

INGHAM COUNTY BOARD OF COMMISSIONERS
ORGANIZATIONAL MEETING
COMMISSIONERS ROOM, COURTHOUSE
341 SOUTH JEFFERSON, MASON, MICHIGAN 48854
PUBLIC PARTICIPATION OFFERED VIA ZOOM AT:
[HTTPS://INGHAM.ZOOM.US/J/86246962326](https://ingham.zoom.us/j/86246962326)

JANUARY 2, 2025
6:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL BY CLERK
- III. PLEDGE OF ALLEGIANCE
- IV. TIME FOR MEDITATION
- V. LIMITED PUBLIC COMMENT
- VI. ADDITIONS TO THE AGENDA
- VII. PETITIONS AND COMMUNICATIONS
 1. A MEMO FROM SUE GRAHAM, HUMAN RESOURCES DIRECTOR, REGARDING RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE [ICEA COUNTY PROFESSIONALS UNIT](#)
 2. A MEMO FROM SUE GRAHAM, HUMAN RESOURCES DIRECTOR, REGARDING RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE [ICEA COURT PROFESSIONALS UNIT](#)
 3. A MEMO FROM SUE GRAHAM, HUMAN RESOURCES DIRECTOR, REGARDING RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE [ICEA PUBLIC HEALTH NURSES UNIT](#)
 4. A MEMO FROM SUE GRAHAM, HUMAN RESOURCES DIRECTOR, REGARDING RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE [ICEA PARK RANGERS UNIT](#)
- VIII. ELECTION OF OFFICERS
 1. CHAIRPERSON
 2. VICE CHAIRPERSON
 3. VICE CHAIRPERSON PRO-TEM
- IX. CONSIDERATION OF CONSENT AGENDA

X. COMMITTEE REPORTS AND RESOLUTIONS

5. RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE ICEA COUNTY [PROFESSIONALS UNIT](#)
6. RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE ICEA [COURT PROFESSIONALS UNIT](#)
7. RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE [ICEA PUBLIC HEALTH NURSES UNIT](#)
8. RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE [ICEA PARK RANGERS UNIT](#)

XI. APPROVAL OF [HIRING FREEZE EXEMPTIONS](#)

XII. SPECIAL ORDERS OF THE DAY

1. STANDING COMMITTEE APPOINTMENTS
2. OTHER APPOINTMENTS

XIII. PUBLIC COMMENT

XIV. COMMISSIONER ANNOUNCEMENTS

XV. ADJOURNMENT

THE 2025 MEETING SCHEDULE IS INCLUDED ON THE NEXT PAGE

THE COUNTY OF INGHAM WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS INTERPRETERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETINGS 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, 517-676-7200.

PLEASE TURN OFF CELL PHONES AND OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION OF THE MEETING

FULL BOARD PACKETS ARE AVAILABLE AT: www.ingham.org

**INGHAM COUNTY BOARD OF COMMISSIONERS
2025 MEETING DATES**

Thursday, January 2	6:00 pm	Organizational Meeting
Tuesday, January 28	6:30 pm	Regular Meeting
Tuesday, February 11	6:30 pm	Regular Meeting
Monday, February 25	6:30 pm	Regular Meeting
Tuesday, March 11	6:30 pm	Regular Meeting
Tuesday, March 25	6:30 pm	Regular Meeting
Tuesday, April 15	6:30 pm	Statutory Meeting
Tuesday, April 29	6:30 pm	Regular Meeting
Tuesday, May 13	6:30 pm	Regular Meeting
Tuesday, May 27	6:30 pm	Regular Meeting
Tuesday, June 10	6:30 pm	Regular Meeting
Tuesday, June 24	6:30 pm	Regular Meeting
Tuesday, July 22	6:30 pm	Regular Meeting
Tuesday, August 26	6:30 pm	Regular Meeting
Tuesday, September 23	6:30 pm	Regular Meeting
Tuesday, October 14	6:30 pm	Statutory Meeting
Tuesday, October 28	6:30 pm	Regular Meeting
Wednesday, November 12	6:30 pm	Regular Meeting
Tuesday, November 25	6:30 pm	Regular Meeting
Tuesday, December 9	6:30 pm	Regular Meeting

**Unless otherwise noted, meetings are held in the
Board of Commissioners Room,
Third floor of the Ingham County Courthouse
341 S. Jefferson, Mason, Michigan 48854**



TO: Ingham County Board of Commissioners
FROM: Sue Graham, Human Resources Director
DATE: December 19, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the ICEA County Professionals Unit

For the meeting agenda of January 2

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the ICEA County Professionals Unit (Union). The new terms of the tentative agreement provide for 1) 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three; 2) the duration of the agreement is January 1, 2025 through December 31, 2027; and 3) additional changes as set forth in the attached resolution. All other terms and conditions in the collective bargaining agreement remain status quo. We are requesting that the Ingham County Board of Commissioners ratify this agreement contingent upon the Union ratifying this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various benefits.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Agenda Item 2

TO: Ingham County Board of Commissioners
FROM: Sue Graham, Human Resources Director
DATE: December 19, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the ICEA Court Professionals Unit

For the meeting agenda of January 2

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the ICEA Court Professionals Unit (Union). The new terms of the tentative agreement provide for 1) 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three; 2) the duration of the agreement is January 1, 2025 through December 31, 2027; and 3) additional changes as set forth in the attached resolution. All other terms and conditions in the collective bargaining agreement remain status quo. We are requesting that the Ingham County Board of Commissioners ratify this agreement contingent upon the Union ratifying this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various provisions.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Agenda Item 3

TO: Ingham County Board of Commissioners
FROM: Sue Graham, Human Resources Director
DATE: December 20, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the ICEA Public Health Nurses Unit

For the meeting agenda of January 2

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the ICEA County Professionals Unit (Union). The new terms of the tentative agreement provide for 1) 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three; 2) the duration of the agreement is January 1, 2025 through December 31, 2027; and 3) additional changes as set forth in the attached resolution. All other terms and conditions in the collective bargaining agreement remain status quo. We are requesting that the Ingham County Board of Commissioners ratify this agreement contingent upon the Union ratifying this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various provisions.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Agenda Item 4

TO: Ingham County Board of Commissioners
FROM: Sue Graham, Human Resources Director
DATE: December 20, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the ICEA Park Rangers Unit

For the meeting agenda of January 2

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the ICEA Park Rangers Unit (Union). The new terms of the tentative agreement provide for 1) 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three; 2) the duration of the agreement is January 1, 2025 through December 31, 2027; and 3) additional changes as set forth in the attached resolution. All other terms and conditions in the collective bargaining agreement remain status quo. We are requesting that the Ingham County Board of Commissioners ratify this agreement contingent upon the Union ratifying this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various provisions.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH
THE ICEA COUNTY PROFESSIONALS UNIT**

RESOLUTION #25 –

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the ICEA County Professionals Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 3% increase effective the first full pay period following January 1, 2025, a 3% increase effective the first full pay period following January 1, 2026, and a 4% increase effective the first full pay period following January 1, 2027; and

WHEREAS, the agreement increases call back pay to three (3) hours from two (2) hours; and

WHEREAS, the agreement updated the grievance procedure to be consistent with the arbitration procedures in the ICEA Public Health Nurses and ICEA Park Rangers Units collective bargaining agreements; and

WHEREAS, the agreement updates Health, Dental and Vision Insurance provisions to be consistent with the recommendations of the Ingham County Health Care Committee and authorizes updates to the current Health Care Letter of Agreement; and

WHEREAS, the agreement increases life insurance coverage to \$50,000 from \$40,000; and

WHEREAS, the agreement increases the cap for payout of unused vacation hours to a maximum of 380 hours; and

WHEREAS, the agreement increases the maximum cash out of sick leave to 1,600 hours at 50% (800 hours) upon death or retirement; and

WHEREAS, the agreement provides for an annual employer matching contribution up to the first one thousand dollars (\$1,000.00) contributed by the employee not to exceed five hundred dollars (\$500.00) to all qualifying employees' 457(b) plans, with adjustments to the amount of this employer matching contribution made according to the level of funding available after at least sixty (60) calendar days' notice to the Union; and

WHEREAS, the agreement is modified to allow for filing of a position reclassification request once in the three-year contract period with the requirement that requests must be filed between January 1 and March 1 of the calendar year and may only be requested no sooner than twelve (12) months since the last request; and

WHEREAS, the agreement provisionally includes allowing employees promoting into the bargaining unit to return to their former position in their former bargaining unit, voluntarily or involuntarily, within 30 calendar days of assuming the position, if the unions representing employees in bargaining units who move into this bargaining unit include the same or substantially similar language in their collective bargaining agreement; and

WHEREAS, the agreement includes activation of the Health and Safety Committee; and

WHEREAS, the agreement continues and incorporates a letter of understanding regarding 4 10-hour shifts for IT staff into the collective bargaining agreement; and

WHEREAS, the agreement incorporates a letter of understanding regarding the on-call Network Administrator and adds and extra hour per day; and

WHEREAS, the agreement provides that an employee temporarily assigned to perform a majority of their duties in a higher salary grade for more than 3 consecutive work days shall be paid at the lowest rate in the higher grade which is at least 5% above their regular rate; and

WHEREAS, the agreement provides that the Association President will receive a quarterly report of any bargaining unit member responsible for supervising or mentoring an intern, AmeriCorps member or other similar non-employee for any project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the ICEA County Professionals Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH
THE ICEA COURT PROFESSIONALS UNIT**

RESOLUTION #25 –

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the ICEA Court Professionals Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 3% increase effective the first full pay period following January 1, 2025, a 3% increase effective the first full pay period following January 1, 2026, and a 4% increase effective the first full pay period following January 1, 2027; and

WHEREAS, the agreement increases call back pay to three (3) hours from two (2) hours; and

WHEREAS, the agreement updated the grievance procedure to be consistent with the arbitration procedures in the ICEA Public Health Nurses and ICEA Park Rangers Units collective bargaining agreements; and

WHEREAS, the agreement updates Health, Dental and Vision Insurance provisions to be consistent with the recommendations of the Ingham County Health Care Committee and authorizes updates to the current Health Care Letter of Agreement; and

WHEREAS, the agreement increases life insurance coverage to \$50,000 from \$40,000; and

WHEREAS, the agreement increases the cap for payout of unused vacation hours to a maximum of 380 hours; and

WHEREAS, the agreement increases the maximum cash out of sick leave to 1,600 hours at 50% (800 hours) upon death or retirement; and

WHEREAS, the agreement provides for an annual employer matching contribution up to the first one thousand dollars (\$1,000.00) contributed by the employee not to exceed five hundred dollars (\$500.00) to all qualifying employees' 457(b) plans, with adjustments to the amount of this employer matching contribution made according to the level of funding available after at least sixty (60) calendar days' notice to the Union; and

WHEREAS, the agreement is modified to allow for filing of a position reclassification request once in the three-year contract period with the requirement that requests must be filed between January 1 and March 1 of the calendar year and may only be requested no sooner than twelve (12) months since the last request; and

WHEREAS, the agreement provisionally includes allowing employees promoting into the bargaining unit to return to their former position in their former bargaining unit, voluntarily or involuntarily, within 30 calendar days of assuming the position, if the unions representing employees in bargaining units who move into this bargaining unit include the same or substantially similar language in their collective bargaining agreement; and

WHEREAS, the agreement provides for District Court employees that the Chief Judge may approve initial compensation upon original appointment through step 3 of the salary schedule and that approval for initial compensation above step 3 must be obtained from a majority of the judges of the Court; and

WHEREAS, the agreement provides for District Court employees that the Chief Judge may authorize an employee to be absent without pay for personal reasons not to exceed 150 days in any calendar year as well as special leaves of absence for any period or periods not to exceed one (1) calendar year for specific enumerated purposes and in excess of these limits for other specific and general enumerated purposes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the ICEA Court Professionals Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH
THE ICEA PUBLIC HEALTH NURSES UNIT**

RESOLUTION #25 –

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the ICEA Public Health Nurses Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 3% increase effective the first full pay period following January 1, 2025, a 3% increase effective the first full pay period following January 1, 2026, and a 4% increase effective the first full pay period following January 1, 2027; and

WHEREAS, the agreement increases call back pay to three (3) hours from two (2) hours; and

WHEREAS, the agreement updates Health, Dental and Vision Insurance provisions to be consistent with the recommendations of the Ingham County Health Care Committee and authorizes updates to the current Health Care Letter of Agreement; and

WHEREAS, the agreement increases life insurance coverage to \$50,000 from \$40,000; and

WHEREAS, the agreement increases the cap for payout of unused vacation hours to a maximum of 380 hours; and

WHEREAS, the agreement increases the maximum cash out of sick leave to 1,600 hours at 50% (800 hours) upon death or retirement; and

WHEREAS, the agreement provides for an annual employer matching contribution up to the first one thousand dollars (\$1,000.00) contributed by the employee not to exceed five hundred dollars (\$500.00) to all qualifying employees' 457(b) plans, with adjustments to the amount of this employer matching contribution made according to the level of funding available after at least sixty (60) calendar days' notice to the Union; and

WHEREAS, the agreement is modified to allow for filing of a position reclassification request once in the three-year contract period with the requirement that requests must be filed between January 1 and March 1 of the calendar year and may only be requested no sooner than twelve (12) months since the last request; and

WHEREAS, the agreement provisionally includes allowing employees promoting into the bargaining unit to return to their former position in their former bargaining unit, voluntarily or involuntarily, within 30 calendar days of assuming the position, if the unions representing employees in bargaining units who move into this bargaining unit include the same or substantially similar language in their collective bargaining agreement; and

WHEREAS, the agreement includes a provision whereby, beginning in 2022, an employee who earns their masters' degree when they are at the top step shall receive a one-time lump sum bonus of \$1,500 upon completion of the degree.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the ICEA Public Health Nurses Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH
THE ICEA PARK RANGERS UNIT**

RESOLUTION #25 –

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the ICEA Park Rangers Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 3% increase effective the first full pay period following January 1, 2025, a 3% increase effective the first full pay period following January 1, 2026, and a 4% increase effective the first full pay period following January 1, 2027; and

WHEREAS, the agreement increases call back pay to three (3) hours from two (2) hours; and

WHEREAS, the agreement updates Health, Dental and Vision Insurance provisions to be consistent with the recommendations of the Ingham County Health Care Committee and authorizes updates to the current Health Care Letter of Agreement; and

WHEREAS, the agreement increases life insurance coverage to \$50,000 from \$40,000; and

WHEREAS, the agreement increases the cap for payout of unused vacation hours to a maximum of 380 hours; and

WHEREAS, the agreement increases the maximum cash out of sick leave to 1,600 hours at 50% (800 hours) upon death or retirement; and

WHEREAS, the agreement provides for an annual employer matching contribution up to the first one thousand dollars (\$1,000.00) contributed by the employee not to exceed five hundred dollars (\$500.00) to all qualifying employees' 457(b) plans, with adjustments to the amount of this employer matching contribution made according to the level of funding available after at least sixty (60) calendar days' notice to the Union; and

WHEREAS, the agreement is modified to allow for filing of a position reclassification request once in the three-year contract period with the requirement that requests must be filed between January 1 and March 1 of the calendar year and may only be requested no sooner than twelve (12) months since the last request; and

WHEREAS, the agreement provisionally includes allowing employees promoting into the bargaining unit to return to their former position in their former bargaining unit, voluntarily or involuntarily, within 30 calendar days of assuming the position, if the unions representing employees in bargaining units who move into this bargaining unit include the same or substantially similar language in their collective bargaining agreement; and

WHEREAS, the agreement includes a provision for a weekend incentive premium payment, whereby if a bargaining unit employee is required to work weekends (Saturday and/or Sunday) in the offseason (weekends that begin after Labor Day and end the weekend prior to Memorial Day), that employee will receive a premium payment of \$50 per day; and

WHEREAS, the agreement increases the uniform allowance from \$150 to \$250.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the ICEA Parks Rangers Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: 12/26/2024
SUBJECT: Request to Approve General Fund Positions

For Organizational Meeting January 2, 2025

BACKGROUND

Resolution 24-444 approved a hiring freeze for General Fund positions and those positions that could have a negative impact on the General Fund. An exemption process allows departments to submit a hiring request to the Budget Office with review by the Controller's Office for submission to County Services/Finance. The 30th Circuit Court and the Health Department are both requesting that these exemption requests go to the Organizational Meeting as opposed to waiting until the January 21/22 County Services and Finance meeting. The following hiring requests were made and the Controller's Office is recommending the following actions (Exempt means recommend to hire):

- 30th Circuit Court
 - Position 130046 – Circuit and Probate Court Law Clerk – Exempt
 - Position 130036 – Circuit Court Reporter – Exempt
- Health Department
 - Temporary Staffing Pool of three Community Health Representatives, three Medical Assistants, and three Registered Nurses – Exempt
 - Requested to create an Ingham Community Health Center Temporary Staffing Pool to fill staffing needs due to vacation coverage, unscheduled call-ins and FMLA. This is needed due to recent FTE staff reductions (the ICHCs do not have the depth of staffing it used to have)
 - Position 601048 – Communicable Disease Administrative Assistant - Exempt

FINANCIAL IMPACT

All of these positions were budgeted in the 2024 and 2025 budgets so there is no additional impact on the General Fund.

OTHER CONSIDERATIONS

See attached Hiring Request Forms for additional information on these positions.

RECOMMENDATION

Respectfully recommend that the BoC approve these exemptions.

HIRING REQUEST FORM

DEPARTMENT: Circuit Court

POSITION #: 130046

DESCRIPTION: Circuit and Probate Court Law Clerk

TEMPORARY POSITION?: YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The Circuit Court currently faces a critical need for a law clerk to support Judge Wanda Stokes, who is assigned to a criminal, civil, and appeals docket. The prolonged vacancy in the law clerk position could create significant pressure on the judicial system, leading to delays in case processing that undermine the timely administration of justice. A dedicated law clerk would enhance the court's efficiency by conducting essential legal research, drafting opinions, and preparing case materials, allowing the judge to focus on complex legal matters and ensure fair outcomes. Additionally, the law clerk provides safety and security for courtroom participants. This support is not merely beneficial; it is necessary to maintain compliance with legal standards and uphold public safety through prompt resolutions of criminal cases. Investing in a law clerk is a cost-effective measure compared to the potential costs resulting from prolonged case backlogs, including extended detention for defendants and increased administrative burdens. Given the current circumstances, exempting this position from the hiring freeze is critical to sustaining the quality and integrity of our judicial system.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 130046

GROUP: 2424 Confidential Professionals

PAY GRADE: MC 10

FTE: 1.0

Funding: 10113001-704000

		Step 1		Step 5
Salary		68,401.46		82,125.84
Unemployment		342.01		410.63
FICA		5,232.71		6,282.63
Liability		589.69		708.01
Health		21,279.00		21,279.00
Health Surcharge		3,585.00		3,585.00
Health Insurance Trust		3,078.07		3,695.66
Dental		936.00		936.00
Vision		134.64		134.64
Separation		1,539.03		1,847.83
Life		152.76		152.76
Disability		88.92		106.76
Retirement		22,880.29		27,471.10
Retirement		1,710.04		2,053.15
Workers Comp		61.56		73.91
CARES		33.12		33.12
		130,044.29		150,896.04

HIRING REQUEST FORM

DEPARTMENT: Circuit Court

SENDER: Scott Leroy

POSITION #: 130036

DESCRIPTION: Circuit Court Reporter

TEMPORARY POSITION?: YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The Court Reporter assigned to Judge James Jamo has resigned from the Circuit Court, effective January 31, 2025. Court reporters are essential to the judicial system, as they accurately record hearings and create official proceedings. Without a timely replacement, the court may encounter operational challenges and incur costs from outsourced recording services. Hiring a new court reporter ensures service continuity and can save costs over time. If the position remains unfilled, the court may need to rely on temporary or freelance reporters for individual cases, leading to higher expenses and logistical issues. These temporary solutions often lack the expertise and familiarity that a dedicated court reporter provides. Furthermore, a consistent and knowledgeable court reporter enhances the quality and reliability of court records, minimizing the risk of errors and costly legal disputes. By prioritizing the hiring of a new court reporter, the Circuit Court can maintain efficiency and uphold the integrity of the judicial process, ultimately meeting the community's needs effectively.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 130036

GROUP: 0207 ICEA COURT Prof

PAY GRADE: Court Prof 07

FTE: 1.0 FTE

Funding: 10113001-704000

	Step 1		Step 5
Salary	62,651.16		75,229.35
Unemployment	313.26		376.15
FICA	4,792.81		5,755.04
Liability	540.12		648.55
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,819.30		3,385.32
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,409.65		1,692.66
Life	122.28		122.28
Disability	81.45		97.80
Retirement	23,425.27		24,457.06
Retirement	626.51		752.29
Workers Comp	56.39		67.71
CARES	33.12		33.12
	122,806.31		138,552.33

HIRING REQUEST FORM

12/11/2024

DEPARTMENT: Ingham Community Health Centers (ICHC): Forest, Birch, Women's Health, Cedar Pediatrics, Allen and Willow

POSITION #: N/A Request is to build a temporary staffing pool made up of the following: (3) Community Health Representatives, (3) Medical Assistants and (3) Registered Nurses.

DESCRIPTION: Create an Ingham Community Health Center Temporary Staffing Pool to fill staffing needs due to vacation coverage, unscheduled call-ins and FMLA. This is needed due to recent FTE staff reductions (the ICHCs do not have the depth of staffing it used to have).

TEMPORARY POSITION?: YES NO

Cost: CHR III \$19.32 per hour/MA \$20.41 per hour and RN \$32.22 per hour. Use of temporary staff will be restricted to a 1:1 replacement of staffing need due to vacations, unscheduled call-ins and use of FMLA.

EXPLANATION OF NEED FOR THE POSITION:

Situation: ICHCs do not have staff to cover unexpected absences due to call-ins and FMLA.

Background: There have been recent staff reductions at the ICHCs that decreased the depth of direct patient care staffing. This puts the patient care at risk because when there are staff call-ins there is no way to cover staff shortages.

Assessment: The lack of the ability to replace staff that unexpectedly call-in places burden on the remaining staff and creates an unsafe work environment. This compromises our ability to serve the healthcare needs of our community.

Recommendation: Proactively plan, hire and maintain a temporary staff pool that will be used to replace staff that call-in due to vacations, unscheduled call-ins and use of FMLA. The benefits will be a better working environment for staff, less overtime (reduce cost), mitigation of burnout and staff retention.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: [Click or tap here to enter text.](#)

GROUP: [Click or tap here to enter text.](#)

PAY GRADE: [Click or tap here to enter text.](#)

FTE: [Click or tap here to enter text.](#)

	Step 1		Step 5
Salary			
Unemployment			
FICA			
Liability			
Health			
Health Surcharge			
Health Insurance Trust			
Dental			
Vision			
Separation			
Life			
Disability			
Retirement			
Retirement			
Workers Comp			
CARES			
Total			

HIRING REQUEST FORM

DEPARTMENT: Communicable Disease Control

SENDER: Dr. Shouyinka

POSITION #: 601048

DESCRIPTION: ADMINISTRATIVE ASSISTANT, Regular Full Time –

TEMPORARY POSITION?: YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

This existing FT vacant position is located in Communicable Disease Control division and provides a variety of comprehensive services including clerical, secretarial and administrative support. Collects reviews and enters complex program data. Designs, updates and maintains various forms and documents for program use. Serves as liaison for nurse case managers, billers, Refugee Services, and clients to process Latent Tuberculosis Infection (LTBI) enrollment. Works to resolve billing discrepancies and problems, Patient Management/EHR system. Contact person for federal CDC's Electronic Disease Notification Program (EDN), Oversees the TB Incentive and Enablers Program, Provides administrative support including but not limited to Accreditation, scheduling meetings composing correspondence, creating and analyzing complex reports and researching information for monthly reports and special projects. Coordinates dates for Continuing Education classes to be offered. Manages client registration, insurance and client payments. Maintains records regarding purchases and services. Responsible for record retention of the TB-LTBI program. Receiving patients in-person and via telephone, enrolling/scheduling appointments and answers questions on eligibility requirements, and related matters are all included in this role. This position plays a critical role in supporting CD program/TB/LTBI clinic.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 601048

GROUP: 0101 UAW/TOPS

PAY GRADE: Tops Grade F

FTE: 1.0

Funding: 22160050-704000-01150

	Step 1		Step 5
Salary	43,743.08		52,164.59
Unemployment	218.72		260.82
FICA	3,346.35		3,990.59
Liability	377.11		449.71
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	1,968.44		2,347.41
Dental	936.00		936.00
Vision	135.00		135.00
Separation	984.22		1,173.70
Life	91.68		91.68
Disability	56.87		67.81
Retirement	10,590.20		12,629.05
Retirement	437.43		521.65
Workers Comp	39.37		46.95
CARES	33.12		33.12
	87,821.57		99,712.08

Ingham County Health Department Approval:

Dr. Adenike Shoyinka, Medical Health Officer

Dr. Brenda Gray, Deputy Health Officer-
Public Health Services