

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
IRENE CAHILL  
CHRIS TRUBAC  
THOMAS MORGAN  
KARLA RUEST  
MONICA SCHAFER

## 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, JANUARY 23, 2023 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/83587032242>.

### Agenda

Call to Order

Approval of the [December 5, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Community Health Center Board – Interview
2. Big Brothers Big Sisters – Resolution to Authorize a Contract with [Big Brothers Big Sisters](#) Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program
3. Community Mental Health Authority – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for [Health Services Millage](#) Eligible Services
4. Child and Family Charities – Update on American Rescue Plan Act of 2021 Funding (*Discussion*)
5. Veterans Affairs – Resolution to Approve the [Reorganization](#) of the Ingham County Department of Veterans Affairs (*Discussion*)
6. Potter Park Zoo
  - a. Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New [Animal Health Facility](#) at Potter Park Zoo
  - b. Resolution to Authorize an Agreement with [Scarlett Excavating Inc.](#) for Water Replacement Services at Potter Park Zoo
7. Parks Department
  - a. Resolution to Authorize a Contract with [Laux Construction](#) for Improvements to Lake Lansing Park South
  - b. Resolution to Modify a Contract with [Penchura Recreation Products](#) and Services for Replacements of a Portion of the Lake Lansing South County Park Playground to Comply with the Ingham County Prevailing Wage Policy

8. Health Department
  - a. Resolution to Authorize a 2022/2023 Agreement with the Michigan Department of [Environment, Great Lakes, and Energy](#)
  - b. Resolution to Accept Donation from the [Peoples Church](#) of East Lansing
  - c. Resolution to [Amend Resolution #17-354](#) with 340B Technologies, Inc.
  - d. Resolution to Amend the Agreement with [RegLantern™](#) for Continuous Compliance Coaching Services
  - e. Resolution to [Amend Resolution #21-160](#)
  - f. Resolution Honoring [Shana Chambers, CHR II](#)
  
9. Board of Commissioners – Resolution to [Amend Resolution #20-271](#) which Created the Ingham County Racial Equity Taskforce

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

December 5, 2022

Draft Minutes

Members Present: Cahill, Crenshaw (Left at 6:39 p.m.), Naeyaert, Sebolt, Slaughter, Tennis, and Trubac.

Members Absent: None.

Others Present: Jared Cypher, Matthew Ferguson, Nickolaz Lentz, Flemming Mathiasen, Andrew Rable, Tim Morgan, Nicole Wallace, Madison Hughes 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 November 14, 2022 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE NOVEMBER 14, 2022 MINUTES.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Substitute -

3. Ingham Health Plan Corporation – Resolution to Authorize a Health Services Millage Contract with the Ingham Health Plan Corporation

Limited Public Comment

None.

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

2. Tri-County Office on Aging – Resolution to Authorize a Contract with Tri-County Office on Aging for Elder Services Millage Eligible Services
3. Ingham Health Plan Corporation – Resolution to Authorize a Health Services Millage Contract with the Ingham Health Plan Corporation

4. Parks Department
  - a. Resolution to Authorize a Contract with Kassbohrer All-Terrain Vehicles for Annual Preventative Maintenance on the Snow Groomer Located at Hawk Island County Park
  - b. Resolution to Approve the Application Form, Scoring Criteria for the Trails and Parks Millage, and Declaring that an Eighth Round of Applications for the Trails and Parks Millage Funds will be Taken Beginning January 3, 2023
  - c. Resolution to Authorize an Application for a Michigan Department of Natural Resources Spark Grant for Boardwalk and Playground Replacement at Lake Lansing Park North
  
6. Health Department
  - a. Resolution to Authorize the Conversion of a Health Analyst Position (Position #601471) to a Community Epidemiologist Position
  - c. Resolution to Accept Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local Community Stabilization Authority
  - d. Resolution to Authorize an Agreement with Michigan Primary Care Association
  - e. Resolution to Amend Resolution #21-466 with the Institute for Intergovernmental Research
  - f. Resolution to Amend Resolution #21-108 for an Infectious Disease Physician Services Agreement with MSU Health Care Inc.
  - g. Resolution to Change a Program Specialist Position (Position #601502) from 0.50 FTE to 1.0 FTE
  - h. Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2023-2026
  - i. Resolution to Authorize an Agreement with Michigan Public Health Institute Center for Healthy Communities

THE MOTION CARRIED UNANIMOUSLY.

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

5. Controller's Office – Resolution Approving Various Contracts for the 2023 Budget Year

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

Commissioner Sebolt stated that he would like to disclose that the recipient, Capital Area United Way, was a part of the United Airways of Michigan, who had a formal relationship with his employer, Michigan AFL-CIO.

THE MOTION CARRIED UNANIMOUSLY.

6. Health Department

- b. Resolution to Authorize Subcontracts Awarding 15 Mini-Grants to Address COVID-19 Related Inequities and Risk Factors Among Black, Indigenous, and People of Color

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

Commissioner Tennis stated that he would like to disclose that the YMCA, who was receiving a grant, was a member of the YMCA State Alliance, who was a client of his company, Capitol Services.

Commissioner Crenshaw stated that he would like to disclose that his employer, the Lansing School District, was to receive funding from this grant as well.

THE MOTION CARRIED UNANIMOUSLY.

1. Parks Commission – Interviews

Matthew Ferguson interviewed for the Parks & Recreation Commission.

Nickolaz Lentz interviewed for the Parks & Recreation Commission.

Flemming Mathiasen interviewed for the Parks & Recreation Commission.

Andrew Rable interviewed for the Parks & Recreation Commission.

Commissioner Crenshaw thanked Chairperson Trubac for his leadership as the Human Services Committee chairperson over the years. He further wished Chairperson Trubac the best of luck in the future.

Commissioner Crenshaw left at 6:39 p.m.

Discussion.

4. Parks Department

- d. Trails & Parks Update Video: <https://youtu.be/HBKyRXd7n5Y>

Tim Morgan, Ingham County Parks and Recreation Director, presented a video regarding the trails and parks update for the Human Services Committee. He further stated that about \$4 million had been received from State funding, with an additional \$1 million expected in the future.

Chairperson Trubac asked what the timeframe was of the projects presented in the video.

Nicole Wallace, Ingham County Trails and Parks Millage Coordinator, stated that the photos were from the onset of the millage.

Discussion.

Mr. Morgan presented a video regarding the new Dirt School at Burchfield County Park to the Human Services Committee. He further explained that the Dirt School was opened in the summer of 2022 and was designed to allow kids and families to gain experience and become familiar riding mountain bikes on similar trails that they would ride out on the ten miles of mountain bike trails provided throughout Ingham County.

Discussion.

Commissioner Tennis asked if the Mountain Biking Association had helped with the Dirt School project.

Mr. Morgan explained that the Dirt School was not funded by the Trails and Parks Millage but initially began with a private donation of \$100,000. He further stated that the Community Foundation of Ingham County received an additional \$68,000 in grants from the Mountain Biking Association and others as well as many volunteers helping along the way.

Mr. Morgan explained that the funding had permitted approximately 15 to 20 bicycles available to loan to allow the opportunity for any individual to enjoy the Dirt School, as well as a free helmet to take home to encourage safe riding.

Mr. Morgan stated that those present should like the Parks and Recreation YouTube channel, if they had not done so already. He further stated that it was a great place for individuals to learn about the projects being completed.

Mr. Morgan stated that there were over 100 projects contracted and over 50 of those projects had been completed so far. He further stated that there was approximately another 50 that would need to be completed in the coming years.

Chairperson Trubac stated that the YouTube channel was a great idea to educate the public. He further stated that the link for the video shown was in tonight's agenda and could be used to navigate to the Parks and Recreation's YouTube channel to subscribe.

Commissioner Cahill asked how often the Dirt School would be maintained.

Mr. Morgan confirmed that there were volunteers on the mountain bike trails regularly who were very avid to assist in maintaining the area.

Chairperson Trubac expressed his gratitude for Mr. Morgan's update.

Mr. Morgan thanked the Human Services Committee for their support. He further stated that a part from the interviews that caught his attention was that people don't know what they don't know.

Mr. Morgan stated that he believed that the information should be provided to inform the public about what was being completed in their county. He further stated that a part of the master plan, that had been approved in the beginning of 2022, was still being completed to put together an interactive map system.

Mr. Morgan stated that the interactive map system would provide the availability to see the parks and trails in Ingham County. He further stated that he had heard multiple individuals mention this and wanted to reassure the Human Services Committee that it was forthcoming.

Mr. Morgan stated that most of the items that were mentioned during the interviews were funded and in the process. He further stated that Ms. Wallace had been working with State Representative Elissa Slotkin's Office to receive additional funding for various projects.

Mr. Morgan stated that Representative Slotkin's Office were reviewing the projects. He further stated that, with that funding, there would be enough funding in place to connect more areas.

Commissioner Naeyaert stated that Representative Slotkin had always been supportive of this.

Mr. Morgan reiterated that many of the projects mentioned were funded or in the process of receiving funding. He further stated that it all takes time.

Commissioner Cahill asked if poison ivy had been removed in various areas.

Mr. Morgan stated that poison ivy was not an invasive plant, but a native plant so, unless it was in the trail or on the boardwalk, the plant would remain. He further stated that if the Parks and Recreation Department was alerted of poison ivy encroaching an area, they would absolutely remove it.

Commissioner Cahill asked if the planting of trees and shrubs had been planned for the future as well as the trails.

Mr. Morgan confirmed that it had been included in the budget as well.

Discussion.

### Announcements

Commissioner Naeyaert stated her gratitude for Chairperson Trubac and appreciation for him and his ability to run the Human Services Committee meetings. She further stated that it had been enjoyable to watch him grow into a professional chairperson.

Commissioner Slaughter expressed his agreement with Commissioner Naeyaert. He further stated that there had been many issues that might not have been the easiest, but Chairperson Trubac had guided the Human Services Committee to a resolution.

Commissioner Slaughter stated that it had been a challenging year and he appreciated Chairperson Trubac's leadership. He further stated that he would miss serving with Chairperson Trubac and being on the Human Services Committee.

Chairperson Trubac stated that he would miss Commissioner Slaughter as well.

Commissioner Tennis expressed his agreement with Commissioners Naeyaert and Slaughter. He further stated that he appreciated Chairperson Trubac's leadership during the COVID-19 Pandemic and all of his hard work.

Commissioner Sebolt expressed his agreement and further stated that Chairperson Trubac had done an excellent job as the Human Services Committee Chairperson.

Discussion.

Commissioner Sebolt stated that he looked forward to having Chairperson Trubac as his Vice Chairperson in 2023.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:55 p.m.



# JANUARY 23, 2023 HUMAN SERVICES AGENDA

## STAFF REVIEW SUMMARY

### ACTION ITEMS:

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

2. Big Brothers Big Sisters – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). With Support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (Child trauma, effective communication within matches, Human Trafficking, Runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. The contract will not exceed \$25,000 for the time period of January 1, 2023 through December 31, 2023. Funds for this contract are included in the 2023 budget.

3. Community Mental Health Authority – Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Health Services Millage Eligible Services

This resolution authorizes the continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), to support a comprehensive package of behavioral healthcare services designed to address some of the most pressing behavioral healthcare needs in the Ingham County community. The resolution authorizes a contract not to exceed \$1,528,023 with CMH for services provided to Ingham County residents for the period of October 1, 2022 through September 30, 2023. Funds are included in the 2023 budget for this contract.

6. Potter Park Zoo

- a. Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New Animal Health Facility at Potter Park Zoo

This resolution authorizes the Ingham County Building Authority to proceed with constructing, equipping, and financing a new animal health facility at Potter Park Zoo.

- b. Resolution to Authorize an Agreement with Scarlett Excavating Inc. for Water Replacement Services at Potter Park Zoo

This resolution authorizes an agreement with Scarlett Excavating Inc. for water service replacement to the Tiger Den at Potter Park Zoo in an amount not to exceed \$17,500. Funds for this agreement are available in the Zoo Fund Balance.

7. Parks Department

- a. Resolution to Authorize a Contract with Laux Construction for Improvements to Lake Lansing Park South

This resolution authorizes a contract with Laux Construction for improvements to Lake Lansing Park South. The general scope of work includes, but is not limited to, a new restroom and concession building, demolition of a restroom building, hot mix asphalt (HMA) parking spaces, concrete sidewalk removal and replacement, site furnishings, sanitary sewer, water, and electrical service, signage, and restoration. 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 the local vendor Laux Construction for the lowest base bid of \$2,512,105.98, including Post-Bid Addendum #1 Bid Additive 1 in the amount of \$31,000, Post-Bid Addendum #1 Bid Additive 2 in the amount of \$26,000, the substitute to deduct \$55,000 for cupolas, and a contingency of \$62,853 (2.5%) to cover any unforeseen circumstances for a total contract amount not to exceed \$2,576,958.98.

- b. *Resolution to Modify a Contract with Penchura Recreation Products and Services for Replacements of a Portion of the Lake Lansing South County Park Playground to Comply with the Ingham County Prevailing Wage Policy*

This resolution authorizes an amendment to a contract with Penchura Recreation Products for purchase and installation of a playground at Lake Lansing Park, in order to comply with the County's Prevailing Wage Policy. The amendment is in the additional amount of \$5,952.

8. *Health Department*

- a. *Resolution to Authorize an FY22-23 Agreement with the Michigan Department of Environment, Great Lakes, and Energy*

This resolution authorizes an agreement with EGLE to conduct environmental monitoring and inspections of EGLE Non-Community programs for the period of October 1, 2022 through September 30, 2023 for an amount not to exceed \$97,194.

- b. *Resolution to Accept Donation from the Peoples Church of East Lansing*

This resolution authorizes acceptance of a \$5,000 donation from the Peoples Church of East Lansing effective upon approval.

- c. *Resolution to Amend Resolution #17-354 with 340B Technologies, Inc.*

This resolution authorizes amending Resolution #17-354 with 340B Technologies, Inc., to utilize the Referral Claims Review program, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026, with a 1-year auto renewal.

- d. *Resolution to Amend the Agreement with RegLantern™ for Continuous Compliance Coaching Services*

This resolution authorizes an agreement with RegLantern™ for an amount not to exceed \$10,000, effective upon February 1, 2023 through April 30, 2025. The RegLantern™ platform is designed to help establish and maintain compliance with Community Health Center (CHC) program regulations, authorized by section 330 of the Public Health Service (PHS) Act. The purpose of this agreement is to utilize RegLantern's Continuous Compliance Coaching services, which includes scheduled mock audits to ensure readiness for an upcoming Operational Site Visit from the Health Resources and Services Administration (HRSA) agency in 2024.

- e. *Resolution to Amend Resolution #21-160*

This resolution amends Resolution #21-630 by increasing the funding by \$405,000, effective upon approval through September 30, 2024 for a total amount not to exceed \$790,000. The Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) have an agreement in place with the Office of Global Michigan, Department of Labor & Economic Opportunity (MDLEO) for Refugee Health Screenings. The purpose of the amendment is to update Part II – General Provision section 2.31, to include a Criminal Background Check. The effective and termination dates of the original agreement will remain intact, effective October 1, 2021 through September 30, 2024.

- f. *Resolution Honoring Shana Chambers, CHR II*

This resolution honors Shana Chambers for her 21 years of dedicated service to ICHD and for her distinguished customer service, patient care, and commitment to her work.

9. *Board of Commissioners - Resolution to Amend Resolution #20-271 which Created the Ingham County Racial Equity Taskforce*

This resolution amends Resolution #20-271 to allow the Racial Equity Taskforce to appoint a Chairperson annually from its voting members.

**OTHER ITEMS:**

1. Community Health Center Board – Interview
4. Child and Family Charities – Update on American Rescue Plan Act of 2021 Funding (Discussion)
5. Veterans Affairs – Resolution to Approve the Reorganization of the Ingham County Department of Veterans Affairs (Discussion)

## Agenda Item 2

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: December 29, 2022

Subject: Contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program  
For the meeting agendas of January 18 and January 23

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### **BACKGROUND**

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region (BBBSMCR) for the Capital Area Mentoring Partnership Program (CAMP). With Support from the County, CAMP will continue to bring in speakers to provide training on a plethora of topics (Child trauma, effective communication within matches, Human Trafficking, Runaway prevention, bullying, the importance of the screening process, etc.) to CAMP members, volunteers, and youth within their programs. CAMP will utilize the funds to bring awareness of the program to the community with the purchase of promotional items as well as utilizing quarterly service projects in the community as a platform. CAMP is not yet its own 501 (c)3 and is facilitated by BBBSMCR.

### **ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

The contract will not exceed \$25,000 for the time period of January 1, 2023 through December 31, 2023. Funds for this contract are included in the 2023 budget.

### **OTHER CONSIDERATIONS**

Capital Area Mentoring Partnership (formerly the Community Coalition of Youth) is a collaboration of mentoring organizations and community resources that focuses on mentoring in the tri-county, serving youth from the age of five years to twenty-five. The collaboration is diverse; organizations offer one-to-one mentoring, group mentoring, services to homeless youth, immigrant children, refugee children, children with disabilities, children involved with the Juvenile Justice System, and/or African American young men, etc.

### **RECOMMENDATION**

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE CAPITAL AREA MENTORING PARTNERSHIP PROGRAM**

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition, since renamed the Community Coalition for Youth (CCY) was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, CCY adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth was formed by CCY and is now called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget included \$25,000 as the County's share of funding for CAMP in the fiscal year 2023.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period of January 1, 2023 through December 31, 2023 in an amount not to exceed \$25,000 as Ingham County's share of funding to provide administrative oversight and programmatic leadership for the CAMP.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contract documents on behalf of the county that are consistent with this resolution and approved as to form by the County Attorney.

**Agenda Item 3**

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

**FROM:** Jared Cypher, Deputy Controller

**DATE:** December 28, 2022

**SUBJECT:** Resolution to Authorize a Health Services Millage Agreement with Community Mental Health

For the meeting agendas of January 18 and January 23

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**BACKGROUND**

This resolution authorizes a FY 2023 Health Services Millage agreement with Community Mental Health (CMH). The scope of services to be covered is included in the attached document.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The resolution authorizes a contract not to exceed \$1,528,023 with CMH for services provided to Ingham County residents for the period of October 1, 2022 through September 30, 2023. Funds are included in the 2023 budget for this contract.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of promoting accessible health care.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a FY 2023 Health Services Millage agreement with CMH.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE COMMUNITY MENTAL HEALTH  
AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES  
FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES**

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to Community Mental Health (CMH) in fiscal year 2015; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, these cuts continue to cause ongoing fiscal and service gaps for CMH; and

WHEREAS, in March 2020, the electorate approved a reauthorization of the countywide health services millage at a level of 63/100 (.63) of one mill for a period of four years (2020-2023) to be used for the purpose of providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services, and essential care such as preventive testing and treatment for cancer, diabetes, heart disease, and other serious illnesses; and

WHEREAS, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services and alleviate the cut in State General Fund dollars; and

WHEREAS, funds from the health services millage are allocated in the County's 2023 budget for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$1,528,023 with CMH for services provided to Ingham County residents for the period of October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from the Health Services Millage.

BE IT FURTHER RESOLVED, that funds will be utilized by CMH for Health Services Millage eligible services as provided in the attached proposal.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

Proposal for the continued use of Ingham County Health Services Millage to Close Gaps in Ingham County's Behavioral Health Care System

FY2023

**Summary of proposal:** This proposal requests the continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI), to support a comprehensive package of behavioral healthcare services designed to address some of the most pressing behavioral healthcare needs in the Ingham County community.

**Context and Need:** Following the significant State General Fund reduction (2/3 of the funds formerly provided to Community Mental Health Authority of Clinton, Eaton, and Ingham Counties [CMHA-CEI]) and the implementation of the Healthy Michigan Plan in 2015, the CMHA-CEI realized growing service gaps resulting from significantly lower State General Fund dollars. While some of these gaps have been reduced through Ingham County Millage Funding and other federal, state, and local sources that CMHA-CEI has pursued, they persist and at the same time, community need for behavioral health services continues to increase. In FY22, we saw an increase in demand for services related to the impact of the pandemic.

These gaps include:

- Individuals who are uninsured which must be covered by scarce state general fund dollars or local dollars within CMHA-CEI's budget in order to maintain service.
- Individuals with "spend down" Medicaid eligibility, which means they become eligible for Medicaid benefits only after meeting a large monthly spend-down amount.
- Those with severe, chronic and urgent specialized mental health treatment needs (crisis stabilization, community living supports or skill-building services, residential care, case management, etc.) not covered by any other coverage plan.
- Reductions in Substance Use Disorder (SUD) State Block Grant funds have impacted access to SUD services for uninsured individuals.

**Please note in the FY22 Summary of Services included below there is an explanation regarding lower utilization of Health Millage funds due to the federal emergency orders still in place during the pandemic. In light of increasing demand for services and the anticipated ending of emergency orders we anticipate increased utilization of Health Millage funding in FY23.**

**Proposed Essential Services to Close Gaps in Ingham County:**

**Crisis Services: The community's free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit:** This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents. In effort to meet the growing need for crisis stabilization services in our service area and to reduce the need for scarce psychiatric hospital placements in situational



crisis, CMHA-CEI has expanded adult and youth Urgent Care Services as part of the Crisis Services continuum, launched youth mobile crisis availability to 24/7, and initiated adult mobile crisis services. These services provide immediate intensive support to individuals and families in order to intervene, stabilize, and connect them to longer term resources for ongoing care.

**The community's Assessment and Referral Team:** This unit provides a full bio-psychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for adults who are uninsured.

**The community's urgent care and intensive home-based treatment program for at-risk children, youth, and their families:** This program works to improve the ability of children and youth, with serious emotional disturbance, to function better at home, in school, in the community, and with peers by providing, primarily in the home, school, and workplace of the families enrolled in this program (with some services provided at CMHA-CEI offices), family and individual psychotherapy, psychiatry, nursing, parenting skills, crisis therapeutic respite services, training and coaching, school liaison services, and referral network linkages.

**A spectrum of community-based treatment teams for vulnerable populations:** These multidisciplinary teams, made up of mental health therapists/case managers, psychiatrists, nurses, mental health workers/consumer services specialists, and peer support specialists, provide psychotherapy, psychiatry, nursing, and a range of supports to **adults in a variety of settings with very high levels of mental health needs, those enrolled in a specialized older adult program, and adults with intellectual/developmental disabilities.**

**Psychiatric care and outpatient therapy for children and adults with moderate to serious mental health needs:** This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and adults. These services (along with CMHA-CEI's 24/7 psychiatric crisis services unit) provide the community's mental health safety net.

**Substance Use Disorder Treatment for Adults:** State Block Grant funds have been drastically cut, reducing access to detox, outpatient, and residential care.

**Psychiatric inpatient care:** CMHA-CEI pays all psychiatric inpatient claims on all uninsured individuals admitted to psychiatric inpatient facilities. Given that these claims are paid with State General Fund dollars and given the dramatic cut in CMH's State General Fund revenues, **CMHA-CEI has limited funds to pay these psychiatric inpatient costs** and others previously funded by State General Fund dollars.

<b>Cost of proposed services in FY2023:</b>	\$1,528,023
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**Estimated number of Ingham County residents meeting the millage criteria who will be served: 1,000\***

**Please note, the number of residents served with funds are variable from year to year based on the intensity of eligible individual's service needs and the cost of those services.**

### **FY22 Summary of Services:**

In total in FY22 CMHA-CEI served 8,803 Ingham County Residents. This is a 6.6% increase from FY21 and a 19% increase from FY20. In FY22 Millage dollars were used to help support services to 457 eligible Ingham

County residents\*. The table below provides an overview of services, costs, and numbers of Ingham County residents served utilizing Ingham County Millage dollars in FY 22. **It is important to note that numbers of individuals served and amount charged to the millage continues to be lower for FY22 than had been the pre-pandemic norm. This is due to the ongoing temporary federal emergency measures implemented by Michigan Department of Health and Human Services put into place during the pandemic that allows individuals to automatically remain on Medicaid and reduces the monthly spend-down expense required before individuals qualify for Medicaid.** We expect this to return to normal levels when these emergency measures are lifted in FY23.

<b>Category</b>	<b>Amount</b>	<b>Individuals*</b>
<b>24/7 Psychiatric Crisis Services and Inpatient Screening</b>		
Crisis Intervention	\$1,170.07	4
Transportation	\$266.73	1
<b>Assessment and Treatment Planning</b>		
Assessments	\$18,267.50	33
<b>Community-Based Mental Health Treatment and Supports</b>		
Assertive Community Treatment (ACT)	\$8,150.97	4
Clubhouse Psychosocial Rehabilitation Programs	\$9,700.94	4
Nursing Facility Mental Health Monitoring	\$5,707.68	9
Peer Directed & Operated Support Services	\$746.90	3
Targeted Case Management	\$29,511.86	33
Therapy (mental health)	\$5,773.99	5
<b>Families Forward Children's Services</b>		
Home Based Services	\$2,647.68	3
<b>Community Services for Developmentally Disabled</b>		
Community Living Supports	\$15,994.86	32
Health Services	\$2,404.30	6
Personal Care in Licensed Specialized Residential Setting	\$69.63	1
Supported Employment Services	\$23,216.16	2
<b>Psychiatric and Residential Care</b>		
Medication	\$1,531.92	1
Medication Administration	\$3,935.12	10
Medication Review	\$808.95	3

<b>Category</b>	<b>Amount</b>	<b>Individuals*</b>
Residential Services	\$227,805.38	135
Room and Board	\$39,024.07	162
Psychiatric Inpatient	\$42,513.50	6
<b>Total</b>	<b>\$439,248.21</b>	<b>457*</b>

\*Individuals may be duplicate if receiving services in multiple categories.

## Agenda Item 5

TO: Ingham County Board of Commissioners

FROM: Amy Pohan, Director

DATE: November 13, 2022

SUBJECT: Resolution to Approve the Reorganization of the Department of Veterans Affairs  
For the meeting discussion agendas of January 17<sup>th</sup> and January 23<sup>rd</sup>.

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### **BACKGROUND**

The reorganization effects all positions within the Department of Veterans Affairs except the Director position. The following is the history of the positions within the Veterans Affairs department:

- Deputy Director position was created in 2005 at an MC Level 6. Upgraded in 2008 to an MC Level 7, and terminated in 2011.
- Veteran Benefits Counselor was created in 2008 at an MC Level 5. The second position was created in 2011, after the termination of the Deputy Director position. A grant-funded position was established in 2021.
- Benefits Support Specialist was created as a three-quarter time UAW Level D in 2013. Upgraded to a full-time UAW Level E in 2015, and a grant-funded position was established in 2021.
- Veterans Clerk Trust Fund Agent position was created in 2005 at a UAW Level D. No upgrade since 2005.
- Transportation Officer position was created in 2005 at a UAW Level D. No upgrade since 2005.

With the demands for job responsibility having become more complex with changes to veterans federal and state regulations and laws. In January 2022, the Ingham County Veterans Affairs Committee voted to request a reorganization for all positions in the Veterans Affairs Department. In April 2022, the Director position was reclassified from an MC Level 10 to an MC Level 13.

After interviewing, reviewing, and recreating all the job descriptions for all positions within the Department of Veterans Affairs. The Human Resources Department, including Director Graham, Controller's Office, including Deputy Controller Cypher, and myself, worked to re-point and regrade all department positions. The Human Resource re-pointing results are as follows:

- Administrative Assistant (prev. Veterans Clerk Trust Fund Agent) - UAW D - UAW G
- Transportation Officer- UAW D - UAW E
- Benefits Support Specialist (x2) - UAW E - UAW I
- Veteran Benefits Counselor (x2) – MC 5 – MC 9
- Deputy Director (prev. Veteran Benefits Counselor)- MC 5 – MC 11

### **ALTERNATIVES**

The Board of Commissioners could decline to approve the proposed reorganization.

### **FINANCIAL IMPACT**

The Budget Office calculated the financial impact based on the Human Resources results for each positions proposed classification.

<b>Deputy Director</b>	<b>MC 5 Step 1 Total Cost</b>	<b>MC 5 Step 5 Total Cost</b>	<b>MC 11 Step 1 Total Cost</b>	<b>MC 11 Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL</b>	<b>\$97,212</b>	<b>\$111,943</b>	<b>\$144,356</b>	<b>\$168,696</b>	<b>\$56,753</b>

<b>Veteran Benefits Counselor</b>	<b>MC 5 Step 1 Total Cost</b>	<b>MC 5 Step 5 Total Cost</b>	<b>MC 9 Step 1 Total Cost</b>	<b>MC 9 Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL</b>	<b>\$97,212</b>	<b>\$111,943</b>	<b>\$125,984</b>	<b>\$146,488</b>	<b>\$34,545</b>
<b>Veteran Benefits Counselor- Grant</b>	<b>MC 5 Step 1 Total Cost</b>	<b>MC 5 Step 5 Total Cost</b>	<b>MC 9 Step 1 Total Cost</b>	<b>MC 9 Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL GRANT</b>	<b>\$102,061</b>	<b>\$102,061</b>	<b>\$102,061</b>	<b>\$102,061</b>	<b>\$44,427</b>
<b>TOTAL</b>	<b>\$97,212</b>	<b>\$111,943</b>	<b>\$125,984</b>	<b>\$146,488</b>	<b>\$34,545</b>

<b>Benefits Support Specialist</b>	<b>UAW E Step 1 Total Cost</b>	<b>UAW E Step 5 Total Cost</b>	<b>UAW I Step 1 Total Cost</b>	<b>UAW I Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL</b>	<b>\$79,599</b>	<b>\$90,388</b>	<b>\$93,707</b>	<b>\$107,222</b>	<b>\$16,834</b>
<b>Benefits Support Specialist- Grant</b>	<b>UAW E Step 1 Total Cost</b>	<b>UAW E Step 5 Total Cost</b>	<b>UAW I Step 1 Total Cost</b>	<b>UAW I Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL GRANT</b>	<b>\$65,416</b>	<b>\$65,416</b>	<b>\$65,416</b>	<b>\$65,416</b>	<b>\$41,806</b>
<b>TOTAL</b>	<b>\$79,599</b>	<b>\$90,388</b>	<b>\$93,707</b>	<b>\$107,222</b>	<b>\$16,834</b>

<b>Administrative Assistant</b>	<b>UAW D Step 1 Total Cost</b>	<b>UAW D Step 5 Total Cost</b>	<b>UAW G Step 1 Total Cost</b>	<b>UAW G Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL</b>	<b>\$76,229</b>	<b>\$86,256</b>	<b>\$86,241</b>	<b>\$98,275</b>	<b>\$12,019</b>

<b>Transportation Officer</b>	<b>UAW D Step 1 Total Cost</b>	<b>UAW D Step 5 Total Cost</b>	<b>UAW E Step 1 Total Cost</b>	<b>UAW E Step 5 Total Cost</b>	<b>Difference Total Cost</b>
<b>TOTAL</b>	<b>\$76,229</b>	<b>\$86,256</b>	<b>\$79,599</b>	<b>\$90,388</b>	<b>\$4,132</b>

**Department Total Cost Increase: \$175,662**

**OTHER CONSIDERATIONS**

The UAW is supportive of this reorganization, and the e-mail affirming their support has been included with the materials.

**RECOMMENDATIONS**

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

## Agenda Item 5

TO: Amy Pocan, Veteran Affairs Director  
FROM: Joan Clous, Human Resources Specialist  
DATE: October 31, 2022  
RE: Support for Reorganization of the Veteran Affairs Office

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Per your request, Human Resources has reviewed the reorganization materials submitted.

After analysis we have placed the following positions as follows:

1. Administrative Clerk (682003) UAW D (\$36,992 to \$44,059) will now be known as Administrative Assistant UAW G (\$44,049 to \$52,531)
2. Transportation Officer (682004) UAW D (\$36,992 to \$44,059) to UAW E (\$39,367 to \$46,972)
3. Benefits Specialist (682007, 682009) UAW E (\$39,367 to \$46,972) to UAW I (\$49,311 to \$58,837)
4. Benefits Counselor (682005, 682008) MC 5 (\$46,773 to \$56,159) to MC 9 (\$65,106 to \$78,171)
5. Benefits Counselor (682006) will become a Deputy Director Veteran's Affairs will be placed in the MC11 (\$76,813 to \$92,322)

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

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

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, October 31, 2022 10:34 AM  
**To:** Amy Pocan <[APocan@ingham.org](mailto:APocan@ingham.org)>  
**Subject:** FW: VA Reorg

Amy,

Please include this email from the union in with your packet to the board as support from the union.

Thanks,  
Joan

**From:** Teresa Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)>  
**Sent:** Monday, October 31, 2022 10:21 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: VA Reorg

Yes Joan

The Union is in agreement with the reclass grade for the VA Reorg,

Administrative Assistant

1	2	3	4	5	6	7	8a	8b	9	10	11
Total											
140	135	110	100	50	90	70	60	60	10	10	25
860	UAW G										

Transportation Office

1	2	3	4	5	6	7	8a	8b	9	10	11
Total											
45	90	60	60	50	70	70	35	60	15	25	45
625	UAW E										

Benefits Specialist

1	2	3	4	5	6	7	8a	8b	9	10	11
Total											
190	90	110	140	50	90	130	35	115	10	10	25
995	UAW I										

Thank you

*Teresa Carter*

*Unit Chair*

*Local 2256*

**INGHAM COUNTY  
JOB DESCRIPTION**

Benefits Counselor – Department of Veteran Affairs

**General Summary:**

Under the direction and supervision of the Director of the Ingham County Department of Veteran Affairs, the employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assist veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws.

**Essential Functions:**

1. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility for Federal, State, and local laws; provides explanation and interpretation of laws and regulation for benefits available to veterans and their dependents.
2. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g., Social Security, welfare and vocational rehabilitation), identifies client problems and provides solutions to material, financial, medical and social needs within the framework of department guidelines.
3. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals, and representing veterans and their dependent's to U.S Board of Veteran Appeals.
4. Create and manage case files, maintain client's electronic records and upload documents into client files; prepares monthly and quarterly reports as requested by the director.
5. Assist veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans; maintains liaison with community partners to remain aware of community resources offered.
6. Serves as program and benefits representative in a designated geographical area; develops and or presents informational speeches, benefits awareness fairs, programs, and problem-solving sessions to increase awareness of veterans benefits and programs; responds to veterans, dependents, legislators, and veterans service organizations regarding benefit questions.
7. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stay abreast of changes within Federal, State, and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents.

**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 & Experience:** A Bachelor's degree in Sociology, Psychology, Business Administration or related discipline. At least one (1) year of full time work experience in counseling with considerable experience as a Veterans Counselor and two (2) year of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or manager experience; or an equivalent combination of education, training, and /or experience.

OR

An Associate's degree in Sociology, Psychology, Business Administration or a related field. At least 5 years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or manager experience; or an equivalent combination of education, training, and /or experience.

## **Other Requirements:**

- Veteran of the U.S. Armed Forces (preferred) and have a discharged under honorable conditions.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Must maintain accreditation in accordance with VA Office of General Counsel.
- Possess a valid State of Michigan operator license and maintain this license throughout employment in this position
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

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

## **Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments.

**Physical Requirements:**

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

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

***September 2022***

**INGHAM COUNTY  
JOB DESCRIPTION**

Benefits Specialist – Department of Veteran Affairs

**General Summary:**

Under the direction and supervision of the Director of the Ingham County Department of Veteran Affairs, the employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assist veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws.

Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals.

**Essential Functions:**

1. Serves as benefits representative, develops and presents information to veterans and their dependents to increase awareness of veteran's benefits and programs.
2. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility.
3. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g., Social Security, welfare and vocational rehabilitation).
4. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits; completes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals.
5. Identify client's problems and concerns and provide solutions to housing, financial, medical and social needs within the framework of department guidelines.
6. Assist in the preparation of claims packages for veterans and their dependents seeking disability, education, medical, and related benefits.
7. Provides informational and administrative tasks to service staff, collaborators and community partners.
8. Consults with benefit counselors to determine specifics related to eligibility standards and application requirements for benefits.
9. Assist veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans; maintains liaison with community partners to remain aware of community resources offered.
10. Create and manage case files, maintain client's electronic records and upload documents into client files; prepares monthly and quarterly reports as requested by the director.
11. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stay abreast of changes within Federal, State, and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents

**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 & Experience:** Bachelor's Degree from an accredited college or university with a major in Sociology, Psychology, Human Service or related discipline and at least one (1) year of full time work experience in counseling with considerable experience working with veterans and their dependents.

OR

Possession of a Associates Degree and two or more years of professional or technical experiences involving public contact in the areas of business, public or personnel administration, social service or a military service program.

## **Other Requirements:**

- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Knowledge of: laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.
- Must maintain accreditation in accordance with VA Office of General Counsel.
- Possess a valid State of Michigan operator license and maintain this license throughout employment in this position
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

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

## **Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments.

## **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.

- This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, kneeling, crawling, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, climbing, balancing, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***September 2022***

***Pay Grade***

**INGHAM COUNTY  
JOB DESCRIPTION**

**DEPUTY DIRECTOR/VETERANS AFFAIRS**

**General Summary:**

Under the direction and supervision of the Director of Ingham County Department of Veteran Affairs, and the supervision of the County Administrator. The employee in this position will perform and assist in the administrative functions required to establish, maintain, and implement Veteran Services in Ingham and Clinton County. The employee in this position will provide in-person and virtual counselling services to veterans and their dependents. The employee in this position will advise and assists veterans, their survivors and dependents in applying for claims and benefits available under Federal, State, and local laws. The employee in this position is responsible for the development, management, and training of subordinates for the Veteran Services Department. ~~Under the supervision of the Director, interviews, counsels and assists veterans and/or their dependents in obtaining assistance to which they are entitled. Other responsibilities include performing routine and moderately complex accounting functions for the Veteran Affairs Department and serves as assistant to the Director.~~

**Essential Functions:**

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

1. Formulates, recommends, implements, and monitors policies relating to administrative and programmatic operations of the Veteran Services Department in such areas as organization, personnel and other managerial areas as directed. ~~Serves as assistant to the Director, assuming those duties as well as supervisory duties.~~
2. Provides updates to the Director, County Administrator and the County Board of Commissioners relative to service objectives and program activities as directed. ~~Interviews, counsels and completes forms to assist veterans and/or their dependents in filing for any federal, state or county benefits.~~
3. Meets with and makes presentations to administrators, veterans' organizations, service clubs, private groups, and interested citizens regarding the needs of veterans and the types of services provided by the Veteran Services Department. ~~Performs a variety of routine accounting functions such as processing accounting records for department of Veterans Affairs Committee, prepares all vouchers for bills to be paid, assists with preparing departmental budget, and prepares balance list of all line items for Veterans Affairs Committee, monthly.~~
4. Analyzes laws, regulations, decisions and policy revisions to determine any effect on the Veteran Services Department's policies and services and recommends the appropriate changes. ~~Determines eligibility for county burial benefits and maintains records. Determines eligibility for foundation fee reimbursement.~~
5. Conducts interviews with veterans and their dependents and reviews background data on current medical and financial history to obtain information needed to determine eligibility for Federal, State and local laws; provides explanation and interpretation of laws and regulations for benefits available to veterans and their dependents. ~~Prepares appeals regarding denied claims.~~
6. Evaluates information to determine potential eligibility of clients for benefits from related programs (e.g. Social Security, welfare and vocational rehabilitation), identifies client problems and provides solutions to material, financial, medical and social needs within the framework of department guidelines. ~~Assists veterans/dependents in obtaining information regarding their claim when claimant is unable to do so.~~
7. Actively coordinate and participate with community partners in Veterans Treatment Court as a direct liaison to the Ingham County Judicial courts as a representative of veteran's benefits. ~~Evaluates and determines validity of claim by reviewing legislation, regulations and precedents, and by studying veteran's medical reports and service history.~~

8. Prepares and assists in the preparation of claims packages for veterans and their dependents seeking disability, education, medical and related benefits; competes claim forms and ensures proper certification of related documentation based upon the Department of Veterans Affairs (VA) laws and regulations; assists in developing formal appeals of VA claims. ~~Attends local, state and national schools of instruction.~~
9. Coordinate, supervise, and represent all U.S. Board of Veteran Appeals hearings within the department. ~~May assist veterans who are addicted to drugs and/or alcohol in getting proper assistance.~~
10. Assists veterans and their dependents in applying for assistance from other community service agencies providing assistance for veterans and their dependents; maintains liaison with community partners to remain aware of community resources offered. ~~Assists veterans who have psychological problems in scheduling appointments for appropriate help.~~
11. Attends all required education (virtually and in-person) and training to obtain and maintain accreditation; stays abreast of changes within Federal, State and local laws and regulations; provides explanation and interpretation of laws and regulations for veterans and their dependents. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.~~
12. ~~Issue purchase orders so emergencies are met by the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.~~
13. ~~Complete and verify applications and amounts, and determine eligibility with utility companies.~~
14. ~~When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments and also pickup and sign for medications.~~
15. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.~~
16. ~~Conduct daily intake interviews with applicants for emergency grant assistance from the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.~~
17. ~~Issue purchase orders so emergencies are met by the Michigan Veterans Trust Fund and the Soldiers and Sailors' Relief Fund.~~
18. ~~Complete and verify applications and amounts, and determine eligibility with utility companies.~~
19. ~~When assigned, perform liaison duties and transport/assist veterans to VA Medical Centers for scheduled appointments and also pickup and sign for medications.~~
20. ~~Performs related duties as required.~~

### **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.

### **Employment Qualifications:**

**Education:** A Bachelor's degree in Sociology, Psychology, Business Administration or a related discipline. ~~Two years of college level course work in psychology, social work, counseling, or related area of social services required.~~

**Experience:** At least two years of full-time work experience in counseling with considerable experience as a Veterans Counselor and two years of experience in counseling veterans and others about veteran benefits, public assistance, employment, vocational programs, health care, personal counseling, or directly related field that includes supervisory or managerial experience. ~~related experience.~~

### **Other Requirements:**

- Veteran of the U.S. Armed Forces (preferred) and have a discharged under honorable conditions.
- Membership in the Michigan Association of County Veterans Counselors; accreditation with the

National Association of County Veterans Service Officers (NACVSO) and any Congressionally Chartered Veterans Service Organization that is currently recognized by the U.S. Department of Veteran Affairs.

- Knowledge of laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepare and process routine reports; operate computer systems and programs.
- Ability to understand medical and legal terminology and language; communicate under adverse conditions with distressed individuals; make decisions under adverse conditions in the accordance with department policies and procedures.
- Must possess a valid State of Michigan operator license and maintain this license throughout employment in this position.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments.

**Physical Requirements:**

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



- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

Must be a Notary Public.

~~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):~~

~~**Working Conditions:**~~

~~Works in office conditions.~~

~~Exposure to individuals with various emotional, mental and physical problems.~~

~~Exposure to communicable diseases.~~

October, 1999

September 2022  
MC

**INGHAM COUNTY  
JOB DESCRIPTION**

**TRANSPORTATION OFFICER**

**General Summary**

Under the general supervision of the Veterans Affairs Director, responsible for coordinating and arranging transportation appropriate for eligible veterans to and from VA Medical Centers. Direct and assist patients to appointments to various clinics and hospitals. Acts as liaison for Ingham County Department of Veteran Affairs to VA Medical Centers staff and provides assistance to veterans at the facilities. ~~transporting veterans to and from VA Medical Centers. Directs patients to admitting rooms at various clinics and hospitals. Acts as liaison for Veterans Affairs Department to hospital staff and provides assistance to the veterans at the facilities.~~

**Essential Functions**

1. Operates a multi-passenger van ~~with wheelchair ramp~~ to transport veterans needing medical care to VA Medical Centers ~~in Ann Arbor and Detroit.~~
2. Coordinates scheduled pre-approved home pick-up for disabled veterans, transporting them to appropriate clinics, and assures their arrival at the scheduled time. Makes house calls to pick-up disabled veterans, transports them to appropriate clinic, and assures their arrival at the scheduled time. Assists veterans on to and off of vehicle, includes pushing wheelchair up the van ramp, and securing wheelchair in safety restraint system in van.
3. Serves as an advocate for veterans, directing patients to appointments at various clinics and hospitals, and handling various inquires such as appointments, rescheduling, prescriptions urgent care and other communications between veterans and VA Medical Centers. ~~admitting rooms at various clinics and hospitals, and handling various inquires such as fee base requests, appointment changes, incorrect prescriptions, problems with prescriptions and other communications between the veteran and the VA Medical Centers.~~
4. Prior to departure from VA Medical Centers, locates veterans by checking clinics or communicating between veterans and the VA Medical Centers. ~~with social workers, doctors and nurses.~~
5. Greets passengers and provides assistance with loading and unloading. ~~Maintains log of daily activities, including entering data on home pick-ups, miles traveled, and locations traveled to.~~
6. Operates the shuttle van in a safe and efficient manner and complies with all traffic and safety regulations. ~~Picks up and refills prescriptions and delivers to the homes of disabled veterans and veterans who are unable to come into office or travel to VA clinic.~~
7. Monitors vehicle's condition and records malfunctioning items or damage on appropriate forms. ~~Serves as liaison between Veterans Affairs Department and the VA Medical Center administrative staff in Ann Arbor and Detroit.~~
8. Conducts pre-post trip inspections of the shuttle buses at the beginning and end of shift to ensure sound operating conditions. ~~Makes occasional visits to disabled veterans home to examine equipment such as wheelchair and beds. May make minor adjustments to assure proper working order.~~
9. Monitors traffic and weather conditions and notifies the Director or supervisor of potential problems. ~~Maintains preventative maintenance records on van and arranges for routine maintenance, following agency policies and procedures. Inspects equipment and supplies such as tires, lights, brakes, gas, oil and water and reports any problems to the Veterans Affairs Director.~~
10. Reports accidents or other safety situations to the Director or supervisor.
11. Treats all veterans and their dependents in a courteous, friendly and professional manner.
12. Maintains log of daily activities, includes entering data on home pick-ups, miles traveled and locations traveled to and from.
13. Maintains preventive maintenance records on van and arranges for routine maintenance, following agency policies and procedures. Inspect equipment and supplies such as tires, lights, brakes, gas, oil and water reporting any problems to the Veteran Affairs Director.

14. Assist office personnel with routine clerical duties such as answering phones, filing, and assisting veterans and their dependents.

~~10. May assist office personnel with routine clerical duties such as filing and operating office machines.~~

### **Other Functions**

1. None listed.

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

### **Employment Qualifications**

**Education:** High School Diploma or its equivalent.

**Experience:** A minimum of one year experience in passenger transportation. ~~Some previous experience in transportation related job.~~

### **Other Requirements:**

- Must possess a valid Driver's License for at least 5 years.
- Must have been licensed continuously for at least the past 2 years.
- Must possess a Michigan Driver's License with a Class B, C, or P endorsement, and an excellent driving record.
- Ability to operate a passenger van safely and efficiently.
- Ability to drive in all weather conditions when authorized.
- Ability to work flexible hours, evenings and weekends as directed.
- Possess positive and professional attitude with strong communication skills.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~\*Must acquire and maintain a valid Michigan Chauffeur's License within thirty (30) days of hiring; and must possess and maintain an excellent driving record.~~

~~\*CPR Certification required.~~

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

**Physical Requirements** *[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]:*

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.

- Use hands to operate a computer, handle materials and operate equipment
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 35 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Physical ability to set up and clean up facilities for special events.
- The employee typically works in office conditions
- The noise level in the work environment is moderate with many interruptions.
- The position requires working with a very diverse cross-section of the public.
- Work outside in various weather and driving conditions
- Exposure to individuals with various emotional/mental issues
- Exposure to communicable diseases.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~Ability to support and/or assist veterans onto and from the vehicle.~~

~~Ability to push and/or pull clients in a wheelchair up or down a ramp to board or depart the vehicle.~~

~~Ability to sit for extended periods of time.~~

**~~Working Conditions:~~**

~~Works outside in various weather and driving conditions.~~

~~Exposure to individuals with various emotional/mental problems.~~

~~Exposure to communicable diseases.~~

September 1, 2022  
 1998 – UAW/D  
 Updated July 2018

# INGHAM COUNTY JOB DESCRIPTION

## ~~VETERANS CLERK/TRUST FUND AGENT~~ ADMINISTRATIVE ASSISTANT

### General Summary

Under the direction and supervision of the Director of the Ingham County Department of Veterans Affairs, the employee in this position is responsible for supporting office staff and performing administrative tasks. The employee in this position will provide a variety of administrative support services, including but not limited to, filing, scanning, answering phones, assists in coordinating and managing the administrative support function of the department. ~~serves as receptionist to the Veterans Affairs Office and provides support to the office by typing forms, reports, correspondence and other materials, entering data to the computer, maintaining activity and financial statistics, and databases, and performing related functions. Assists the Director in operating the Veterans Trust Fund by reviewing completed applications, scheduling cases before the Veterans' Trust Fund Committee, presenting the claim to the Committee, preparing and sending out the determination letter, and maintaining Trust Fund records.~~

### Essential Functions

1. Uses a variety of software programs to provide administrative support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing reports for the Director's review and signature. ~~Receives, screens, and routes telephone calls, determines information that can be released, and determines matters needing the attention of a Service Officer, Vocational or Rehabilitation Counselor, Employment Associate, a Counselor from the Vet Counseling Center, or whether referral to another agency is appropriate. Explains departmental policies and procedures and the necessary documentation required.~~
2. Receives, screens, and routes telephone calls, determines information that can be released, and matters needing the attention of the Director and Counselors. Determines whether referrals to another agency is appropriate. Explains departmental policies and procedures and the necessary documentation required. ~~Assists walk-in clients by ascertaining needs, explaining departmental services and policies, initiating applications or other forms, or making referrals to an appropriate agency.~~
3. Assists walk-in clients by ascertaining needs, exploring departmental services and policies, initiate applications or other forms, or making referrals to appropriate agencies. ~~Provides secretarial support including maintaining office filing systems, scheduling meetings and appointments, assembling reports, and related tasks.~~
4. Provides secretarial support including maintaining office filing systems, scheduling meetings and appointments, assembling reports, and related tasks as directed. ~~Assists in organizing and maintaining veterans record systems. Processes various administrative records, enters data to computerized veteran's information system, and maintains office filing systems. Performs client screens on new clients, includes entering the name, social security number, and dates of service. Updates the data activity screen on each client's contact with the Veterans Affairs Office.~~
5. Processes various administrative records, enters and maintains veteran's confidential information in the departments computerized data programs. ~~Schedules van appointments for veterans being transported to medical centers, inputs data on travel pay, and records clinics used by veterans.~~
6. Prepares departmental supply requisitions and ensures proper inventory of all forms and supplies. Works with purchasing departments to develop specifications and purchase order for equipment, furniture, and other items. ~~Maintains and drafts required reports and documentation for the department.~~
7. Responds to trouble calls on equipment, troubleshoots equipment problems or prepares work orders for maintenance. Serves as liaison with maintenance staff and coordinates the repair of office and telephone equipment. Assists the Director in operating the Michigan Veterans Trust Fund to assist veterans and dependents with emergency needs for housing, food, utilities, prescriptions, transportation and other needs.

8. Reviews and processes time cards and enters data into the County payroll system, and handles all payroll matters and questions for the office. ~~Coordinates the application process for relief funds to veterans, including coding in veteran data to the computer and delivering the application to a Service Officer for completion and collection of supporting documentation.~~
9. Process outgoing courier mail, and assists in opening and sorting incoming postal mail. ~~Attends Veteran's Trust Fund Committee meetings and provides list of veterans seeking relief funds to Committee members. Presents the applications, providing a factual account of each claim. Records minutes of the meeting.~~
10. Assists with routine business travel arrangements to meet the specific needs of the department with hotels, flights, and car rental availability. Confirms reservations and makes itinerary changes as necessary or as directed. ~~Records Trust Fund Committee decisions on applications, prepares and mails notices of determination to veterans applying for assistance, includes notification on the approval or denial of claim and dollar amount of grant.~~
11. Assists the Director in operating the Michigan Veterans Trust Fund and Veteran Relief Fund by reviewing completed applications, scheduling cases before the Committee, presenting the claim to the Committee, preparing and sending out the determination letter, and maintaining Trust Fund records. .
12. Assists veteran and their dependents with emergency needs for housing, food, utilities, and other emergent needs in accordance with MCTF an VRF guidelines. ~~Maintains stock of veteran informational pamphlets and orders pamphlets from Veterans Affairs regional office when necessary.~~
13. Attends Veteran's Trust Fund Committee meetings, present applications providing a factual account of each request for emergency assistance. ~~Processes outgoing mail, and receives incoming postal and departmental mail, sorts and distributes.~~
14. Records Trust Fund Committee decision on applications, prepares and mails notices of determination to veteran and their dependents applying for assistance, includes notification on the approval or denial of the application and dollar amount granted.
15. Prepares vouchers of payment of Trust fun bills, enters information to records and maintains accounting ledger. Maintains Trust Fund records and submits required reports and documentation to the State. Prepares a monthly final report and submits to County Treasurer.

### Other Functions

#### 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 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:** Two years of college level ~~High school graduation or equivalent, with prefer some advanced~~ coursework in data processing, accounting, general office management and/or related areas. ~~word processing and bookkeeping.~~

**Experience:** A minimum of two years ~~one year~~ of experience is required. ~~in a secretarial/office administrative capacity including dealing with the public, PC computer applications, and word processing functions.~~

#### **Other Requirements:**

- Knowledge of laws, rules and regulations regarding veterans' benefits; veteran service organizations, their structure, programs and services.
- The ability to maintain and established effective relationships with clients, service organization representatives, professional contacts; prepares and process routine reports; operate computer systems and programs.
- Ability to understand medical terminology and language; communicate under adverse conditions with distressed individuals make decisions under adverse conditions in the accordance with department policies and procedures.

*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]:*

- Speak to others to convey information effectively.
- Read, interpret and understand procedures, rules, technical information, instructions and manuals.
- Hear and understand information presented through spoken words and sentences.
- Specific vision requirement includes close vision, distance vision, color and depth perception.
- Use hands to operate a computer, handle materials and operate equipment
- Push or pull carts, reach with hands and arms forward, above and below shoulder level.
- Lift, move or carry objects, equipment and supplies weighing up to 35 pounds.
- Sit, bend, stoop, crouch, crawl and kneel in an ergonomically correct manner.
- Stand and walk, climb stairs.
- Physical ability to set up and clean up facilities for special events.
- The employee typically works in office conditions
- The noise level in the work environment is moderate with many interruptions.
- The position requires working with a very diverse cross-section of the public.
- Due to the nature of this work hours are flexible, although normal office hours are from 8:00 a.m. through 4:30 p.m. However, an employee in this classification may be called upon to attend meetings and community events at locations throughout the county on a regular basis.

~~Ability to access various files.~~

~~Ability to operate copying machine and other office equipment.~~

~~Ability to enter and access information to the computer.~~

**~~Working Conditions:~~**

~~Works in office conditions.~~

~~Exposure to individuals with various emotional/mental problems.~~

**1/11/99  
September 2022**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE REORGANIZATION OF THE INGHAM COUNTY  
DEPARTMENT OF VETERANS AFFAIRS**

WHEREAS, the demands and complex changes in federal and state veterans' laws require the roles and responsibilities of the Department of Veterans Affairs staff to change; and

WHEREAS, the positions in the Veterans Affairs Department have not been re-evaluated for more than fifteen years; and

WHEREAS, additional job responsibilities and clarification of existing duties that were not captured in the existing job descriptions for the Deputy Director, Veteran Benefits Counselor, Benefits Support Specialist, Administrative Assistant, and Transportation Officer resulted in reclassifications in higher grades; and

WHEREAS, the Veterans Affairs Department reorganization is proposed to consist of:

- Reclassify Veteran Benefits Counselor (MC5) to the Deputy Director at MC level 11 (\$76,813 to \$92,322)
- Reclassify Veterans Benefits Counselor (MC 5) positions to MC level 9 (\$65,106 to \$78,171)
- Reclassify Benefits Support Specialist (UAW E) positions to UAW I (\$49,311 to \$58,837)
- Reclassify Veterans Clerk Trust Fund Agent (UAW D) to the Administrative Assistant at UAW G (\$44,049 to \$52,531)
- Reclassify Transportation Officer (UAW D) position to UAW E (\$39,367 to \$46,972); and

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

WHEREAS, the Veterans Affairs 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 employees, 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 Department of Veterans Affairs.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
682003	Administrative Clerk	Move from UAW D to UAW G, update the current job description, and change the title to Administrative Assistant
682004	Transportation Officer	Move from UAW D to UAW E, update the current job description



682007 & 682009      Benefits Support Specialist      Move from UAW E to UAW I, update the current job description

682005 & 682008      Benefits Counselor      Move from MC 5 to MC 9, update the current job description

682006                      Benefits Counselor      Moved from MC 5 to MC 11, update the current job description,  
and change the title to Deputy Director

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

<b>Current Position</b>	<b>Current Max. Cost</b>	<b>Future Max. Cost</b>	<b>Difference</b>
Administrative Clerk to Administrative Assistant	\$ 44,059	\$ 52,531	\$ 8,472
Transportation Officer	\$ 44,059	\$ 46,972	\$ 2,913
Benefits Specialist	\$ 46,972	\$ 58,837	\$ 11,865
Benefits Specialist-Grant	\$ 46,972	\$ 58,837	\$ 11,865
Benefits Counselor	\$ 56,159	\$ 78,191	\$ 22,032
Benefits Counselor-Grant	\$ 56,159	\$ 78,191	\$ 22,032
Benefits Counselor to Deputy Director	\$ 56,159	\$ 92,322	\$ 36,163

**Total    \$ 115,342**

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

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.

## Agenda Item 6a

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Cynthia Wagner, Potter Park Zoo Director  
**DATE:** January 03, 2023  
**SUBJECT:** Constructing, Equipping and Financing a New Animal Health Facility at Potter Park Zoo  
For the meeting agendas of January 17, 18, and 23, 2023

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### **BACKGROUND**

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association. AZA standard 2.0.1 states, “The institution should adopt the Guidelines for Zoo and Aquarium Veterinary Medical Programs and Veterinary Hospitals, and the policies developed or supported by the American Association of Zoo Veterinarians (AAZV). As noted in Potter Park Zoo’s 2017 AZA accreditation inspection report, the zoo must replace the existing animal clinic with an animal health facility that meets the AAZV guidelines.

The Potter Park Zoological Society is a private, 501 (c)3 nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society started raising funds in the fall of 2021 to replace the existing 900 ft<sup>2</sup> animal care clinic with a new animal health facility for its more than 350 animal residents.

This resolution would authorize the Ingham County Building Authority to proceed with constructing, equipping, and financing a new animal health facility at Potter Park Zoo.

### **ALTERNATIVES**

This follows the customary practice of using the Ingham County Building Authority for this type of significant building project.

### **FINANCIAL IMPACT**

The projected cost of construction, equipment, and financing, plus fees, is not to exceed \$6,000,000 for this new animal health facility. The Potter Park Zoological Society has raised \$4,350,000 for this project and will continue to raise all funds necessary to complete the new animal health facility.

### **OTHER CONSIDERATIONS**

It should also be noted that this resolution would authorize the Ingham County Building Authority to engage an owner’s representative for this project. An owner's representative is a third-party company hired by the owner and acts as an extension of staff managing the day-to-day operations of a project. The owner's representative will work with all project team members, tracking issues, and facilitating and expediting solutions. Because this is such a large project and the first of its size at Potter Park Zoo in over twenty years, having an owner’s representative will be vital to the success of the project.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROCEED WITH PLANS FOR CONSTRUCTING, EQUIPPING, AND FINANCING A NEW ANIMAL HEALTH FACILITY AT POTTER PARK ZOO**

WHEREAS, the Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association including constructing a new animal health facility that meets American Association of Zoo Veterinarians guidelines; and

WHEREAS, the Potter Park Zoological Society is a private, 501 (c)3 nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society has raised \$4,350,000 and will continue to raise any additional funds necessary to complete the new animal health facility.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Building Authority to proceed with the constructing, equipping, and financing of a new animal health facility to replace the existing facility.

BE IT FURTHER RESOLVED, that the projected cost of the construction, equipment, and financing is not to exceed a total project cost of \$6,000,000.

BE IT FURTHER RESOLVED, that due to the size and complexity of the facility, the Ingham County Building Authority is authorized to engage an owner's representative for this project.

BE IT FURTHER RESOLVED, that any and all costs incurred by the County and the Ingham County Building Authority with respect to this project shall be reimbursed by the Potter Park Zoological Society.

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

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

## Agenda Item 6b

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Cynthia Wagner, Potter Park Zoo Director  
**DATE:** January 03, 2023  
**SUBJECT:** Agreement with for Scarlett Excavating Inc. for Water Service Replacement at the Potter Park Zoo  
Tiger Den  
For the meeting agendas of January 18 and January 23, 2023

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### **BACKGROUND**

In July 2022, there was a water line break in Potter Park that required an emergency repair to a 2” water main. At the time, the repair was completed by Myers Plumbing and Heating Inc. who advised Zoo Maintenance staff that the water line that provides service to the Tiger Den must be replaced or further breaks could be expected. The Purchasing Department issued a Request for Proposals (RFP) for water service replacement to the Tiger Den at Potter Park Zoo.

### **ALTERNATIVES**

The water line replacement could be postponed until a break occurs.

### **FINANCIAL IMPACT**

Scarlett Excavating Inc. submitted the lowest responsible proposal of \$17,500 for water service replacement at Potter Park Zoo. There are funds available in the Zoo Fund Balance to cover the total cost of \$17,500.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

None at this time.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Scarlett Excavating Inc. for water service replacement at Potter Park Zoo in an amount not to exceed \$17,500.

**Agenda Item 6b**

TO: Cynthia Wagner, Director Potter Park Zoo  
FROM: James Hudgins, Director of Purchasing  
DATE: December 13, 2022  
RE: Memorandum of Performance for RFP No. 212-22: Water Service Replacement for the Tiger Den at Potter Park Zoo

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of replacing the water service for the Tiger Den at Potter Park Zoo.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	19	4
Vendors responding	4	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 Cost for Completing Work
Scarlett Excavating Inc.	No, Clinton County MI	\$17,500.00
All Seasons Underground Construction Inc.	No, Tipton MI	\$35,000.00
T.H. Eifert	Yes, Lansing MI	\$36,000.00
Myers Plumbing & Heating Inc.	No, Clinton County MI	\$79,000.00

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SCARLETT EXCAVATING INC.  
FOR WATER REPLACEMENT SERVICES AT POTTER PARK ZOO**

WHEREAS, a water line to the Potter Park Zoo Tiger Den is in need of replacement; and

WHEREAS, it is the recommendation of Potter Park Zoo to enter into an agreement with Scarlett Excavating Inc., who submitted the lowest responsive and responsible proposal of \$17,500, to provide professional water replacement services at Potter Park Zoo; and

WHEREAS, funds are available in the Zoo Fund Balance to cover the full cost of \$17,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Scarlett Excavating Inc. in an amount not to exceed \$17,500 from the Zoo Fund Balance.

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

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

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

**FROM:** Tim Morgan, Parks Director

**DATE:** January 3, 2023

**SUBJECT:** Contract with Laux Construction

For the meeting agenda of January 23, 2023 Human Services and January 18, 2023 Finance

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**BACKGROUND**

The Purchasing Department solicited proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing Park South. The general scope of work includes, but is not limited to, a new restroom and concession building, demolition of a restroom building, hot mix asphalt (HMA) parking spaces, concrete sidewalk removal and replacement, site furnishings, sanitary sewer, water, and electrical service, signage, and restoration. The evaluation committee recommends that the contract be awarded to Laux Construction.

**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. The Parks Department is moving unspent trails and park millage funds from the Hawk Island Boardwalk Replacement contract with Prime Professional authorized by Resolution #20-028 in the amount of \$140,000 and \$7,185 from CIP project 9P13 for crack sealing entry roads to help offset with cost overruns. We also normally put in a 10% contingency, but also reduced the contingency to 2.5% to help as well.

**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 the local vendor Laux Construction for the lowest base bid of \$2,512,105.98, including Post-Bid Addendum #1 Bid Additive 1 in the amount of \$31,000, Post-Bid Addendum #1 Bid Additive 2 in the amount of \$26,000, the substitute to deduct \$55,000 for cupolas, and a contingency of \$62,853 (2.5%) to cover any unforeseen circumstances for a total contract amount not to exceed \$2,576,958.98.

Funding has been established as follows:

Trust Fund Grant #19-0114	300,000
Land & Water Grant #26-01820	300,000
Millage TR061 & TR082	1,150,200
TOPO	15,000
SAD (Received)	3,000
LLPOA (Received)	1,000



9P13 Left over funds	7,185
TR084 Hawk Prime/leftover Boardwalk Rowe	140,000
<b>Total Awarded</b>	<b>1,916,385</b>
Prime Commitment with Contingency	(107,295)
<b>Total before construction bid</b>	<b>1,809,090</b>
Construction bid	(2,512,106)
Cupolas Deduct	55,000
Bid Alternate 1 Geoblock Parking	(31,000)
Bid Alternate 2 Weed Harvester Access	(26,000)
Construction Contingency 2.5%	(62,853)
<b>Total after construction bid</b>	<b>(767,869)</b>
Landscaping	(29,000)
Benches	(2,400)
Permitting (EGLE & Meridian)	
<b>Total Remaining</b>	<b>(799,269)</b>

Staff is requesting additional funding in the amount of \$799,269 from the Ingham County Trails and Parks Millage fund balance in order to complete this project.

The current trails and parks millage cash on hand as of January 3, 2023 is \$7,936,891.55, and there is \$1,877,271.78 in pending reimbursements, which will reduce the cash on hand total to \$6,059,619.77.

**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 supported this resolution at their December 12, 2022 meeting.

**RECOMMENDATION**

At the direction of the Finance committee and their wishes to spend down the Trails and Parks Cash on Hand Fund balance, and on the information presented, I respectfully recommend approval of the attached resolution authorizing a contract with Laux Construction



December 6, 2022

Mr. Tim Morgan, CPRP (Certified Parks & Recreation Professional), and  
CTA (Certified Tourism Ambassador™)  
Director, Ingham County Parks  
121 E. Maple Street, Suite 102  
Mason, Michigan 48854

RE: RFP No. 60-22 Lake Lansing Park South Improvements

Dear Mr. Morgan and Commissioners:

As the Professional of Record for the project referenced above, we are recommending award to the low bidder, Laux Construction based in Mason, MI. The recommendation is based on the base bid amount of \$2,512,105.98.

The general scope of work includes but is not limited to a new restroom and concession building, demolition of a restroom building, hot mix asphalt (HMA) parking spaces, concrete sidewalk removal and replacement, site furnishings, sanitary sewer, water and electrical service, signage, a solar picnic table/phone charging station and restoration. This is making significant improvements throughout the entire park with the intent of providing greater accessibility, reduce maintenance and provide better facilities to meet the high demand and use at this park.

Staff are confirming pricing for additional add alternate items 1 and 2 regarding aggregate vehicular access areas at two locations within the park. A third alternate that provided additional solar tables will not be accepted due to budget.

We have worked with Laux on various similar projects and find them to be responsive and capable. This initial bidding for the project was in the middle of the construction season in 2021 and did not receive responsive bids; this is the re-bidding of this project. Although the project is above the original budget that was set in 2018, we recognize there has been significant inflation and high demand within the construction industry that has impacted costs.

Thank you for the opportunity to assist you with this significant project.

Sincerely,  
ROWE Professional Services Company

Doug Schultz  
Digitally signed by Doug Schultz  
DN: c=US,  
e=dougschultz@rowepsc.com,  
ou=Rowe Professional Services Company,  
ou=Doug Schultz  
Date: 2022.12.06 11:20:49-05'00'

Doug Schultz, PLA  
Senior Project Manager

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Flint, MI (HQ): 540 S. Saginaw Street, Suite 200, 48502 | Phone: (810) 341-7500

Civil Engineering | Surveying | Landscape Architecture | Aerial Imagery/Mapping | Planning

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**Agenda Item 7a**

TO: Timothy Morgan, Director, Parks Department  
FROM: James Hudgins, Director of Purchasing  
DATE: December 7, 2022  
RE: Memorandum of Performance for RFP No. 60-22 Lake Lansing Park South Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making improvements to Lake Lansing Park South.

The general scope of work includes, but is not limited to a new restroom and concession building, demolition of a restroom building, HMA parking spaces, concrete sidewalk removal and replacement, site furnishings, sanitary sewer, water and electrical service, signage, and restoration.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	82	25
Vendors attending pre-bid/proposal meeting	7	4
Vendors responding	2	2

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 Pref	Base Bid Total Cost	Bid Additive 1	Bid Additive 2	Bid Additive 3	Completing Work according to RFP, Project Manual and Drawings	Post-Bid Addendum	Substitute (-) Cupolas	Substitute (-) If School Guard security glass is not required at upper windows
			Geoblock Parking	Weed Harvester Access	Solar Tables		Total Cost		
Laux Construction	Yes, Mason MI	\$2,512,105.98	\$70,152.69	\$47,843.53	\$37,311.94	\$2,667,414.14		\$55,000.00	
Post-Bid Addendum #1		\$2,512,105.98	\$31,000.00	\$26,000.00	\$37,311.94		\$2,606,417.92		
Wolverine Building Group	Yes, Lansing MI	\$2,769,000.00	\$34,520.00	\$24,840.00	\$41,812.00	\$2,870,172.00			\$20,000.00
Post-Bid Addendum #1		\$2,769,000.00	\$15,506.14	\$9,428.49	\$41,812.00		\$2,835,746.63		

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 LAKE LANSING PARK SOUTH**

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

WHEREAS, this general scope of work includes, but is not limited to, a new restroom and concession building, demolition of a restroom building, hot mix asphalt (HMA) parking spaces, concrete sidewalk removal and replacement, site furnishings, sanitary sewer, water, and electrical service, signage, and restoration; and

WHEREAS, there is \$1,549,409 available in line item 228-62800-967000-TR061 and \$81,230 available in line item 228-62800-967000-TR082 previously authorized by Resolutions #19-093, #19-047, and #20-028, \$7,185 available in line item 228-75999-974000-9P13, and \$140,000 available in line item 228-62800-967000-TR084, as well as \$3,000 from the Special Assessment District (SAD) - Meridian Township and \$1,000 from Lake Lansing Property Owner Association (LLPOA), for the project; and

WHEREAS, the Ingham County Parks, as part of the Lake Lansing Park South improvement project, is requesting additional funding from the Trails and Parks Millage fund balance in the amount of \$799,269 to complete this 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 the base bid of \$2,512,105.98, including Post-Bid Addendum #1 Bid Additive 1 in the amount of \$31,000, Post-Bid Addendum #1 Bid Additive 2 in the amount of \$26,000, the substitute to deduct \$55,000 for cupolas, and a contingency of \$62,853 (2.5%) to cover any unforeseen circumstances for a total contract amount not to exceed \$2,576,958.98 for improvements to Lake Lansing Park South.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$7,185 from 228-75999-974000-9P13 to 228-62800-967000-TR061.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$140,000 from 228-62800-967000-TR084 to 228-62800-967000-TR061.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$799,269 from the Ingham County Trails and Parks Millage fund balance into line item 228-62800-967000-TR061.

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

## Agenda Item 7b

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** January 3, 2023  
**SUBJECT:** Resolution to modify a contract with Penchura Recreation Products and Services for replacements of a portion of the Lake Lansing South County Park Playground  
For the meeting agenda of January 23, 2023 Human Services, and January 18, 2023 Finance Committees

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### **BACKGROUND**

The Parks Department owns and maintains playgrounds at Burchfield County Park, Hawk Island County Park, Lake Lansing North County Park, and Lake Lansing South County Park. Resolution #22-242 authorized up to \$120,000 in funding for safety enhancement projects to these playgrounds. Staff prioritized the playground at Lake Lansing Park South as in the most need of repair/refurbishment due to the playgrounds age. Resolution #22-394 approved spending \$87,535 on this work at Lake Lansing Park South. When working with the contractor, Penchura Recreation Products and Services, it was discovered that the Government Services contract (#GS-07F-0440N) used did not meet Ingham County Prevailing Wage Policy 420 requirements. To comply with Policy 420, the contract with Penchura Recreation Products needs to be modified for an increase of \$5,952 for a total of \$93,487.

### **ALTERNATIVES**

Failure to approve this purchase would result in a portion of the Lake Lansing Park South playground remaining closed.

### **FINANCIAL IMPACT**

Penchura Recreation Products and Services currently have a General Services Administration (GSA) contract for playground equipment purchases and installation, GSA Contract #GS-07F-0440N. This contract was reviewed by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Penchura Recreation Products and Services (General Services Administration, GSA), including Prevailing Wage in the amount of \$93,487 and a contingency not to exceed \$5,000. Funds are available in 208-75200-974000.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their December 12, 2022 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Penchura Recreation Products and Services.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO MODIFY A CONTRACT WITH PENCHURA RECREATION PRODUCTS AND SERVICES FOR REPLACEMENTS OF A PORTION OF THE LAKE LANSING SOUTH COUNTY PARK PLAYGROUND TO COMPLY WITH THE INGHAM COUNTY PREVAILING WAGE POLICY**

WHEREAS, Resolution #22-394 authorized a contract with Penchura Recreational Products and Services in the amount of \$87,535 with a contingency not to exceed \$5,000; and

WHEREAS, during preparation of the contract, it was discovered that the General Services Administration (GSA) Contract utilized for purchasing and installation of the playground, did not meet the requirements of Ingham County Prevailing Wage Policy 420; and

WHEREAS, to comply with the Ingham County Prevailing wage policy, an additional amount of \$5,952 is needed for a total amount of \$93,487, with a contingency of \$5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves modifying the original contract with Penchura Recreational Products and Services via the General Services Administration agreement (GSA) for replacement of a portion of the playground at Lake Lansing South County Park, which includes Prevailing Wage, in the new amount of \$93,487 with a contingency not to exceed \$5,000.

BE IT FURTHER RESOLVED, that there are funds available in line item 208-75200-974000 for the project.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 28, 2022  
**SUBJECT:** Authorization to Enter Agreement with Michigan Department of Environment, Great Lakes, and Energy (EGLE)  
For the meeting agendas of January 18 and January 23, 2023

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$97,194. Each year EGLE reimburses ICHHD for expenses related to monitoring and inspection services. This practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality and has since passed to the newly reorganized EGLE. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2022 and the new agreement will be in effect from October 1, 2022 through September 30, 2023.

**ALTERNATIVES**

ICHHD could not accept the reimbursement and forfeit monitoring and inspection of EGLE Non-Community programs.

**FINANCIAL IMPACT**

The proposed agreement for FY 2023 includes the following services and funding totaling up to \$97,194 allocated as follows:

**Non-Community Public Water Supply Program – up to \$21,822**

ICHHD will conduct sanitary surveys of non-community public water supplies in Ingham County. ICHHD will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued, should a supply become unsafe for drinking.

**Capacity Development & Source Water Assessment - Up to \$1,250**

ICHHD will conduct source water assessments for non-transient Type II water supplies licensed by Michigan Department of Environmental Quality (MDEQ) in Ingham County.

**General Fund – State Funding Amount - \$55,588**

**Drinking Water Long-Term Monitoring – up to \$704**

ICHHD will collect samples from drinking water supplies and sites of environmental contamination identified by the State.



**Campground Program – up to \$910**

ICHD will inspect all campgrounds licensed by the MDEQ located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

**Public Swimming Pools – up to \$16,920**

ICHD will inspect all public swimming pools/spas licensed by the MDEQ in Ingham County. In addition, ICHD will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with MDEQ to conduct environmental monitoring and inspections of MDEQ Non-Community programs for the period of October 1, 2022 through September 30, 2023 for an amount not to exceed \$97,194.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2022/2023 AGREEMENT WITH THE  
MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY**

WHEREAS, Ingham County Health Department (ICHD) wishes to partner with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to conduct environmental monitoring and inspections of EGLE Non-Community programs; and

WHEREAS, EGLE will reimburse ICHD for expenses related to monitoring and inspection services; and

WHEREAS, this practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to EGLE; and

WHEREAS, Michigan Department of Environmental Quality (MDEQ) proposes to clarify the responsibilities for some environmental services and arrange to purchase environmental monitoring and inspection services from the Ingham County Health Department; and

WHEREAS, the Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with MDEQ in an amount not to exceed \$97,194 effective October 1, 2022 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MDEQ in an amount not to exceed \$97,194 effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that MDEQ shall reimburse ICHD up to \$97,194 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program – up to \$21,822
- Capacity Development and Source Water Assessment - up to \$1,250
- General Fund – up to \$55,588
- Drinking Water Long-Term Monitoring – up to \$704
- Campground Requirements – up to \$910
- Public Swimming Pools – up to \$16,920

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

## Agenda Item 8b

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 16, 2022  
**SUBJECT:** Authorization to Accept Donation from Peoples Church of East Lansing  
For the meeting agendas of January 18, and January 23, 2023

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### **BACKGROUND**

Ingham County Health Department's (ICHHD) Community Health Centers (CHC) wish to accept a \$5,000 donation from the Peoples Church of East Lansing effective upon approval. The purpose of the donation is to support Willow Community Health Center operations.

### **ALTERNATIVES**

If we choose not to accept the donation, these unrestricted funds would have to go back to the Peoples Church of East Lansing.

### **FINANCIAL IMPACT**

The financial impact of this donation will be a revenue increase of \$5,000.

### **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 CONSIDERATION:**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize acceptance of a \$5,000 donation from the Peoples Church of East Lansing effective upon approval.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT DONATION FROM THE PEOPLES CHURCH OF EAST LANSING**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHC) would like to accept a \$5,000 donation from the Peoples Church of East Lansing effective upon approval; and

WHEREAS, the purpose of the donation is to support Willow Community Health Center operations; and

WHEREAS, the financial impact of this donation will be a revenue increase of \$5,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize accepting a \$5,000 donation from the Peoples Church of East Lansing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of a \$5,000 donation from the Peoples Church of East Lansing.

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

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 3, 2022  
**SUBJECT:** Authorization to Amend Agreement with 340B Technologies, Inc. d/b/a 340Basics  
For the meeting agendas of January 18, and January 23, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #17-354 with 340B Technologies, Inc., to utilize the Referral Claims Review services, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026 with a 1-year auto renewal. The Referral Claims Review is a service that screens prescriptions which are written by referring providers and filled at an eligible contractual pharmacy for 340B program participation. This service will allow ICHD's CHCs to capture additional savings on 340B eligible prescriptions through referrals. Resolution #17-354 authorized an agreement with 340B Technologies, Inc. d/b/a 340Basics to act as a Third-Party Administrator (TPA) to provide 340B Prescriptive Drug Administrative Services.

**ALTERNATIVES**

The alternative would be to create an internal 340B Analyst position within ICHD's CHCs to perform prescription referral reviews or forego potential 340B savings by not engaging in this program.

**FINANCIAL IMPACT**

The annual cost for this program is \$6,000 which will be paid through savings captured through 340B eligible referral prescriptions.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #17-354 with 340B Technologies, Inc., to utilize the Referral Claims Review program, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026, with a 1-year auto renewal.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #17-354 WITH 340B TECHNOLOGIES, INC.**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #17-354 with 340B Technologies, Inc., to utilize the Referral Claims Review services, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026 with a 1-year auto renewal; and

WHEREAS, the Referral Claims Review is a service that screens prescriptions which are written by referring providers and filled at an eligible contractual pharmacy for 340B program participation; and

WHEREAS, this service will allow ICHD's CHCs to capture additional savings on 340B eligible prescriptions through referrals; and

WHEREAS, Resolution #17-354 authorized an agreement with 340B Technologies, Inc. d/b/a 340Basics to act as a Third-Party Administrator (TPA) to provide 340B Prescriptive Drug Administrative Services; and

WHEREAS, the annual cost for this program is \$6,000, which will be paid through savings captured through 340B eligible referral prescriptions; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize amending the agreement with 340B Technologies, Inc., to utilize the Referral Claims Review program, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026, with a 1-year auto renewal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with 340B Technologies, Inc., to utilize the Referral Claims Review program, for an annual amount not to exceed \$6,000 effective February 1, 2023 through January 31, 2026, with a 1-year auto renewal.

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

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

## Agenda Item 8d

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 29, 2022  
**SUBJECT:** Authorization to Amend Agreement with RegLantern™  
For the meeting agendas of January 18, and January 23, 2023

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### **BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to enter into an agreement with RegLantern™ for an amount not to exceed \$10,000, effective upon February 1, 2023 through April 30, 2025. The RegLantern™ platform is designed to help establish and maintain compliance with CHC program regulations, authorized by section 330 of the Public Health Service (PHS) Act. The purpose of this agreement is to utilize RegLantern's Continuous Compliance Coaching services, which includes scheduled mock audits, to ensure readiness for an upcoming Operational Site Visit from the Health Resources and Services Administration (HRSA) agency in 2024. Per Resolution #22-188, ICHD's CHCs have an existing agreement in place with RegLantern™.

### **ALTERNATIVES**

ICHD's CHCs could choose to forfeit the agreement with RegLantern and risk operating outside of HRSA compliance.

### **FINANCIAL IMPACT**

The cost of this amendment shall not exceed \$10,000 and will be covered by the CHC FY'23 Operating Budget.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering an agreement with RegLantern™ for an amount not to exceed \$10,000 effective February 1, 2023 through April 30, 2025.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE AGREEMENT WITH REGLANTERN™  
FOR CONTINUOUS COMPLIANCE COACHING SERVICES**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to enter into an agreement with RegLantern™ for an amount not to exceed \$10,000 effective upon February 1, 2023 through April 30, 2025; and

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

WHEREAS, the purpose of this agreement is to utilize RegLantern's Continuous Compliance Coaching services, which includes scheduled mock audits, to ensure readiness for an upcoming Operational Site Visit from the Health Resources and Services Administration (HRSA) Agency in 2024; and

WHEREAS, per Resolution #22-188, ICHD's CHCs has an existing agreement in place with RegLantern™; and

WHEREAS, the cost of this amendment shall not exceed \$10,000 and will be covered by the CHC FY'23 Operating Budget; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize amending the agreement with RegLantern™ to include Continuous Compliance Coaching services for an amount not to exceed \$10,000, effective February 1, 2023 through April 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with RegLantern™ to include Continuous Compliance Coaching services for an amount not to exceed \$10,000 effective February 1, 2023 through April 30, 2025.

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



**TO:** Board of Commissioners Human Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** November 30, 2022  
**SUBJECT:** Authorization to Amend Resolution #21-630  
For the meeting agendas of January 18 and January 23, 2023

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**BACKGROUND**

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to amend Resolution #21-630 by increasing the funding by \$405,000, effective upon approval through September 30, 2024 for a total amount not to exceed \$790,000. ICHD’s CHCs have an agreement in place with the Office of Global Michigan, Department of Labor & Economic Opportunity (MDLEO) for Refugee Health Screenings. The purpose of the amendment is to update Part II – General Provision section 2.31, to include a Criminal Background Check. The effective and termination dates of the original agreement will remain intact effective October 1, 2021 through September 30, 2024.

**ALTERNATIVES**

If we choose not adopt this amendment and demonstrate that we perform criminal background checks, MDLEO may cancel the agreement.

**FINANCIAL IMPACT**

The financial impact of this amendment is a total funding increase of \$405,000.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #21-630 by increasing funding by \$405,000 for a total amount not to exceed \$790,000 effective through September 30, 2024.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #21-160**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #21-630 by increasing the funding by \$405,000 for a total amount not to exceed \$790,000 effective upon approval through September 30, 2024; and

WHEREAS, ICHHD's CHCs have an agreement in place with Office of Global Michigan, Department of Labor & Economic Opportunity (MDLEO) for Refugee Health Screenings; and

WHEREAS, the purpose of the amendment is to update Part II – General Provision section 2.31 to include a Criminal Background Check; and

WHEREAS, the effective and termination dates of the original agreement will remain in-tact effective October 1, 2021 through September 30, 2024; and

WHEREAS, the financial impact of this amendment is a funding increase of \$405,000; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #21-630 by increasing funding by \$405,000 for a total amount not to exceed \$790,000 effective through September 30, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #21-630 by increasing funding by \$405,000 for a total amount not to exceed \$790,000 effective through September 30, 2024.

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

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING SHANA CHAMBERS, CHR II**

WHEREAS, after 21 years of loyal dedicated service to the Ingham County Health Department (ICHD) and the Ingham Community Health Centers (IHC), Shana Chambers will be retiring on December 16, 2022; and

WHEREAS, Shana began her career with Ingham County as a Temp Community Health Representative II, and established a permanent position at Women's Health Community Health Center in January of 2001, where she performed a variety of clerical tasks and assisted clients and their families with accessing services; and

WHEREAS, Shana performed great customer service as she made a concerted effort to treat every client with kindness and respect, and worked to ensure clients had an excellent visit experience as she carried out the organization's mission with pride; and

WHEREAS, Shana processed various applications to verify client information, checked data for accuracy and completeness, processed accounts payables, contacted clients to verify and update information and appointments, and performed cross scheduling; and

WHEREAS, Shana transferred to the Medical Records Department in October of 2013, where she performed medical records duties, including, monitoring client folders, assuring proper documents, and maintenance of departmental filing systems to ensure proper documents were scanned and filed within the Electronic Health Record (EHR); and

WHEREAS, Shana transferred to the Support Center Call Center in October of 2016, where she performed customer service, addressed incoming calls, scheduled for multiple health centers, and directed clients to appropriate message lines for continued care; and

WHEREAS, Shana transferred to Forest Community Health Center in February of 2020, where she greeted clients, scheduled appointments, answered questions regarding departmental procedures and requirements, assisted clients in completing forms, and reviewed documents for proper completion; and

WHEREAS, Shana has been loyal, dedicated, knowledgeable, and professional as she adhered to and executed ICHD's Mission, Vision, and Core Values.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Shana Chambers for her 21 years of dedicated service to ICHD and for her distinguished customer service, patient care, and commitment to her work.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes her continued success in all of her future endeavors.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #20-271 WHICH CREATED THE  
INGHAM COUNTY RACIAL EQUITY TASKFORCE**

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Racial Equity Taskforce to achieve community-centered solutions to address the legacy of racial injustices faced by Black communities; and

WHEREAS, Resolution #20-271 states that the Ingham County Racial Equity Taskforce will be chaired by one presiding member of the Ingham County Board of Commissioners selected and appointed by the Chairperson of the Ingham County Board of Commissioners; and

WHEREAS, it is the desire of the Board of Commissioners to amend the resolution to allow the Racial Equity Taskforce to select a Chairperson each year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #20-271 to allow the Racial Equity Taskforce to appoint a Chairperson annually from its voting members.

BE IT FURTHER RESOLVED, that all other resolutions pertaining to the Racial Equity Taskforce shall remain in effect.