are left unchanged, ICHD will fail to adequately compensate these positions for their increasing jurisdictions and demands.

FINANCIAL IMPACT

Positions #601141, #601144, and #601426 (Senior Public Health Nurse) are currently ICEA PHN 04 (\$66,769.42-\$80,168.59) and would be increased to ICEA PHN 05 (\$69,735.57-\$83,736.25) positions and be renamed Nurse Supervisor.

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PHN 04	\$66,769.42	\$69,890.60	\$73,153.24	\$76,569.81	\$80,168.59
PHN 05	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

All costs of this reorganization will be covered by grant and general revenue funds.

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 reorganization of the MCH Senior Public Health Nurse positions and approval of the attached resolution to convert the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25) and change the position names to Nurse Supervisor, effective upon approval.

From: [Sally Meyer](#)
To: [Jennifer Granning](#)
Subject: FW: HR Support for change in status of Nurse Supervisor
Date: Thursday, March 31, 2022 12:09:18 PM
Attachments: [image003.png](#)
[image001.png](#)
[image004.png](#)

[Here's HR's support...](#)

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, March 31, 2022 8:15 AM
To: Sally Meyer <SMeyer@ingham.org>
Cc: Sue Graham <SGraham@ingham.org>
Subject: HR Support for change in status of Nurse Supervisor

Sally,

This email is to show that HR is in support of the change in status for the Nurse Supervisor, it will remain in the PHN and will be paid at grade 5 (New Grade) (\$69,735.57 to \$83,736.25). The ICEA PHN union is in support of this change. Please let me know if you have any questions.

Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist

Ingham County

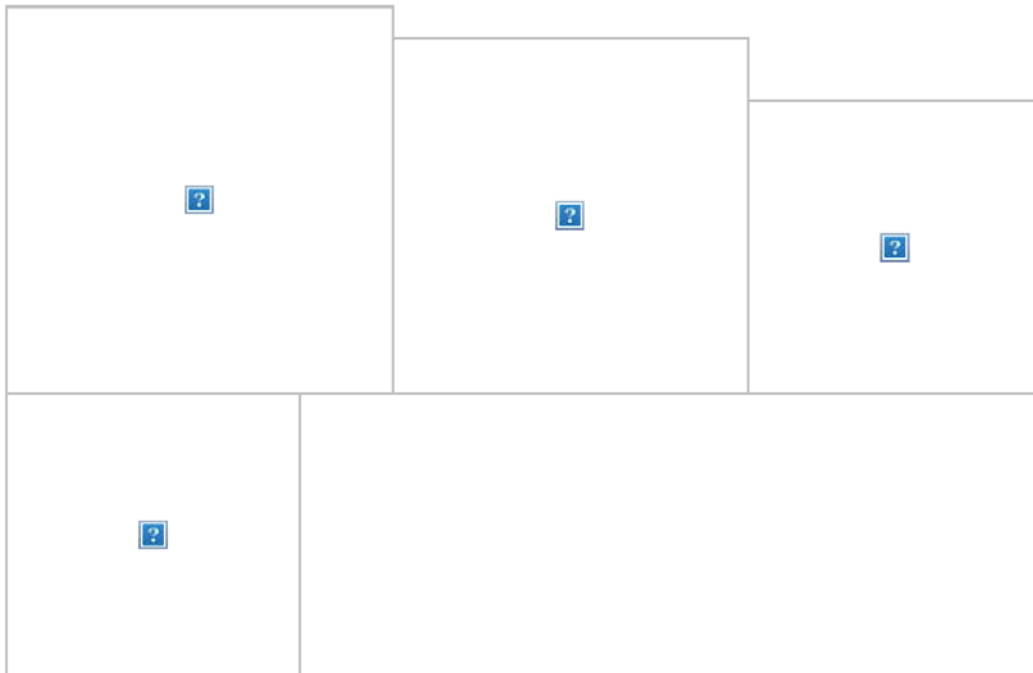
5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



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

From: [Sally Meyer](#)
To: [Jennifer Granning](#)
Subject: FW: LOU Nurse Supervisor Position
Date: Thursday, March 31, 2022 12:10:30 PM
Attachments: [image001.png](#)

Here's ICEA PHN Unit support....

From: Sue Graham <SGraham@ingham.org>
Sent: Wednesday, March 30, 2022 5:46 PM
To: Sally Meyer <SMeyer@ingham.org>; Jeffrey Donahue <jdonahue@whiteschneider.com>
Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>; Brenda Gray <BGray2@ingham.org>; Jennifer Granning <JGranning@ingham.org>
Subject: RE: LOU Nurse Supervisor Position
Good afternoon Sally. For the ICEA PHN Unit, Jeff and Shajuana are in support of adhering to the terms agreed upon being presented for approval via the memo and resolution. Joan, please provide an email indicating HR support for the new scale negotiated with the Union (not a memo of analysis – that would be something provided following reclassification to an existing grade).

From: Sally Meyer <SMeyer@ingham.org>
Sent: Wednesday, March 30, 2022 2:32 PM
To: Jeffrey Donahue <jdonahue@whiteschneider.com>; Sue Graham <SGraham@ingham.org>
Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>; Brenda Gray <BGray2@ingham.org>; Jennifer Granning <JGranning@ingham.org>
Subject: RE: LOU Nurse Supervisor Position
Importance: High

Hi Sue.

We were set to submit our memo and resolution by tomorrow for consideration by the Health Commissioners. Can you please let us know the status of creating a new pay grade/scale? We also need a memo of analysis from HR and a memo of approval from the union stating they are supportive of these changes.

Please let me know and thanks.

-Sally

From: Jeffrey Donahue <jdonahue@whiteschneider.com>
Sent: Monday, March 28, 2022 10:29 AM
To: Sue Graham <SGraham@ingham.org>
Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Sally Meyer <SMeyer@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>

Subject: RE: LOU Nurse Supervisor Position

Thanks for the clarification Sue. Jeff

Jeffrey S. Donahue

White Schneider PC

1223 Turner Street, Suite 200

Lansing, Michigan 48906

www.whiteschneider.com

P: 517/347-7225

F: 517/349-8295



White Schneider PC



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From: Sue Graham <SGraham@ingham.org>

Sent: Monday, March 28, 2022 8:07 AM

To: Jeffrey Donahue <jdonahue@whiteschneider.com>

Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>; Sally Meyer <SMeyer@ingham.org>; Joan Clous <JClous@ingham.org>; Elisabeth Bliesener <EBliesener@ingham.org>

Subject: RE: LOU Nurse Supervisor Position

Good morning Jeff,

What is needed is a different process (a reorganization) than a LOU to create the new position of Nurse Supervisor and eliminate the Sr. Public Health Nurse position (the one incumbent is reclassified into the Nurse Supervisor so they keep their job). The terms that would have been in the LOU document will go into the reorganization document, which includes placement in the ICEA PHN bargaining unit and creating a new pay grade/scale at the level envisioned in the LOA. In a reorganization process, everything is reviewed with the Union for concurrence prior to being sent to the BOC for approval, which concurrence becomes part of the materials.

We hope to have this ready for the next round of meetings (it starts as a discussion item at County Services), so we should be back with you for your review soon. Thank you for your collaboration with this, it is much appreciated!

Regards,

Sae

Sue Graham, Director

(Pronouns: She/Her/Hers)

Ingham County Human Resources

(517) 887-4372

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From: Jeffrey Donahue <jdonahue@whiteschneider.com>

Sent: Friday, March 25, 2022 3:56 PM

To: Sue Graham <SGraham@ingham.org>

Cc: Sarah Osburn <sosburn@cstmlaw.com>; Shajuana Tyson <STyson@ingham.org>

Subject: RE: LOU Nurse Supervisor Position

Sue, just confirming the conversation we had yesterday on this matter. You stated that the County has some internal processing issues with how the LOA deals with these positions. However, you stated that the LOA in terms of being placed in the ICEA PHN bargaining unit, and the pay at the level envisioned will be the same as in the LOA. While I don't exactly understand all of the nuances involved in what you were saying, Shajuana and I are fine with you moving in the direction you indicated as long as there is no substantive change in the LOA. Thanks. Jeff

Jeffrey S. Donahue

White Schneider PC

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Lansing, Michigan 48906

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White Schneider PC



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From: Sarah Osburn <sosburn@cstmlaw.com>

Sent: Monday, March 7, 2022 12:02 PM

To: Jeffrey Donahue <jdonahue@whiteschneider.com>

Cc: Gwen Kamm <gkamm@cstmlaw.com>

Subject: LOU Nurse Supervisor Position

Hi Jeff,

Attached please find a finalized version of the Nurse Supervisor LOU ready for signature.

Please do not hesitate to contact me with any questions.

Thanks!

Sarah K. Osburn
Cohl, Stoker & Toskey, P.C.
601 N. Capitol Ave.
Lansing, MI 48933
(517) 372-9000
sosburn@cstmlaw.com

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**INGHAM COUNTY
JOB DESCRIPTION
NURSE SUPERVISOR**

General Summary:

Under the supervision of the Maternal and Child Health Division Director, the Nurse Supervisor acts as program manager and supervisor of staff for one of the MCH programs such as the Maternal Infant Health Program, Nurse Family Partnership, and Children's Special Health Care Services. Responsible for oversight of all aspects of the programs in compliance with Medicaid requirements (if applicable) and model fidelity. Develops program policies and protocols, manages program budgets and prepares grant funding requests. Coordinates home visiting and community outreach to provide intensive, multidisciplinary services to high need families. Represents the department on various committees and participates in conferences.

Essential Functions:

1. Supervises staff utilizing motivational interviewing, coaching, reflective practice, and staff professional development. Hires, orients, trains, and schedules staff. Assigns duties, approves leave time and travel requests. Oversees and monitors referral, intake, and follow-up of clients. Monitors staff performance and develops performance improvement plans as necessary. Facilitates case consultation across disciplines.
2. Develops, plans and implements program policies, procedures, protocols, and services. Assures the program operates in compliance with state and federal standards, policies and guidelines and grant contract terms and conditions. Prepares for certification reviews, accreditation, site visits, audits, and submits corrective action plans as applicable.
3. Develops and monitors program budgets and expenditures. Researches and requests purchases to enhance the program and service to families. Monitors contracts. Oversees professional billing process and coordinates with internal billing department as needed.
4. Implements continuous quality improvement; conducts chart reviews, productivity analyses, customer satisfaction analyses, and MDHHS data reports; implements quality improvement strategies based on the findings.
5. Manages grants for compliance with funding requirements. May develop proposals and seek funding, as well as maintaining eligibility criteria.
6. Monitors and tracks demographic and other data on clients participating in MCH programs such as the Maternal Infant Health Program, Nurse Family Partnership, and Children's Special Health Care Services. Completes all program reports, supervises data collection and tracking for the purposes of departmental reports, evaluations, and fund development. Reviews and interprets reports; shares with staff and partners as appropriate. Ensures that data is accessed and secured in compliance with department/program guidelines.
7. Develops marketing/educational materials to ensure visibility in the community and to further educational efforts. Creates marketing campaigns to provide outreach to the community.
8. Oversees the scheduling of student nurses. Facilitates their orientation and works closely with staff to provide an enhanced student experience.
9. Conducts regular site visits at community-based sessions to ensure program compliance and purpose. Coordinates and collaborates with other program staff members as well as key departments within ICHD.
10. Participates on various committees, coalitions, task forces, and projects to further the quality of services to families. Will serve on the Ingham County Infant Mortality Coalition.
11. Meets regularly with community stakeholders in order to engage and involve them in issues related to infant mortality and health disparities in our community and develops and maintains contacts with local

and state agencies (e.g. MDHHS, DHS) that provide funding and/or programmatic guidance of the programs in the Division and the department.

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:

Nurse Supervisor for Nurse Family Partnership must possess a Bachelor's degree in Nursing, and a Master's degree in Nursing is preferred.

Nurse Supervisor for Maternal Infant Health Program must possess a Bachelor's degree in Nursing, Social Work, Public Health or a related field.

Nurse Supervisor for Children's Special Health Care Services must possess a Bachelor's degree in Nursing, Social Work, Public Health or a related field.

Experience:

A minimum of four years of experience working in a community health or public health setting is required. Previous experience in supervision and program management is preferred.

Other Requirements:

- An unencumbered, current license to practice as a registered nurse in the State of Michigan when a Bachelor's degree in Nursing is possessed/required.

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

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 required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
3. 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 little to no stamina in climbing, balancing and pinching.

- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, kneeling, and crawling.
- This position's physical requirements require regular stamina in walking, traversing, 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 levels of stress.

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

***ICEA PHN 5
August 31, 2021***

Personnel cost analysis request by S. Meyer
 Position #'s 601141, 601144, 601426

	ICEA - PHN	ICEA - PHN
	Grade 4 Step 1	Grade 4 Step 5
SALARY	66,769	80,169
UNEMPLOYMT	334	401
FICA/MEDICARE	5,108	6,133
DENTAL	936	936
VISION	135	135
PHP MED	21,880	21,880
MERS 0101H	43,453	52,174
RTEE CHG B	3,585	3,585
SEPARATE	1,168	1,403
RET/HLTH/T	3,005	3,608
DISABILITY	167	200
LIFE 30K	117	117
CARES	<u>33</u>	<u>33</u>
	146,690	170,774
Salary	66,769	80,169
Fringes	<u>79,921</u>	<u>90,605</u>
	146,690	170,774
	ICEA - PHN	ICEA - PHN
	Grade 5 Step 1	Grade 5 Step 5
SALARY	69,736	83,736
UNEMPLOYMT	349	419
FICA/MEDICARE	5,335	6,406
DENTAL	936	936
VISION	135	135
PHP MED	21,880	21,880
MERS 0101H	45,384	54,495
RTEE CHG B	3,585	3,585
SEPARATE	1,220	1,465
RET/HLTH/T	3,138	3,768
DISABILITY	174	209
LIFE 30K	117	117
CARES	<u>33</u>	<u>33</u>
	152,023	177,185
Salary	69,736	83,736
Fringes	<u>82,287</u>	<u>93,449</u>
	152,023	177,185
Increase cost due to reorganization	5,333	6,411
3/31/2022		

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE/RENAME THE SENIOR PUBLIC HEALTH NURSE POSITIONS IN MATERNAL AND CHILD HEALTH

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize the Senior Public Health Nurse (PHN) positions (#601141, #601144, #601426) in Maternal and Child Health (MCH) from an Ingham County Employees’ Association for their Professional Employees (ICEA) PHN 04 (\$66,769.42-\$80,168.59) to an ICEA PHN 05 (\$69,735.57-\$83,736.25), effective upon approval; and

WHEREAS, each Senior Public Health Nurse position will be renamed as Nurse Supervisor; and

WHEREAS, the Senior Public Health Nurse positions are grant and general revenue-funded positions located within MCH’s Children’s Special Health Care Services (CSHCS) (#601141), Maternal Infant Health Program (MIHP) (#601426), and Nurse Family Partnership (NFP) (#601144); and

WHEREAS, the reorganization of these positions will enable the Nurse Supervisors to provide direct supervision and enhanced support to the 12.5 FTE Public Health Nurses and 6.5 FTE ancillary staff of the CSHCS, MIHP, and NFP teams; and

WHEREAS, the Nurse Supervisors will provide leadership to MCH teams, ensure that all program requirements are being met, develop policies and procedures for joint work within MCH, and ensure close collaboration and care coordination within ICHD as well as with external community partners; and

WHEREAS, this reorganization will lead to better health outcomes for the families served by the CSHCS, MIHP, and NFP programs; and

WHEREAS, this change will also allow for parity among workers with similar qualifications and job duties working within MCH at ICHD; and

WHEREAS, this reorganization has been reviewed and approved by the Human Resources Department and the ICEA PHN Unit; and

WHEREAS, positions #601141, #601144, and #601426 (Senior Public Health Nurse) are currently ICEA PHN 04 (\$66,769.42-\$80,168.59) and would be increased to ICEA PHN 05 (\$69,735.57-\$83,736.25) and each position will be renamed Nurse Supervisor; and

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PHN 04	\$66,769.42	\$69,890.60	\$73,153.24	\$76,569.81	\$80,168.59
PHN 05	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

WHEREAS, all costs of this reorganization will be covered by grant and general revenue funds; and

WHEREAS, the Health Officer respectfully recommends that the Ingham County Board of Commissioners authorizes the reorganization of the MCH Senior Public Health Nurse positions by converting the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25) and changing the position names to Nurse Supervisor, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of the MCH Senior Public Health Nurse positions by converting the Senior Public Health Nurse positions #601141, #601144, and #601426 from ICEA PHN 04 (\$66,769.42-\$80,168.59) to ICEA PHN 05 (\$69,735.57-\$83,736.25), and authorizes changing the position names to Nurse Supervisor, 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.

American Rescue Plan Funding Status March 2022

Revenue

Tranche 1 \$ 28,398,219

Expense

	Obligated	Expensed	Unspent
Essential Employee Pay	\$ 3,933,811	\$ 3,933,811	\$ -
IT Upgrades for Remote Work/Connectivity	\$ 1,500,000	\$ 51,256	\$ 1,448,744
Staffing (Treasurer, Fair, Allen Neighborhood, Finance)	\$ 273,578	\$ 273,578	\$ -
GLC&VB and Arts Council	\$ 1,444,077	\$ 1,444,077	\$ -
Blue Spotted Salamander Drain	\$ 150,000	\$ -	\$ 150,000
Broadband Assessment and Planning	\$ 50,000	\$ -	\$ 50,000
Fair Board Deficit Reduction Plan	\$ 283,000	\$ 283,000	\$ -
Emergency Service Authorities (NIESA/SAESA)	\$ 1,000,000	\$ 1,000,000	\$ -
Employee Testing/Misc Supplies	\$ 243,000	\$ 219,943	\$ 23,057
Stockbridge Schools	\$ 590,535	\$ -	\$ 590,535
Community Mental Health	\$ 450,000	\$ 75,402	\$ 374,598
Allen Neighborhood FQHC and Pharmacy	\$ 750,000	\$ 500,000	\$ 250,000
Mid Michigan Recovery	\$ 205,218	\$ 160,788	\$ 44,430
Village Lansing/Coat of Many Colors	\$ 25,000	\$ 18,000	\$ 7,000
LEAP Ingham Sunrise Grants	\$ 11,000,000	\$ 9,310,000	\$ 1,690,000
Capital Area Community Services	\$ 5,000,000	\$ 1,250,000	\$ 3,750,000
Capital Area Housing Partnership - mortgage/utilities	\$ 1,000,000	\$ 1,000,000	\$ -
Career Enhancement Program Opportunity Knox	\$ 500,000	\$ 500,000	\$ -
Totals	\$ 28,398,219	\$ 20,019,855	\$ 8,378,364

Revenue

Tranche 2 (May 2022) \$ 28,398,219

Expense

	Obligated	Expensed	Unspent
Revenue Reimbursement	\$ 3,000,000	\$ 750,000	\$ 2,250,000
Child and Family Charities	\$ 3,000,000	\$ -	\$ 3,000,000
Staffing (Treasurer, Fair, Allen Neighborhood, Finance)	\$ 738,578	\$ 348,706	\$ 389,872
Totals	\$ 6,738,578	\$ 1,098,706	\$ 5,639,872

Remaining Uncommitted Tranche 2 \$ 21,659,641

Recapture ineligible LEAP Revolving Loan Funding \$ 1,250,000

TOTAL AVAILABLE \$ 22,909,641

Recommended Tranche 2 Requests \$ 17,675,373

Recommended Revenue Reimbursement/Montgomery \$ 5,234,268

TOTAL RECOMMENDED \$ 22,909,641

Department	Request \$	Recommended	Use
Housing Trust Fund	\$ 9,000,000	\$ 9,000,000	Create partnerships to construct energy efficient affordable housing options, revolving loan fund for down payment assistance
Health Department 1	\$ 1,000,000	\$ 1,000,000	Environmental Health well and septic replace/repair
Circuit Court 1	\$ 2,720,228	\$ 2,720,228	Visiting Judge Program - capital costs \$150,500, 3 year lease of 426 Walnut \$600K, 3 year personnel/operating costs \$1,969,728
Facilities	\$ 650,000	\$ 650,000	Building mechanical air filtration systems with Dynamic Electronic Air Cleaners
Mason Public Schools	\$ 1,564,411	\$ 1,000,000	2 FTE nurses, 2 FTE school counselors, 1 FTE mental health specialist, 1 FTE interventionist, funds for COVID-19 mitigation efforts
CMH	\$ 180,000	\$ 180,000	Room and board at Adult Foster Care home for an estimated 150 individuals from 2022-2024
Parks 1	\$ 315,000	\$ 315,000	MSU to Lake Lansing Trail Connector (\$315K ARP, \$300K MDNR Grant)
Drain Commissioner	\$ 392,000	\$ 392,000	Funding for the Smith Oesterle Drain (40% of total project cost)
IT 3	\$ 500,000	\$ 500,000	Finish Fiber for Parks (tranche 1)
IT 4	\$ 1,595,000	\$ 1,100,000	New Fiber builds equipment and installation
IT 5	\$ 400,000	\$ 400,000	Finish Fiber for buildings (tranche 1)
Parkwood YMCA	\$ 120,000	\$ 120,000	Expand Kids Time Preschool program and Camp Hugabee summer program - Bathrooms/doors and stairs/additional preschool rooms
Sheriff's Office 1	\$ 68,145	\$ 68,145	Aerus/ActivePure portable air purification units - 10 Pure and Clean units @ \$1650 each, 11 Hydroxyl Blaster units @ \$4,400 each
CAUW	\$ 230,000	\$ 230,000	VITA Program to provide tax assistance - provides 3 years funding for additional CUW staff member to provide income tax assistance
Total Recommended	\$ 18,734,784	\$ 17,675,373	