

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
GABRIELLE LAWRENCE, CHAIR
TANYA PRATT
MARK GREBNER
RYAN SEBOLT
ROBERT PENA
MYLES JOHNSON
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, FEBRUARY 18, 2025 AT 6:15 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [February 04, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. Resolution to Authorize a Budget of \$4,800,000 of for [Eligible Housing and Homeless Services Millage Activities](#)
 - b. Resolution to Amend an Agreement with [Business Credit Coaching and Consulting LLC](#) to Change the Home Rehabilitation Project Site Funded through a Housing Trust Fund ARPA Grant
 - c. Resolution to Authorize a \$1,213,123 Agreement to [Capital Area Community Services](#) for Housing Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - d. Resolution to Authorize a \$3,005,000 Agreement to Capital Area Community Services for Housing Related Services through the [Michigan State Housing Authority](#) Enhancement Grant to Ingham County
 - e. Resolution to Amend Resolution #22-383 to Bring Ingham County [Land Bank Row House](#) Contract into Compliance with ARPA Income and Affordability Requirements
2. Equalization/Tax Mapping Department – Resolution to Contract for [Commercial and Industrial Appraisals](#)
3. Health Department
 - a. Resolution to Create a [Part-Time Program Specialist](#) Position
 - b. Resolution to Create a [Special Part-Time Program Specialist](#) Position
4. Diversity, Equity, and Inclusion Office – Diversity, Equity, and Inclusion Update
5. Road Department
 - a. Resolution to Authorize a Professional Service Agreement for [As-Needed Roto Milling and Pulverizing Services for 2025](#)
 - b. Resolution to Authorize Professional Service Agreements for [As-Needed Signal Modeling and Timing Permit Services for 2025-2026](#)
 - c. Resolution to Approve and Certify the Ingham County 2024 [Public Road Mileage Certification](#)

6. Controller's Office
 - a. Resolution to Amend the [Procurement Card Procedures Policy](#)
 - b. Request to Approve [General Fund Positions](#)
 - c. Consult with Counsel Pursuant to MCL 15.268(1)(h) (Closed Session)

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

COUNTY SERVICES COMMITTEE

February 4, 2025

Draft Minutes

Members Present: Sebolt, Lawrence, Pratt, Grebner, Peña, Johnson, and Maiville.

Members Absent: None.

Others Present: Commissioner Trubac, Kelly Jones, Becky Bennett, Gregg Todd, Renee Bockes, Anika Ried and others.

The meeting was called to order by Chairperson Lawrence at 6:15 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/87805478336>.

Approval of the January 21, 2025 Minutes

CHAIRPERSON LAWRENCE STATED, WITHOUT OBJECTION, THE MINUTES OF THE JANUARY 21, 2025 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

Additions to the Agenda

5. Road Department
 - d. Road Clearing Policy and Procedures Update (Discussion)

Limited Public Comment

Gregg Todd, Controller, introduced Renee Bockes, Deputy Human Resources (HR) Director.

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

1. Treasurer's Office
 - a. Resolution to Authorize A \$60,000 Agreement to Legal Services of South Central Michigan for Foreclosure Prevention Legal Support and Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - b. Resolution to Authorize A \$200,000 Agreement to Southwest Lansing Action Group for Community Enhancement Related Activities through the Michigan State Housing Authority Enhancement Grant to Ingham County
 - c. Resolution to Authorize A \$1,471,877 Agreement with Capital Area Community Services for Housing Related Services Funded through the Michigan State Housing Authority Enhancement Grant
2. Drain Commissioner – Resolution Consenting to Relinquishment of the Farmington, Farmington No. 2, and Farmington No.3 Drains to the Charter Township of Lansing
3. Equalization/Tax Mapping Department
 - a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
 - b. Resolution Honoring Ron Lester
4. Facilities Department

- a. Resolution to Authorize a Purchase Order to Autoclear LLC for X-Ray Machines at the Veterans Memorial Courthouse
 - b. Resolution to Authorize a Service Agreement with Knight Watch for the Access Control Upgrade at Ingham County Animal Control
 - c. Resolution to Authorize a Service Agreement with Knight Watch for the Swipe Card Reader Additions at the Human Services Building
 - d. Resolution to Authorize a Purchase Order to Trane U.S. Inc., for the Replacement of the Chiller at the Human Services Building
5. Road Department
- a. Resolution to Authorize a Purchase Order for Processed Road Gravels, Various Crushed Aggregates, Class 2 Sand, and Winter Maintenance Sand for 2025
 - b. Resolution to Authorize a Purchase Order for Helically Corrugated Steel Pipe for 2025
 - c. Resolution to Authorize a Purchase Order for CS-T Trap Rock, 34CS Trap Rock, 29A Crushed Natural, 29A Crushed Limestone, H1 Limestone, and Ohio #9 Aggregates for 2025
6. Controller's Office – Request to Approve General Fund Positions

THE MOTION CARRIED UNANIMOUSLY.

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

5. Road Department
- d. Road Clearing Policy and Procedures Update (Discussion)

Commissioner Trubac thanked Kelly Jones, Road Department Director, for all the attention they had given to the issue regarding a policy that had been updated in 2023. Commissioner Trubac further stated they appreciated the discussion they had with Jones, but they still wanted some clarification regarding the way the policy had been written.

Commissioner Trubac stated they wanted to generate dialogue to see if this type of thing should come before the Board of Commissioners for approval, as it was brought to their attention by constituents and they were not aware there had been changes to the policy. Commissioner Trubac further stated they were looking to see if the Board of Commissioners wanted to make it a regular practice for the Road Department to come before the Board with such changes instead of having them just going into effect.

Chairperson Lawrence asked for clarification regarding the policy in question.

Jones stated there was a Road Department policy from 1992 that had largely not been changed, but in 2020 a lot of salt had been used in subdivisions due to an increased number of people staying home and looking at their streets. Jones further stated that in 2022 the Road Department went back to its prior policy of blading the subdivisions and salting where needed.

Jones stated there were also environmental concerns regarding salt usage and that it would impact the Great Lakes, so there was a big push from the State to reduce salt usage where they could. Jones further stated, looking at where they could make those cuts, they found the biggest impact was subdivisions because of how those roads drained differently than rural roads with shoulders and ditches.

Jones stated that the emphasis was on making sure they were not overly salting water resources in areas with direct impact, like subdivisions, and so they essentially went back to the policy from 1992. Jones further stated

that both policies were written loosely enough to give the Road Department District Supervisors the ability to address different events they might experience in their districts.

Commissioner Sebolt stated they knew that environmental impacts had been a concern for a while and asked if there were any viable alternatives to salt.

Jones states they had used both sand and beet juice, but ultimately found that salt was the most effective and affordable option, even though salt did present its own issues.

Commissioner Peña stated that salt lost its effectiveness to melt snow at 20 degrees, and at 15 degrees salt water froze. Commissioner Peña further stated they needed to move as much snow as possible before putting down salt.

Commissioner Pratt asked, since the policy had been in place for such a long time, if there been any discussion about reviewing the policy more frequently to see if there were any more effective or environmentally friendly alternatives that could be used.

Jones stated there was a lot of research going on to see if there were viable alternatives, but so far there were no good substitutions to salt. Jones further stated the reason they updated the policy was because it was from the former Road Commission 30 years prior, and they wanted to update those practices to fit current standards.

Jones stated that they had added that overtime would have to be pre-approved, which was not in the original policy, but it was to allow them to have more control over over-time callouts. Jones further stated that they had people out on the roads every weekend and had been approving over-time, since it had been a tough January.

Commissioner Pratt stated they would like to see a particular cadence when it came to reviewing policies within departments so that they did not go 30 years before reviewing any policies.

Jones stated their agreement.

Commissioner Maiville stated he used to have subdivisions in his district before the districts had been re-drawn, and it was his impression that the drivers were supposed to follow a pattern so they did not always plow the same subdivision first. Commissioner Maiville further asked if that was still the case and if it was written or unwritten.

Jones stated that they allowed Road Department District Supervisors to decide those routes individually because the road conditions could vary drastically from district to district or between subdivisions, so by default it was not always the same.

Commissioner Trubac stated there were some revisions they would like to see included in the policy, such as the prioritization of bus routes, which Jones had said was considered, but they would like to see it in the policy. **Commissioner Trubac further requested that the policy be sent out to members of the County Services Committee.**

Commissioner Trubac stated they wanted to be clear that they were not against the reduction of salt usage, as they had been doing research over the last few weeks regarding the cost of salting the roads, and they appreciated the broader movement of using salt more sensibly. Commissioner Trubac further stated they would like it if the County Services Committee or Roadways Ad Hoc Subcommittee could establish some procedure or protocol to make sure the Board of Commissioners was made aware of changes to policy.

Commissioner Grebner stated their idea for the Roadways Ad Hoc Subcommittee was, since many districts did not have significant coverage of County roads but there were a handful of Commissioners for whom roads were

important, that they could establish an expertise of the roads and could notify the full Board of Commissioners. Commissioner Grebner further stated that those few people would know what was going on in the County with regards to the roads, suggested that Jones worked with the Roadways Ad Hoc Subcommittee, and when resolutions were needed they came before the County Services Committee.

Commissioner Maiville stated it would be helpful, since the Road Department had regular communication with many municipal representatives on various plans of which the Board of Commissioners was not aware of, if the Roadways Ad Hoc Subcommittee was kept abreast of those communications as well.

Chairperson Lawrence stated that expecting the Roadways Ad Hoc Subcommittee to form expertise in roadways was an extremely tall order, and as the Chairperson of that subcommittee they would be relying on the experts. Chairperson Lawrence further stated they hoped there were others on the Roadways Ad Hoc Subcommittee who were willing to do that.

Chairperson Lawrence asked for confirmation that the Road Department had bumped up salt usage in subdivisions in 2020, but had since reverted back to what had been done prior to 2020.

Jones stated confirmation and that part of the reason this issue had been brought up was because the past two winters had been very mild, so people were forgetting what it was like to have snow on the roads and this January had been more severe.

Discussion ensued regarding salt alternatives.

Commissioner Grebner clarified the reason that Commissioners would form expertise on roads was because those that represented rural areas would just get to know the roads and projects occurring in their districts fairly well.

Commissioner Johnson asked if salt or blading contributed to the formation of potholes.

Jones stated that it was all interrelated.

Discussion ensued regarding potholes.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:40 p.m.

**FEBRUARY 18, 2025 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1a. Treasurer's Office – Resolution to Authorize Budget of \$4,800,000 of for Eligible Housing and Homeless Services Millage Activities

This resolution authorizes the use of \$4,800,000 in Housing and Homeless Services millage funds for the following projects:

- \$2,700,000 is to be made available through a competitive grant process to be reviewed and approved by the Board of Commissioners for affordable housing developments to leverage County millage funds to finance multifamily housing development and rehabilitation projects
- \$800,000 is designated to fund activities of the Ingham County Land Bank and other community development and housing organizations to build and/or rehabilitate existing single-family homes to be made available for sale to low-to-moderate income homebuyers in order to increase access to homeownership for more Ingham County residents
- \$1,000,000 will be available to community agencies through a competitive grant process to be reviewed and approved by the Board of Commissioners to fund homelessness prevention and supportive services for unhoused individuals, including essential services and shelter diversion activities
- \$300,000 will support the creation of networking and educational resources for emerging developers, builders, and contractors, including training and technical assistance in priority areas, and mini-grants to increase access to training and existing resources.

See memo for details.

1b. Treasurer's Office – Resolution to Amend an Agreement with Business Credit Coaching and Consulting LLC to Change the Home Rehabilitation Project Site Funded through a Housing Trust Fund ARPA Grant

This resolution authorizes a change in site location for a single family home development as the existing home site is in the 100-year flood plain.

See memo for details.

1c. Treasurer's Office – Resolution to Authorize a \$1,213,123 Agreement to Capital Area Community Services for Housing Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County

This resolution authorizes an agreement with CACS for \$1,213,123 in Michigan State Housing Development Authority (MSHDA) grant monies to expand its weatherization program to include a weatherization training center, utilizing existing facility space that CACS already owns, for the purpose of expanding the number of qualified contractors available to complete weatherization upgrades, as well as expanding additional related support staffing and administration all in the effort to train certified services providers and expand capacity to deliver weatherization services.

See memo for details.

1d. Treasurer's Office – Resolution to Authorize a \$3,005,000 Agreement to Capital Area Community Services for Housing Related Services through the Michigan State Housing Authority Enhancement Grant to Ingham County

This resolution authorizes an agreement with CACS for \$3,005,000 in MSHDA grant monies to expand direct homeowner home improvement services, including increasing staff and support activities to expand these services to 150 additional income-qualified households.

See memo for details.

1e. Treasurer's Office – Resolution to Amend Resolution #22-383 to Bring Ingham County Land Bank Row House Contract into Compliance with ARPA Income and Affordability Requirements

This resolution amends Resolution #22-383 to make sure the agreement with the Land Bank is in compliance with ARPA income and affordability requirements on the 17-unit Row House project.

No additional funding is required.

See memo for details.

2. Equalization/Tax Mapping Department – Resolution to Contract for Commercial and Industrial Appraisals

This resolution authorizes a contract for commercial and industrial appraisal services from Quality Equalization Services in the following yearly amounts:

Year 1:	\$100,625
Year 2:	\$105,660
Year 3:	\$110,935
Year 4:	\$116,490
Year 5:	\$122,320

Funding is to be provided in 2025 and subsequent years by the Equalization and Tax Mapping Department Budget and is based on 150 sale appraisals and 425 study appraisals.

See memo for details.

3a. Health Department – Resolution to Create a Part-Time Program Specialist Position

This resolution creates a part-time (0.50 FTE) Program Specialist position within the Maternal and Child Health (MCH) Division to support programs serving pregnant and parenting families, infants, and children. The position, classified as ICEA County Professional Grade 5 (salary range from \$26,933 - \$32,341.50) and will be funded through the Local Maternal and Child Health (LMCH) block grant received from the Michigan Department of Health and Human Services (MDHHS). The ICEA County Professional Union has been notified and supports the creation of this role.

See memo for details.

3b. Health Department – Resolution to Create a Special Part-Time Program Specialist Position

This resolution will create a Special Part-Time (SPT) Program Specialist position within the Maternal and Child Health (MCH) Division to support programmatic efforts serving pregnant and parenting families, infants, and children. The position, classified as ICEA County Professional Grade 5 (salary range from \$26,933 - \$32,341.50). Funding for this role will be provided by the Region 7 Perinatal Quality Collaborative (PQC), an initiative of the Michigan Department of Health and Human Services (MDHHS). The ICEA County Professional union has been notified and supports the creation of this position.

See memo for details.

5a. Road Department – Resolution to Authorize a Professional Service Agreement for As-Needed Roto Milling and Pulverizing Services for 2025

This resolution authorizes professional service agreements for as-needed roto milling and pulverizing with the following companies at rates not to exceed those stated in their proposals:

Extreme Milling & Pulverizing, LLC, 16220 National Parkway, Lansing, MI 48906
McKearney Asphalt & Sealing, Inc, 901 E. Gier, Lansing, MI 48906
Michigan Paving & Materials Co., 16777 Wood St., Lansing, MI 48906

Funding is available in the Road Department's 2025 budget.

See memo for details.

5b. Road Department – Resolution to Authorize Professional Service Agreements for As-Needed Signal Modeling and Timing Permit Services for 2025-2026

This resolution authorizes professional service agreements for as-needed signal modeling and timing permit services for 2025/2026 at the rates stated in their proposals for the following firms:

Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917
DLZ – 1425 Keystone Avenue, Lansing, MI 48911.

Funding is available in the 2025/2026 Road Department Budgets.

This resolution was previously approved by this Committee on January 21, but was returned to the Committee for a disclosure from the Managing Director of the Road Department. See memo for details.

5c. Road Department – Resolution to Approve and Certify the Ingham County 2024 Public Road Mileage Certification

This resolution certifies public road mileage for 2024. We grew by 0.17 miles. Nice work Road Department.

See memo for details.

6a. Controller's Office – Resolution to Amend the Procurement Card Procedures Policy

This resolution amends the Procurement Card Procedures Policy in the following ways:

- C. Procurement Card Program Overview, 1 – add “with the exception of employees of other agencies receiving County funding with permission from the Purchasing Director and the Controller/Administrator” to the end of the first sentence
- D. Cardholder Responsibilities, 1 – add the sentence, “Food and beverages purchased for staff meetings and staff lunches are not an allowable expense. Only meetings which include community members, vendors, or other outside parties will be allowed to serve food and beverages at the County’s expense”
- D. Cardholder Responsibilities, 8 – add “or rebates” before “in lieu of a credit to the procurement card account”
- Administrative clean up throughout the policy (change Financial Services Department to Department of Finance and Budget, his/hers to their or employee)

See memo for details

6b. Controller’s Office – Request to Approve General Fund Positions

This memo requests exemptions to the hiring freeze for the positions listed in the memo.

See memo for details

ADDITIONAL ITEMS:

4a. Diversity, Equity, and Inclusion Office – Diversity, Equity, and Inclusion Update

6c. Controller’s Office – Consult with Counsel Pursuant to MCL 15.268(1)(h) (Closed Session)

TO: Board of Commissioners County Services and Finance Committees
FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair
DATE: February 3, 2025
SUBJECT: Resolution to authorize \$4,800,000 in 2024-2025 Housing and Homeless Services millage funds for eligible housing related activities

BACKGROUND

The County Board of Commissioners, through Resolution #24-310, authorized a special millage for housing and homeless services on the November 2024 ballot. Following voter approval of the millage, through Resolution #24-553, the Board authorized the tax levy of .5000 of one mill 2024/2025 budget year. Drawing from special millage funds, estimated to be \$4,800,000 in the 2024/2025 budget year, will allow Ingham County to expand efforts to create more affordable housing opportunities, fund homelessness services and prevention efforts, and provide support to local builders and entrepreneurs to build and repair more housing in Ingham County.

ALTERNATIVES

Do not approve the budget for utilizing 2024/2025 housing and homeless millage funds to continue efforts initiated through the board-appointed Housing Trust Fund Committee.

FINANCIAL IMPACT

None immediately. All contracts and grant opportunities will be subject to approval by the Ingham County Board of Commissioners.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend passing this resolution authorizing budgeted amounts for affordable housing development and rehab projects, homelessness support services, and resources for local real estate business and entrepreneurs to build the local economy while increasing housing availability for Ingham County residents.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A BUDGET OF \$4,800,000 OF FOR ELIGIBLE HOUSING AND HOMELESS SERVICES MILLAGE ACTIVITIES

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #24-310 to submit to the electorate a special millage for housing and homeless services in Ingham County for up to 0.5000 of one mill, for a period of four years (2024-2027); and

WHEREAS, in November 2024 the electorate approved the Ingham County Housing and Homeless Millage to expand housing and housing related services available to low-and-moderate-income families, to prevent and reduce homelessness, and to provide services to unhoused persons in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #24-553 to authorize the tax levy of .5000 of one mill for the 2024/2025 budget year; and

WHEREAS, the Ingham County Housing Trust Fund Committee has proposed a budget for all levied 2024/2025 Housing and Homeless millage funds, at an estimate of \$4,800,000, to fund a comprehensive range of multifamily and single-family housing development and rehabilitation projects, homelessness support services, and resources for local real estate businesses and entrepreneurs to help build the local economy while increasing housing units available for Ingham County residents; and

WHEREAS, the activities described above will allow Ingham County to continue and expand current activities of the Housing Trust Fund; and

WHEREAS, the Ingham County Housing Trust Fund Committee recommends Board approval of the following activities to utilize 2024/2025 Housing and Homeless Millage funds; and

- \$2,700,000 is to be made available through a competitive grant process to be reviewed and approved by the Board of Commissioners for affordable housing developments to leverage County millage funds to finance multifamily housing development and rehabilitation projects
- \$800,000 is designated to fund activities of the Ingham County Land Bank and other community development and housing organizations to build and/or rehabilitate existing single-family homes to be made available for sale to low-to-moderate income homebuyers in order to increase access to homeownership for more Ingham County residents
- \$1,000,000 will be available to community agencies through a competitive grant process to be reviewed and approved by the Board of Commissioners to fund homelessness prevention and supportive services for unhoused individuals, including essential services and shelter diversion activities
- \$300,000 will support the creation of networking and educational resources for emerging developers, builders, and contractors, including training and technical assistance in priority areas, and mini-grants to increase access to training and existing resources; and

WHEREAS, no project costs will be incurred for the aforementioned activities prior to the Ingham County Board of Commissioners approval of the grant process and authorization of contracts with contractors and/or grant award recipients.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the use of \$4,800,000 of 2024/2025 Housing and Homeless Millage funds designated for the following activities: \$2,700,000 for multifamily new developments and rehabilitation projects; \$800,000 for single-family new build and rehabilitation projects; \$1,000,000 for services for the unhoused and homelessness prevention; and \$300,000 for emerging developer resources, trainings, and technical assistance.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign all applications, attachments, grant agreements, and all amendments, after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: January 29, 2025

SUBJECT: Resolution to amend an agreement with Business Credit Coaching and Consulting LLC to change the site of a home rehabilitation project funded through American Rescue Plan Act funds used to establish the Housing Trust Fund

BACKGROUND

The Ingham County Board of Commissioners, in Resolution #23-390, allocated American Rescue Plan Act (ARPA) funds to provide gap financing for five organizations and contractors for the new construction or rehabilitation of seven single-family houses. In Resolution #24-043 the Ingham County Board of Commissioners approved a project site and scope change, authorized an agreement of \$90,000 with Business Credit Coaching and Consulting LLC for the rehabilitation of 323 S. Hayford Street in Lansing.

Recently, the Ingham County Land Bank has discovered that 323 S. Hayford is in a 100-year flood plain and has recommended another site available for rehabilitation at 804 Loa Street in Lansing to be redeveloped and made available for income qualified buyers up to 120% of Area Median Income (AMI).

ALTERNATIVES

Do not pass the authorization to amend the agreement with Business Credit Coaching and Consulting LLC allowing a site change to 804 Loa Street in Lansing.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend passing this resolution authorizing an amendment to the agreement with Business Credit Coaching and Consulting LLC allowing a site change in order to rehabilitate 804 Loa Street in Lansing and then make available to qualified buyers up to 120% of Area Median Income.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND AGREEMENT WITH BUSINESS CREDIT COACHING AND CONSULTING LLC TO CHANGE THE HOME REHABILITATION PROJECT SITE FUNDED THROUGH A HOUSING TRUST FUND ARPA GRANT

WHEREAS, the Ingham County Board of Commissioners, in Resolution #23-390, allocated American Rescue Plan Act (ARPA) funds to provide gap financing for five organizations and contractors for the new construction or rehabilitation of seven single-family houses; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #24-043 allowing a project site and scope change, and authorizing an agreement of \$90,000 with Business Credit Coaching and Consulting LLC for the rehabilitation of 323 S. Hayford Street in Lansing; and

WHEREAS, the Ingham County Land Bank has discovered that 323 S. Hayford is in a 100-year flood plain and has recommended another site available for rehabilitation at 804 Loa Street in Lansing to be redeveloped and made available for income qualified buyers up to 120% of Area Median Income (AMI).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending the agreement authorized in Resolution #24-043 to allow a change in location for a single family home rehabilitation from 323 S. Hayford Street to 804 Loa Street in Lansing.

BE IT FURTHER RESOLVED, that the authorized contract amount of \$90,000 with Business Credit Coaching and Consulting LLC will not change with this amendment.

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: February 3, 2025

SUBJECT: Resolution to Authorize a \$1,231,123 Agreement with Capital Area Community Services for Weatherization Program Services funded through the Michigan State Housing Authority Enhancement Grant

BACKGROUND

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including foreclosure prevention and mortgage assistance services. In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the Michigan State Housing Development Authority (MSHDA) Enhancement Grant including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI).

CACS's total budget request included \$1,231,123 of Enhancement Grant funds for the purpose of expanding weatherization repair programming and program administration for income-qualified homeowners in Ingham County for a period of two years.

ALTERNATIVES

Do not approve funding allocated by Budget Section 1019 of FY 2025 to CACS for the purpose of weatherization program expansion for Ingham County residents.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval to enter into a contract with CACS consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of providing weatherization services to improve the energy efficiency of homes and protect the health and safety of income-qualified homeowners in Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$1,213,123 AGREEMENT TO CAPITAL AREA COMMUNITY SERVICES FOR HOUSING RELATED SERVICES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

WHEREAS, as authorized in Resolution #24-467, Ingham County has entered into a contract with the Michigan State Housing Development Authority (MSHDA) to allow the Housing Trust Fund to receive \$15,000,000 of State of Michigan Appropriations Funds through the MSHDA Enhancement Grant to allocate to eligible programs and projects, including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI); and

WHEREAS, CACS has overseen the completion of over 100 homeowner occupied rehab and repair projects for income qualified homeowners with funding allocated through Ingham County utilizing American Rescue Plan Act (ARPA) funds authorized by the Board of Commissioners in Resolutions #21-293 and #23-125; and

WHEREAS, CACS is currently administering federally sourced funds for the purpose of delivering weatherization services and has submitted a proposal to administer \$1,213,123 of Enhancement Grant funds through the Housing Trust Fund for the purpose of expanding weatherization upgrades for income qualified households in Ingham County; and

WHEREAS, CACS would like to use those funds in part to create a weatherization training center, utilizing existing facility space that CACS already owns, for the purpose of expanding the number of qualified contractors available to complete weatherization upgrades, as well as expanding additional related support staffing and administration all in the effort to train certified services providers and expand capacity to deliver weatherization services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amount of \$1,213,123 to be committed to CACS to oversee and implement home weatherization services for homeowners earning at or below 120% AMI as well as create a training facility to build a qualified work force to complete expanded weatherization services.

BE IT FURTHER RESOLVED, that the agreement will include specific terms, consistent with the MSHDA Enhancement Grant requirements.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign all applications, attachments, grant agreements, and all amendments, after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: February 3, 2025

SUBJECT: Resolution to Authorize a \$3,005,000 Agreement with Capital Area Community Services for Home Repair Program Services funded through the Michigan State Housing Authority Enhancement Grant

BACKGROUND

Budget Section 1019 of FY 2025 State Budget authorized \$15,000,000 in funding to Ingham County, including foreclosure prevention and mortgage assistance services. In Resolution #24-467, the Ingham County Board of Commissioners authorized the Ingham County Housing Trust Fund to accept State Budget Funds through the Michigan State Housing Development Authority (MSHDA) Enhancement Grant including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI).

CACS's total budget request included \$3,005,000 of Enhancement Grant funds to operate minor and major home repairs direct services, including supports to address barriers to services such as hoarding, and program administration for income-qualified homeowners in Ingham County for a period of two years.

ALTERNATIVES

Do not approve funding allocated by Budget Section 1019 of FY 2025 to CACS for the purpose of home repairs program expansion for Ingham County residents.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend approval to enter into a contract with CACS consistent with MSHDA's Enhancement Grant agreement with Ingham County for the purpose of providing minor and major home repairs to improve the health and safety of income-qualified homeowners in Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$3,005,000 AGREEMENT TO CAPITAL AREA COMMUNITY SERVICES FOR HOUSING RELATED SERVICES THROUGH THE MICHIGAN STATE HOUSING AUTHORITY ENHANCEMENT GRANT TO INGHAM COUNTY

WHEREAS, Resolution #24-467 authorized Ingham County to enter into a \$15,000,000 Michigan State Housing Development Authority (MSHDA) Enhancement Grant for eligible programs and projects including \$5,690,000 for Capital Area Community Services (CACS) foreclosure prevention, community enhancement minor and major repairs, and weatherization programming for income-qualified households up to 120% Area Median Income (AMI); and

WHEREAS, CACS is a nonprofit organization that has overseen the completion of over 100 homeowner occupied rehab and repair projects for income qualified homeowners supported by Ingham County American Rescue Plan Act (ARPA) funds authorized by the Board of Commissioners in Resolutions #21-293 and #23-125; and

WHEREAS, CACS submitted a proposal requesting an additional \$3,005,000 to expand direct homeowner home improvement services, including increasing staff and support activities to expand these services to 150 additional income-qualified households.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amount of \$3,005,000 to be committed to CACS to oversee and implement homeowner occupied rehab and repair projects for households earning at or below 120% AMI.

BE IT FURTHER RESOLVED, that the agreement will include specific terms, consistent with the MSHDA Enhancement Grant requirements.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign all applications, attachments, grant agreements, and all amendments, after approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Chair

DATE: February 3, 2025

SUBJECT: Resolution to amend Resolution #22-383 adding recapture provisions to secure a 20-year affordability period on Land Bank constructed row houses.

BACKGROUND

The County Board of Commissioners, through Resolution #22-211, has allocated \$9,000,000 in American Rescue Plan Act (ARPA) funds for affordable housing opportunities through the Ingham County Housing Trust Fund. In Resolution #22-383 the Ingham County Board of Commissioners approved \$2,000,000 from the Housing Trust Fund for the Ingham County Land Bank Row House Project, which will include 17 units constructed on the 1200 block of West Saginaw Street, the 400 block of North Martin Luther King Jr Boulevard, the 400 block of South Pennsylvania Avenue, and the 500 block of South Pennsylvania Avenue.

In order to remain in compliance with the ARPA guidelines, there must be a 20-year affordability period for housing utilizing those funds. In order to enforce the 20-year affordability period, recapture tools will be employed to make sure these properties are following affordability requirements for income-qualified buyers at or below 120% of the Area Median Income.

ALTERNATIVES

Do not pass the authorization to amend the Land Bank Row House agreement and do not add recapture provisions ensuring a 20-year affordability period as required by ARPA funding requirements.

FINANCIAL IMPACT

None. This will not impact the existing agreement amount of \$2,000,000.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I recommend passing this resolution authorizing an amendment to the Land Bank Row House agreement adding recapture provisions ensuring a 20-year affordability period as required by ARPA funding requirements.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #22-383 TO BRING THE INGHAM COUNTY LAND BANK ROW HOUSE CONTRACT INTO COMPLIANCE WITH ARPA INCOME AND AFFORDABILITY REQUIREMENTS

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, allocated \$9,000,000 in American Rescue Plan Act (ARPA) funds for affordable housing opportunities through the Ingham County Housing Trust Fund; and

WHEREAS, the Board approved \$2,000,000 from the Housing Trust Fund for the Ingham County Land Bank (ICLB) Row House Project, which will include 17 units constructed on the 1200 block of West Saginaw Street, the 400 block of North Martin Luther King Jr Boulevard, the 400 block of South Pennsylvania Avenue, and the 500 block of South Pennsylvania Avenue in Resolution #22-383; and

WHEREAS, housing constructed using ARPA funds must meet federal requirements to make all units available for households at or below 120% Area Median Income (AMI) at below-market rates, and secure unit affordability for a period of 20 years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract amendment with the Ingham County Land Bank for the construction of rowhouses to add provisions to secure unit affordability for buyers at or below 120% AMI for a minimum of 20 years.

BE IT FURTHER RESOLVED, that the authorized contract amount of \$2,000,000 with the Ingham County Land Bank for construction of Row Houses will not change with this amendment.

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

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

TO: County Services Committee and Finance Committee

FROM: Rosemary Anger, Director – Equalization and Tax Mapping Department

DATE: January 28, 2025

RE: Resolution to Contract for Commercial and Industrial Appraisals for the Ingham County
Equalization and Tax Mapping Department

Attached please find the resolution approving and authorizing awarding a multi-year contract for commercial and/or industrial appraisal services for the Ingham County Equalization & Tax Mapping Department by Quality Equalization Services.

Respectfully,

A handwritten signature in blue ink that reads "Rosemary Anger". The signature is written in a cursive style with a long, sweeping underline.

TO: Rosemary Anger, Director of Equalization
FROM: Kristen Romo, Director of Purchasing
DATE: January 15, 2025
RE: Memorandum of Performance for RFP No. 13-25 Commercial and Industrial Property Appraisal Services

Per your request, the Purchasing Department sought proposals from qualified and experienced appraisers for the purpose of entering into a contract to perform commercial and industrial real property appraisals for equalization purposes.

The scope of work includes, but is not limited to, making every reasonable effort to appraise a representative sample of the taxable commercial and/or industrial property in the assigned local unit, stratified by SEV and parcel count; ensuring that each completed appraisal contains all necessary data and computations, a satisfactory land and building sketch, satisfactory photograph(s), appropriate market data and income to value determinations; and, ensuring that all reviews and final estimate of values, in connection with the Contractor's appraisals, be conducted by an appraiser with a Michigan Master Assessing Officer Certification from the Michigan State Tax Commission.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	42	14
Vendors responding	4	1

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

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 kromo@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

VENDOR NAME: Michigan Assessing Coalition						
Local Preference: Yes, Lansing MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2025	\$240.00	\$235.00	\$230.00	\$240.00	\$235.00	\$230.00
2026	\$248.00	\$242.00	\$237.00	\$248.00	\$242.00	\$237.00
2027	\$255.00	\$249.00	\$244.00	\$255.00	\$249.00	\$244.00
2028	\$263.00	\$257.00	\$251.00	\$263.00	\$257.00	\$251.00
2029	\$270.00	\$265.00	\$259.00	\$270.00	\$265.00	\$259.00
VENDOR NAME: Integrity Realty Resources						
Local Preference: No, Birmingham MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2025	\$2,450.00	\$2,250.00	\$2,450.00	\$2,250.00	\$1,950.00	\$1,750.00
2026	\$2,570.00	\$2,365.00	\$2,575.00	\$2,365.00	\$2,050.00	\$1,825.00
2027	\$2,700.00	\$2,480.00	\$2,700.00	\$2,480.00	\$2,150.00	\$1,925.00
2028	\$2,825.00	\$2,600.00	\$2,825.00	\$2,600.00	\$2,250.00	\$2,025.00
2029	\$3,200.00	\$2,725.00	\$2,975.00	\$2,725.00	\$2,350.00	\$2,125.00
VENDOR NAME: Quality Equalization Services						
Local Preference: No, Westland MI						
	100 or less commercial appraisals	101-120 commercial appraisals	121 or more commercial appraisals	100 or less industrial appraisals	101-120 industrial appraisals	121 or more industrial appraisals
2025	N/A	N/A	\$175.00	N/A	N/A	\$175.00
2026	N/A	N/A	\$183.75	N/A	N/A	\$183.75
2027	N/A	N/A	\$192.93	N/A	N/A	\$192.93
2028	N/A	N/A	\$202.58	N/A	N/A	\$202.58
2029	N/A	N/A	\$212.71	N/A	N/A	\$212.71

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL APPRAISALS

WHEREAS, the contracting for commercial and/or industrial appraisals has been approved for the 2025 Equalization and Tax Mapping Department Budget; and

WHEREAS, the Purchasing Department has advertised and requested proposals for the necessary contractual service; and

WHEREAS, Quality Equalization Services of Westland, Michigan has submitted an acceptable proposal in accordance with the qualifications required by the Equalization and Tax Mapping Department; and

WHEREAS, it is the recommendation of the Ingham County Equalization and Tax Mapping Department in concurrence with the Purchasing Department to award this contract to Quality Equalization Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, through the Equalization and Tax Mapping Department, authorizes entering into a contract with Quality Equalization Services in an annual amount as set forth in the following schedule:

Year 1:	\$100,625
Year 2:	\$105,660
Year 3:	\$110,935
Year 4:	\$116,490
Year 5:	\$122,320

BE IT FURTHER RESOLVED, that the cost is to be provided for in the 2025 and subsequent years Equalization and Tax Mapping Department Budget and is based on 150 sale appraisals and 425 study appraisals.

BE IT FURTHER RESOLVED, that a three-year contract be approved with the stipulation that a fourth-year and fifth-year renewal shall be a permissible option of the County.

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, County Services, and Finance Committees

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: January 28, 2025

SUBJECT: Authorization to Create a .50 FTE Program Specialist Position
For the meeting agendas of February 18, February 19, and February 24, 2025

BACKGROUND

Ingham County Health Department (ICHD) wishes to create a .50 FTE Program Specialist position within the Maternal and Child Health (MCH) Division. This role will provide support to programmatic efforts within the Division, which serves pregnant and parenting families, as well as infants and children. The ICEA County Professional Union has been notified and has confirmed support of the creation of a new position. Funding for this role will be supported by the Local Maternal and Child Health Block Grant (LMCH), a grant received annually from the Michigan Department of Health and Human Services (MDHHS). The .50 FTE (ICEA County Professional Grade 5) Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.)

ALTERNATIVES

ICHD could choose not to create a .50 FTE Program Specialist Position to provide support to programmatic efforts of the MCH Division and thereby forfeit providing services and supports to pregnant and parenting people in Ingham County.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the Local Maternal and Child Health Block Grant (LMCH).

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 approval of the attached resolution to authorize the creation of a .50 FTE Program Specialist position within the MCH Division. The .50 FTE (ICEA County Professional Grade 5) Program Specialist will be an ICEA County Professional Grade 5, (\$25.4038/hr. to \$30.5051/hr.)

TO: Sally Meyer, Maternal & Child Health Division Director
FROM: Joan Clous, Human Resources Specialist
DATE: January 29, 2025
RE: Support for creation of .5 FTE Program Specialist

Per your request, Human Resources has reviewed your information and is in support of the creation of a .5 FTE position.

1. .5 FTE Program Specialist ICEA County Professional 05 (\$25.4038/hr. to \$30.5051/hr.)

The ICEA County Professional union has been notified and has confirmed support of the creation of a new position.

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

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

From: Desiree Cook <DCook@ingham.org>
Sent: Tuesday, January 28, 2025 1:45 PM
To: Joan Clous <JClous@ingham.org>
Cc: Sally Meyer <SMeyer@ingham.org>
Subject: RE: Creation of a 1/2 time FTE

We are in agreement. Thank you.

From: Joan Clous <JClous@ingham.org>
Sent: Tuesday, January 28, 2025 1:36 PM
To: Desiree Cook <DCook@ingham.org>
Cc: Sally Meyer <SMeyer@ingham.org>
Subject: Creation of a 1/2 time FTE

Desiree,

The Health Department would like to create a ½ time Program Specialist position with an hourly rate of ICEA Pro 5 \$25.4038/hr. to \$30.5051/hr. Please let me know if the union is in agreement.

Please let me know if you have any questions.

Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

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

INGHAM COUNTY JOB DESCRIPTION PROGRAM SPECIALIST - HEALTH

General Summary:

Under the supervision of a Health Department supervisor, assists with carrying out the functions of specific health programs such as health plan enrollment; access to healthcare and mobile healthcare initiatives; overdose and substance use disorder prevention/harm reduction; tobacco treatment/cessation, basic life support (BLS) training, and connections to statewide and/or federal healthcare and human services navigation tools. Duties may include assisting in recruiting and training program staff, developing curriculum, data collection, report writing, and assistance in grant writing. Works with community resources and represents the department by servicing on community coalitions.

Essential Functions:

1. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops, and events.
2. Recruits staff and discusses job duties with potential applicants. Receives and review applications, participate in the applicant interview process, and makes hiring recommendations. May process new employees by arranging for physical examinations and completing and sending required forms to the Human Resources department.
3. Explains various programs and workshops offered by the Health Department to schools, community organizations, and other interested groups. Schedules programs, gathers information about the needs of various groups, and prepares program materials.
4. Assists coalitions formed to work with specific Health Department programs. May plan and schedule meetings, facilitate meetings, assists with policy development, and take minutes. May recruit appropriate persons to be coalition members.
5. Maintains records and statistics on program activities and prepares activity and financial reports as required by grant funding sources. May assist with preparation of grant funding requests.
6. Markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns.
7. Participates in staff meetings and attends and/or conducts conferences and workshops. Represents the Health Department on various councils and task forces.
8. Coordinates services and networks with schools, businesses, community organizations, and other agencies in identifying community needs and providing information or programming.
9. May train new staff to deliver Health Department programs and facilitate workshops.

Other Functions:

10. None listed.

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

Employment Qualifications:

Education: Possession of a Bachelor's Degree in a social science and/or one or more of the following certifications preferred: National Certificate in Tobacco Treatment Counseling, Certified Application Counselor, Marketplace Navigator, Certified BLS Trainer.

Experience: A minimum of one year of experience in a health-related field. Experience in access to healthcare, health plan navigation, BLS training, tobacco treatment counseling, and/or substance use disorder (SUD) prevention or treatment experience preferred.

Other Requirements:

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

Physical Requirements:

Ability to travel throughout the County.

Ability to access office files.

Lifts and transports materials and equipment.

[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 and travels throughout the County to attend meetings.

***PROGRAM SPECIALIST - HEALTH
ICEA County PRO-05
December 2019***

Position Costs Analysis

ICEA CO Prof Grade 5/Step 1 .5 FTE

Salary	26,933
Unemployment	135
FICA/Medicare	2,060
Dental	936
Vision	135
Health Insurance	25,038
MERS 0101H	8,128
MERS 0101H	269
RTEE CHG B	3,585
Separate	606
RET/HLTH/T	1,212
Disability	35
Life 30K	122
Workers' Comp	24
CARES	
Total	69,219
Salary	26,933
Fringes	42,286
	69,219
<u>Indirect</u>	<u>14,681</u>

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A PART-TIME PROGRAM SPECIALIST POSITION

WHEREAS, Ingham County Health Department (ICHD) wishes to create a .50 FTE Program Specialist position within the MCH Division; and

WHEREAS, this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children; and

WHEREAS, the ICEA County Professional union has been notified and has confirmed support of the creation of a new position; and

WHEREAS, funding for this role will be supported by the LMCH, a grant received annually from MDHHS; and

WHEREAS, the .50 FTE Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize creating a .50 FTE Program Specialist position within the MCH Division.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a .50 FTE Program Specialist position within the Maternal and Child Health (MCH) Division.

BE IT FURTHER RESOLVED, that this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children.

BE IT FURTHER RESOLVED, that the ICEA County Professional Union has been notified and has confirmed support of the creation of a new position.

BE IT FURTHER RESOLVED, funding for this role will be supported by LMCH block grant, received annually from MDHHS.

BE IT FURTHER RESOLVED, that the .50 FTE Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.).

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

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

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

FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: January 28, 2025

SUBJECT: Authorization to Create a Special Part-Time Program Specialist Position
For the meeting agendas of February 18, February 19, and February 24, 2025

BACKGROUND

Ingham County Health Department (ICHD) wishes to create a Special Part-Time (SPT) Program Specialist position within the Maternal and Child Health (MCH) Division. This role will provide support to programmatic efforts within the Division, which serves pregnant and parenting families, as well as infants and children. The ICEA County Professional union has been notified and has confirmed support of the creation of a new position. Funding for this role will be supported by the Region 7 Perinatal Quality Collaborative (PQC), an initiative of the Michigan Department of Health and Human Services (MDHHS). The SPT Program Specialist, will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.).

ALTERNATIVES

ICHD could choose not to create a SPT Program Specialist Position to provide support to programmatic efforts of the MCH Division and thereby forfeit providing services and supports to pregnant and parenting people in Ingham County.

FINANCIAL IMPACT

All costs associated with this agreement have been included in the Region 7 Perinatal Quality Collaborative (PQC).

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 approval of the attached resolution to authorize the creation of a Special Part-Time (SPT) Program Specialist position within the MCH Division. The SPT Program Specialist, an ICEA County Professional Grade 5 will an ICEA County Professional Grade 5, (\$25.4038/hr. to \$30.5051/hr.).

TO: Lisa Chambers, Family Outreach Services Supervisor
FROM: Joan Clous, Human Resources Specialist
DATE: January 29, 2025
RE: Support for the creation of a SPT Program Specialist position

Per your request, Human Resources has reviewed your information and is in support of the creation of a SPT position.

1. SPT Program Specialist ICEA County Professional 05 (\$25.4038/hr. to \$30.5051/hr.)

The ICEA County Professional union has been notified and has confirmed support of the creation of a new position.

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

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

From: Lisa Chambers <LChambers@ingham.org>
Sent: Tuesday, January 28, 2025 5:04 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>; Carmina Merz <CMerz@ingham.org>; Joan Clous <JClous@ingham.org>
Cc: Karen Bowen <KBowen@ingham.org>; Sue Graham <SGraham@ingham.org>; Renee Bockes <RBockes@ingham.org>; Sally Meyer <SMeyer@ingham.org>
Subject: FW: creation of a SPT Position

Hi Beth,

It looks like we're approved from the union; is there anything else I need to do to move this forward?

Thanks for your help,

Lisa Chambers, MSW
Maternal and Child Health Division Supervisor
Ingham County Health Department
517-272-4122/ Lchambers@ingham.org

If you are interested in learning more about the ICHD home visiting programs, please call the MCH Division at (517) 887-4322; or complete a referral [online](#).

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From: Desiree Cook <DCook@ingham.org>
Sent: Tuesday, January 28, 2025 2:15 PM
To: Joan Clous <JClous@ingham.org>
Cc: Lisa Chambers <LChambers@ingham.org>
Subject: RE: creation of a SPT Position

The union is in agreement.

From: Joan Clous <JClous@ingham.org>
Sent: Tuesday, January 28, 2025 1:55 PM
To: Desiree Cook <DCook@ingham.org>
Cc: Lisa Chambers <LChambers@ingham.org>
Subject: creation of a SPT Position

Desiree,

The Health department want to create a SPT Program Specialist position. The hourly rate is \$25.4038/hr to \$30.5051/hr. Please let me know if the union is in agreement.

Let me know if you have any questions.

Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

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INGHAM COUNTY JOB DESCRIPTION PROGRAM SPECIALIST - HEALTH

General Summary:

Under the supervision of a Health Department supervisor, assists with carrying out the functions of specific health programs such as health plan enrollment; access to healthcare and mobile healthcare initiatives; overdose and substance use disorder prevention/harm reduction; tobacco treatment/cessation, basic life support (BLS) training, and connections to statewide and/or federal healthcare and human services navigation tools. Duties may include assisting in recruiting and training program staff, developing curriculum, data collection, report writing, and assistance in grant writing. Works with community resources and represents the department by servicing on community coalitions.

Essential Functions:

1. Participates in specific health department programs by assisting with the planning, coordination, and implementation of programs, community workshops, and events.
2. Recruits staff and discusses job duties with potential applicants. Receives and review applications, participate in the applicant interview process, and makes hiring recommendations. May process new employees by arranging for physical examinations and completing and sending required forms to the Human Resources department.
3. Explains various programs and workshops offered by the Health Department to schools, community organizations, and other interested groups. Schedules programs, gathers information about the needs of various groups, and prepares program materials.
4. Assists coalitions formed to work with specific Health Department programs. May plan and schedule meetings, facilitate meetings, assists with policy development, and take minutes. May recruit appropriate persons to be coalition members.
5. Maintains records and statistics on program activities and prepares activity and financial reports as required by grant funding sources. May assist with preparation of grant funding requests.
6. Markets and interprets the goals and objectives of programs to community groups, schools, professionals, and other interested people. Promotes and conducts local activities that are part of statewide campaigns.
7. Participates in staff meetings and attends and/or conducts conferences and workshops. Represents the Health Department on various councils and task forces.
8. Coordinates services and networks with schools, businesses, community organizations, and other agencies in identifying community needs and providing information or programming.
9. May train new staff to deliver Health Department programs and facilitate workshops.

Other Functions:

10. None listed.

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

Employment Qualifications:

Education: Possession of a Bachelor's Degree in a social science and/or one or more of the following certifications preferred: National Certificate in Tobacco Treatment Counseling, Certified Application Counselor, Marketplace Navigator, Certified BLS Trainer.

Experience: A minimum of one year of experience in a health-related field. Experience in access to healthcare, health plan navigation, BLS training, tobacco treatment counseling, and/or substance use disorder (SUD) prevention or treatment experience preferred.

Other Requirements:

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

Physical Requirements:

Ability to travel throughout the County.

Ability to access office files.

Lifts and transports materials and equipment.

[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 and travels throughout the County to attend meetings.

***PROGRAM SPECIALIST - HEALTH
ICEA County PRO-05
December 2019***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A SPECIAL PART-TIME PROGRAM SPECIALIST POSITION

WHEREAS, Ingham County Health Department (ICHHD) wishes to create a Special Part-Time (SPT) Program Specialist position within the Maternal and Child Health (MCH) Division; and

WHEREAS, this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children; and

WHEREAS, the ICEA County Professional union has been notified and has confirmed support of the creation of a new position; and

WHEREAS, funding from this role will be supported by the Region 7 Perinatal PQC, an initiative of the MDHHS; and

WHEREAS, the SPT Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize creating a SPT Program Specialist position as an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.), to support the programmatic efforts within the MCH Division effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a Special Part-Time Program Specialist position as an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.), to support the programmatic efforts within the MCH Division effective upon approval.

BE IT FURTHER RESOLVED, that this role will provide support to programmatic efforts within the MCH Division, which serves pregnant and parenting families, as well as infants and children.

BE IT FURTHER RESOLVED, that the ICEA County Professional union has been notified and has confirmed support of the creation of a new position.

BE IT FURTHER RESOLVED, that funding from this role will be supported by the Region 7 PQC, an initiative of MDHHS.

BE IT FURTHER RESOLVED, that the SPT Program Specialist will be an ICEA County Professional Grade 5 (\$25.4038/hr. to \$30.5051/hr.).

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

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

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Andrew Dunn, Director of Operations
Road Department

DATE: February 4, 2025

SUBJECT: Proposed Resolution Authorizing a Professional Service Agreement for As-Needed Roto Milling & Pulverizing Services for 2025

For the meeting agendas of February 18, 19 and 25

BACKGROUND

The Purchasing Department solicited proposals for the Road Department to provide roto milling and pulverizing services for the 2025 calendar year for projects under the jurisdiction of the Ingham County Road Department (ICRD), per Request for Proposal (RFP) #3-25 from experienced and qualified vendors.

Three responsive proposals were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices and overall value to the county. Based on the review and the anticipated milling and pulverizing needs this year, the ICRD recommends that all of the following respondents be retained to provide the requested services:

Extreme Milling & Pulverizing, LLC, 16220 National Parkway, Lansing, MI 48906

McKearney Asphalt & Sealing, Inc, 901 E. Gier, Lansing, MI 48906

Michigan Paving & Materials Co., 16777 Wood St., Lansing, MI 48906

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a professional services agreement with Extreme Milling & Pulverizing, LLC; McKearney Asphalt & Sealing, Inc; and Michigan Paving & Materials Co. for as-needed roto milling and pulverizing services for 2025.

TO: Kelly Jones, Director, Ingham County Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: January 24, 2025
RE: Memorandum of Performance for RFP #3-25, 2025 Roto Milling & Pulverizing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for providing roto milling and pulverizing services for the Ingham County Road Department on an as-needed basis for the period of one (1) year.

The scope of work includes, but is not limited to, providing all services and related materials to complete the roto milling and pulverizing work in accordance with the 2020 MDOT Standard Specifications for Construction. The Contractor will work with the Director of Operations and/or their designee to compile a listing of roads to be completed.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	62	10
Vendors Nonresponsive – Missing Forms	1	0
Vendors responding	3	2

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

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 kromo@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	McKearney Asphalt & Sealing		Extreme Milling & Pulverizing		Michigan Paving & Materials		Engineered Soils	
Local Preference	Yes, Lansing MI		No, Lansing MI (Clinton County)		Yes, Lansing MI		No, Ashley IN	
Description	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
	Less than 5 Hours	Minimum of 5 Hours	Less than 5 Hours	Minimum of 5 Hours	Less than 5 Hours	Minimum of 5 Hours	Less than 5 Hours	Minimum of 5 Hours
6' 6" Minimum Mill	\$850.00	\$650.00	\$800.00	\$700.00	\$800.00	\$675.00		
3' Minimum Mill	\$650.00	\$650.00	\$700.00	\$700.00	No Bid	No Bid	Nonresponsive - missing forms	
Skid Steer Mounted 18" Wide Mill	\$350.00	\$350.00	\$450.00	\$450.00	No Bid	No Bid		
Pulverizing	No Bid	No Bid	\$570.00	\$570.00	No Bid	No Bid		
Trucking Services	\$225.00	\$225.00	\$190.00	\$190.00	165 - Lead	165 - Lead		
Mobilization Fee	\$1,500.00	\$650.00	\$1,200.00	\$550.00	\$250.00	\$250.00		
	*Need 1 week notice				*Train cost per hour \$195.00			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICE AGREEMENT FOR AS-NEEDED
ROTO MILLING & PULVERIZING SERVICES FOR 2025**

WHEREAS, the Road Department occasionally utilizes roto milling and pulverizing services on road construction projects throughout the County on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals (RFP #3-25) for vendors to provide as-needed roto milling and pulverizing services for the 2025 calendar year, receiving three responsive proposals; and

WHEREAS, Road Department and Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective vendor who is able to provide the experience and expertise necessary for the specific project; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2025 calendar year; and

WHEREAS, it is the recommendation of the Road Department to execute a professional services agreement with the following:

Extreme Milling & Pulverizing, LLC, 16220 National Parkway, Lansing, MI 48906

McKearney Asphalt & Sealing, Inc, 901 E. Gier, Lansing, MI 48906

Michigan Paving & Materials Co., 16777 Wood St., Lansing, MI 48906

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services agreement with Extreme Milling & Pulverizing, LLC located at 16220 National Parkway, Lansing, MI 48906; McKearney Asphalt & Sealing, Inc. located at 901 E. Gier, Lansing, MI 48906; and Michigan Paving & Materials Co. located at 16777 Wood St., Lansing, MI 48906 to provide the as-needed roto milling & pulverizing services for the 2025 calendar year at rates not to exceed those stated in their proposals to RFP #3-25.

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, County Services Committee and Finance Committee

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: January 29, 2025

SUBJECT: Proposed Resolution Authorizing Professional Service Agreements for As-Needed Signal Modeling and Timing Permit Services for 2025-2026

For the meeting agendas of February 4, 5, and 11

BACKGROUND

The Purchasing Department solicited proposals for the Road Department to provide services for the 2025 and 2026 calendar years, for miscellaneous signal modeling, optimization, and preparation of signal timing permits per Request for Proposal (RFP) #243-24 from Michigan Department of Transportation prequalified vendors. The scope of work, similar to prior years, includes miscellaneous signal modeling, corridor signal optimization, intersection improvement recommendations, and preparation of signal timing permits for projects under the jurisdiction of the Ingham County Road Department (CRD). The RFP also includes a provision to extend the contract for the 2027 and 2028 calendar years, if deemed acceptable to all parties.

Five proposals were received, as detailed in the attached Memo of Performance. ICRD and Purchasing staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed unit prices, and overall value to the county. Based on the review and the anticipated engineering needs over the next two years, the ICRD recommends that the following respondents be retained to provide the requested services:

Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917

Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917

DLZ – 1425 Keystone Avenue, Lansing, MI 48911

Notice of Disclosure: The Road Department Managing Director has a personal relationship with an employee at Clark Dietz. For this reason, the Managing Director abstained from the selection committee for this RFP and will have no direct involvement in the oversight of duties conducted under the requested scope of work.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the costs associated with this contract.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize professional services agreements with Clark Dietz, Colliers Engineering & Design and DLZ for as-needed signal modeling and timing permit services for 2025-2026.

TO: Kelly Jones, Director, Road Department
FROM: Kristen Romo, Director of Purchasing
DATE: December 10, 2024
RE: Memorandum of Performance for RFP No. 243-24:
2025-2026 Signal Modeling & Timing Permit Consulting Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for years 2025 and 2026, with a possible 2-year contract extension for years 2027-2028.

The scope of work includes, but is not limited to, the required MDOT prequalified classifications: Design - Traffic: Signal, Design - Traffic: Signal Operations, and Design - Traffic: Signal Operations – Complex. The intent is to improve intersection operation, replace the existing signal equipment, and optimize the level of service (LOS) at various intersections within Ingham County.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	43	10
Vendors responding	5	2

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

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 kromo@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Range of Costs/Rate Per Hour (See Packet for details)
OHM Advisors	No, Fenton MI	\$80.00 to \$215.00
DLZ	Yes, Lansing MI	\$100.00 to \$250.00
Colliers Engineering & Design	No, Lansing MI (Eaton County)	\$105.00 to \$220.00
Clark Dietz	No, Lansing MI (Eaton County)	\$100.00 to \$260.00
Fishbeck	Yes, Lansing MI	\$91.00 to \$265.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PROFESSIONAL SERVICE AGREEMENTS FOR AS-NEEDED SIGNAL MODELING AND TIMING PERMIT SERVICES FOR 2025-2026

WHEREAS, the Road Department occasionally requires miscellaneous signal modeling, optimization, and preparation of signal timing permits to improve traffic operations throughout the County on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals (RFP #243-24) from Michigan Department of Transportation prequalified vendors to provide as-needed miscellaneous signal modeling, optimization, and preparation of signal timing permits for the 2025 and 2026 calendar years, with the option to extend the term for the 2027 and 2028 calendar years, receiving five proposals; and

WHEREAS, Road Department and Purchasing Department staff have reviewed the proposals for adherence to County purchasing requirements, experience, expertise, proposed labor rates, and overall value to the County; and

WHEREAS, when retaining services for a specific project, the Road Department will strive to retain the most cost-effective vendor who is able to provide the experience and expertise necessary for the specific project; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2025 and 2026 calendar years; and

WHEREAS, it is the recommendation of the Road Department to execute professional services agreements with the following:

Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917

Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917

DLZ – 1425 Keystone Avenue, Lansing, MI 48911

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into professional services agreements with Clark Dietz – 6709 Centurion Drive, Suite 300, Lansing, MI 48917, Colliers Engineering & Design – 7050 W. Saginaw Hwy, Suite 200, Lansing, MI 48917 and DLZ – 1425 Keystone Avenue, Lansing, MI 48911 to provide the as-needed signal modeling and timing permit services for the 2025 and 2026 calendar years at rates not to exceed those stated in their proposals to RFP #243-24.

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 and County Services Committee

FROM: Neal Galehouse, Director of Engineering
Road Department

DATE: February 4, 2025

SUBJECT: Resolution to Approve and Certify the Ingham County 2024 Public Road Mileage Certification
For the Meeting Agendas of February 18 and 25

BACKGROUND

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments, or discovered errors.

The current year annual report covers the period from January 1, 2024 through December 31, 2024. There was a net increase of 0.17 miles of public road mileage in 2024, adjusting the road centerline mileage to 1,255.53 miles.

As part of this year’s annual report, the 2020 Adjusted Census Urban Boundary (ACUB) is taken into account. While the total certified mileage is not affected by the ACUB, there was a net reduction of 10.37 miles in Urban Primary roads and a net reduction of 13.75 miles in Urban Local roads.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (Michigan Department of Transportation, county road commissions/departments, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

An electronic copy of the title sheet labeled “Ingham County Road System (Miles)”, dated January 1, 2025, will be provided to the Chairman for electronic signature once this resolution has been adopted.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AND CERTIFY THE
INGHAM COUNTY 2024 PUBLIC ROAD MILEAGE CERTIFICATION**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, the Ingham County road mileage can fluctuate from year to year through the addition or subtraction of roads through development, jurisdiction transfers, road abandonments, or discovered errors; and

WHEREAS, Ingham County realized a net increase of 0.17 miles of public road centerline mileage in 2024, adjusting the road centerline mileage to 1,255.53 miles; and

WHEREAS, the 2020 Adjusted Census Urban Boundary (ACUB) resulted in a net reduction of 10.37 miles in Urban Primary roads and a net reduction of 13.75 miles in Urban Local roads; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (Michigan Department of Transportation, county road commissions/departments, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves, certifies, and authorizes the Board Chairperson to sign the 2024 Public Road Mileage Certification document that is consistent with this resolution.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: November 22, 2024
SUBJECT: Resolution to Amend the Procurement Card Procedures Policy
For the County Services Meeting on February 18 and Finance February 19

BACKGROUND

The Controller’s Office established a Policy Review Committee consisting of representatives from various departments including: the Board of Commissioners Office, Clerk’s Office, Treasurer’s Office, Sheriff’s Office, Circuit Court, Health Department, Controller’s Office (including DEI), Facilities, Purchasing, Innovation & Technology, and Human Resources to review current policies and recommend changes, and draft new policies. We have recently combined with committee with the Health in All Policies Committee.

At the last meeting, the Committee reviewed the Procurement Card Procedures (P-Cards) policy to perform some administrative clean-up and to address an issue with outside agencies utilizing County P-Cards to purchase supplies with County funds. This has been a common practice for the Michigan Department of Health and Human Services (MDHHS), which receives County funds and typically utilizes County P-Cards for purchases. This is not allowed by the current Policy, but is an efficient way for MDHHS to access County funds for purchases of emergency supplies for their clients. In addition, we wanted to emphasize what P-Cards cannot be used for, namely purchasing food and beverages for meetings where staff only are in attendance (no public), and that rebates from P-Card purchases cannot be accepted by the employee.

ALTERNATIVES

Not approve the policy.

FINANCIAL IMPACT

No additional costs to the County.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve the amendments o the Procurement Card Procedures Policy.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE PROCUREMENT CARD PROCEDURES POLICY

WHEREAS, the Ingham County Policy Review Committee was established to review existing policies and recommend new policies for Ingham County; and

WHEREAS, the Policy Review Committee has recently merged with the Health in all Policies (HIAP) Committee; and

WHEREAS, the newly constituted HIAP Committee recently reviewed the Procurement Card Procedures Policy and recommends the following changes:

- C. Procurement Card Program Overview, 1 – add “with the exception of employees of other agencies receiving County funding with permission from the Purchasing Director and the Controller/Administrator” to the end of the first sentence
- D. Cardholder Responsibilities, 1 – add the sentence, “Food and beverages purchased for staff meetings and staff lunches are not an allowable expense. Only meetings which include community members, vendors, or other outside parties will be allowed to serve food and beverages at the County’s expense”
- D. Cardholder Responsibilities, 8 – add “or rebates” before “in lieu of a credit to the procurement card account”
- Administrative clean up throughout the policy (change Financial Services Department to Department of Finance and Budget, his/hers to their or employee); and

WHEREAS, the attached Procurement Card Procedures Policy reflects the amends to the policy in strike out and bold format.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the amendments to the Procurement Card Procedures Policy, which will take effect upon the adoption of this resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County and Elected Officials and the Courts that choose to participate.

Name: Procurement Card Procedures		Policy #: 414
Category: Personnel		
Resolution: 02-178		Effective Date: 07/23/2002
Last Reviewed: Unknown	Next Review: 4/1/2023	Health in All Policy Reviewed: <input type="checkbox"/>
Amendments:		
Applicable To: All Ingham County Department		
Responsible Department:		Signature:

A. Introduction

Ingham County Procurement Card Program has been established to provide a convenient means with which to make purchases and reduce the costs associated with initiating and paying for those purchases. The County Purchasing **Department** and ~~Financial Services Departments~~ **Department of Finance & Budget** are responsible for managing the program and each department is responsible for managing its cardholder accounts.

B. Parties Involved

1. Card Issuer - Comerica Bank services include: issuing MasterCard Procurement Cards to Ingham County Employees, providing electronic transaction authorizations, and billing Ingham County for all purchases made on the cards.
2. Ingham County - Arranges with the card issuer, Comerica Bank, to have procurement cards issued to approved employees and agrees to accept liability for the employees' use of the cards.
3. Department Head - Each department head is the Ingham County official who must approve the employee's request for a procurement card, designates the department code for purchase on the procurement card, and submits the application to the procurement card administrator. Department head approval delegates transaction authority to the cardholder.
4. Procurement Card Administrator - The central administrator, located in the Ingham County Purchasing Department, coordinates the procurement card program for Ingham County acts as Ingham County's intermediary in correspondence with the card issuer.

Duties may include but not be limited to:

- a. Procurement card training
 - b. Requesting new cards upon receipt of approved authorization
 - c. Assisting cardholders, site coordinators and department heads with disputes, changes and other areas as requested.
 - d. Monitors procurement card accounts and program.
 - e. Reports to the procurement card team items that may need to be investigated or researched which would allow the program to operate effectively.
5. Financial Administrator - The financial administrator, located in the Ingham County

~~Financial Services Department~~ **Department of Finance & Budget**, coordinates the financial aspects of the procurement card program. The financial administrator is responsible for all payments and record keeping. The financial administrator may perform duties of the procurement card administrator should there be a need.

6. Site Coordinator - An employee of Ingham County in each department designated by the department head or card administrators to be responsible for training cardholders, reviewing transactions of individual cardholders to make sure the transactions are legitimate business expenses and are classified appropriately.
7. Cardholder - An employee of Ingham County who is approved by ~~his/her~~ **their** department head to use the procurement card to execute purchase transactions on behalf of Ingham County.
8. Vendor - The merchant from whom a cardholder is making a purchase.
9. Procurement Team - The team of Ingham County employees formed to evaluate the program, write the policies and procedures and rolling out the program. The procurement team will consist of a representative from at least the following departments: ~~Budgeting, Financial Services,~~ **Finance & Budget**, Human Resources, Innovation and Technology, Purchasing and Treasurer. The procurement team will be responsible for the continued monitoring and evaluation of the program and suggest changes they feel necessary to the department head, Controller or Board of Commissioners.

C. Procurement Card Program Overview

1. Procurement cards will be issued to Ingham County employees only, **with the exception of employees of other agencies receiving County funding with permission from the Purchasing Director and the Controller/Administrator.**
2. The employee's name will be embossed on the card.
3. Procurement cards will not be transferable between individuals or departments.
4. Each cardholder will be assigned to a site coordinator.
5. Each card will be assigned a specific department, location and project code.
6. Employee's department head must approve the request for a card and assign the department code.
7. Cardholder makes purchases using the established Procurement Card Program policies and procedures and receives a monthly statement from Comerica Bank.
8. Cardholder may use the procurement card for some travel costs if pre-approved by their department head. The travel costs that may be charged to their procurement card are: conference registration, hotel room charges and parking fees for applicable nights. All items must be pre-approved and documented with receipts upon return. All travel receipts must accompany cardholder's procurement card statement along with any additional documentation required by the department head or financial card administrator.

History: 2002, Resolution 02-178, Effective July 23, 2002; -- Amended 2015, Resolution 15-173,
Effective May 12, 2015

9. Cardholder matches receipts to monthly statement and forwards to ~~his/her~~ **their** department head, department head approves and sends approval to the financial/card administrator and site coordinator for review and storage.
10. Department head/Site coordinator makes the necessary reports that ~~his/her~~ **their** department may require for record keeping.
11. All original invoices and documentation are forwarded to the ~~Financial Services Department~~ **Department of Finance & Budget**.
12. Monthly Departmental reports of cardholder transactions will be available to the site coordinator.
13. Comerica Bank sends consolidated monthly statement to Ingham County at the end of monthly billing cycle, which is the last calendar day of every month.
14. An ACH credit is made to Comerica Bank 14 business days after the end of the billing cycle.

D. Cardholder Responsibilities

The cardholder must use the procurement card for legitimate business purposes only. The procurement card may only be used for categories included on the Cardholder Agreement Form. Misuse of the card will subject cardholder to disciplinary action in accordance with Ingham County Policies and Procedure relating to disciplinary action and termination for cause. The cardholder must:

1. Ensure the procurement card is used for legitimate business purposes only. **Food and beverages purchased for staff meetings and staff lunches are not allowable expense. Only meetings which include community members, vendors, or other outside parties will be allowed to serve food and beverages at the County's expense.**
2. Maintain the procurement card in a secure location at all times.
3. Not allow other individuals to use the procurement card.
4. Adhere to the purchase limits and restrictions of the procurement card and ensure the total transaction amount of any single transaction does not exceed the limits stated in the Ingham County purchasing policies.
5. Obtain and reconcile all sales slips, register receipts, and/or procurement card slips to Comerica Bank's cardholder statement and provide the information to the site coordinator and department head for reconciliation, approval and allocation of transactions.
6. Attempt to resolve disputes or billing errors directly with the vendor and notify Comerica Bank if the dispute or billing error is not satisfactorily resolved.
7. Ensure that an appropriate credit for the reported disputed item or billing error appears

on a subsequent cardholder statement.

8. Not accept cash **or rebates** in lieu of a credit to the procurement card account.
9. Immediately report a lost or stolen card to Comerica Bank at 1-800-759-9610, 24 hours a day, 365 days per year.
10. Immediately notify site coordinator of lost or stolen procurement card at the first opportunity during normal business hours.
11. Return the procurement card to site coordinator upon termination.
12. If a vendor does not accept MasterCard, contact the site coordinator.
13. Report erroneous and emergency transaction needs to the site coordinator during normal business hours.
14. Employee has agreed to turn in all commercial charge cards before accepting a procurement card.
15. Employee agrees not to charge any item(s) or services using any method other than the Ingham County procurement card that has been assigned to them. Excludes gasoline until further notice.
16. Employee agrees to familiarize themselves with existing contracts, agreements and pricing programs with registered vendors.
17. Employee agrees to use all means afforded Ingham County to receive the best price and best value which includes using existing contracts and agreements.

E. Procurement Card Administrator Responsibilities

Ingham County will assign a procurement card administrator in the Purchasing Department to be responsible for the overall procurement card program. Responsibilities to include:

1. Ingham County liaison with Comerica Bank
2. Utilizing the Internet iTracer/iSpectrum system from Comerica Bank.
3. Reviewing department-approved applications for completeness of required information.
4. Retaining all approved records requesting procurement cards and any approved changes that are requested. One copy of each approved request must be sent to at least one procurement team member for verification.
5. Submitting completed enrollment form to Comerica Bank and receiving procurement cards form Comerica Bank.
6. Training site coordinators before releasing the procurement card program in that Department.

7. Having cardholder sign [Cardholder Agreement Form](#), which ensures compliance with the terms and conditions of the procurement card program.
8. Handling disputed charges/discrepancies not resolved by cardholder or site coordinator.
9. Initialling change of accounting codes upon request of site coordinator as approved by their department head.
10. Securing revoked procurement cards and submitting information to Comerica Bank.
11. Receiving and reviewing Comerica monthly bank statement.
12. Reviewing usage of procurement card data for appropriateness.
13. Ensuring that lost and stolen cards have been blocked by Comerica Bank.
14. Forwarding vendor set up request to Comerica Bank.
15. Assisting the site coordinator with erroneous declines and emergency transactions.
16. Report to the procurement team the activity of the program, needs of the users or any other information that may be requested.

F. Financial Card Administrator Responsibilities

Ingham County will assign a financial card administrator in the ~~Financial Services Department~~ **Department of Finance & Budget** to be responsible for the financial and official original record keeping. Responsibilities to included:

1. Receiving, reviewing and payment of the Comerica Bank bill.
2. Payment of items for good of the County such as utilities, lease payments etc.
3. Reviewing usage of procurement card data for appropriateness.
4. Ensuring that lost and stolen cards have been blocked by Comerica Bank.

G. Cardholder Eligibility

Criteria to receive a procurement card is as follows:

1. Applicant must be an employee of Ingham County.
2. ~~His/her~~ **Their** department head must approve applicant's request for a procurement card.
3. Employee must attend a training session before receiving their procurement card.
4. Each individual cardholder must sign a [Cardholder Agreement Form](#) in the presence

of the site coordinator.

H. Cardholder Liability with Corporate Liability Program

The procurement card is a County card which will not affect the cardholder's personal credit; however, it is the cardholder's responsibility to ensure that the card is used within stated guidelines of the [Procurement Cardholder Agreement Form](#) as well as Ingham County policies and procedures relating to the expenditure of Ingham County funds.

Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures including termination.

I. Cardholder Termination

The procurement card administrator is required to close an account if a cardholder:

1. Moves to a new job in which a procurement card is not required.
2. Terminates employment.
3. Any of the following reasons which will also subject cardholder to disciplinary action and termination for cause:
 - a. The procurement card is used for personal or unauthorized purposes.
 - b. The procurement card is used to purchase any substance, material, or service, which violates policy, law or regulation pertaining to Ingham County.
 - c. The cardholder allows the card to be used by another individual.
 - d. The cardholder splits a purchase to circumvent the dollar limitation of the procurement card and the Ingham County purchasing policies.
 - e. The cardholder uses another cardholder's card to circumvent the purchase limit assigned to either cardholder or the limitations of the procurement card.
 - f. The cardholder fails to provide site coordinator with required receipts.
 - g. The cardholder fails to provide, when requested, information about any specific purchase.
 - h. The cardholder does not adhere to all of the procurement card policies and procedures and the Ingham County purchasing policies.
 - i. The Cardholder fails to review monthly statement and forward to Department Head or Site Coordinator.

J. Lost, Misplaced or Stolen Procurement Card

Cardholders are required to immediately report any lost or stolen procurement cards to Comerica Bank toll-free at 1-800-759-9610, 24 hours a day, 365 days a year. The cardholder must also immediately notify ~~his/her~~ **their** site coordinator who will contact the procurement card administrator. The procurement card administrator will then follow up with Comerica Bank to ensure that the account has been closed.

K. Spending Controls

The procurement card is to be used only for the purchase of items pre-approved by the cardholder's department head. Ingham County spending parameters for each procurement card

issued is set by need and department head approval. At no time may any transaction be in violation of the Ingham County purchasing policies or the procurement card policies. Ingham County through the procurement card administrator, will adjust limits as determined by demonstrated need and department head approval.

L. Erroneous Declines

Should a vendor erroneously decline the procurement card, the cardholder should immediately contact the site coordinator or procurement administrator who will contact Comerica Bank for assistance.

M. Emergency Transactions

For any transaction which does not meet the spending controls assigned to the card, the cardholder must acquire their department head's approval and then contact the procurement card administrator for assistance.

N. Credits

Vendors will issue all credits to the individual procurement card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a cardholder accept cash in lieu of a credit to the procurement card account.

O. Unresolved Disputes and Billing Errors

The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the cardholder/site coordinator should:

1. Contact Comerica Bank at 1-800-759-9610 directly for assistance
2. Contact the procurement card administrator for assistance if an acceptable resolution is not obtained.

P. Security and Storage

Cardholders should always treat the procurement card with the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.

Q. Program Documentation

The department head/site coordinator assigned to each procurement card may maintain copies of the cardholder's vendor receipts/packing slips/charge slips, however all originals must be sent to the financial card administrator for official record keeping. The procurement card administrator located in the Purchasing Department will maintain all other documentation concerning the procurement card program. This documentation includes, but is not limited to, enrollment forms, [Cardholder Agreements](#), billing statements, reconciliation of accounting statement, Internet iTracer information, and copies of transmittals and correspondence with Comerica Bank.

R. Vendor Set Up

The Purchasing Department will conduct a study of frequently used vendors which qualify for use of the procurement card by the cardholders. If a vendor frequently used by Ingham County employees does not accept the MasterCard, Ingham County will assist in recruiting the vendor to accept the card. Cardholders should contact the site coordinator when encountering vendors who do not accept the card.

S. Vendor Blocking

Transactions will be denied at the point-of-sale for Merchant Category Codes (MCC) that have been blocked which may include but not be limited to gas stations, liquor, tobacco, casinos, etc.

T. Procurement Card Set Up, Maintenance and Closure

1. Procurement card set up, maintenance, and closure will be handled by the procurement card administrator who is located in the Ingham County Purchasing Department, as follows:
 - a. Ingham County employee completes a Comerica Bank Procurement Card enrollment form, and the [Procurement Card Program Cardholder Agreement](#) form signifying compliance with the terms and conditions of the procurement card program.
 - b. Ingham County employee submits forms to ~~his/her~~ **their** site coordinator for completion and approval.
 - c. Department head completes the application by providing the department code to be assigned to the card
 - d. Department head signature delegates transaction authority to the cardholder.
 - e. Approved application is to be sent to the procurement card administrator.
 - f. Procurement card administrator reviews application for completeness and submits application to Comerica Bank in format approved by Comerica Bank and Ingham County.
 - g. Approved application or request for changes are also sent to a designated procurement card team member.
 - h. Upon receipt of the procurement card from Comerica Bank, the site coordinator will conduct a training session with the cardholder prior to issuing the card. If **the** site coordinator is unavailable for the training session the procurement card administrator may conduct the training session.
2. Card maintenance:
 - a. Site coordinator/Department head is to make all maintenance requests to the procurement card administrator.
 - b. Procurement card administrator will submit all maintenance requests to Comerica Bank and a designated procurement card team member.
3. Card Closure
 - a. Terminated or transferred employees - Site coordinator/Department head is to secure procurement cards from terminated employees.
 - b. Cardholders who transfer to another Ingham County department may only continue to utilize their card after receiving approval by ~~his/her~~ **their** new department head and the procurement card program administrator.

- c. The procurement card administrator must be notified of the employee's termination or transfer so ~~he/she~~ **they** can update the department code.
- d. A request for closing the cardholder account will be submitted to Comerica Bank by the procurement card administrator within two days of receiving the notification.
- e. All procurement cards are to be returned to the procurement card administrator for submission to Comerica Bank.

4. Other Card Revocations/Closures

- a. Procurement card administrator will notify Comerica Bank immediately of all revokes and closures.

U. Reconciliation, Approval & Allocation of Billing

1. Receipt and payment of Comerica Bank billing

- a. At the close of the monthly billing cycle, Comerica Bank will send a paper statement and the procurement card administrator will email an electronic monthly statement to the cardholder.
- b. Procurement and financial card administrators will receive a consolidated paper or electronic monthly statement.
- c. Financial card administrator will issue an ACH credit to Comerica Bank 14 business days after the end of the billing cycle.

V. Audit

Ingham County's internal control policies and procedures are as follows:

1. Cardholder responsibilities:

- a. Reconcile vendor receipts to cardholder statement, sign and date the statement, this verifies that you made the purchases and stating payment should be made.
- b. Submit vendor receipt and cardholder statement to site coordinator or Department Head. If the order is placed by telephone, fax or internet the cardholder should supply a copy of the order blank or a printed description of order to site coordinator.

2. Site coordinator or Department Head responsibilities:

- a. Review cardholder receipts and statements.
- b. Assure all receipts and vouchers are attached and forward to the financial card administrator in the ~~Financial Services Department~~ **Department of Budget & Finance** for audit by internal and external auditors.

3. Financial card administrator responsibilities:

- a. Receive electronic reports from Comerica Bank.
- b. Process upload of departmental charges to accounting, for charging individual departments.
- c. Reconcile monthly billing statement.
- d. Make periodic audits of card use and charges for appropriateness. Areas to be monitored include, but not limited to compliance with procurement card regulations, compliance with Ingham County regulations, and sales and use tax charges. Non-usage of cards by cardholders will also be monitored.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: February 4, 2025
SUBJECT: Request to Approve General Fund Positions
For County Services and Finance, February 18 and 19

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 following hiring requests were made and the Controller's Office is recommending the following actions (Exempt means recommend to hire):

- Health Department
 - Position 601212 – Community Health Representative III – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
 - Position 601486 – Behavioral Health Consultant – Exempt
 - CHC position, funded through clinic operations but could have GF impact if CHCs run a deficit
- Circuit Court
 - Position 130031 – Deputy Circuit Court Clerk – Exempt
- Friend of Court
 - Position 142033 – Child Support Enforcement Specialist – Exempt
 - 66% Federal Cooperative Reimbursement Program/34% GF
 - Position 142016 – Investigator/Facilitator
 - 66% Federal Cooperative Reimbursement Program/34% GF

FINANCIAL IMPACT

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

HIRING REQUEST FORM

DEPARTMENT: Cedar Pediatrics
SENDER: Dr. Shoyinka
POSITION #: 601386 CHR 3

DESCRIPTION: Cheryl DeSouza is retiring 3/28/24 and may be using her 300 hrs of sick time before then. She is in the current staff model as CP and WH have removed 2 FTEs already.

TEMPORARY POSITION? YES NO
(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

Cheryl DeSouza (#6108) is retiring. 2 CHR FTE's were removed from the staffing plan during the recent budget changes. This position needs to be replaced to maintain minimum required staffing. Funding 51161502/704007/02270

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 #: 601386

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade E

FTE: 1.0 FTE

Funding: 51161502-704007-02270

	STEP 1	STEP 5
Salary	41,401.30	49,348.68
Unemployment	207.01	246.74
FICA	3,167.20	3,775.17
Liability	356.92	425.43
Health	21,279.00	21,279.00
Health Surcharge	3,585.00	3,585.00
Health Insurance Trust	1,863.06	2,220.69
Dental	936.00	936.00
Vision	135.00	135.00
Separation	931.53	1,110.35
Life	122.28	122.28
Disability	53.82	64.15
Retirement	10,023.26	11,947.32
Retirement	414.01	493.49
Workers Comp	37.26	44.41
CARES	33.12	33.12
	84,545.77	95,766.84

HIRING REQUEST FORM

DEPARTMENT: Forest Health Center
SENDER: Dr. Shoyinka
POSITION #: 601486

DESCRIPTION: Behavioral Health Consultant

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 is a request to fill the Behavioral Health Consultant (BHC) Position that was vacated by previous BHC in late November when that person left the health centers for another career pursuit. Currently there is one FTE Behavioral Health Consultant providing support and services for the 8 Medical providers and approximately 5,800 patients who are seen at Forest for medical care. This amount of providers and patients are better served by more than 1 FTE BHC, and continuing to have at least 2 FTE BHC's is essential to offering basic behavioral health support consistent with our FQHC integrated model of care. There is an opportunity to generate revenue that is lost without this position being filled. Utilizing a same day, collaborative, integrated care approach to patient care in our health centers leads to Behavioral Health Consultants seeing between 40-76% unique patients who come in for a medical visit. At Forest Health Center this equates to 2,320-4,408 patient visits. With one FTE BHC, we're on track to see approximately 20% of the unique patients who visit Forest Health Center this year. One FTE BHC does not have the capacity to see the number of patients who access care at Forest. Hiring to replace this additional FTE BHC will offer more patients the benefit of integrated behavioral health care, and will generate additional revenue. An integrated model of care contributes to efficiencies for patients and providers in this setting, lower healthcare costs, better healthcare outcomes and higher patient satisfaction as well as increased revenue.

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 #: 601486

GROUP: 0202 ICEA County Prof

PAY GRADE: Prof Grade 9

FTE: 1.0

Funding: 51161500-704004 projects 02220,02228, and 02230

	Step 1		Step 5
Salary	74,729.48		89,732.78
Unemployment	373.65		448.66
FICA	5,716.80		6,864.56
Liability	1,029.85		1,236.61
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,362.83		4,037.97
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,681.41		2,018.99
Life	122.28		122.28
Disability	97.15		116.65
Retirement	22,553.36		27,081.35
Retirement	747.29		897.33
Workers Comp	156.93		188.44
CARES	33.12		33.12
	136,539.15		158,713.74

HIRING REQUEST FORM

DEPARTMENT: 30th Circuit Court Clerk's Office
SENDER: Nick Hefty
POSITION #: 130031

DESCRIPTION: Deputy Circuit Court 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:

Deputy Circuit Court Clerks are crucial as they act as front-line workers for the Circuit Court Clerk's Office, serving both at the counter and within central records. The Circuit Court Clerk's Office plays a vital role in the operations of the Ingham County 30th Circuit Court by directly serving the public. Currently, there are four vacancies within the Circuit Court Clerk's Office, with permission from the Board of Commissioners (BOC) to fill two of these positions. If this request is granted, the Circuit Court Clerk's Office would be authorized to hire for three of the four positions, leaving one vacancy.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 130031

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade G

FTE: 1.0

Funding: 10113001-704000

	Step 1		Step 5
Salary	46,277.66		55,189.66
Unemployment	231.39		275.95
FICA	3,540.24		4,222.01
Liability	398.96		475.79
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,082.49		2,483.53
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,041.25		1,241.77
Life	122.28		122.28
Disability	60.16		71.75
Retirement	11,203.82		13,361.42
Retirement	462.78		551.90
Workers Comp	41.65		49.67
CARES	33.12		33.12
	91,430.80		104,013.83

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)

SENDER: Helen Walker

POSITION #: 142033

DESCRIPTION: Child Support Enforcement Specialist

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 Child Support Enforcement Specialist position is vacant due to the promotion of Crystal Wroblewski to the Senior Enforcement Specialist position. The Child Support Enforcement Specialists are responsible for maintaining and monitoring a caseload to ensure compliance with court orders pertaining to child support, medical support, child care and spousal support. This position is 66% funded under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or "Maintenance of Effort" (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Enforcement of support is a critical function as additional revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State and County levels. Failure to comply will jeopardize federal, state and local funding. Reduced collections will also have a negative impact on the children and families of Ingham County.

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 #: 142033

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade I

FTE: 1.0

Funding: 2154200-704000

	Step 1		Step 5
Salary	51,806.96		65,412.94
Unemployment	259.03		327.06
FICA	3,963.23		5,004.09
Liability	713.95		901.46
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	2,331.31		2,943.58
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,165.66		1,471.79
Life	91.68		91.68
Disability	67.35		85.04
Retirement	12,542.47		15,836.47
Retirement	518.07		654.13
Workers Comp	46.63		58.87
CARES	33.12		33.12
	99,474.46		118,755.24

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)

POSITION #: 142016

DESCRIPTION: FOC Investigator/Facilitator

TEMPORARY POSITION? YES NO

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

EXPLANATION OF NEED FOR THE POSITION:

FOC Investigator/Facilitator Luke Cloud will retire on February 21, 2025 with 26 years of service. I am respectfully requesting permission to post this position. The Friend of the Court is mandated by statute to assist the Family Court in establishing, enforcing, and modifying orders regarding child custody, parenting time, child support, childcare expenses, uninsured medical costs, medical insurance and domicile. Approximately 2,000 pre-or-post judgment motions, new legal actions or financial investigations are referred to the Friend of the Court annually, and approximately 98% are resolved at the Friend of Court level, without judicial recourse. This position is responsible for conducting conferences and investigations at the pre and post judgment levels regarding issues including child custody, parenting time, and child support and for issuing recommendations to the Court. Investigator/Facilitators also serve as the point persons for answering parenting time enforcement and interpretation questions for a caseload based on an alpha split, in addition to conducting joint meetings in an attempt to resolve parenting time disputes. Given the nature of the Investigator/Facilitator's involvement with cases at both the pre and post judgment levels, it is imperative that this position be filled without delay. Further, the County will save money by virtue of Mr. Cloud's retirement alone, given the longevity of his employment and his participation in the MERS Pension Plan. Lastly, this position is eligible for 66% funding under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or "Maintenance of Effort" (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Additionally, revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State and County levels. Failure to comply will jeopardize federal, state and local funding.

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

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 142016

GROUP: 0207 ICEA Court Professional

PAY GRADE: Court Prof 09

FTE: 1

Funding: 21514200-704000

	Step 1		Step 5
Salary	74,736.42		89,741.94
Unemployment	373.68		448.71
FICA	5,717.34		6865.26
Liability	644.30		773.67
Health	21,279.00		21,279.00
Health Surcharge	3,585.00		3,585.00
Health Insurance Trust	3,363.14		4,038.39
Dental	936.00		936.00
Vision	135.00		135.00
Separation	1,681.57		2,019.19
Life	122.28		122.28
Disability	97.16		116.66
Retirement	27,943.95		29,175.11
Retirement	747.36		897.42
Workers Comp	67.26		80.77
CARES	34.00		34.00
Total	141,463.46		160,248.40