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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, MARCH 14, 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 [February 28, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Community Health Center Board – Interviews
2. Tri-County Office on Aging – Elder Services Millage Update (*Discussion*)
3. Probate Court – Resolution for Use of [Elder Person Millage](#) for Various Probate Court Purposes
4. Health Department
  - a. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept the 2022 Michigan Medical [Marihuana Operation and Oversight Grant](#)
  - b. Resolution to Reclassify the [Medical Social Worker](#) Position in Maternal and Child Health
  - c. Resolution for the [Reorganization](#) of Four Positions within Ingham County Health Department (*Discussion*)
5. Parks Department
  - a. Resolution to Authorize the Acceptance of the [Michigan Clean Boats, Clean Waters Grant](#)
  - b. Resolution to Authorize a Contract with Laux Construction for Improvements to the [Lake Lansing Boat Launch](#)
  - c. Resolution to Approve of the [Reorganization](#) of the Ingham County Parks Department
6. Commissioner Grebner – Resolution Authorizing Use of American Rescue Plan Funds as Financial Incentives for Ingham County Residents Receiving [COVID-19 Vaccinations](#)

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](http://www.ingham.org).

HUMAN SERVICES COMMITTEE  
February 28, 2022  
Draft Minutes

Members Present: Cahill, Crenshaw, Sebolt, Tennis, Trubac, and Slaughter

Members Absent: Naeyaert

Others Present: Judge Shauna Dunnings, Kip Bohne, Jack Kottwitz, Renee Smith, Monica Love, Morgan Cole, Tim Morgan, Nicole Wallace, Commissioner Peña, Jared Cypher, Kylie Rhoades and others

The meeting was called to order by Chairperson Trubac at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/83587032242>.

Approval of the February 14, 2022 Minutes

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

Additions to the Agenda

9. Human Services Committee – Resolution in Opposition of Senate Bill 597 and Senate Bill 598
5. Health Department –
  - f. Resolution to Extend CURIS Consulting Agreement
  - g. Resolution to Amend Resolution #10-275 with Nextgen® Healthcare Information Systems, Inc. for Nextgen® Consulting Services
  - h. Resolution to Authorize an Agreement with Business Oriented Software Solutions, Inc

Substitute –

5. Health Department –
  - e. Resolution to Amend Resolution #21-038 for Dental Service Agreements
7. Parks Department –
  - d. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Hawk Island County Park
  - e. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Hawk Island County Park

- g. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Playground Equipment at Lake Lansing Park North
- h. Resolution to Authorize the Application for a Michigan Natural Resources Trust Fund Grant for Lake Lansing Park North

Limited Public Comment

Kip Bohne, Friends of the Lansing Regional Trails (FLRT) President, stated that the Trail Ambassador position had received grant funding for the past several years. He further stated that Agenda Item 7k recommended that it no longer received those funds.

Mr. Bohne stated that the wayfinding signs were available for sponsors to purchase to help generate revenue. He further stated that that program had experienced several delays and had not begun until 2020.

Mr. Bohne stated that due to the COVID-19 pandemic, they had not received as many sponsors as they originally planned. He further stated that the Trail Ambassador program was beneficial to not only Lansing but all municipalities.

Mr. Bohne encouraged the Human Services Committee to reconsider the funding allocation. He further stated that he hoped to have more time to generate revenue with the wayfinding signs.

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

- 4. Capital Area Housing Partnership – Resolution to Authorize an Agreement with Capital Area Housing Partnership for a Community Transition Plan for Housing
- 5. Health Department
  - a. Resolution to Authorize an Agreement with Safe Passages dba Advance Peace for a Licensing Agreement for the LifeMAP Management App™ Data Collection Tool
  - b. Resolution to Amend Resolution #21-589 with Michigan Primary Care Association for Vaccine Clinics`
  - c. Resolution to Authorize an Agreement with Centering Healthcare Institute
  - d. Resolution to Amend Resolution #21-525 with the Michigan Department of Labor and Economic Opportunity
  - e. Resolution to Amend Resolution #21-038 for Dental Service Agreements
  - f. Resolution to Extend CURIS Consulting Agreement
  - g. Resolution to Amend Resolution #10-275 with Nextgen® Healthcare Information Systems, Inc. for Nextgen® Consulting Services
  - h. Resolution to Authorize an Agreement with Business Oriented Software Solutions, Inc
- 6. Potter Park Zoo
  - a. Resolution to Authorize a Purchase Order to Myers Plumbing & Heating
  - b. Resolution to Authorize an Agreement with Trane U.S. Inc.

7. Parks Department
  - a. Resolution to Authorize a Memorandum of Understanding with the City of Eaton Rapids
  - b. Resolution to Authorize Contracts with Various Food Concession Vendors for the Parks Department
  - c. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Burchfield – Riverbend Natural Area
  - d. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Hawk Island County Park
  - e. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Hawk Island County Park
  - f. Resolution to Authorize an Application for a Land and Water Conservation Fund Grant for Accessibility Improvements to Lake Lansing Park North
  - g. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Playground Equipment at Lake Lansing Park North
  - h. Resolution to Authorize the Application for a Michigan Natural Resources Trust Fund Grant for Lake Lansing Park North
  - i. Resolution to Authorize a Contract with James Clark Tree Service for Tree Felling and Tree Trimming Services at Lake Lansing County Park South and Lake Lansing County Park North
  - l. Resolution to Authorize a Contract with Spicer Group, Inc. for Prime Professional Services for Various Projects

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

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

1. Potter Park Zoo Board – Interviews

Jack Kottwitz interviewed for a position on the Potter Park Zoo Board.

Commissioner Tennis left at 6:13 p.m.

Commissioner Tennis returned at 6:14 p.m.

Renee Smith interviewed for a position on the Potter Park Zoo Board.

2. Veterans Affairs Committee – Interviews

Monica Love interviewed for a position on the Veterans Affairs Committee.

3. Probate Court – Use of Elder Millage for Probate Court Purposes (*Discussion*)

Commissioner Crenshaw left at 6:25 p.m.

Morgan Cole, Probate Register, stated that the Probate Court was funded through the General Fund. She further stated that she had reviewed comparative courts to better determine how to further fund for staffing purposes.

Commissioner Crenshaw returned at 6:26 p.m.

Ms. Cole stated that the Probate Court had approximately 8,000 open cases, and received 900-1000 annually for individuals who were 60 years or older. She further stated that in 2021, Tri County Office on Aging (TCOA) had a surplus of \$1.7 million.

Ms. Cole stated that the surplus alone could fund two full-time Deputy Probate Register positions for eight years. She further stated that 40% of their caseload related to individuals who were 60 years of age or older.

Ms. Cole stated that Probate Court employed five Deputy Probate Registers currently. She further stated that the UAW and TCOA were both in support of the two additional positions.

Judge Shauna Dunnings, Chief Probate Judge, stated that the Probate Court served many unrepresented individuals. She further stated that they were additionally looking into further outreach to the community to better serve the aging population.

Judge Dunnings stated that the aging population faced the challenges when utilizing Zoom and email communications. She further stated that the Probate Office often struggled to maintain in-person volumes and had required additional assistance from Law Clerks.

Commissioner Crenshaw stated that there was a timeframe when an individual files. He further asked for clarification if the Probate Office had come up on the deadlines more often due to the staffing shortage.

Ms. Cole stated that the Office was still meeting the required deadlines. She further stated that Probate Court had increased protections, but it was still difficult to meet deadlines and often would need the full allotted time.

Ms. Cole stated that many individuals did not want to communicate by phone or email. She further stated that she had been scheduling in-person time to meet with them to help reduce a backlog at the counter.

Commissioner Crenshaw asked how the workspace would be impacted by two additional employees.

Ms. Cole stated when the Probate Court Offices were redesigned, they had added three additional counter spaces. She further stated that employees currently rotated the counter spaces as well as had their own cubicle space.

Commissioner Tennis asked for clarification if the two additional Deputy Registers would be dedicated to only serving the aging population.

Ms. Cole stated that by having more staff available, they would be able to dedicate more time to provide and enhance the services that were already provided. She further stated that it would help eliminate the waitlists for in-person communication.

Commissioner Tennis stated that the Attorney General was working on a reform bill that would protect seniors but further complicate the Probate Court's work. He further stated that he believed this would be a good use of Elder Millage funds.

Judge Dunnings stated that the Probate Office could dedicate an employee to background checks, as well as to reviewing guardianships to ensure timely filing. She further stated that the memo included other community outreach programs that they would like to initiate to further serve the aging population.

Commissioner Crenshaw asked if applicants needed a law background to qualify for the Deputy Register positions.

Ms. Cole stated that the position did not require applicants to have a law background.

Commissioner Sebolt asked if the Law & Courts Committee had decided on a recommendation.

Commissioner Slaughter stated that the Law & Courts Committee had supported the proposal. He further stated that Teri Morton, Deputy Controller, would include a resolution next month.

Commissioner Crenshaw asked for written confirmation that TCOA had supported the proposal.

Ms. Cole provided the TCOA statement of support for the record. The statement of support is included in the minutes as Attachment A.

7. Parks Department –
  - j. Resolution to Authorize an Amendment to the City of Lansing Trails and Parks Millage Agreements

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

Commissioner Cahill stated that she needed to abstain from the vote as her budget in Forestry comes from Parks and Recreation.

Chairperson Trubac stated without objection Commissioner Cahill will abstain from the vote.

THE MOTION CARRIED. **Yeas:** Crenshaw, Sebolt, Tennis, Trubac, Slaughter  
**Nays:** None **Abstain:** Cahill **Absent:** Naeyaert

7. Parks Department –
  - k. Resolution to Authorize Contracts for Trails and Parks Millage Applications

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

Commissioner Cahill stated that she needed to abstain from the vote as her budget in Forestry comes from Parks and Recreation.

Chairperson Trubac stated without objection Commissioner Cahill will abstain from the vote.

Commissioner Tennis stated that projects in his district scored low on project rating equitable distribution in comparison to the other categories. He further asked for clarification on the scoring.

Nicole Wallace, Trails and Parks Millage Coordinator, stated that on page one of the memo a table was included that detailed the communities that had previously been awarded millage funding. She further stated that the City of Lansing had been awarded over 50% of the previous funding.

Commissioner Tennis asked if they had adjusted to account for population as well as the miles of trails.

Ms. Wallace stated that they had not accounted for population size or trail miles. She further stated that the points had been based on the dollar amount awarded.

Commissioner Tennis stated that he had concerns that they had not considered either population or trail miles. He further stated that there was a need and that Lansing trails saw the most use.

Commissioner Tennis asked if project rating equitable distribution had previously been included.

Ms. Wallace stated that the category had been included previously, however, a higher weight had been given.

Tim Morgan, Parks Director, stated that the scoring criteria and application went through the Committees, as well as the entire Board of Commissioners before it is taken to the public. He further stated that the focus of this round were on communities that had not applied for or received very little funding previously.

Mr. Morgan stated that they had been instructed by the Committees to promote the funding to smaller communities. He further stated that they had received a significant amount of applications from the smaller communities.

Mr. Morgan stated that the scoring criteria could be changed for the future round. He further stated that the Parks Department staff works alongside the Parks Commission and the Board of Commissioners for recommendations.

Commissioner Tennis asked for the current balance of the fund.



Ms. Wallace stated that the current fund balance was just over \$6.2 million. She further stated that for the life of the fund, they had approximately \$4.5 million left.

Commissioner Tennis stated that he would prefer not to make any amendments at this time. He further stated that he would not like to take away from someone, but would potentially present an amendment for an addition.

Commissioner Tennis stated that he would speak with the Lansing City Council counterparts for their recommendations. He further stated that he had not expected Lansing projects to be excluded, especially considering that the Lansing River Trail were the crown jewel of Ingham County trails.

Commissioner Cahill stated that she needed to disclose that she managed the staff that oversees the cemeteries.

Discussion.

Commissioner Tennis asked for clarification on why they had not recommended the continued funding for the Trail Ambassador.

Mr. Morgan stated that the Parks Commission had met and identified that they had funded it for five years. He further stated that Parks Commission had ultimately decided to remove the Trail Ambassador program along with a few others to ensure that other community projects received funding.

Mr. Morgan stated that there was room to add additional projects but it would not leave any funds in reserve.

Ms. Wallace stated that they had awarded 92 projects, and 44 had been completed.

Mr. Morgan stated that some contracts would take until the end of the millage to complete. He further stated that they want to make sure that they did not overextend the funding.

Chairperson Trubac stated that the resolution included what he had requested. He further stated that the resolution was a starting point that would allow for further discussion.

Commissioner Tennis stated that he would not like to make an amendment at this time. He further stated that he would reach out to the City of Lansing.

Mr. Morgan stated that the Trail Ambassador program would benefit all communities within Ingham County.

Commissioner Sebolt asked if the Trail Ambassador was accounted for in the City of Lansing's 50%.

Ms. Wallace stated that it had been accounted for separately.

Commissioner Sebolt stated that he did not believe that the previous conversation had excluded individuals who had already received funding. He further stated that he were disappointed to see the City of Lansing had been cut from the funding.

Mr. Morgan stated that the Human Services Committee had funded everything that had been presented to them in the last two rounds. He further stated that approvals could happen early on.

Chairperson Trubac stated that they did not want to exclude Lansing, and their share of trails and population size should be taken into account and measured. He further stated that the smaller communities did need support and it was often difficult to balance the funding between both.

Mr. Morgan stated that they would like some additional guidance for the next round.

**THE MOTION CARRIED. Yeas:** Crenshaw, Sebolt, Tennis, Trubac, Slaughter  
**Nays:** None **Abstain:** Cahill **Absent:** Naeyaert

7. Parks Department –

- m. Resolution to Approve the Reorganization of the Ingham County Parks Department  
(*Discussion*)

Mr. Morgan stated that they had first started working with Human Resources in November 2020 to review the future of the Parks Department. He further stated that they had encountered delays in part to COVID-19.

Mr. Morgan stated that park attendance had significantly grown since COVID-19. He further stated that the increased traffic had been overwhelming for staff at times.

Mr. Morgan stated that the Parks Department had received several grants and their total funds were roughly \$4 million. He further stated that the increased traffic would help offset the County's cost for the reorganization.

Commissioner Crenshaw stated that the reorganization included converting the Park Manager to a newly created Park Deputy Director. He further asked if the new position would need to be posted.

Commissioner Crenshaw asked for clarification if the employee in the Park Manager position would need to apply for the newly created position.

Mr. Morgan stated that he would get clarification from Human Resources.

Commissioner Cahill asked if the positions were part of the union.

Mr. Morgan stated that these positions were not part of the union. He further stated that the goal of the reorganization was to review the line of succession.

Mr. Morgan stated that with the reorganization, they would be able to increase customer service positions. He further stated that they had received a significant increase in phone calls and interest since COVID-19.

Commissioner Cahill asked for clarification on the Ranger positions.

Mr. Morgan stated that the Ranger position had been reclassified two years previously. He further stated that he would provide the Committee with the information regarding the previous reclassification.

8. Board Referral – Resolution No. 2022-001 from the Leelanau County Board of Commissioners Supporting the Community Mental Health Authority and Opposing Current State Legislation to Change the CMHA

Chairperson Trubac stated that it would be received and placed on file.

9. Human Services Committee – Resolution in Opposition of Senate Bill 597 and Senate Bill 598

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

Commissioner Crenshaw stated that most counties were passing resolutions in opposition of Senate Bill 597 and Senate Bill 598. He further stated that this would change the way that community mental health was done by making it a private process.

Commissioner Crenshaw stated that it negatively impacted the clients of Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA). He further stated the Human Services Committee was taking action to voice their opposition.

Commissioner Tennis stated he would like permission to abstain from the vote as he had clients involved in the issue.

Chairperson Trubac stated without objection Commissioner Tennis would abstain from the vote.

Commissioner Sebolt stated he would abstain from the vote as he was directly involved in an effort lobbying on the legislation.

Chairperson Trubac stated without objection Commissioner Sebolt would abstain from the vote

THE MOTION CARRIED. **Yeas:** Crenshaw, Cahill, Trubac, Slaughter **Nays:** None  
**Abstain:** Sebolt, Tennis **Absent:** Naeyaert

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:18 p.m.

Attachment A – Statement of Support from TCOA

**From:** [Morgan Cole](#)  
**To:** [owenm@tcoa.org](mailto:owenm@tcoa.org)  
**Cc:** [Teri Morton](#)  
**Bcc:** [Shauna Dunnings](#)  
**Subject:** Elder Millage Discussion Item - Probate Court  
**Date:** Tuesday, February 15, 2022 11:21:00 AM

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Dear Ms. Owen,

Thank you so very much for speaking with me via telephone this morning regarding the Probate Court's upcoming discussion item in seeking to fund two positions with the Elder Millage. As soon as Chief Judge Dunnings approves of the submission today – I will immediately send you a copy.

I very much appreciate your willingness to support this request and look forward to working with you and your office on a regular basis. Thank you again.

Please let me know if you need anything additional.

Loyally,

**Morgan E. Cole (P75166)**

Court Administrator/Probate Register  
Ingham County Probate Court  
313 W. Kalamazoo St.  
Lansing, MI 48933  
P: (517) 483-6368  
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# MARCH 14, 2022 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

**ACTION ITEMS:**

**The Deputy Controller is recommending approval of the following resolutions**

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

This resolution authorizes the Elder Millage be used to fund two (2) new FTE Senior Deputy Probate Register positions (UAW-H) for the Probate Court. Two new FTE (2) Senior DPR positions would equate to an annual personnel cost of \$174,200 to \$198,622. The 2021 year-end fund balance in the Elder Millage Fund was approximately \$1,375,000. Funding two (2) new FTE Senior DPR positions for the next five (5) years would cost around \$1,000,000 – which equates to 73% of existing 2021 surplus fund balance.

4. Health Department

- a. *Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept the 2022 Michigan Medical Marihuana Operation and Oversight Grant*

This resolution accepts a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Medical Marihuana Act for an amount not to exceed \$23,436, effective January 1, 2022 to September 15, 2022.

- b. *Resolution to Reclassify the Medical Social Worker Position in Maternal and Child Health*

This resolution reclassifies the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position. The increased costs will be covered by grant funding, as this is a grant funded position.

5. Parks Department

- a. *Resolution to Authorize the Acceptance of the Michigan Clean Boats, Clean Waters Grant*

This resolution authorizes acceptance of the grant in the amount of \$2,879 for a boat cleaning station at Lake Lansing Park South.

- b. *Resolution to Authorize a Contract with Laux Construction for Improvements to the Lake Lansing Boat Launch*

This resolution a contract with Laux Construction for a total amount not to exceed of \$326,457.15, including a substitution for an emergency gate in the amount of \$2,200, for improvements to the Lake Lansing Boat Launch.

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

This resolution authorizes a reorganization of the Ingham County Parks Department. Details of the changes are below:

<b>Current Position</b>	<b>MC 4 Step 5 Total Cost</b>	<b>MC 6 Step 5 Total Cost</b>	<b>Difference</b>
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage funded- \$5,676.65
<b>TOTAL</b>	<b>\$99,514.12</b>	<b>\$110,867.41</b>	<b>\$11,353.29</b>

<b>Current Position</b>	<b>MC 7 Step 5 Total Cost</b>	<b>MC 8 Step 5 Total Cost</b>	<b>Difference</b>
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
<b>TOTAL</b>	<b>\$118,110.31</b>	<b>\$127,004.68</b>	<b>\$8,894.37</b>

<b>Current Position</b>	<b>MC 10 Step 5 Total Cost</b>	<b>MC 11 Step 5 Total Cost</b>	<b>Difference</b>
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
<b>TOTAL</b>	<b>\$146,897.34</b>	<b>\$156,741.92</b>	<b>\$9,844.52</b>

<b>Current Position</b>	<b>MC 10 Step 5 Total Cost</b>	<b>MC 11 Step 5 Total Cost</b>	<b>Difference</b>
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
<b>TOTAL</b>	<b>\$146,897.34</b>	<b>\$156,741.92</b>	<b>\$9,844.52</b>

<b>Current Position</b>	<b>MC 11 Step 5 Total Cost</b>	<b>MC 12 Step 5 Total Cost</b>	<b>Difference</b>
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
<b>TOTAL</b>	<b>\$156,741.92</b>	<b>\$166,532.49</b>	<b>\$9,790.57</b>

**Total: \$49,727.27**  
**-50% millage funded    - \$ 5,676.65**  
**Subtotal: \$44,050.62**

**OTHER ITEMS:**

1. Community Health Center Board – Interviews
2. Tri-County Office on Aging – Elder Services Millage Update (Discussion)
4. Health Department
  - c. Resolution for the Reorganization of Four Positions within Ingham County Health Department (Discussion)
6. Commissioner Grebner - Resolution Authorizing Use of American Rescue Plan Funds as Financial Incentives for Ingham County Residents Receiving Covid-19 Vaccinations

## Agenda Item 3

**TO:** Board of Commissioners - Law & Courts, Human Services, Finance and County Services Committees

**FROM:** *Morgan E. Cole, Probate Court Administrator/Register*

**DATE:** *March 2, 2022*

**SUBJECT:** *Memo and Resolution - Use of Elder Millage for Probate Court Purposes*

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### **BACKGROUND**

This proposed resolution affects the Ingham County Probate Court (Probate Court) as well as the Tri-County Office on Aging (TCOA). The Probate Court seeks to use the Elder Millage to fund two (2) new full-time Senior Deputy Probate Registers (“Senior DPRs) to bring the Probate Court to a total of seven (7) FTE Senior DPRs. On August 4, 2020, Ingham County voters passed the Ingham County Elder Millage. At that time, the Ingham County Elder Millage was expected to raise an additional \$2,304,866 in the first year. In fact, for 2021, the Elder Millage’s unaudited total collected revenue is \$2,399,361.00 – which is comprised of tax revenue in the amount of \$2,389,820 and of interest revenue in the amount of \$9,541. The Probate Court’s authorized use of the Elder Millage funds must fall within the following approved ballot language:

**“for the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County...”**

The Probate Court in Michigan is a constitutionally recognized element of our statewide one court of justice which perform major activities such as: admission of wills, appointment of personal representatives, oversight of decedent estate administration, action on trust matters, appointment of guardians for minors, appointment of guardians for the legally incapacitated, appointment of guardians for the developmentally disabled, appointment of conservators for minors, appointment of conservators for adults, investigation of proposed guardianships and conservatorships, comprehensive periodic review of guardianships, and adjudication of petitions seeking mental health treatment. Presently, the Probate Court’s employees 15 FTEs of which only five (5) Senior DPRs are the front-line/clerk office staff. The Probate Court’s Office operations are crippled if just one (1) FTE Senior DPR: takes time off; is promoted; is out on Family Medical Leave Act (“FMLA); or there is a new trainee-employee. Any employee vacancy is debilitating to the Probate Court Office operations – especially those involving Ingham County residents age 60 and older. The result is: disruption of operations; inability to provide proactive community outreach programs; backlog critical case processing; and inability to answer telephone calls promptly and/or return calls. In the past 20 years, i.e., January 1, 2000 to December 31, 2021, the Probate Court handled 21,786 cases for matters involving crisis services where the ward/decedent/respondent was age 60 or older at the time for filing. Out of the 21,787 cases, 7,761 cases remain open and serviced by the Probate Court. In fact, for the past three (3) years, around 40 percent of all new Probate Court filings, involve a ward/decedent/respondent who was an Ingham County resident age 60 or older at the time of filing.

Probate Court provides “critical services” that expand or create new programs and/or eliminate hospital and nursing home waitlists, which services include, but are not limited to: (a) community outreach on proactive measures to assist the elderly, (b) emergency case processing, and (c) improving processes and care for the elderly. Expanding and creating community outreach programs that take proactive measures to assist the elderly would include having the Probate Court partake in elder law outreach initiatives with TCOA, local law firms, financial planning firms, insurance firms, and funeral homes. Also, the Probate Court seeks to establish an



“Ingham County Probate Day” – where the filing fees of wills for safekeeping are waived – thus encouraging advanced estate planning. The Probate Court seeks to establish regular trainings on-site at Ingham County nursing facilities/elder care facilities/medical care facilities for the elderly and their families. Also, the Probate Court seeks to establish fixed regular phone hours where the elderly or their families can speak immediately to a Probate Court staff member – as technology such as email/websites can be difficult for elderly population. Additional staff would allow the Probate Court to be proactive in searching local obituaries and death records so that wills could be removed from safekeeping. This would increase public access and knowledge to our community.

The Probate Court regularly engages in critical services Ingham County residents age 60 and older by assisting hospitals, family member moving the elderly individual into a step-down care facility such as: Skilled Nursing Facilities (SKNF), Assisted Living Facilities and Hospice Facilities. It is imperative that Probate Court staff are immediately available to process emergency filings for: guardianships/conservatorships; Do-Not-Resuscitate (DNR) petitions; petitions to be appointed as funeral representative(s); and mental health petitions for residents age 60 or older - along with follow-up services for full guardianships. This need continues to rise with geriatric psychiatry needs and medical conditions affecting elderly such as dementia and Alzheimer's disease. The Baby Boomers, who were born from 1946 to 1964, are quickly becoming the largest population group who need assistance under the Elder Millage. Further, isolation with COVID-19 for the elderly population has also increased mental health needs. The inadequate staffing cannot support the need in Ingham County – especially for those age 60 and older. Further, inadequate staffing does not allow for designated staff to be assigned as an “Elderly Liaison(s)” – to be assigned to primarily handle these cases. To guard against delays, the Probate Court would like to offer weekly appointments with staff – both remotely and in-person. The Probate Court wants to engage with community leaders to be proactive in seeking to guard against unnecessary Court involvement when an individual becomes incapacitated or deceased. Further, Probate Court staff need to engage with community leaders and regularly interact to assess different elderly needs. The Probate Court seeks to have individual staff liaisons for specific community leaders and the public - with regular meetings. Additional staff will allow the Probate Court to expand its access to the public level in engagement with all Ingham County residents – but more importantly – with those 60 years-old and older – who prefer telephonic or face-to-face contact. While the Probate Court is a general fund department, additional funding opportunities through a Senior/Elder Millage is another tool to ensure additional staff dedicated to those 60-years older and older, while reducing the burden on the County’s general fund. Other Michigan Counties which have an Elder Millage or Senior Millage that fund some of their Probate Court staffing and expenses are: Kalamazoo County; Genesee County; Kent County; St. Claire County; and Leelanau County. Millage funding in part makes logical sense as it will support the needs and wants as dictated by the constitutes who vote for it.

### **FINANCIAL IMPACT**

On August 4, 2020, the current Elder Millage passed and was expected to raise an additional \$2,304,866 in the first year. In 2021, the Elder Millage’s unaudited total collected revenue is \$2,399,361 – which is comprised of tax revenue in the amount of \$2,389,820 and of interest revenue in the amount of \$9,541.

The amount levied collected for 2022 and 2023 on this millage will no doubt increase dramatically as the housing market in Ingham County exploded over the past two years – thus, resulting in further revenue. Two new FTE (2) Senior DPR positions would equate to an annual personnel cost of \$174,200 to \$198,622. The 2021 year end fund balance in the Elder Millage Fund was approximately \$1,375,000. Funding two (2) new FTE Senior DPR positions for the next five (5) years would cost around \$1,000,000 – which equates to 73% of existing 2021 surplus fund balance.

**OTHER CONSIDERATIONS**

Continue to award compensatory time and overtime. However, burn out of staff will continue. Fund these positions out of the general fund – rather than the Elder Millage. The County Attorney and Controller’s Office were consulted on this request. The UAW is supportive of this request. TCOA was consulted regarding this discussion item and is also in support of this request. On February 24, 2022 and February 28, 2022, Probate Court presented this discussion items before the Law & Court’s Committee and Human Services Committee for which there was positive support.

**RECOMMENDATION**

On behalf of the Ingham County Probate Court, I respectfully recommend approval to authorize the Elder Millage funds to support two (2) new FTE Senior DPR positions for the reason stated above.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR USE OF ELDER PERSON MILLAGE FOR VARIOUS  
PROBATE COURT PURPOSES**

WHEREAS, on August 4, 2020, the Ingham County Elder Persons Millage (Elder Millage) passed which levied Ingham County property taxes in the amount of 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation – for a period of four (4) years (2020 to 2023); and

WHEREAS, the Ingham County Probate Court (Probate Court) seeks to use the Elder Millage funds for critical services to support the growing population of persons age sixty (60) and older residing in Ingham County; and

WHEREAS, the Probate Court provides services which constitute “critical services” that expand or create new programs and/or eliminate hospital and nursing home waitlists, including, but not limited to: (a) community outreach on proactive measures to assist the elderly, (b) emergency case processing, and (c) improving processes and care for the elderly; and

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

WHEREAS, the Probate Court seeks to use the Elder Millage to fund two (2) new Senior DPRs positions – who will be assigned to: caseloads, projects, and outreach initiatives primarily consisting of those cases involving Ingham County residents age 60 and older; and

WHEREAS, the total annual personnel costs for these two (2) Senior DPRs positions (UAW-H) would equate to \$174,200.00 to \$198,622.00; and

WHEREAS, in 2021, the Elder Millage contained a \$1,375,000 surplus balance – which are unused funds that are adequate to fund the two (2) requested FTE Senior DPRs positions for at least five (5) additional years until the renewal of the Elder Millage in 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Elder Millage be used to fund two (2) new FTE Senior Deputy Probate Register positions (UAW-H) for the Probate Court as stated above effective upon passage of this resolution.

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

**TO:** Board of Commissioners Human Services and Finance Committees

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** February 15, 2022

**SUBJECT:** Authorization to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept the 2022 Michigan Medical Marihuana Operation and Oversight Grant

For the meeting agendas of March 14, 2022 and March 16, 2022

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Medical Marihuana Act for an amount not to exceed \$23,436, effective January 1, 2022 to September 15, 2022. The Michigan Legislature has appropriated funds for the Medical Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426. Specifically, Public Act 87 of 2021 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Medical Marihuana Act. Grants, which are available to counties, are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents from each county. ICHD received this grant previously in 2019, 2020, and 2021 (Resolution #19-115, Resolution #20-070, and Resolution #21-128).

This funding will be used to provide education to adolescents, patients, caregivers, and community members through targeted advertising/marketing, and used to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public. These activities are targeted to contribute to the following objectives:

- Educate medical marihuana patients and others about safe storage and provide lock bags to those who have need
- Educate medical marihuana patients and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others regarding risks associated with cannabis use during pregnancy and breastfeeding
- Increase perception of risk for adolescent recreational marijuana use
- Measure the self-reported use of medical marihuana.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

This agreement with LARA would award ICHD funding in an amount not to exceed \$23,436, effective January 1, 2022 to September 15, 2022.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an agreement with LARA to accept funds in an amount not to exceed \$23,436, effective January 1, 2022 to September 15, 2022.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA) TO ACCEPT THE  
2022 MICHIGAN MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication, and outreach regarding the Michigan Medical Marihuana Act for an amount not to exceed \$23,436, effective January 1, 2022 to September 15, 2022; and

WHEREAS, the Michigan Legislature has appropriated funds for the Medical Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26426; and

WHEREAS, Public Act 87 of 2021 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Medical Marihuana Act; and

WHEREAS, grants, which are available to counties, are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county; and

WHEREAS, ICHD received this grant previously in 2019, 2020, and 2021 (Resolution #19-115, Resolution #20-070, and Resolution #21-128); and

WHEREAS, ICHD seeks to engage in activities such as providing education to adolescents, patients, caregivers, and community members through targeted advertising/marketing and to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public; and

WHEREAS, this funding will be used to provide education to adolescents, patients, caregivers, and community members through targeted advertising/marketing, and used to communicate harm reduction strategies such as safe storage and avoidance of impaired driving to the general public; and

WHEREAS, these activities are targeted to contribute to the following objectives:

- Educate medical marihuana patients and others about safe storage and provide lock bags to those who have need
- Educate medical marihuana patients and others about the dangers of driving while under the influence of cannabis
- Educate pregnant women and others regarding risks associated with cannabis use during pregnancy and breastfeeding
- Increase perception of risk for adolescent recreational marijuana use
- Measure the self-reported use of medical marihuana; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize a grant agreement with (LARA), in an amount not to exceed \$23,436 effective January 1, 2022 to September 15, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA), in an amount not to exceed \$23,436 effective January 1, 2022 to September 15, 2022.

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

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

**TO:** Board of Commissioners Human Services, County Services and Finance Committees  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** February 2, 2022  
**SUBJECT:** Authorization to Reclassify the SSHS Medical Social Worker Position  
 For the Meeting Agendas of March 14, March 15 and March 16, 2022

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to reclassify the Medical Social Worker position #601529 in Maternal and Child Health (MCH) from an Ingham County Employees’ Association for their Professional Employees (ICEA County Pro) 07 to an ICEA County Pro 09 position, effective upon approval. The Medical Social Worker position is a grant-funded position located within MCH’s Strong Start | Healthy Start (SSHS) program. This reclassification will enable the Medical Social Worker to better serve SSHS’s target population and meet identified needs through short-term counseling services and additional responsibilities. This will lead to better health outcomes for the families served by the SSHS program, and enhance coordination of care. This request follows a recent reclassification of Medical Social Worker positions located within the Ingham County Community Health Centers to ICEA County Pro 09, and this change would allow for parity among workers with similar qualifications and job duties working within Public Health Services at ICHD. This reclassification has been reviewed and approved by the Human Resources Department and the ICEA County Pro union.

**ALTERNATIVES**

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

**FINANCIAL IMPACT**

Position #601529 (Medical Social Worker) is currently an ICEA County Pro 7 (\$58,458.33-\$70,195.50) and would be increased to an ICEA County Pro 9 (\$69,735.57-\$83,736.25).

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Prof 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50
Prof 9	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

The financial impact of this ICEA County Pro Reclassification will be covered by SSHS grant 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 reclassification of the MCH approval of the attached resolution to convert the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position.



TO: Ingham County Board of Commissioner’s County Services

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 15, 2022

SUBJECT: Authorization to reclassify the Strong Start Healthy Start Medical Social Worker

**BACKGROUND**

Ingham County Health Department (ICHD) wishes to reclassify the Medical Social Worker position #601529 in Maternal and Child Health (MCH) from an Ingham County Employees’ Association for their Professional Employees (ICEA County Pro 07) to an ICEA County Pro 09 position, effective upon approval. The Medical Social Worker position is a grant-funded position located within MCH’s Strong Start | Healthy Start (SSHS) program. This reclassification will enable the Medical Social Worker to better serve SSHS’s target population and meet identified needs through short-term counseling services and additional responsibilities. This will lead to better health outcomes for the families served by the SSHS program, and enhance coordination of care. This request follows a recent reclassification of Medical Social Worker positions located within the Ingham County Community Health Centers to ICEA County Pro 09, and this change would allow for parity among workers with similar qualifications and job duties working within Public Health Services at ICHD. This reclassification has been reviewed and approved by the Human Resources Department and the ICEA County Pro union.

**ALTERNATIVES**

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

**FINANCIAL IMPACT**

Position #601529 (Medical Social Worker) is currently an ICEA County Pro 7 (\$58,458.33-\$70,195.50) and would be increased to an ICEA County Pro 9 (\$69,735.57-\$83,736.25).

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Prof 7	\$58,458.33	\$61,191.35	\$64,048.84	\$67,044.42	\$70,195.50
Prof 9	\$69,735.57	\$72,993.69	\$76,405.73	\$79,977.31	\$83,736.25

The financial impact of this ICEA County Pro Reclassification will be covered by SSHS grant 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 reclassification of the MCH approval of the attached resolution to convert the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position.

**Agenda Item 4b**

TO: Sally Meyer, Maternal & Child Health Division Director  
FROM: Joan Clous, Human Resources Specialist  
DATE: February 3, 2022  
RE: Support for Reclassification of Medical Social Worker – Public Health

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Per your request, Human Resources has reviewed the classification titled Medical Social worker – Public Health.

After analysis, the reclassification has a community of interest with the ICEA and is appropriately compensated at an ICEA salary range of level 9 (\$69,735.57 to \$83,736.25). The ICEA has been notified. They support the reclassification and salary placement.

*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:** [Sally Meyer](#); [Tianna Leon](#)  
**Subject:** FW: Public Health MSW  
**Date:** Thursday, February 03, 2022 9:46:53 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image004.png](#)

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Please use this email in your packet to the board.

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**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Wednesday, February 2, 2022 8:22 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Public Health MSW

Looks good. Thank you.

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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Wednesday, February 2, 2022 8:17 AM  
**To:** Jeffrey Donahue ([JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)) <[JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)>; Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** Public Health MSW

Please review, we are recommending a level 9 so that it is the same level as the other social workers.

Thanks  
Joan

## **Joan Clous MPA, SHRM-CP**

Human Resources Specialist

## **Ingham County**

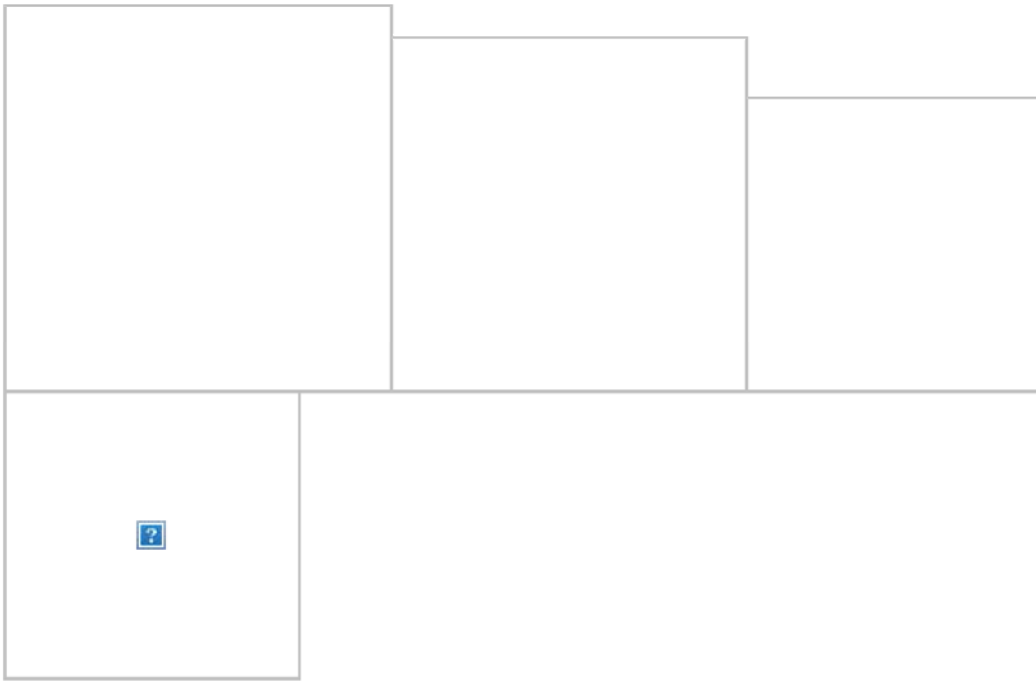
5303 S. Cedar Bldg 2 Suite 2102

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**MEDICAL SOCIAL WORKER**

**General Summary:**

Under the supervision of a Public Health Services Supervisor, assesses the social and emotional needs of public health clients to identify risk areas that could prevent the client from having a healthy outcome to pregnancy and ability to parent a child, families in crisis, and adults with psycho-social needs. Assists clients in obtaining assistance to meet those needs. Provides direct counseling services to clients.

**Essential Functions:**

1. Interviews client to obtain information concerning their economic condition and community and family support systems. Determines what resources are needed such as financial help, basic needs items, parenting information, housing assistance, legal assistance, and referral to other units in the Health Department or other agencies in the community. Determines client's eligibility for Health Department services.
2. Provides a variety of counseling services and psychosocial assessments to children and adults.
3. Contacts various agencies on the client's behalf. Coordinates support services in areas such as financial help, basic needs items, parenting information, housing and clothing assistance, and legal assistance.
4. Participates as an interdisciplinary team composed of health professionals from various disciplines to develop a plan of service for clients and to provide and receive feedback on client's progress.
5. Monitors implementation of service plans, providing follow-up and assessment of services in relation to goals and objectives of the service plan.
6. Provides follow-up services including case conferences with other health professionals, home visits, and further assistance, referrals, and education to families as needed.
7. Provides crisis intervention services to parents who are having severe behavioral problems with their children, immediate financial or housing problems, partner abuse, or other crises. May include resource identification, referrals, coordination with other agencies, and helping the family to cope emotionally.
8. Maintains good working relations with other community agencies and advocates for clients by identifying needs to individuals and community and service agencies.
9. Assists physicians and other Health Department staff to identify incidences of possible child abuse and neglect and makes written and verbal reports to Children's Protective Services and/ or the police as needed. May interview children regarding possible sexual abuse.
10. Provides information to other units in the health department, other agencies, and community members about health department services, parenting resources, health care resources, and other information as requested. Makes presentations about Health Department services to interested groups.
11. May provide HIV counseling to parents or guardians of children when a physician has ordered HIV testing, and follow the state and agency protocols for completing forms and giving test results.

12. May develop a service plan based on input from the client, staff, and members of the client's family, if applicable.
13. Attends in-services and professional conferences on psychosocial issues affecting children and shares all pertinent information with Health Department staff that is assisting clients with plans of care.
14. Establishes and maintains relationships with other agency personnel for referrals and follow-up services.
15. Maintains case records and completes reports as required by department standards and the requirements of third-party funding sources.
16. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

**Other Functions:**

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 employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Possession of a Master's Degree in Social Work.

**Experience:** One year of professional experience working with maternal/child health or families.

**Other Requirements:** LMSW required. Possession of a valid Michigan driver's license.

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

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

Ability to travel throughout the County.

Ability to climb stairs to access clients in their homes.

Ability to access office files.

**Working Conditions:**

Works in office conditions and travels throughout the County to access clients in their homes.

**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



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RECLASSIFY THE MEDICAL SOCIAL WORKER POSITION  
IN MATERNAL AND CHILD HEALTH**

WHEREAS, Ingham County Health Department (ICHD) wishes to reclassify the Medical Social Worker position #601529 in Maternal and Child Health (MCH) from an Ingham County Employees' Association for their Professional Employees (ICEA County Pro) 07 to an ICEA County Pro 09 position, effective upon approval; and

WHEREAS, the Medical Social Worker position is a grant-funded position located within MCH's Strong Start | Healthy Start (SSHS) program; and

WHEREAS, this reclassification will enable the Medical Social Worker to better serve SSHS's target population and meet identified needs through short-term counseling services and additional responsibilities; and

WHEREAS, this will lead to better health outcomes for the families served by the SSHS program and enhance coordination of care; and

WHEREAS, this request follows a recent reclassification of Medical Social Worker positions located within the Ingham County Community Health Centers to ICEA County Pro 09, and this change would allow for parity among workers with similar qualifications and job duties working within Public Health Services at ICHD; and

WHEREAS, this reclassification has been reviewed and approved by the Human Resources Department and the ICEA County Pro union; and

WHEREAS, position #601529 (Medical Social Worker) is currently an ICEA County Pro 7 (\$58,458.33-\$70,195.50) and would be increased to an ICEA County Pro 9 (\$69,735.57-\$83,736.25); and

WHEREAS, the financial impact of this ICEA County Pro Reclassification will be covered by SSHS grant funds; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the reclassification of the MCH approval of the attached resolution to convert the Medical Social Worker position #601529 from an ICEA County Pro 07 to an ICEA County Pro 09 position, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reclassification of the Medical Social Worker position #601529 from an ICEA County Pro 07 (\$58,458.33-\$70,195.50) to an ICEA County Pro 09 position (\$69,735.57-\$83,736.25), 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.

**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

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**BACKGROUND**

Ingham County Health Department (ICHHD) 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 ICHHD’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, ICHHD 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 ICHHD 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 (ICHD) 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 (ICHHD) 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, ICHHD 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 ICHHD 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.

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](#)

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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**

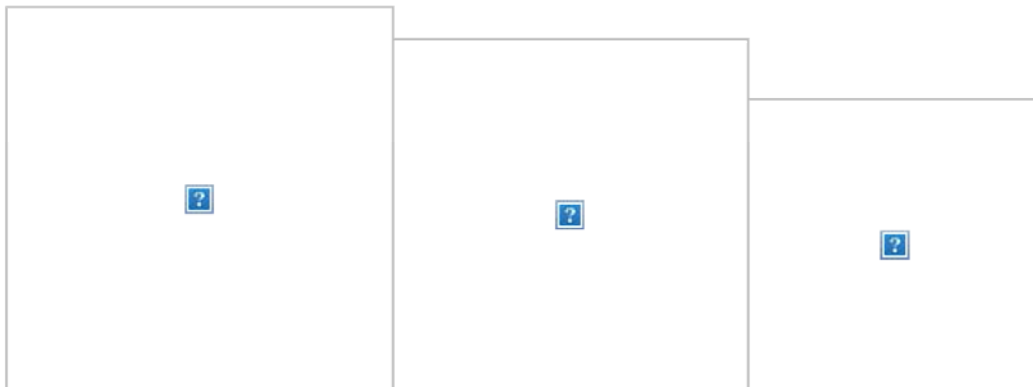
5303 S. Cedar Bldg 2 Suite 2102

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 Re-organization

---

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](mailto:ADarche@ingham.org)>  
**Sent:** Friday, February 11, 2022 1:41 PM  
**To:** Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>; Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Cc:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: AmeriCorps Reclassification

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

---

**From:** Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>  
**Sent:** Friday, February 11, 2022 1:28 PM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>; Amanda Darche <[ADarche@ingham.org](mailto:ADarche@ingham.org)>  
**Cc:** Joan Clous <[JClous@ingham.org](mailto: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

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**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Friday, February 11, 2022 1:19 PM  
**To:** Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>  
**Cc:** Joan Clous <[JClous@ingham.org](mailto: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](mailto:EBliesener@ingham.org)>  
**Sent:** Friday, February 11, 2022 1:12 PM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Cc:** Joan Clous <[JClous@ingham.org](mailto: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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**Agenda Item 4c**

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 Re-organization

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

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

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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 HIPPA 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**

			<b>Step 1</b>	<b>Step 5</b>
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**

			<b>Step 1</b>	<b>Step 5</b>
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**

			<b>Step 1</b>	<b>Step 5</b>
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 FOR THE REORGANIZATION OF FOUR POSITIONS WITHIN  
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 position 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 upon 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 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.

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 1, 2022  
**SUBJECT:** Authorization to Accept the Michigan Clean Boats, Clean Waters Grant  
For the meeting agenda of March 14, 2022 Human Services and March 16, 2022 Finance

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**BACKGROUND**

The Parks Commission authorized the submission of a Grant to the Clean Boats, Clean Waters Grant to be able to add a small stand-alone boat cleaning station at Lake Lansing Park.

The goal of this small boat cleaning station is to help in fighting invasive species entering Lake Lansing. Adding a cleaning unit at the South unit of the Lake will help in many ways. It will not only give canoe and kayaks a way to clean their boats when getting in and out of the lake, but will also serve as a major educational engagement with our park patrons.

**ALTERNATIVES**

The only alternative is to not accept the grant.

**FINANCIAL IMPACT**

The Clean Boats, Clean Waters Grant will be awarded to the Ingham County Parks Department in the amount of \$2,879.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services that are more sustainable, specifically Goal 1 of Maintaining and Improve of existing Park land, facilities, and features, and Goal 8 objective 8(a) of Goals and Objectives in the Parks Master Plan – Pursue Park management practices and equipment that are environmentally friendly and sustainable whenever possible.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission will consider support of this resolution at their March 14, 2022 meeting.

**RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE MICHIGAN CLEAN BOATS,  
CLEAN WATERS GRANT**

WHEREAS, Ingham County Parks was awarded the Michigan Clean Boats, Clean Waters Grant for a boat cleaning station at Lake Lansing Park South; and

WHEREAS, the goal of the small boat cleaning station is to help in fighting invasive species entering Lake Lansing; and

WHEREAS, the cleaning station will give canoe and kayak operators a way to clean their boats when getting in and out of the lake, and will also serve as a major educational engagement with our park patrons.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the grant in the amount of \$2,879 for a boat cleaning station at Lake Lansing Park South.

BE IT FURTHER RESOLVED, that the period of the grant award is February 1, 2022 through October 31, 2022.

BE IT FURTHER RESOLVED, that the funds be deposited into line item 208-75500-740000.

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



**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** March 1, 2022  
**SUBJECT:** Contract with Laux Construction  
For the meeting agenda of March 14, 2022 Human Services and March 16, 2022 Finance

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**BACKGROUND**

The Purchasing Department solicited proposals from experienced vendors for the purpose of entering into a contract for making improvements to the Lake Lansing Boat Launch. This general scope of work consists of removing and replacing a concrete boat ramp, automatic gate, fencing, and hot mix asphalt (HMA) pavement repair.

The evaluation committee recommends that the contract be awarded to Laux Construction. It's anticipated that all work with this project will be completed no later than December 31, 2022.

**ALTERNATIVES**

This project would be in line with the Parks Department 5-Year Master Plan for capital improvements that improve accessibility and enhance the user experience. The alternative is to not complete the project.

**FINANCIAL IMPACT**

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department Staff, to award the contract to Laux Construction for the base bid of \$324,257.15, including a substitution for an emergency gate in the amount of \$2,200, for a total amount of \$326,457.15. There are funds available in the line items below to complete this project as bid.

Funding has been established in the following line items:

- \$42,513.46 in 2021 approved CIP list: 228-75999-974000-21P02 (Lake Lansing Boat Launch Improvements)
- \$8,000 SAD – Meridian Township
- \$11,970.00 available in line item 228-75999-974000-9P10
- \$263,973.69 is a County millage grant, line item: 228-62800-967000-TR086 per Resolution #20-562

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission will be considering support of this resolution at their March 14, 2022 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a contract with Laux Construction.

TO: Timothy Morgan, Director, Parks Department  
FROM: James Hudgins, Director of Purchasing  
DATE: November 17, 2021  
RE: Memorandum of Performance for RFP No. 130-21 Improvements to Lake Lansing Boat Launch

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for making improvements to the Lake Lansing Boat Launch.

The scope of work includes, but is not limited to, removing and replacing a concrete boat ramp, automatic gate, fencing, and HMA pavement repair.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	54	14
Vendors attending pre-bid/proposal meeting	2	1
Vendors responding	1	1

A summary of the vendors’ costs is located on the next page.

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Total	Alternate #1	Alternate #2	Grand Total	Substitution - Emergency Gate	Completion
Laux Construction LLC	Yes, Mason MI	\$324,257.15	\$62,188.00	\$32,230.00	\$418,675.15	\$2,200.00	6 weeks from mobilization

Alternate #1: Pavement Repair

Alternate #2: Vinyl fencing along sides of property instead of chain link

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH LAUX CONSTRUCTION FOR IMPROVEMENTS TO THE LAKE LANSING BOAT LAUNCH**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract for making improvements to the Lake Lansing Boat Launch; and

WHEREAS, this general scope of work consists of removing and replacing a concrete boat ramp, automatic gate, fencing and HMA pavement repair; and

WHEREAS, there is \$42,513.46 available in line item 228-75999-974000-21P02, \$8,000 SAD – Meridian Township, \$11,970 available in line item 228-75999-974000-9P10, and \$263,973.69 available in line item 228-62800-967000-TR086 for the project; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Laux Construction for a total amount not to exceed of \$326,457.15, including a substitution for an emergency gate in the amount of \$2,200, for improvements to the Lake Lansing Boat Launch.

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

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

FROM: Tim Morgan, Parks Director

DATE: March 1, 2022

SUBJECT: Ingham County Parks Reorganization

For the meeting agenda of March 14, 2022 Human Services, March 15, 2022 County Services & march 16, 2022 Finance

**BACKGROUND**

Reorganization of the Parks Department has been identified in order to effectively provide customer service due to the increased numbers visiting Ingham County Parks. The Parks Department submitted the reorganization request to the Human Resources Department on November 24, 2020. The job descriptions for these roles have not been amended for a number of years. As a result, the office has changed dramatically, as have the positions, and yet have been classified under the same pay grade.

Attendance look back 2017: 1,313,124  
 2018: 1,308,551  
 2019: 1,265,017  
 2020: 1,486,472  
 2021: 2,306,976

Fund balance look back:

<u>2015</u>	
Start	\$ 66,737.07
Finish	\$ 232,618.84
Difference	\$ 165,881.77
<u>2016</u>	
Start	\$ 232,618.84
Finish	\$ 414,047.14
Difference	\$ 181,428.30
<u>2017</u>	
Start	\$ 414,047.14
Finish	\$ 410,121.11
Difference	\$ (3,926.03)
<u>2018</u>	
Start	\$ 410,121.11
Finish	\$ 455,837.99
Difference	\$ 45,716.88

<u>2019</u>	
Start	\$ 455,837.99
Finish	\$ 476,355.07
Difference	\$ 20,517.08
<u>2020</u>	
Start	\$ 476,355.70
Finish	\$ 584,033.76
Difference	\$ 107,678.06

6 Year  
Average        \$86,216.01

After interviewing the current occupants of these positions, updated draft job descriptions were created. After speaking with Ingham County Human Resources, it was determined that the updating of several job descriptions and position gradings would be best accomplished via reorganization. Director Morgan worked with Human Resources, including Director Graham, to re-point and regrade the positions after the job descriptions were updated and modernized. The results of that re-pointing are below.

The reorganization is proposed to consist of:

Immediate request (started with Human Resources request on November 24, 2020)

- 1) Reclassification of the current Account Clerk (MC 4) position to a Financial & Account Clerk (MC 6) position
- 2) Reclassification of the current Administrative Office Coordinator (MC 7) position to an Administrative Office Coordinator (MC 8) position
- 3) Reclassification of two (2) Park Manager II (MC 10) to a Park Manager III (MC 11)
- 4) Reclassification of the Park Manager III (MC 11) position into Deputy Director (MC 12)

**ALTERNATIVES**

The Board of Commissioners could decline to approve the proposed reorganization and the Parks Department will remain status quo.

**FINANCIAL IMPACT**

The Human Resources results were sent to Director Townsend in the Budget Office, who calculated the financial impact of each change. The results have been included individually and collectively below.

<b>Current Position</b>	<b>MC 4 Step 5 Total Cost</b>	<b>MC 6 Step 5 Total Cost</b>	<b>Difference</b>
Financial & Account Clerk (50% millage funded)	\$99,514.12	\$110,867.41	\$11,353.29 50% millage funded- \$5,676.65
<b>TOTAL</b>	<b>\$99,514.12</b>	<b>\$110,867.41</b>	<b>\$11,353.29</b>

<b>Current Position</b>	<b>MC 7 Step 5 Total Cost</b>	<b>MC 8 Step 5 Total Cost</b>	<b>Difference</b>
Administrative Office Coordinator	\$118,110.31	\$127,004.68	\$8,894.37
<b>TOTAL</b>	<b>\$118,110.31</b>	<b>\$127,004.68</b>	<b>\$8,894.37</b>

<b>Current Position</b>	<b>MC 10 Step 5 Total Cost</b>	<b>MC 11 Step 5 Total Cost</b>	<b>Difference</b>
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
<b>TOTAL</b>	<b>\$146,897.34</b>	<b>\$156,741.92</b>	<b>\$9,844.52</b>

<b>Current Position</b>	<b>MC 10 Step 5 Total Cost</b>	<b>MC 11 Step 5 Total Cost</b>	<b>Difference</b>
Park Manager II to Park Manager III	\$146,897.34	\$156,741.92	\$9,844.52
<b>TOTAL</b>	<b>\$146,897.34</b>	<b>\$156,741.92</b>	<b>\$9,844.52</b>

<b>Current Position</b>	<b>MC 11 Step 5 Total Cost</b>	<b>MC 12 Step 5 Total Cost</b>	<b>Difference</b>
Park Manager III to Deputy Director	\$156,741.92	\$166,532.49	\$9,790.57
<b>TOTAL</b>	<b>\$156,741.92</b>	<b>\$166,532.49</b>	<b>\$9,790.57</b>

**Total: \$49,727.27**  
**-50% millage funded    - \$ 5,676.65**  
**Subtotal: \$44,050.62**

**STRATEGIC PLANNING IMPACT**

Our goal is to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

**OTHER CONSIDERATIONS**

The Controller’s Office directed the Parks Department to address their reorganization in a two-step process. Step one is the reclassifications and conversion reclassification as step one that is presented in this resolution. Step two would be for the Parks Department to bring forward as part of the 2023 budget request consideration for adding new positions that were identified as part of this reorganization process due to the overwhelming increase in park usage and attendance over the past two years.

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

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Ingham County Parks Department.

**Agenda Item 5c**

TO: Tim Morgan, Director Ingham County Parks  
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist  
DATE: February 9, 2022  
RE: Memo of Analysis for Re-organization

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

1. See memo dated March 1, 2022 below regarding position number 759002 reclassification of Park Manager III to Parks Deputy Director. I have attached a copy of the job description.
2. Position number 759008 and 759009 are currently a Park Manager II. The Parks Department would like to convert these positions into an updated job description, Park Manager III. After analysis, the salary would be a MC 11. I have attached a copy of the job description.
3. Position number 759014 is currently an Account Clerk, Parks. The Parks Department has updated the job description to accurately reflect the duties that are being performed and re-titled this position to Financial and Account Clerk, Parks. After analysis, the salary would be a MC 06. I have attached a copy of the job description.
4. Position number 759012 is currently an Administrative Office Coordinator. The Parks Department has updated the job description to reflect the duties that are being performed. After analysis, the salary would be a MC 08. I have attached a copy of the job description.

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).



**Agenda Item 5c**

TO: Tim Morgan, Director Ingham County Parks  
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist  
DATE: March 1, 2022  
RE: Memo regarding position number 759002

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Position number 759002 is currently a Park Manager III. This position is being reclassified into a Parks Deputy Director. This is part of a reclassification as part of a re-organization and not creating a new position. The incumbent is being reclassified which is not subject to the interview process.

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**FINANCIAL & ACCOUNT CLERK, PARKS**

**General Summary:**

Under the supervision of the Administrative Office Coordinator, performs a variety of bookkeeping, payroll and clerical tasks in support of the Parks Department. Coordinates accounts payables. Oversees the collection, deposit and transmittal of park and revenue. Coordinates payroll processing, tracks leave time and maintains office files. Responds to inquiries from employees and the public regarding Parks Department information.

**Essential Functions:**

1. Coordinates accounts payables for the Department. Ensures invoices have proper approval and documentation. Sets up and codes payables for payment. Balances vouchers, processes purchase orders and balances accounts to vendor month-end statements. Works with vendors to resolve account discrepancies.
2. Serves as Site Coordinator for P-Card processing. Collects each employee's monthly p-card statement with receipts. Assures that each charge is tax exempt and approved. Fills out p-card spreadsheet with vendor and account numbers for financial services.
3. Prepares millage reimbursement requests for approval by the Trails and Parks Millage Program coordinator by running line item and contract inquiries to verify the requested amount is accurate. Processes all millage related payments.
4. Accounts for all monies received by the department including revenue, donations and reimbursements.
5. Enters cash receipts for revenues, balances daily receipts and prepares deposits to take to bank. Runs accounting and bookkeeping reports as requested. Prepares journal entries to reclass revenue as needed.
6. Performs monthly bank reconciliations, balancing bank statement to general ledger. Identifies and performs corrective actions required to balance bank general ledger. Prepares journal entry to book bank fees and interest payments.
7. Prepares monthly cash transmittal to transfer parks account balance for treasurer's office.
8. Responsible for payroll tracking, processing and reporting. Verifies timecards for accuracy and resolves discrepancies regarding hours worked, accrual usage and pay rates. Processes PARs regarding new hires, terminations, wage changes and all other payroll data. Enters SAR in preparation of new employee.
9. Tracks and monitors accrual balances including but not limited to sick, vacation, FMLA and unpaid time off. Notifies managers when employee balances are misused or insufficient to cover requested time. Runs time and attendance reports as requested.
10. Prepares and maintains a seasonal personnel spreadsheet tracking status, wage, and basic information. Processes and maintains confidential information regarding Parks' employees.
11. Responds to questions regarding the payroll processes. Explains procedures as outlined in bargaining unit contracts, department policies and County-wide protocols.

12. Assists supervisor in selecting, interviewing and training new office employees. Acts as supervisor and assumes duties of Administrative Office Coordinator in their absence.
13. Works with the Director and Supervisor to review budget reports. Drafts contract list for preparation of annual budget request. Enters annual budget request in financial software.
14. Develops and prepares annual and monthly financial report for management and the park commission for the entire 208 fund, 228 fund and CIP projects. Oversees expenditures and advises management when accounts need attention. Works closely with Director to identify alternate funding sources. Prepares journal entries when expenditures need to be reclassified.
15. Tracks fund balance and estimates how operating budget may affect it throughout the year.
16. Responds to inquiries regarding department facilities, park reservations and day camp reservations. Takes reservations for facility rentals. Refers inquiries to appropriate staff as necessary. Maintains and updates related records.
17. Enters Park and Millage contracts into MUNIS. Updates the contract database for Parks and Millage contracts. Monitors the status of contracts and closes contracts.
18. Provides administrative and clerical assistance to other staff. Examples include, but are not limited to, data entry, creating correspondence, preparing reports, keeping records, proofreading documents, making copies, sending faxes and maintaining files.
19. Assists the Trails and Parks Millage Program Coordinator with clerical tasks as assigned.
20. Processes dog FOB's applications. Keeps records of FOB's sold at City of Lansing and Soldan's. Quarterly bills each facility, maintains a file on all FOBs sold. Reconciles animal control journal entry payments in general ledger to applications received.
21. Assists other office staff such as providing guidance and direction to full-time and seasonal staff as needed.
22. Compiles and submits grant reimbursement requests. This includes keeping detailed records of invoices throughout the entire length of each project and then uploading the necessary documents when the project is finished in order to receive the reimbursement. Assistance with tracking DNR grant funds throughout term of project.
23. Responsible for the administration of the Revenue Management System. Provides initial and on-going training and help for departmental users of the system. Responsible for making templates, creating profiles and running reports.
24. Provides technical support for the POS System, including: system functionality, hardware issues and general troubleshooting.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

**Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree in Accounting, Bookkeeping, Business or related field is required

**Experience:** A minimum of 2 years of experience in a customer service, bookkeeping, payroll or accounts payable 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)*

**Working Conditions:**

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

**Physical Requirements:**

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

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE OFFICE COORDINATOR, PARKS**

**General Summary:**

Under the supervision of the Director of Parks, provides managerial and administrative tasks while assisting with the monitoring of departmental and Park Commission processes and projects. Responsible for supervising full-time and seasonal staff. Serves as the departmental communication liaison and prioritizes incoming request. Composes correspondence and reports for the Director's signature. Assists with ensuring appropriate actions and deadlines are met. Schedules meetings and helps manage administrative calendars. Compiles data into summary reports and documents. Processes confidential information and serves on interview panels for new employees. Reviews and maintains competitive vendor contracts.

**Essential Functions:**

1. Supervises and directs full-time and seasonal employees engaged in administrative support of all park operations. Participates in the employment process, schedules work, orients and trains and is responsible for employee discipline, as warranted. Advises and discusses performance problems of staff with Parks Director. Processes confidential paperwork for staff regarding personnel issues. Helps evaluate current processes and makes recommendations to update and improve policies and procedures.
2. Responsible for the administration of the Revenue Management System. Provide initial and on-going training and help for departmental users of the system. Responsible for making templates, taking reservations and running reports.
3. Oversees administrative budget and assists with the department's budget process. Monitors expenditures and advises management regarding funding allocations and works closely with the Parks Director to identify alternate funding sources. Provides financial analysis to the Department Head in preparation for strategic planning. Oversees and prepares journal entries to adjust the general ledger as needed.
4. Supervises and manages Special Events and Day Camps. Maintaining a working relationship with customers and/or vendors. Planning events aspects such as, but not limited to advertising, receiving and reviewing the registration or application, distributing information and policies, ensuring insurance level meets the requirements and issuing invoices and collecting payments in a timely manner. Post events to the Parks website.
5. Provides administrative support to the department and the Parks Commission including setting-up and composing correspondences, writing resolutions, processing reports, develops and prepares the annual report, surveys, Board of Commission and Park Commission packets, and other documents. Proofreads and edits documents. Upon approval from the Director submits resolution in a timely manner.
6. Assists in the coordination of preparation of grant applications. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks. Works with County legal to request contracts to be drafted. Assists in gathering information and responsible for writing the resolution to authorize contracts. Works with Budget to set up the accounts.
7. Responsible for data collection for grants, reports, charts, strategic planning and projects. Provides staff with preliminary background information as requested. Compiles large amounts of data into concise reports and charts. Monitors publication on topic related to departmental activity and composes summary updated for staff review.

8. Screens and prioritizes incoming visitors and telephone calls. Responds to general questions regarding departmental processes and projects. Handles initial complaints and problems. Serves as the Department Head's communication liaison to other Department Heads, vendors, the Controller's Office and the Board of Commissioners.
9. Responsible for the Parks Department website, adds, deletes and changes information as necessary. Works with the IT Department on the website. Trains and assist Park Managers on editing materials.
10. Schedules internal and external meetings. Assists with the meeting logistics regarding room, set-up, agendas, travel arrangements, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Works with the Department Head to follow-up on tasks assigned at meetings. Monitors work projects and deadlines. May attend meetings in-lieu of the Department Head or other staff when scheduling conflicts occur.
11. Performs various accounting functions. Verifies invoices and processes payments. Receipts payments and reconciles various statements. Responsible for tracking and checking out change funds to field staff and administrative staff. Tracks departmental expenditures.
12. Organizes and processes inventories for supplies, furnishings, brochures, forms, and equipment. Serves as the liaison for internal and external vendors. Maintains records and receipts on office purchases and warranties. Reviews service contracts. On behalf of the Department Head, responsible for securing services at the most competitive price.
13. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation and the development of operating procedures.
14. Oversees all reservations of rentals such as livery operations, inflatables, shelters, cross country skiing, snow tubing hills, annual passes, park patron and gift certificates.
15. Accounts for all monies collected and maintains records such as equipment and material inventory, employee attendance, car counts, Soldan's Dog Park key fob sales.
16. Serve as the point-of-sale administrator for the administrative office. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports and ability to trouble shoot and diagnose some hardware and software technical issues.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

## **Employment Qualifications:**

**Education:** A minimum of a Bachelor's Degree is required.

**Experience:** A minimum of 3 years of experience in an administrative support role 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)*

## **Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is required to travel for meetings and appointments.

## **Physical Requirements:**

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

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

**November 2021  
MC 08**

**INGHAM COUNTY  
JOB DESCRIPTION**

**PARK MANAGER III**

**General Summary:**

Under the supervision of the Director of Parks and Deputy Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. May serve as Supervising Winter Sports Manager for all tube/snow hill operations.

**Essential Functions:**

1. Responsible for the management of a metropolitan park complex. On a temporary basis, may be required to manage multiple park complexes.
2. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
4. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
5. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.
6. Responsible for working with local police jurisdictions for the enforcement of park rules and regulations, as well as assistance with any investigations or training within the Ingham County Parks.
7. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
8. Operates and maintains picnic shelters, including reservations. Oversees the operation of department-operated rentals such as paddle boats, livery operations, disc golf equipment, inflatable games, public boat launch, Community Band Shell, and food concessions.
9. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
10. Serve as Coordinator for Community Band Shell, including scouting and researching talent groups, contracting stage talent, band coordination, solicit sponsorship funding, develop performance policies and guidelines, and develop marketing plan for entire concert series.
11. Research, prepare, write and submit grant proposals for Ingham County Parks Properties and Friends of Ingham County Parks for the purpose of expanding facilities and programs. Identify community resources and matching funds for networking and collaboration. Collect, analyze and report data for use within grant applications and programs. Other grant administration tasks as assigned by Director of Parks or Deputy Director of Parks.
12. Serve as an Environmental Stewardship Coordinator at one of the three parks. Responsible for overseeing stewardship efforts using best land management practices. Works with various vendors, consultants, volunteers, and community organizations in reaching stewardship goals. Securing funding to support



environmental mapping, treatments, removal, planning, and education for invasive plant removal and management.

13. Coordinate Special Events, including permitting, staffing, EMS/Law Enforcement, and traffic controls. Events include: community festivals, 5 K and marathon races, biathlon/triathlons, fund raising concerts, company picnics, and fishing tournaments.

14. Represent and serve as Liaison for Ingham County Parks to a variety of groups including: Lake Lansing Watershed Advisory Board, Lake Lansing Property Owners Association, Friends of Ingham County Parks' Stewardship and Band Shell Committees, Meridian Township Land Preservation Board, Community groups, clubs and organizations and various State of Michigan Departments.

15. Serve as the point-of-sale administrator at one of the three parks. Responsible for maintenance and operation of the revenue management system including: training staff, maintaining sale item and rental inventory and user databases, generating financial reports, and ability to trouble shoot and diagnose some hardware and software technical issues.

16. Act as the Day Camp Director overseeing the safe operations of the summer Nature Day Camp at Burchfield County Park. Responsible for hiring and training naturalist and assisting in creation and implementing educational programming. Maintains appropriate records, licensing, certifications, updates to policy and procedures, and any required State and County inspections.

17. Assists the Director of Parks and Deputy Director of Parks with various administrative functions such as purchasing, bid solicitation, and the development of operating procedures.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations

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

**Employment Qualifications:**

**Education:** Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

**Experience:** A minimum of three to five years of experience in parks operations, services or related field work is required.

**Other Requirements:**

Ability to obtain a State License as a Pesticide Applicator is required within six months of hire date. A valid Motor Vehicle Operator's License.

*(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 both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. 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 regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

January 12, 2021  
MCF 11

**INGHAM COUNTY  
JOB DESCRIPTION**

**PARKS DEPUTY DIRECTOR**

**General Summary:**

Under the supervision of the Director of Parks, supervises and performs the work necessary to operate, maintain and improve the County Parks System. Assists the Director of Parks with the planning and implementation of capital improvement projects and purchases. Has responsibility for the operation of one of three metropolitan parks, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, and other required duties. Supervises seasonal and full-time Parks employees as assigned. Serve as Supervising Winter Sports Manager for all tube/snow hill operations. Serves as the acting Director of Parks in their absence.

**Essential Functions:**

1. Serves as Acting Parks Director in the absence of the Parks Director.
2. Assisting the Parks Director with formulating the Parks Department annual budget, development and implementation of the Parks Master Plan including the Trails and Parks Comprehensive report.
3. Serves as internal and external Parks Department liaison to groups as assigned.
4. Attend Board of Commissioners, Parks Commission, Friend of Ingham County Parks meetings, and departmental events as requested.
5. Monitors capital improvement projects and purchases, while serving as liaison to the Ingham County Purchasing Department.
6. Assists the Parks Director in the supervision of all full time Parks staff.
7. Responsible for the management of a metropolitan park complex with assistance from Assistant Park Manager.
8. Serves as lead, with the assistance of other staff, on the park wide point of sale system.
9. Maintains frequent contact with all park staff, officials, and organizations, which have a significant impact on park operations and Master Plan implementation.
10. Supervises seasonal and full-time employees engaged in park maintenance and operational activities. Schedules work, trains and is responsible for employee discipline, as warranted.
11. Operates and supervises all snow making equipment; snowmaking is a 24/7 operation starting Mid-November to March, and facilities and staffing to provide and maintain snow and all facilities operations (magic carpet, tubes, etc.) of the tube/snow hill throughout the annual season.
12. Participates in, and assigns maintenance and repair activities such as mowing, trimming, clearing of trees and brush, sign repair, aeration, fertilization, etc.
13. Performs and assigns maintenance and repair work on park buildings, structures and equipment, including roofing, painting, plumbing repairs, carpentry, and other general maintenance tasks.

14. Assists park police in the enforcement of rules and regulations on during the summer months.
15. Takes lead in the enforcement and initial contact of enforcement of all park rules and regulations during the non-summer months.
16. Operates and maintains picnic shelters, including reservations. Oversees the operation of supervised plan areas and department-operated rentals such as boat rentals and food concessions.
17. Accounts for all monies collected and maintains other records such as equipment and material inventory, employee attendance, car counts, etc.
18. Assists the Director with the development of operating procedures.

**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.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

**Employment Qualifications:**

**Education:** Bachelor's Degree in Parks & Recreation Administration or a related field or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program or an equivalent combination of education and experience is required.

**Experience:** A minimum of three to five years of experience in parks operations, services or related field work is required.

**Other Requirements:**

A valid Motor Vehicle Operator's License.

Ability to obtain and maintain either Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) within 1 year of hire.

*(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 both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
10. 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 regular stamina in sitting, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, reaching, grasping, handling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, twisting, bending, lifting, carrying, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE OF THE REORGANIZATION OF THE  
INGHAM COUNTY PARKS DEPARTMENT**

WHEREAS, reorganization of the Parks Department has been identified as desirable in order to expand upon and enhance the efficient delivery and funding of services; and

WHEREAS, the Reorganization Procedure Policy is intended to provide the Board of Commissioners with careful analysis of workforce demands, financial resources, and the needs of County residents; and

WHEREAS, a reorganization started November 24, 2020 is proposed to consist of:

- 1) Reclassification of the current Account Clerk MC 4 position (\$42,932.73 - \$51,546.78) to a Financial & Account Clerk MC 6 (\$49,372.03 - \$59,276.88) position
- 2) Reclassification of the current Administrative Office Coordinator MC 7 (\$53,476.64 - \$64,208.34) position to an Administrative Office Coordinator MC 8 (\$58,250.57 - \$70,264.23), position
- 3) Reclassification of two (2) Park Manager II MC 10 (\$69,805.73 - \$83,808.51) to a Park Manager III MC 11 (\$75,387.20 - \$90,511,.37)
- 4) Reclassification of the Park Manager III MC 11 (\$75,387.20 - \$90,511,.37) position into Deputy Director MC 12 (\$80,939.25 - \$97,177.46); and

WHEREAS, employee recruitment and retention are of paramount importance in a tight job market and accurate job descriptions and reasonable compensation play a key factor in both; and

WHEREAS, the Human Resources Department was consulted and the job descriptions for various positions were updated and reprinted; and

WHEREAS, the Park Director has met with the Controller/Administrator and the Controller/Administrator is in agreement with the proposed reorganization; and

WHEREAS, the Parks Department has complied with the County's Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners' Strategic Plan's long-term goal of attracting and retaining exceptional employee and will not eliminate any positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
759014	Account Clerk	Move from MC 4 (\$42,932.73 - \$51,546.78) to MC 6 (\$49,372.03 - \$59,276.88) and update the current job description, and change the title to Financial & Account Clerk (50% millage funded position and 50% general funded)
759012	Administrative	Move from MC 7 (\$53,476.64 - \$64,208.34) to MC 8 (\$58,250.57 - \$70,264.23), update the Office Coordinator current job description
759002	Park Manager III	Move from MC 11 (\$75,387.20 - \$90,511,.37) to MC 12 (\$80,939.25 - \$97,177.46), update the current job description and change the title to Deputy Director
759008	Park Manager II	Move from MC 10 (\$69,805.73 - \$83,808.51) to MC 11 (\$75,387.20 - \$90,511,.37), update the current job description, and change the title to park Manager III
759009	Park Manager II	Move from MC 10 (\$69,805.73 - \$83,808.51) to MC 11 (\$75,387.20 - \$90,511,.37), update the current job description, and change the title to park Manager III

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

BE IT FURTHER RESOLVED, that each of the reclassifications made as a part of this reorganization above are effective the first full pay date following the date the reorganization request was submitted to the Human Resources Department.

Introduced by Commissioner Grebner of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE USE OF AMERICAN RESCUE PLAN FUNDS AS FINANCIAL INCENTIVES FOR INGHAM COUNTY RESIDENTS RECEIVING COVID-19 VACCINATIONS**

WHEREAS, the United States and the world remain faced with the most severe pandemic disease outbreak in over a century; and

WHEREAS, effective vaccines are now readily available without cost to every person over the age of 5; and

WHEREAS, the benefit accrues from an individual being vaccinated equally to that individual and to other members of society, including persons with only remote or indirect connections to the individual who is vaccinated; and

WHEREAS, the only feasible way to end the transmission of COVID-19 within Ingham County will be to achieve such a high percentage of vaccine-induced immunity that person-to-person transmission is effectively blocked; and vaccine doesn't prevent person to person transmission; and

WHEREAS, a number of people still remain unvaccinated; and

WHEREAS, the number of unvaccinated individuals seeking vaccinations has dropped dramatically since vaccines became generally and easily available; and

WHEREAS, the Ingham County Board of Commissioners has been entrusted with more than \$56 million dollars in American Rescue Program funds designated for the purpose of ameliorating personal suffering and financial loss due to COVID-19.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use American Rescue Plan Act of 2021 funds, in an amount not to exceed \$500,000 as financial incentives to encourage unvaccinated residents of Ingham County to accept vaccination against COVID-19 beginning no later than 60 days from the adoption of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to develop an application process whereby Ingham County departments and non-profit agencies may submit a policy for approval by the Ingham County Board of Commissioners for the distribution of \$100 gift cards to people utilizing their services, upon the approval of the Ingham County Health Officer.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to implement a program making this incentive available to Ingham County employees, including any necessary negotiations and agreements with bargaining units.

BE IT FURTHER RESOLVED, that one \$100 gift card will be given to individuals for each shot they receive from a participating program, until they are considered fully vaccinated under guidance provided by the Centers for Disease Control (CDC).



BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to work with the County Treasurer and the Ingham County Health Department to develop a process to acquire, distribute, and track the gift cards.

BE IT FURTHER RESOLVED, that this vaccine incentive program will expire on December 31, 2022 and any unspent funds authorized by this resolution will be reallocated by the Board of Commissioners.

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