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VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
IRENE CAHILL, CHAIR  
TODD TENNIS  
CHRIS TRUBAC  
THOMAS MORGAN  
ROBERT PEÑA  
SIMAR PAWAR  
KARLA RUEST

## INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, AUGUST 19, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/83587032242>.

### Agenda

Call to Order

Approval of the [July 15, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Community Mental Health Authority – Resolution of Intent to [Enter into Contract of Lease](#) with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse
2. Environmental Affairs Commission
  - a. Resolution to Accept a Grant to Implement [Energy Conservation Measures](#)
  - b. Resolution to Authorize Ingham County to Serve as Host Partner for a [MI Healthy Climate Corps Member](#)
3. Parks Department
  - a. Resolution to Authorize the Utilization of Michigan Department of Natural Resources Grants [TF22-0077 and TF21-0118 Funds](#) for Additional Scope Items for Improvements to Hawk Island County Park
  - b. Resolution to Authorize a Contract Amendment for the [Red Cedar River Multi-Jurisdictional Clearing Project](#)
4. Potter Park Zoo
  - a. Resolution to Accept a Grant from the State of Michigan for the [Renovation of the Feline & Primate Building at Potter Park Zoo](#)
  - b. Resolution to Accept the [Stormwater Infrastructure Improvements](#) at Potter Park Zoo Grant from Representative Elissa Slotkin’s Community Project Funding Program
  - c. [Bond Resolution Capital Improvement Bonds, Series 2024](#)
  - d. Reorganization of the Potter Park Zoo [Horticulture Grounds Manager and Zoo Maintenance Deputy Director Positions \(Discussion\)](#)
5. Health Department
  - a. Resolution to Accept the [Health Resources and Services Administration FY 2024 Quality Improvement Award: Uniform Data System Patient-Level Submission](#)
  - b. Resolution to Accept the FY 2024-2025 [AmeriCorps State Grant Funding](#)
  - c. Resolution to Amend Resolution #24-297 to Accept [Healthy! Capital Counties Funds](#)

- d. Resolution to Authorize Amending Resolution #22-399 for an Infectious Disease Physician Services Agreement with MSU Health Care Inc.
  - e. Resolution to Authorize an Agreement with LTS Staffing Services
  - f. Resolution to Authorize Agreements with Aetna Better Health of Michigan, Inc., Hap CareSource, Inc., McLaren Health Plan, Inc., and United Healthcare Community Plan, Inc., for the Maternal Infant Health Program and Medicaid Health Plans
  - g. Resolution to Accept the FY 2024 - 2025 Public Health AmeriCorps Grant
  - h. Resolution to Authorize Additional Special Part-Time Mobile Health Per Diem Medical Positions
  - i. Resolution Honoring Matthew Wojack, Behavioral Health Supervisor
6. Facilities – Resolution to Authorize a Purchase Order to Laux Construction for the East Lansing High School Space Renovation for a Clinic
  7. Human Services Committee – Resolution Opposing the Proposal to Change the Name of Lake Lansing

Announcements  
Public Comment  
Adjournment

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The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).

## HUMAN SERVICES COMMITTEE

July 15, 2024

Draft Minutes

Members Present: Cahill, Pawar, Peña, Morgan, and Tennis.

Members Absent: Ruest and Trubac.

Others Present: Dr. Adenike Shoyinka, Richard Estill, Scott Moles, Cliff Walls, Kerrin O'Brien, Jared Cypher, Anika Ried and others.

The meeting was called to order by Chairperson Cahill at 6:01 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/83587032242>.

### Approval of the June 17, 2024 Minutes

MOVED BY COMM. PEÑA, SUPPORTED BY COMM. MORGAN, TO APPROVE THE MINUTES OF THE JUNE 17, 2024 HUMAN SERVICES COMMITTEE MEETING AS SUBMITTED.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Ruest and Trubac.

### Additions to the Agenda

1. Materials Management Planning Committee
  - b. Resolution Making Appointments to the Materials Management Planning Committee

### Substitutes

5. Health Department
  - i. Resolution to Authorize Extending the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors

### Limited Public Comment

Richard Estill, Ingham County Employees Association (ICEA) member, stated they had sent an email regarding Agenda Item No. 5c, which was included in the minutes as Attachment A. Estill further stated the reason they were present was that, as bargaining contracts came to a close, they wanted the Commissioners to think about what appropriate compensation might be since they wanted the County to be a destination employer and properly compensate the staff.

Estill stated that there had been a strong pull for County employees to go other places such as the State of Michigan or Michigan State University (MSU), and that State employees were getting a five percent raise and \$2,250 signing bonus as well. Estill further stated that in May 2024, the Consumer Price Index (CPI) was at 5.1% and they would like to see more.

Estill stated they also worked at the Ingham County Health Department and so far they had seen record breaking turnover in 2024, as it was only July and they had a 25% turnover rate. Estill further stated that Ingham County needed to be a destination employer.

Scott Moles, Ingham County Medical Care Facility on Dobie Road patient advocate, stated they received their absentee ballot and had looked over the Millage proposals. Moles further stated that while reading through, they

reflected on how interesting and informative the past few Committee meetings had been as the Commissioners hammered out the appropriate language, and that the general public was not aware of what went into the process, so they commended the Commissioners on their effort and openness about the process.

Moles stated they continued to be an advocate for patients at the Ingham County Medical Care Facility on Dobie Road, even though their wife was no longer a patient there. Moles further stated they still had contact with several residents, and it was difficult for them to speak up.

Moles stated there was one resident that kept them informed and they had heard about positive improvements that had been taking place, and other people they talked to felt that it was rainbows and unicorns, but at the same time, those behind the scenes were still hesitant to open up due to repercussions.

Moles stated they would bring a timeline before the Commissioners, but they had lost their wife four weeks ago and believed the Ingham County Medical Care Facility on Dobie Road was involved. Moles further stated they would be presenting their timeline before the Board of Commissioners at the end of the month and they just wanted them to be aware of what was coming down the road and that the two County appointees to the Board were doing an excellent job and asking many pertinent questions.

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

2. Environmental Affairs Commission
  - a. Resolution to Dissolve the Solid Waste Management Planning Committee and Create the Materials Management Planning Committee
  - b. Resolution to Authorize a Contract with Fishbeck for the Development of a Sustainability Action Plan
  
3. Veterans Affairs Office
  - a. Resolution to Authorize a 2024 Service Agreement with Clinton County
  - b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2025 County Veteran Service Fund Grant on Behalf of Clinton County
  - c. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2025 County Veteran Service Fund Grant
  - d. Resolution to Convert Position #682007 from a Benefits Support Specialist to an Administrative Support Clerk
  
4. Parks Department
  - a. Resolution to Authorize an Amendment to Leslie Township Trails and Parks Millage Agreement TR091 and City of Leslie Trails and Parks Millage Agreements TR104 and TR106
  - b. Resolution to Authorize an Amendment to Onondaga Township Trails and Parks Millage Agreement TR094
  
5. Health Department
  - b. Resolution to Authorize Amending Resolution #24-025 for Subcontracts Awarding 13 Mini-Grants to Address COVID-19 Related Inequities and Risk Factors Among Black, Indigenous and People of Color
  - e. Resolution to Authorize an Agreement with Edge Partnerships for a Marijuana Public Education Campaign

- f. Resolution to Authorize Converting a .75 FTE Breastfeeding Peer Counselor Position to a 1.0 FTE Senior Breastfeeding Peer Counselor Position
- g. Resolution to Authorize an Agreement with Edge Partnerships for a Social Marketing Campaign to Increase All Vaccine Uptake
- h. Resolution Honoring Jill Sorensen, CHR IV

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Ruest and Trubac.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Ruest and Trubac.

- 1. Materials Management Planning Committee
  - a. Interviews

Cliff Walls was interviewed for the Hauler of Managed Material Representative position on the Materials Management Planning Committee.

Kerrin O’Brien was interviewed for the Representative of Environmental Interest Group position on the Materials Management Planning Committee.

- 1. Materials Management Planning Committee
  - b. Resolution Making Appointments to the Materials Management Planning Committee

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. PEÑA, TO APPROVE THE RESOLUTION WITH THE FOLLOWING AMENDMENTS:

Solid Waste Disposal Facility Operator	Serenity Skillman
Hauler of Managed Material Representative	<b>Lori Welch</b>
Materials Recovery Facilities Operator	Derrick Peterson
Waste Diversion, Reuse, or Reduction Facility Operator	Kris Jolly
Composting Facility or Anaerobic Digester Operator	Cliff Walkington
Representative of Environmental Interest Group	<b>Kerrin O’Brien</b>
Elected Official of a Township	<b>Phillip Deschaine</b>
Elected Official of the County	Irene Cahill
Elected Official of a City or Village	Ryan Kost
Representative of a Business that Generates a Managed Material	Claire Drolshagen-Puck
Representative of the Regional Planning Agency	Jamie Rominger

Commissioner Tennis stated they would go with the will of the Board of Commissioners as they were not present for the first round of interviews.

Commissioner Morgan provided explanation as to why certain individuals were chosen for appointment to the Materials Management Planning Committee.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Ruest and Trubac.

5. Health Department

- a. Resolution to Authorize an Agreement with ERG Environmental for Household Hazardous Waste Services

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

Commissioner Pawar stated one of her constituents wanted to know what type of waste was hauled away under the service, as they were concerned why deceased deer were not considered hazardous waste, why the County did not think those deer could cause problems for residents, and why it was not included.

Commissioner Morgan left at 6:28 p.m.

Adenike Shoyinka, Ingham County Medical Officer, stated the program ran from May to September each year and there was a list on the Health Department website of items they collected. Dr. Shoyinka further stated they collected mostly chemical related waste.

Commissioner Pawar stated she was able to provide that list to the constituent, but further asked why deceased deer were not considered a health hazard and why the County did not have a program to pick them up.

Commissioner Peña stated they believed the Ingham County Road Department had a program where they would sprinkle lime on the animal to desiccate it further and neutralize material pathogens.

Commissioner Morgan returned at 6:30 p.m.

Commissioner Pawar stated she was in support of the resolution and stated the constituent had reached out to the Road Department where they were told that unless the animal was on or next to the road, they would not cover it. Commissioner Pawar further stated the concern was when a deer died on someone's property and it was a senior who could not move the deer, it was a health hazard and the County should have a program for that.

Discussion.

Commissioner Morgan asked, regarding the two year renewal option within the resolution, if both parties were required to sign off, or if one party could trigger that.

Jared Cypher, Deputy Controller, stated that both parties typically had to sign off, and provided further clarification regarding contracts and renewals.

Discussion.

Chairperson Cahill stated they had used the hazardous waste opportunity at their day job, as they would often find something somewhere and they did not know what it was, so the program had saved the City of Lansing a lot of money and they knew several other counties who participated as well.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Ruest and Trubac.

5. Health Department

- c. Resolution to Amend Resolution #23-267 with Michigan Department of Labor and Economic Opportunity for the AmeriCorps Public Health Program

MOVED BY COMM. PAWAR, SUPPORTED BY COMM. MORGAN, TO APPROVE THE RESOLUTION.

Commissioner Pawar stated that usually around September was when they saw the AmeriCorps contract and asked how the resolution changed the relationship moving forward with the ICEA concerns.

Dr. Shoyinka stated that since the last Human Services Committee meeting, they had met with ICEA Professionals and the Union attorney, and had concluded that the Union would provide a proposal of things they would like to see. Dr. Shoyinka further stated that concerns from employees had been mentioned in those conversations, but they did not have the specifics.

Dr. Shoyinka stated they had described the program as a service learning opportunity, as opposed to employment, which seemed to be an issue. Dr. Shoyinka further stated they were in conversations and believed there would be something scheduled soon, as they were just waiting on suggestions from the Union.

Dr. Shoyinka stated that it was correct that by the next Human Services Committee meeting there would be other resolutions that needed to go through for some of the programs, and they were hoping they could resolve it.

Commissioner Morgan asked if a grievance had been filed.

Dr. Shoyinka stated there had not been.

Commissioner Tennis stated they used to be a lot more familiar with AmeriCorps and understood that all they were doing in the resolution was authorizing a match to continue the program, but now it sounded like they were changing where some of the AmeriCorps folks were going and were looking to use them within the Health Department itself. Commissioner Tennis further stated that whether they were adding capacity through the use of unrepresented volunteers paid by stipend or if they were planting jobs that could be County jobs, they understood the concerns of the ICEA and hoped they could work out those concerns.

Commissioner Morgan stated he worked for the state's largest public employee union and dealt with urging elected bodies to honor contracts and stay out of labor relations and usually with folks on the opposite side of the aisle from him. Commissioner Morgan further stated, to remain consistent, he did not like to see elected bodies getting involved with labor disputes, especially when grievances had been filed, so he would rather see those remedies be sought than have a political body get too heavily involved in the collective bargaining process.

Dr. Shoyinka stated there was a difference from previous years with how they worked with AmeriCorps and why they had been assigned to different host sites within the community. Dr. Shoyinka further stated the difference with the AmeriCorps program they worked with now was that it was a new program created by the Center for Disease Control (CDC) called the Public Health AmeriCorps Program, and the idea was to train public health leaders to create a pathway, hence why AmeriCorps workers were assigned to public health agencies in addition to doing things within the community.

Dr. Shoyinka stated, as for what the AmeriCorps members actually did, it was service learning where they were working under supervision of County staff and were being provided opportunities to perform hands on work. Dr. Shoyinka further stated they had AmeriCorps members who had become Health Department staff.

Dr. Shoyinka stated they were looking for opportunities to resolve the issue and, as Estill had just mentioned, turnover rate was high, so this was one of the many ways they could address it.

Commissioner Peña asked if all of the AmeriCorps members were going to County facilities.

Dr. Shoyinka stated they were going to community based organizations and provided examples.

Discussion.

Commissioner Pawar stated she supported the program and that moving forward, a relationship should be maintained with AmeriCorps and they could work with the ICEA to come up with a resolution. Commissioner Pawar further stated that AmeriCorps volunteers learned a lot in the facilities and hoped the Board of Commissioners took that into consideration in the next year.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Ruest and Trubac.

5. Health Department

- d. Resolution to Authorize an Agreement with United Courier Service for Cash Courier Services

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

Commissioner Pawar asked what percent of Ingham County business was done in cash, why it was okay until now, and what the frequency of the courier service would be.

Dr. Shoyinka stated they did not know the percent of business done in cash at the moment, but the reason they were doing this was because Health Department staff previously carried cash and it was not safe. Dr. Shoyinka further stated they were trying to identify a way to correct that as it was not an ideal situation and was urgent to take care of.

Discussion.

Dr. Shoyinka stated they believed the service would be used more than once a week, potentially almost daily. Dr. Shoyinka further stated there were different rates which were not listed in the resolution, but they were looking into those options.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Ruest and Trubac.

5. Health Department

- i. Resolution to Authorize Extending the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. PEÑA, TO APPROVE THE RESOLUTION.

Commissioner Pawar asked if there was more information regarding the timeline and what they were waiting on.



Commissioner Tennis stated they had urged the Health Center Board of Directors, repeatedly, to meet and they had not responded. Commissioner Tennis further stated they finally responded and there may be a meeting that would be taking place next week.

Commissioner Tennis stated, at a recent Health Center Board of Directors meeting, they moved that the Board of Directors adopt the same resolution adopted by the Board of Commissioners at the June 25, 2024 Board meeting that would have kept them in compliance with the Health Resources and Services Administration (HRSA). Commissioner Tennis further stated the Health Center Board of Directors was on record saying they were not concerned about being in compliance and did not see a downside to letting the cooperative agreement expire.

Commissioner Tennis stated the Health Centers Board of Directors passed a resolution extending the agreement by 45 days, after which there was no contact for 2 weeks, despite repeated requests. Commissioner Tennis further stated it was baffling to see the lack of urgency from the Executive Committee of the Health Center Board of Directors.

Commissioner Morgan asked if they had looked into a process for dissolving and then reforming the Health Center Board of Directors.

Commissioner Tennis stated confirmation and as of July 1, 2024 there was essentially no more cooperative agreement, and they could dissolve the Board today if they wished, but they did not want to impact staff or patients. Commissioner Tennis further stated that reforming the Health Center Board of Directors was a different question and was not sure how HRSA would view that.

Commissioner Tennis stated they knew Dr. Shoyinka had proposed reaching out to a third party to essentially be a mediator, and so there may be a resolution coming soon regarding that. Commissioner Tennis further stated they knew the summer schedule was making it difficult, but they were to the point that the September deadline would decide whether they could resolve the issue with the current Board of Directors, or if they would move in another direction.

Commissioner Morgan asked, for the sake of having a contingency plan if mediation did not work, that County legal counsel look into their options and the possibility of appointing a new Health Centers Board of Directors.

Commissioner Tennis stated HRSA might look negatively at that and it may impact the ability to maintain their Federally Qualified Health Center (FQHC) status.

Discussion.

Cypher stated there was a group that had been in discussions with the Health Centers Board of Directors Executive Committee, and after the latest proposal had been put on the table, they had asked the Executive Committee to respond to suggested potential meeting dates, to which they did not respond until the final proposed date, which made it impossible to meet. Cypher further stated they then asked for the Executive Committee to provide dates, a few more weeks went by, and they currently had a meeting scheduled for July 31, 2024, which gave everyone an idea of the timeline under which they were operating.

**Commissioner Morgan requested that staff look into what mechanism they would need to take to start a new Health Center Board of Directors.**

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Ruest and Trubac.

Announcements

Discussion.

Commissioner Peña stated the Ingham County Fair was July 29 through August 3, 2024 and on the opening day, the entrance fee would be one dollar if a nonperishable food item was brought. Commissioner Peña further stated opening day was also Veterans Day for the Fair, so Veterans would receive a meal at the Fairgrounds Community Room, and their spouses and children would receive tickets to enter the facility and enjoy their evening.

Commissioner Peña stated that on August 8, 2024, the Capital Area Community Services would be hosting an open house and that the Tri-County Office on Aging (TCOA) would host an open house on August 9, 2024 at the Human Services building where they would discuss services the County offered and there would be food trucks at both events.

Chairperson Cahill stated the TCOA event was outside their office from 3:00 p.m. to 6:00 p.m. on August 9, 2024.

Discussion.

Public Comment

None.

Adjournment

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

**AUGUST 19, 2024 HUMAN SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**ACTION ITEMS:**

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

1. Community Mental Health Authority – *Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse*

The Ingham County Building Authority is proceeding with plans to acquire and renovate a portion of the McLaren Greenlawn campus for Community Mental Health’s new Crisis Stabilization Unit. In order to finance the project, the Building Authority proposes that the County enter into the Lease with the Authority for the renovation and construction of the project. The Lease and the Bonds issued to finance the project will contain the terms and conditions as finally approved by the County and the Authority.

2. Environmental Affairs Commission
  - a. *Resolution to Accept a Grant to Implement Energy Conservation Measures*

This resolution accepts a State of Michigan Department of Environment, Great Lakes, and Energy Community Energy Management (CEM) Grant totaling \$100,000 to initiate energy conservation measures at the Forest Community Health Center facility.

- b. *Resolution to Authorize the Ingham County Controller’s Office to Serve as Host Partner for a MI Healthy Climate Corps Member*

This resolution authorizes Ingham County to serve as a host partner site for a MI Healthy Climate Corps member from November 2024 – October 2025. The MHCC program will provide assistance in development of the sustainability action plan, while also supporting net-zero goals by furthering efforts in managing utility benchmarking for County buildings, in the County’s fleet transition, and in charging infrastructure planning for electric vehicles. A host partner contribution of \$14,175 is required.

3. Parks Department
  - a. *Resolution to Authorize the Utilization of Michigan Department of Natural Resources Grants TF22-0077 and TF21-0118 Funds for Additional Scope Items for Improvements to Hawk Island County Park*

This resolution authorizes the reallocation of \$93,600 in existing grant funds for the construction of additional, accessible picnic areas within Hawk Island Park. The scope of work for the new ADA (Americans with Disabilities Act) accessible picnic area includes the installation of six (6) new concrete picnic “pods,” each consisting of two (2) picnic tables (one of which is accessible), an accessible grill, and a waste receptacle.

4. Potter Park Zoo
  - a. *Resolution to Accept a Grant from the State of Michigan for the Renovation of the Feline & Primate Building at Potter Park Zoo*

This resolution authorizes the acceptance of the grant from the 2025 State of Michigan budget in the amount of \$10,000,000 for the renovation of the Feline & Primate building at Potter Park Zoo.

- b. *Resolution to Accept the Stormwater Infrastructure Improvements at Potter Park Zoo Grant from Representative Elissa Slotkin’s Community Project Funding Program*

This resolution accepts the stormwater infrastructure improvements at Potter Park Zoo grant from Representative Elissa Slotkin’s Community Project Funding program through the Environmental Protections Agency committee in the amount of \$959,752.

- c. *Resolution to Authorize the Issuing of Bonds for the Animal Health Facility at Potter Park Zoo*

This resolution authorizes the issuance of bonds to finance capital improvements including the acquisition, construction, installation, and equipping of a new animal health facility for the Potter Park Zoo, together with

associated site and facilities improvements, including, but not limited to, certain water main improvements. The construction and equipping of the new animal health facility, as an associated site, and facility improvements, will be implemented at a cost not to exceed \$10.1 million. The 20-year bond will not exceed \$6.5 million. The balance of the project will be paid for with funds raised by the Potter Park Zoo Society.

5. Health Department

a. *Resolution to Accept the Health Resources and Services Administration FY 2024 Quality Improvement Award: Uniform Data System Patient-Level Submission*

This resolution accepts the Quality Improvement Award from the Health Resources and Services Administration agency (HRSA), in an amount not to exceed \$39,620, effective upon approval. These funds will be used to assist the CHCs with preparing to submit patient-level data to HRSA as a part of the yearly, mandatory Uniform Data System (UDS) reporting process. These funds will also be used to prepare our systems for CY 2025 UDS reporting requirements.

b. *Resolution to Accept the FY 2024-2025 AmeriCorps State Grant Funding*

This resolution accepts the Michigan Department of Labor and Economic Opportunity (MDLEO) FY 24/25 AmeriCorps State grant funding effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$269,985. ICHD'S AmeriCorps State Program has been approved by the AmeriCorps agency for another year of funding for the 2024-2025 program year in the amount not to exceed \$269,985 in order to support up to ten (10) AmeriCorps members working in organizations to advance public housing needs within Ingham County.

c. *Resolution to Amend Resolution #24-297 to Accept Healthy! Capital Counties Funds*

This resolution authorizes amending Resolution #24-297 to increase funding to an amount not to exceed \$60,000 effective through September 30, 2024 to support the work of the Healthy! Capital Counties project.

d. *Resolution to Authorize Amending Resolution #22-399 for an Infectious Disease Physician Services Agreement with MSU Health Care Inc.*

This resolution authorizes extending the agreement with MSU Health Care Inc. for up to 0.20 FTE Infectious Disease Physician services effective August 1, 2024 through July 31, 2026 in an amount not to exceed \$115,602.27. These services will be covered through grant funding.

e. *Resolution to Authorize an Agreement with LTS Staffing Services*

This resolution authorizes an agreement with LTS Staffing Services for supplemental staffing services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$190,000. LTS will provide ICHD with temporary staffing that will allow the Communicable Disease Division (CD) to increase their capacity and to provide additional support for disease investigation and prevention efforts.

f. *Resolution to Authorize Agreements with Aetna Better Health of Michigan, Inc., Hap CareSource, Inc., McLaren Health Plan, Inc., and United Healthcare Community Plan, Inc., for the Maternal Infant Health Program and Medicaid Health Plans*

This resolution agreements with Aetna Better Health of Michigan, Inc., HAP CareSource, Inc., McLaren Health Plan, Inc., and United Healthcare Community Plan, Inc., to enable ICHD to bill the listed Medicaid Health Plans (MHPs) for services provided, effective October 1, 2024 through September 30, 2029.

g. *Resolution to Accept the FY 2024 - 2025 Public Health AmeriCorps Grant*

This resolution accepts the Michigan Community Service Commission (MCSC) via the Michigan Department of Labor and Economic Opportunity (MDLEO) FY24-25 Public Health AmeriCorps grant funding effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$270,000. ICHD's Public Health AmeriCorps Program has been approved by the AmeriCorps agency for a second year of funding for the 2024-2025 program year in the amount of up to \$270,000 to support up to ten (10) AmeriCorps members working in organizations to advance local public health efforts.

*h. Resolution to Authorize Additional Special Part-Time Mobile Health Per Diem Medical Positions*

This resolution authorizes adding (2) Per Diem Mobile Health Physicians, (2) Per Diem Mobile Health Physician Assistants, (2) Per Diem Mobile Health Nurse Practitioners, and (2) per Diem Mobile Health Unit Charge Nurses as Special Part-Time positions for the Ingham County Mobile Health Unit, effective September 1, 2024. These Mobile Health positions are currently temporary positions that force the staff in these positions to take 90 days of leave after a year, posing significant operational interruption to MHU and NWC activities.

*i. Resolution Honoring Matthew Wojack, Behavioral Health Supervisor*

This resolution honors Matthew Wojack for his 29 years of dedicated service to the Community Mental Health Authority and his 12 years to Ingham County Health Department and to the Ingham CHCs, and for his distinguished customer service, patient care, and commitment to his work.

*7. Human Services Committee - Resolution Opposing the Proposal to Change the Name of Lake Lansing*

The U.S. Board on Geographic Names is seeking input from Ingham County and Meridian Township on a proposal submitted by a local resident to change the name of Lake Lansing back to Pine Lake. The current name was officially recognized for federal use in 1930. This resolution opposes that name change. According to estimates by the Parks Department, a name change could cost the County between \$200,000 - \$500,000.

**OTHER ITEMS:**

*4. Potter Park Zoo*

*d. Reorganization of the Potter Park Zoo Horticulture Grounds Manager and Zoo Maintenance Deputy Director Positions (Discussion)*

*6. Facilities - Resolution to Authorize a Purchase Order to Laux Construction for the East Lansing High School Space Renovation for a Clinic*

This resolution authorizes a purchase order in the amount of \$650,000 for the construction/renovation of space at East Lansing High School for a new clinic to be added to the network of Community Health Centers. Given the projected \$4 million shortfall for 2024, and the fact that expenses for this clinic are currently not included in the 2025 budget, expansion of the clinic network isn't feasible at this time. The Controller's Office is not supportive of this resolution.

**TO:** Human Services, County Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** August 12, 2024

**SUBJECT:** Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse

**BACKGROUND**

The Ingham County Building Authority is proceeding with plans to acquire and renovate a portion of the McLaren Greenlawn campus for Community Mental Health’s new Crisis Stabilization Unit. In order to finance the project, the Building Authority proposes that the County enter into the Lease with the Authority for the renovation and construction of the project. The Lease and the Bonds issued to finance the project will contain the terms and conditions as finally approved by the County and the Authority.

**FINANCIAL IMPACT**

The debt cost will be reimbursed by Community Mental Health. The amount will not exceed \$26 million.

**RECOMMENDATION**

I respectfully recommend approval of the resolution.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF INTENT TO ENTER INTO  
CONTRACT OF LEASE WITH INGHAM COUNTY BUILDING AUTHORITY;  
TO AUTHORIZE PUBLICATION OF NOTICE OF INTENT; AND  
TO DECLARE INTENT TO REIMBURSE**

Resolution #24 - \_\_\_\_\_

At a regular meeting of the Ingham County Board of Commissioners (the "Board") held on the 27th day of August, 2024, at 6:30 p.m., Michigan time, in the Board of Commissioners Room, Third Floor, Ingham County Courthouse, 341 S. Jefferson Street, Mason, Michigan.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_:

WHEREAS, the County of Ingham, Michigan (the "County") has established the Ingham County Building Authority (the "Authority") pursuant to Act 31 of the Public Acts of Michigan of 1948 (First Extra Session), as amended ("Act 31"); and

WHEREAS, the Community Mental Health Authority of Clinton-Eaton-Ingham Counties ("CMH") has requested the County and the County deems it necessary and advisable to acquire, renovate, construct, furnish, equip and improve Condo Unit 1 of a former healthcare facility located at 2727 S. *Pennsylvania* Avenue, Lansing, Michigan (collectively, the "Project"); and

WHEREAS, the Authority is authorized by its Articles of Incorporation and Act 31 to acquire, renovate, construct, furnish and equip the Project on behalf of the County, to finance the cost of the Project by the issuance of bonds ("Bonds") and to lease the Project to the County; and

WHEREAS, a proposed Contract of Lease, in the form attached hereto as Exhibit A (the "Lease"), providing for the lease of the Project by the County from the Authority has been presented to and reviewed by the Board; and

WHEREAS, the Lease shall not become effective until 45 days after Notice of Intent of entering into a Lease has been published in a newspaper of general circulation in the County, pursuant to Section 8b of Act 31; and

WHEREAS, it is contemplated that the County and/or the Authority will enter into a lease, amended lease, or sublease of the Project with CMH, who will be the major tenant in, occupy and maintain the Project, and pay rental with respect to the Project; and

WHEREAS, it is anticipated that if advances of all or a portion of the costs of the Project are made prior to the issuance of the Bonds, such advance or advances will be repaid from proceeds of the Bonds upon issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the "Reimbursement Regulations") specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution to qualify amounts advanced by CMH or the County or the Authority to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the County intends to enter into the Lease with the Authority for the renovation and construction of the Project.
2. That the Lease and the Bonds issued to finance the Project shall contain the terms and conditions as finally approved by the County and the Authority and shall be subject to the general limitations set forth in Exhibit B hereto.
3. That the Lease as presented to the Board on this date shall be maintained on file at the office of the County Clerk for public inspection together with a certified copy of this Resolution.
4. That the obligations of the County as set forth in the Lease, shall be the full faith and credit (limited tax) general obligation of the County, it being understood that any tax levied by the County to meet these obligations is a first budget obligation, subject to existing constitutional, statutory and charter tax limitations.
5. That the County Clerk is authorized and directed to publish a Notice of Intent to enter into the Lease in substantially the form attached hereto as Exhibit B, in the *Lansing State Journal*, which is hereby determined to be the newspaper reaching the largest number of persons to whom said Notice is directed.
6. The Project shall consist of the acquisition, renovation, construction, furnishing, equipping and improvement of Condo Unit 1 of a former healthcare facility located at 2727 S. *Pennsylvania* Avenue, Lansing, Michigan.
7. The maximum principal amount of obligations expected to be issued for the Project is \$26,000,000.
8. The County hereby declares its official intent to issue Bonds to finance the costs of the Project, and hereby declares that it reasonably expects to reimburse advances to the Project as anticipated by this resolution.
9. That the County and/or the Authority shall enter into a sublease, lease or agreement with CMH for the Project.



10. That all resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

IN FAVOR: \_\_\_\_\_

AGAINST: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

HUMAN SERVICES:

COUNTY SERVICES:

FINANCE:

RESOLUTION ADOPTED.

I, the undersigned, the duly qualified and acting Clerk of the County of Ingham, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Ingham County Board of Commissioners at the meeting indicated, the original of which resolution is on file in my office. I further certify that notice of the meeting was given, the meeting was held and the minutes therefor were filed and will be or have been made available, all in accordance with the provisions of the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended.

Dated: \_\_\_\_\_, 2024

\_\_\_\_\_  
Barb Byrum, Ingham County Clerk

EXHIBIT A

CONTRACT OF LEASE

## EXHIBIT B

### COUNTY OF INGHAM STATE OF MICHIGAN

#### NOTICE OF INTENTION OF THE COUNTY OF INGHAM TO ENTER INTO A FULL FAITH AND CREDIT (LIMITED TAX) GENERAL OBLIGATION CONTRACT OF LEASE WITH THE INGHAM COUNTY BUILDING AUTHORITY AND NOTICE OF RIGHT TO PETITION FOR REFERENDUM THEREON

TO ALL ELECTORS AND TAXPAYERS OF THE COUNTY OF INGHAM:

NOTICE IS GIVEN, that the Board of Commissioners of the County of Ingham, State of Michigan, intends to authorize the execution of a full faith and credit (limited tax) general obligation contract of lease with the Ingham County Building Authority. The contract of lease will provide, among other things, for the acquisition, renovation, construction, furnishing, equipping and improvement of Condo Unit 1 of a former healthcare facility located at 2727 S. *Pennsylvania* Avenue, Lansing, Michigan (collectively, the "Project"), and the lease of the Project by the Ingham County Building Authority to the County of Ingham. The contract of lease will further provide that the Ingham County Building Authority will finance the cost of the Project by the issuance of building authority bonds, in one or more series, pursuant to the provisions of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, in anticipation of the receipt of cash rental payments to be made by the County of Ingham to the Ingham County Building Authority pursuant to the contract of lease. The maximum amount of bonds to be issued will be \$26,000,000.

It is expected that the County of Ingham and/or the Ingham County Building Authority will enter into a sublease, lease or agreement with the Community Mental Health Authority of Clinton-Eaton-Ingham Counties, who will be the major tenant in, and will occupy and maintain the Project, and will pay rental with respect to the Project.

#### FULL FAITH AND CREDIT AND LIMITED TAXING POWER OF THE COUNTY OF INGHAM PLEDGED

NOTICE IS FURTHER GIVEN, that in the contract of lease, the County of Ingham will obligate itself to make cash rental payments to the Ingham County Building Authority in amounts sufficient to pay the principal of and interest on the bonds to be issued by the Ingham County Building Authority and that the full faith and credit of the County of Ingham will be pledged for the making of the cash rental payments as a limited tax first budget obligation. Pursuant to the pledge of its full faith and credit, the County of Ingham will be required in each fiscal year to include in its general fund budget and to appropriate such amounts as shall be necessary to make the cash rental payments to the extent other moneys are not available to make the cash rental payments. In no event may the County of Ingham levy ad valorem taxes for the purpose of paying the cash rental payments or for the Project in amounts in excess of the rate permitted by the Constitution and laws of the State of Michigan. In addition to its obligation to make cash rental payments, the County of Ingham will agree, in the contract of lease, to pay all costs and expenses of the Authority incidental to the issuance and payment of the bonds to the extent such expenses are not payable from the proceeds of the bonds and to pay the expenses of operating and maintaining the Project.

RIGHT TO PETITION FOR REFERENDUM

NOTICE IS FURTHER GIVEN, that this notice is given to and for the benefit of the electors and taxpayers of the County of Ingham in order to inform them that the Ingham County Board of Commissioners intends to authorize the execution of the above described contract of lease and also to inform them of their right to petition for a referendum upon the question of entering into the contract of lease. The County of Ingham intends to enter into the contract of lease without a vote of the electors thereon, but the contract of lease shall not become effective until 60 days after publication of this notice. If, within 45 days of the publication of this notice, a petition for referendum requesting an election on the contract of lease, signed by not less than 10% or 15,000 of the registered electors of the County of Ingham, whichever is less, has been filed with the County Clerk, the contract of lease shall not become effective unless approved by a majority of the electors of the County of Ingham voting thereon at a general or special election.

This notice is given by order of the Ingham County Board of Commissioners pursuant to Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended. Further information may be secured at the office of the undersigned County Clerk.

Barb Byrum  
Ingham County Clerk

Published: \_\_\_\_\_, 2024

CONTRACT OF LEASE

THIS FULL FAITH AND CREDIT (LIMITED TAX) GENERAL OBLIGATION CONTRACT OF LEASE made as of the 1<sup>st</sup> day of \_\_\_\_\_, 2024, by and between the INGHAM COUNTY BUILDING AUTHORITY (sometimes hereinafter referred to as the "Authority"), a building authority organized and existing under and pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, (sometimes hereinafter referred to as "Act 31"), and the COUNTY OF INGHAM, a county organized and existing under the Constitution and laws of the State of Michigan (sometimes hereinafter referred to as the "County").

W I T N E S S E T H:

WHEREAS, the Authority has been incorporated by the County pursuant to Act 31 for the purposes set forth in Act 31; and

WHEREAS, the Community Mental Health Authority of Clinton-Eaton-Ingham Counties ("CMH") has requested the County to acquire, renovate, construct, furnish, equip and improve Condo Unit 1 of a former healthcare facility located at 2727 S. Pennsylvania Avenue, Lansing, Michigan (sometimes hereinafter referred to as the "Project"); and

WHEREAS, it is proposed that the Authority finance all or part of the cost of the Project by the issuance of building authority bonds payable from cash rental payments by the County to the Authority pursuant to this Contract of Lease; and

WHEREAS, an estimate of [40] years and upwards as the period of usefulness of the Project and an estimate of \$26,000,000 as the cost of the Project have been prepared and have been filed with the County Clerk and the Secretary of the Authority; and

WHEREAS, in order to provide for acquiring, renovating, constructing, furnishing, equipping, improving and financing the Project and to make possible the issuance of building authority bonds to defray all or part of the cost of the Project it is necessary for the parties to enter into this Contract of Lease.

THEREFORE, IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS AND AGREEMENTS HEREINAFTER SET FORTH, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Authority shall, as soon as practicable after the effective date of this Contract of Lease, proceed to issue its building authority bonds in one or more series in the aggregate principal amount of \$26,000,000 or such lesser amount as shall be determined by the Commission of the Authority to be necessary to defray all or part of the cost of the Project, pursuant to and in accordance with the provisions of Act 31, and shall pledge for the payment of the principal of and interest on said bonds the receipts from the cash rental payments hereinafter agreed to be paid by the County. The bonds shall be serial bonds, term bonds or a combination thereof dated as of such date as shall be determined by the Authority, shall bear interest at a rate or rates not to exceed [7%] per annum and shall mature (subject to such prior redemption, if any, as may be provided in the bond authorizing resolution) on such dates and in such years as shall be determined in the resolution authorizing the issuance of the bonds. Upon receipt of the proceeds of the sale of the building authority bonds the Authority immediately shall deposit such proceeds (other than any premium, capitalized interest and accrued interest received from the purchaser of the bonds, which shall be transferred to the bond and interest redemption fund) into a construction fund, which shall be maintained as a separate depository account and from which shall be paid the cost of the Project.

2. After the building authority bonds have been sold, the Authority shall acquire, renovate, construct, furnish, equip and improve the Project or cause the acquisition, renovation, construction, furnishing, equipping and improving thereof.

**(a)The Authority shall approve the architect selected by CMH for the Project. All final plans and specifications prepared by the architect and the total project budget shall be reviewed and approved**

**by CMH before commencement of construction. The final plans and specifications and the total project budget shall also require approval of the Authority and the County, which approval shall not be unreasonably withheld.**

**(b)The Authority shall approve the construction manager selected by CMH for the Project. After the plans and specifications have been approved by the Authority, CMH and the County, no changes shall be made except as approved by the Authority, the County and CMH in writing. The Authority, the County and CMH shall designate those persons who are authorized to approve changes to the plans and specifications. Any such changes shall be made by change order.**

**(c)The cost estimate and the estimated period of usefulness for the Project, both of which heretofore have been filed with the County Clerk and the Secretary of the Authority, are approved and adopted. The cost of the Project shall include not only the direct costs of acquiring, renovating, constructing, furnishing, equipping and improving the Project but all other costs including, without limitation, all architectural, engineering, construction management, moving, financial, legal, printing and publishing costs and expenses incidental to the Project and to the issuance of the building authority bonds.**

3. In the event that the Authority shall at any time determine that the Project cannot be completed at the estimated cost, the Authority immediately shall so notify the County in writing, specifying the additional funds required, and thereupon one of the following actions shall be taken: (a) the County shall pay or cause to be paid to the Authority in cash the additional amount so required, or (b) the Authority shall issue building authority bonds in such increased or additional principal amount as shall be necessary to complete the Project, or (c) the Project shall be modified so as to permit its completion within the estimated cost. No such increased or additional building authority bonds shall be issued unless the County and the Authority shall provide by amendment or supplement of this Contract of Lease for such issuance and for an increase in the cash rental payable by the County hereunder sufficient to permit payment of the principal of and interest on the increased or additional bonds. Any additional building authority bonds so issued shall have equal standing with the bonds hereinbefore authorized to



be issued. The proceeds of any such cash payments or increased or additional bonds (except for accrued interest, premium and capitalized interest) shall be deposited into the construction fund for the Project.

4. If, after completion of the Project, moneys remain in the construction fund, such moneys shall be considered to be an unexpended balance of the proceeds of the sale of the bonds. Any unexpended balance of the proceeds of the sale of the bonds remaining after completion of the Project may be used to improve or enlarge the Project or for other Projects of the Authority leased to the County if such use is approved by the Michigan Department of Treasury, if required by law, and by the County. Any unexpended balance not so used shall be paid into the bond and interest redemption fund and the County shall receive a credit against the cash rental payments next due under this Contract of Lease to the extent of the moneys so deposited in the manner provided in the resolution authorizing the bonds.

5. CMH shall on behalf of the Authority require the contractor or contractors for the construction of the Project to furnish all necessary bonds guaranteeing performance and all labor and materials bonds and all owners protective, workers compensation and liability insurance required for the protection of the Authority and the County. All bonds and insurance, and the amounts thereof, shall be subject to approval of the County attorney. All such insurance shall be made effective from the date of issuance of the building authority bonds described in Section 1 or commencement of construction of the Project, whichever is later. The Authority also shall require a sufficient fidelity bond from any person handling funds of the Authority.

6. The Authority hereby leases the Project and the Site described on Exhibit A to the County for a term commencing on the effective date of this Contract of Lease and ending on [\_\_\_\_\_ 1, 20\_\_], or such earlier date or later date as hereinafter provided. Possession of the Project shall vest in the County upon completion of construction of the Project. When all of the building authority bonds issued by the Authority to finance the Project have been retired, the Authority shall convey to the County or to CMH at the direction of the County all of its right, title and interest in the Project and any lands, air space, easements or rights-of-way appertaining thereto. Upon such conveyance by the Authority to the County, this Contract of Lease and the

leasehold term shall terminate and the Authority shall have no further interest in, or obligations with respect to, the Project.

7. The County hereby agrees to pay to the Authority as cash rental for the Project herein leased to it by the Authority such periodic amounts as shall be sufficient to enable the Authority to pay the principal of and interest on the building authority bonds to be issued by the Authority as such principal and interest shall become due. On the 15th day of the month preceding the first date that any noncapitalized interest shall become due on the bonds and semiannually thereafter while any of the bonds remain outstanding the County shall pay to the Authority an amount sufficient to pay the interest due on the bonds on the first day of the following month. On the 15th day of the month preceding the first principal payment date on the bonds and annually thereafter while any of the bonds are outstanding the County shall pay the Authority an amount sufficient to pay the principal due on the bonds on the first day of the following month. If for any reason the cash rental payments made by the County are not used to pay the principal of and interest on the bonds, the County agrees to pay to the bondholders on behalf of the Authority as additional cash rental such amounts as are necessary to pay such principal and interest. The County hereby pledges its limited tax full faith and credit for the payment of the cash rental when due and agrees that it will levy each year such ad valorem taxes as shall be necessary for the payment of such cash rental which taxes shall be subject to applicable constitutional and statutory tax limitations. If the County, at the time prescribed by law for the making of its annual tax levy, shall have other funds on hand which have been set aside and earmarked for payment of its obligations for which a tax levy otherwise would have to be made, then the tax levy shall be reduced by the amount of such other funds. Such other funds may be raised from any lawful source. The obligation of the County to make such cash rental payments shall not be subject to any setoff by the County nor shall there be any abatement of the cash rentals for any cause including, but not limited to, casualty that results in the Project being untenable.

8. The County may pay in advance to the Authority any cash rental payments herein required to be made and in such event shall be credited therefor upon future-due cash rental payments as the County shall direct. Any such advance payments, if the County shall so direct, shall be used by the Authority to redeem or purchase

bonds prior to maturity when and to the extent possible and to pay the interest thereon and any call premiums applicable thereto. Any such advance payments shall be deposited in the bond and interest redemption fund of the Authority. The County also shall have the right to purchase bonds on the open market and to surrender the same to the Authority at any time. In the event that any bonds are redeemed or purchased and surrendered as above provided, the respective amounts which otherwise would have been payable as semiannual interest thereon shall be credited upon the cash rental payments otherwise required to be made on the cash rental payment dates next preceding such semiannual interest payment dates and the principal amount of such bonds shall be credited upon the cash rental payments otherwise required to be made on the cash rental payment dates next preceding the maturity dates of the bonds. Any bonds redeemed, purchased or surrendered shall be cancelled.

9. In addition to the cash rental provided for in Section 7 hereof, the County hereby agrees to pay to the Authority all operating expenses of the Authority including expenses incidental to the issuance and payment of the bonds to the extent such expenses are not paid from the proceeds of the bonds. The obligations of the County to make such payments shall be limited tax general obligations of the County.

10. The County shall, at its own expense, operate and maintain the Project and shall keep the same in good condition and repair. The County may contract for the operation and maintenance of the Project or any part of the Project by a private party. Operation and maintenance shall include (but not be limited to) the providing of all personnel, equipment and facilities, all air conditioning, light, power, heat, telephone, water, sewage disposal, storm drainage and all other personnel services, equipment and supplies, of whatever nature, as shall be necessary or expedient for the operation and maintenance of the Project. Premiums for insurance required to be carried upon or with respect to the Project or the use thereof and taxes levied upon either party hereto on account of the ownership or use thereof or rentals or income therefrom likewise shall be deemed operation and maintenance expenses. The obligation of the County to pay all costs and expenses of the operation and maintenance of the Project shall be a limited tax general obligation of the County.

11. The County shall provide, at its own expense, fire and extended coverage, malicious mischief and vandalism insurance in an amount which is at least equal to the amount of the building authority bonds

outstanding from time to time or to the amount of the full replacement cost of the Project if that amount be less than the amount of bonds outstanding. Such insurance shall be payable to the County and the Authority as their interests may appear and shall be made effective from the date of issuance of the building authority bonds described in Section 1 or commencement of construction of the Project, whichever is later. In the event of the partial or total destruction of the Project during or after construction, or if the Project is for any reason made unusable, the cash rental payments as provided in Section 7 hereof shall continue unabated. The County shall have the option to use the proceeds of insurance, in the event of loss or damage to the Project, for the repair or restoration of the Project. If the County shall determine not to use the proceeds of insurance for the repair or restoration of the Project the amount of such insurance proceeds shall be paid to the Authority and by it deposited in the bond and interest redemption fund and the County shall receive appropriate credits on future cash rental payments due.

12. The County shall provide adequate liability insurance protecting the County, the Authority and the members of the Authority against loss on account of damage or injury to persons or property, imposed by reason of the ownership, possession, use, operation or repair of the Project or resulting from any acts of omission or commission on the part of the County, the Authority, the members of the Authority or their agents, officers or employees in connection therewith. Such insurance shall be made effective from the date of issuance of the building authority bonds described in Section 1 or commencement of construction of the Project, whichever is later.

13. The County shall hold the Authority and the members of the Authority harmless and to the extent permitted by law keep it fully indemnified at all times against any loss, injury, or liability to any person or property by reason of the use, misuse, or non-use of the Project by the County or by any other person or from any act or omission in, on or about the Project, including any liability resulting from any and all environmental matters pertaining thereto. The County shall, at its own expense, make any changes or alterations in, on or about the Project which may be required by any applicable statute, charter, ordinance or governmental regulation or order,

and shall save the Authority and the members of the Authority harmless and free from all cost or damage in respect thereto.

14. The County, in its sole discretion, may install or construct in or upon, or may remove from the Project, any equipment, fixtures or structures and may make any alterations or structural changes as it may desire, but the County shall not make any permanent alterations to the Project that will affect adversely the security for the building authority bonds to be issued by the Authority or the prompt payment of the principal of or interest on such bonds.

15. The Authority, through its officers, employees or agents, may enter upon the Project at any time during the term of this Contract of Lease for the purpose of inspecting the Project and determining whether the County is complying with the covenants, agreements, terms and conditions hereof.

16. Inasmuch as this Contract of Lease, and particularly the obligations of the County to make cash rental payments to the Authority, provides the security for payment of the principal of and interest on the building authority bonds to be issued by the Authority to finance the Project, it is hereby declared that this Contract of Lease is made for the benefit of the holders of said bonds as well as for the benefit of the parties and that said holders shall have contractual rights herein. In the event of any default on the part of the County, the Authority and the holders of said bonds shall have all rights and remedies provided by law and especially by Act 31. The parties further covenant and agree that they will not do or permit to be done any act, and that this Contract of Lease will not be amended in any manner, which would impair the security of said bonds or the rights of the holders thereof. An amendment of this Contract of Lease to authorize the issuance of additional building authority bonds and providing for the payment of additional cash rentals for the payment thereof shall not be deemed to impair the security of the bonds or the rights of the holders.

17. This Contract of Lease shall inure to the benefit of, and be binding upon the respective parties hereto and their successors and assigns; provided, however, that no assignment shall be made in violation of the terms hereof nor shall any assignment be made which would impair the security of the bonds or the rights of the holders thereof.

18. Additional building authority bonds of equal standing with the bonds herein authorized may be issued, in addition to those for which provision is made in Section 3, for the purpose of making improvements or additions to the Project; provided, however, that no such bonds of equal standing may be issued unless this Contract of Lease is amended or supplemented to provide for such issuance and for an increase in the cash rental payments required to be made by the County in amounts sufficient to permit payment of the principal of and interest on such additional bonds. Nothing in this Contract of Lease shall prevent the Authority from issuing building authority bonds to finance other Projects for lease to the County.

19. In the event the building authority bonds to finance the Project cannot be or are not issued by the Authority prior to [\_\_\_\_\_, 20\_\_], the Project shall be abandoned and the County shall pay all expenses of the Authority incurred to the date of abandonment, and neither party shall have any further obligations under this Contract of Lease. The provisions of this Section 19 may be extended or waived by the parties by resolution of their respective governing bodies.

20. Except as otherwise provided herein, the right to give any consent, agreement or notice herein required or permitted shall be vested, in the case of the County, in its Board of Commissioners, and in the case of the Authority, in its Commission. Any notice required or permitted to be given hereunder shall be given by delivering the same, in the case of the County, to the County Clerk or the Deputy County Clerk, and in the case of the Authority, to any member of its Commission.

21. In the event there shall occur changes in the constitution or statutes of the State of Michigan which shall affect the organization, territory, powers or corporate status of the County, the terms and provisions of this Contract of Lease shall be unaffected thereby insofar as the obligation of the County to make cash rental payments is concerned. The proceeds of any sale or other liquidation of any interest of the County in the Project are hereby impressed with a first and prior lien for payment of any outstanding building authority bonds or other obligations of the Authority incurred by reason of the Project or any additions or improvements thereto.

22. This Contract of Lease shall become effective 60 days after a notice of intention of entering into this Contract of Lease has been published in a newspaper of general circulation in the County as required by

Section 8b(3) of Act No. 31; provided, however, that if a petition for a referendum requesting an election on this Contract of Lease is filed with the County Clerk within 45 days after the notice is published, signed by not less than 10% or 15,000 of the registered electors of the County, whichever is less, then this Contract of Lease shall become effective only if and when approved by a majority of the electors of the County voting thereon. This Contract of Lease shall remain in full force and effect for the period herein provided and shall terminate on [\_\_\_\_\_, 20\_\_] or earlier, but only if and when the Authority shall have fully paid and discharged its liability with respect to the building authority bonds and any other obligations of the Authority or the County incurred with respect to the acquisition, renovation, construction, furnishing, equipping and improvement of the Project. If such amounts have not been fully paid on or prior to [\_\_\_\_\_, 20\_\_], the terms of this Contract of Lease shall continue until such amounts have been fully paid.

[Signature Page Follows]

IN WITNESS WHEREOF, the INGHAM COUNTY BUILDING AUTHORITY, by its Commission,  
and the COUNTY OF INGHAM, by its Board of Commissioners, each have caused this Contract of Lease to be  
signed in its name, for and on its behalf, by its duly authorized officers, as of the day and year first above  
written.

Witnessed:

INGHAM COUNTY BUILDING AUTHORITY

\_\_\_\_\_

By: \_\_\_\_\_  
Mattis D. Nordfjord, Chairperson

Witnessed:

\_\_\_\_\_

By: \_\_\_\_\_  
Gregg A. Todd, Secretary

Witnessed:

COUNTY OF INGHAM

\_\_\_\_\_

By: \_\_\_\_\_  
Ryan Sebolt, Chairperson  
County Board of Commissioners

APPROVED AS TO FORM  
FOR THE COUNTY OF INGHAM  
COHL, STOKER & TOSKEY, P.C.

By: \_\_\_\_\_  
Robert D. Townsend



## EXHIBIT A

The Project includes the acquisition, renovation, construction, furnishing, equipping and improvement of Condo Unit 1 of a former healthcare facility located at 2727 S. Pennsylvania Avenue, Lansing, Michigan (collectively, the "Project").

The Site for the Project is described as follows:

Condominium Unit 1, 2727 S. Pennsylvania Avenue, Lansing, Michigan.

[To Be Updated or Revised]

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF INGHAM     )

On this \_\_\_\_ day of \_\_\_\_\_, 2024, in Ingham County, Michigan, before me appeared Mattis D. Nordfjord, the Chairperson of the Commission of the Ingham County Building Authority, a public corporation in the State of Michigan, and, being duly sworn, did say that the foregoing Contract of Lease was signed and sealed on behalf of said Authority by authority of its Commission, and the said person acknowledged said instrument to be the free act and deed of said Authority.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
Acting in Ingham County, Michigan  
My commission expires:

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF INGHAM     )

On this \_\_\_\_ day of \_\_\_\_\_, 2024, in Ingham County, Michigan, before me appeared Gregg A. Todd, the Secretary of the Commission of the Ingham County Building Authority, a public corporation in the State of Michigan, and, being duly sworn, did say that the foregoing Contract of Lease was signed and sealed on behalf of said Authority by authority of its Commission, and the said person acknowledged said instrument to be the free act and deed of said Authority.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
Acting in Ingham County, Michigan  
My commission expires:

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF INGHAM     )

On this \_\_\_\_ day of \_\_\_\_\_, 2024, in Ingham County, Michigan, before me appeared Ryan Sebolt, the Chairperson of the Ingham County Board of Commissioners of the County of Ingham, Michigan, and, being duly sworn, did say that the foregoing Contract of Lease was signed and sealed on behalf of said County by authority of its Board of Commissioners, and the said person acknowledged said instrument to be the free act and deed of said County.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
Acting in Ingham County, Michigan  
My commission expires:

TO: Board of Commissioners  
 FROM: Morgan Feldpausch, Environmental Sustainability Manager  
 DATE: August 5, 2024  
 SUBJECT: Resolution to Accept a Grant to Implement Energy Conservation Measures

**BACKGROUND**

The County is the recipient of a State of Michigan Department of Environment, Great Lakes, and Energy Community Energy Management (CEM) Grant totaling \$100,000 to initiate energy conservation measures at the Forest Community Health Center facility. Resolution #21-210 declared the County’s commitment to climate justice, which included a commitment to ensuring that greenhouse gas emissions attributable to Ingham County facilities and operations are reduced to net-zero by the year 2040. Work towards this goal was continued by completing a county-wide ASHRAE Level II + Net Zero Energy Audit with Bureau Veritas in 2022, which recommended numerous energy conservation projects at County facilities.

The energy conservation measures detailed in the grant application, as identified and recommended in the County’s 2022 Energy Audit, include the completion of re-commissioning the building’s energy management systems and its control systems, installation of an upgraded Building Automation System (BAS), and upgrading a portion of the building’s lighting to LED and installing automatic lighting controls. The Environmental Sustainability Manager worked directly with the Facilities Director and Facilities team to select and determine the projects for the CEM application. Selection of projects considered the timeline for implementation, the projected initial investment cost, estimated environmental and cost savings, and interdepartmental considerations (planned/upcoming department projects, department capacity, etc.).

**Bureau Veritas Ingham County ASHRAE Level II + Net Zero Energy Audit**  
 CEM GRANT PROJECTS 2024 - 2025

Building - Project Number	Implementation Level	Managing Entity	Project Description	Projected Initial Investment	Estimated Annual Savings			Total GHG Savings	Estimated Annual Cost Savings
					Natural Gas (Therms)	Electricity (kWh)	Water (kGal)		
	(%)			(\$)				MtCO2/Yr	(\$)
Forest Community Health Center - 2	61%	Facilities	Upgrade Lighting to LED and Install Controls	\$61,980	0	29400.17	0	17.69	\$5,553
Forest Community Health Center - 5	100%	Facilities	Re-Commission Building and its Control Systems	\$20,800	1768	8615	0	15	\$2,314
Forest Community Health Center - 6	100%	Facilities	Reduce HVAC Hours of Operation	\$17,220	2701	15043	0	23	\$3,816
<b>Total</b>				<b>\$100,000</b>	<b>4469</b>	<b>53058.17</b>	<b>0</b>	<b>55.69</b>	<b>\$11,683</b>

**ALTERNATIVES**

The alternative is to not accept the grant.

**FINANCIAL IMPACT**

The grant gives the County the ability to implement energy conservation measures identified in County’s previously completed energy audit. The funding will support the implementation of several recommended energy conservation measures at the Forest Community Health Center. The implementation of these projects is expected to result in over \$11,000 of annual cost savings.

**OTHER CONSIDERATIONS**

The implementation of these projects will work towards meeting the County’s operational net-zero greenhouse gas (GHG) emissions goal by implementing energy conservation measures. The implementation of these projects is expected to result in over 50 MtCO2/Yr GHG emissions savings.

**RECOMMENDATION**

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT TO IMPLEMENT ENERGY CONSERVATION MEASURES**

WHEREAS, on April 13, 2021, the Ingham County Board of Commissioners approved Resolution #21-195 that re-established the Environmental Affairs Commission (EAC); and

WHEREAS, on April 13, 2021, the Ingham County Board of Commissioners also approved Resolution #21-210 that declared a commitment to climate justice, which included a commitment to ensuring that greenhouse gas emissions attributable to Ingham County facilities and operations are reduced to net-zero by the year 2040; and

WHEREAS, in 2022, the Board of Commissioners furthered this work by completing a county-wide energy audit with Bureau Veritas, which recommended numerous energy conservation projects at County facilities; and

WHEREAS, with the support of the Ingham County Environmental Affairs Commission, the Environmental Sustainability Manager and the Facilities Department submitted an application for \$100,000 to the State of Michigan's Department of Environment, Great Lakes, and Energy Community Energy Management Grant program to initiate energy conservation measures at the Forest Community Health Center facility; and

WHEREAS, the energy conservation measures detailed in the grant application, as identified, and recommended in the County's 2022 Energy Audit, include the completion of re-commissioning the building's energy management systems and its control systems, installation of an upgraded Building Automation System (BAS), and upgrading a portion of the building's lighting to LED and installing automatic lighting controls.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the funding for the initiation of recommended energy conservation measures at the County's Forest Community Health Center facility from the Community Energy Management Grant program administered by the Michigan Department of Environment, Great Lakes, and Energy in the amount of \$100,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and to sign any required documents related to the submission of quarterly and final grant reports that are consistent with this resolution.

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

TO: Board of Commissioners

FROM: Morgan Feldpausch, Environmental Sustainability Manager

DATE: August 12, 2024

SUBJECT: Resolution Authorizing Ingham County to Serve as Host Partner for a MI Healthy Climate Corps Member

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**BACKGROUND**

Resolution #21-210 declared Ingham County’s commitment to climate justice and committed to ensuring that greenhouse gas emissions attributable to Ingham County facilities and operations are reduced to net-zero by the year 2040. Furthering this goal, Resolution #24-052 accepted the funding for the development of a Sustainability Action Plan and Resolution #24-351 authorized a contract with Fishbeck for the development of this plan.

In June of 2023, the State of Michigan Department of Environment, Great Lakes, and Energy announced the second round of their MI Healthy Climate Corps (MHCC) initiative, an AmeriCorps program designed to provide Michigan communities with support and capacity for furthering climate action.

Based on the County’s on-going efforts and goals in climate action, as well as previous discussions of the Environmental Affairs Commission, the County submitted an application to participate in the program as a host partner. Participating in the MHCC program will aid in the development of the sustainability action plan, while also supporting net-zero goals by furthering efforts in managing utility benchmarking for County buildings, in the County’s fleet transition, and in charging infrastructure planning for electric vehicles.

On August 9, 2024, the Environmental Sustainability Manager was notified that Ingham County’s application to serve as a host site for an MHCC member was approved.

**ALTERNATIVES**

The alternative is to decline participation in the program.

**FINANCIAL IMPACT**

Participation in the MHCC program requires a \$14,175 host partner contribution. The County has \$69,000 remaining from the 2022 energy audit project budget, which was requested to be rolled over and re-designated for projects to further the County’s net-zero carbon emissions goal. Participating in the MHCC program will support this goal.

**OTHER CONSIDERATIONS**

Participating in the MHCC program will significantly enhance the County's climate action capacity. The MHCC member will assist in advancing projects, documenting procedures, and developing work plans to ensure long-term success and scalability.

**RECOMMENDATION**

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



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE INGHAM COUNTY TO SERVE AS HOST PARTNER FOR A MI  
HEALTHY CLIMATE CORPS MEMBER**

WHEREAS, the Ingham County Board of Commissioners approved Resolution #20-301 to declare a climate emergency in Ingham County, thereby formally communicating its urgent intention to take bold action toward mitigating resource waste and greenhouse gas emissions while developing sustainable practices in County government; and

WHEREAS, Ingham County furthered these efforts through Resolution #21-210 to declare Ingham County's commitment to climate justice and committing to ensuring that greenhouse gas emissions attributable to Ingham County facilities and operations are reduced to net-zero by the year 2040; and

WHEREAS, Resolution #24-052 accepted the funding for the development of a Sustainability Action Plan and Resolution #24-351 authorized a contract with Fishbeck for the development of a Sustainability Action Plan; and

WHEREAS, Resolution #22-075 authorized a contract for the completion of a comprehensive energy audit of county facilities not to exceed the amount of \$164,000; and

WHEREAS, the Environmental Sustainability Manager requested that the remaining amount of the budget that was designated for the energy audit project, \$69,000, be rolled over and re-designated for projects to further the County's net-zero carbon emissions goal; and

WHEREAS, in June of 2023, the State of Michigan Department of Environment, Great Lakes, and Energy announced the second round of their MI Healthy Climate Corps (MHCC) initiative, an AmeriCorps program designed to provide Michigan communities with support and capacity for furthering climate action; and

WHEREAS, participating in the MHCC program will provide the assistance in development of the sustainability action plan, while also supporting net-zero goals by furthering efforts in managing utility benchmarking for County buildings, in the County's fleet transition, and in charging infrastructure planning for electric vehicles; and

WHEREAS, Ingham County's participation in the MHCC program will require a host partner contribution of \$14,175; and

WHEREAS, On August 9, 2024, the Environmental Sustainability Manager was notified that its application to serve as a host site for a MHCC member was approved.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes Ingham County to serve as a host partner site for a MI Healthy Climate Corps member from November 1, 2024 through October 31, 2025 including a host partner contribution not to exceed \$14,175.

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

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Timothy Morgan, Parks Director  
**DATE:** August 6, 2024  
**SUBJECT:** Resolution to authorize the utilization of Michigan Department of Natural Resources Grants TF22-0077 and TF21-0118 funds for additional scope items for improvements to Hawk Island County Park  
For the meeting agenda of August 19, 2024 Human Services and August 21, 2024 Finance

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**BACKGROUND**

The Michigan Department of Natural Resources has previously awarded Grants TF22-0077 and TF21-0118 to Hawk Island County Park. Due to the original bids coming in favorably less than budgeted, the Parks Department is requesting to allocate a portion of the awarded grant funds towards the development of a new accessible picnic area within Hawk Island County Park.

**ALTERNATIVES**

The alternative is to not utilize these extra grant funds.

**FINANCIAL IMPACT**

There are available funds in line item 228-62800-967000-TR084 and 228-62800-967000-TR111.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The Ingham County Park Commission will review this resolution at their September 9, 2024 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the utilization of Michigan Department of Natural Resources Grants TF22-0077 and TF21-0118 funds that are available for additional scope items for improvements to Hawk Island County Park.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE UTILIZATION OF MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANTS TF22-0077 AND TF21-0118 FUNDS FOR ADDITIONAL SCOPE ITEMS FOR IMPROVEMENTS TO HAWK ISLAND COUNTY PARK**

WHEREAS, the Ingham County Parks are committed to enhancing visitor experiences by providing outdoor amenities for families, groups, and individuals of all abilities; and

WHEREAS, there is a pressing need for additional picnic areas within Hawk Island County Park to meet increasing demand; and

WHEREAS, the Michigan Department of Natural Resources has previously awarded grant TF22-0077 and TF21-0118 to Hawk Island County Park; and

WHEREAS, due to original bids coming in favorably less than budgeted total, it is proposed to allocate a portion of the awarded grant funds towards the development of a new accessible picnic area within Hawk Island County Park to maximize the impact of existing funding; and

WHEREAS, the scope of work for the new ADA (Americans with Disabilities Act) accessible picnic area includes the installation of six (6) new concrete picnic “pods” each consisting of two (2) picnic tables (one of which is accessible), an accessible grill and a waste receptacle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the allocation of funds from the Michigan Department of Natural Resources grant TF22-0077 and TF21-0118 for an amount not to exceed \$93,600 which includes \$75,000 for improvements and not to exceed \$5,000 for prime professional services for Spicer Group and \$13,600 in contingency.

BE IT FURTHER RESOLVED, that there are available funds in line item 228-62800-967000-TR084 and line item 228-62800-967000-TR111.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Parks to take all necessary actions to implement the development of the new accessible picnic area as outlined in the scope of work.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** August 6, 2024  
**SUBJECT:** Amendment the Red Cedar River Multi-Jurisdictional Clearing Project  
 For the meeting agenda of August 19, 2024 Human Services and August 21, 2024 Finance

**BACKGROUND**

The Ingham County Board of Commissioners, through Resolutions #24-177 approved an eighth round of applications that would provide Ingham County Trails and Parks Millage Grant Funds for various parks and trails projects, planning and engineering for future projects, and other special projects. See the table below and Exhibit A:

Contract Title	Project #	Contract Amount	Requested Amount
Red Cedar River Multi-Jurisdictional Clearing Project	TR129	\$500,000	\$100,000

Red Cedar River Multi-Jurisdictional Clearing Project is requesting 20 percent (\$100,000), of their contract amount of \$500,000.

**ALTERNATIVES**

The alternative would be to not authorize the funding request.

**FINANCIAL IMPACT**

Consideration of the current financial status of the millage, the total requested amount for Round 8 applications, is \$9,854,700 and due to the limited pool of dollars left for the life of the millage through 2026, were approved contingent on the millage renewing in 2026.

Below is the millage status:

***Millage Summary - 2015-2026:***

---

<i>\$38,425,788.23</i>	Millage Collected (2015-2023)
<i>\$9,904,810.67</i>	Millage Estimated to Collect (2024-2026)
<i>\$48,330,598.90</i>	TOTAL Millage Collected / Estimated to Collect (2015-2026)
<i>\$31,307,203.76</i>	Total Millage Expended to Date
<i>\$20,040,081.94</i>	Total Millage Committed to Date, not yet Expended (2015-2026)
<i>\$51,347,285.69</i>	TOTAL Expended / Committed to Date
<i>-\$3,016,686.79</i>	Remaining Actual Balance, not committed through Year 2026
<i>\$1,211,366.99</i>	Projected Expenditures (2025-2026)
<i>-\$4,228,053.78</i>	TOTAL Estimated Millage Funds Remaining, through Year 2026

**STRATEGIC PLANNING IMPACT**

N/A

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

This request is from Commissioner Schafer and outside the normal Trails & Parks Millage process and Ingham County Parks Department does not support early execution of the contract which is to begin upon the millage renewal in 2028.



RECEIVED

JUL 27 2024

INGHAM COUNTY  
CONTROLLER'S OFFICE

Meridian Township  
5151 Marsh Road  
Okemos, MI 48864

P 517.853.4000  
F 517.853.4096

**Township Board:**

**Scott Hendrickson**  
*Township Supervisor*

**Deborah Guthrie**  
*Township Clerk*

**Phil Deschaine**  
*Township Treasurer*

**Kathy Ann Sundland**  
*Township Trustee*

**Peter Trezise**  
*Township Trustee*

**Marna Wilson**  
*Township Trustee*

**James McCurtis Jr.**  
*Township Trustee*

**Timothy R. Schmitt,**  
**AICP**  
*Interim Township  
Manager*

July 10, 2024

To: Jared Cypher  
Gregg Todd  
Tim Morgan

cc. Monica Schafer  
Mark Polsdofer

RE: Interim funding request for the Red Cedar River Multijurisdictional Clearing Project

Thank you for your ongoing interest in the Red Cedar River Multijurisdictional Clearing Project and the development of the Red Cedar River Water Trail. As you are aware, this project received grant funding of \$500,000 from Ingham County, which was conditioned upon renewal of the Parks and Recreation millage in 2026.

This funding will be transformative in allowing for the clearing of the river for navigation and construction of launch site improvements associated with the development of the Red Cedar River Water Trail. With these improvements, opportunities for river-based recreation will be greatly expanded for Ingham County residents and visitors.

However, it is important to note that the grant funds will not be used to start this project. This is an ongoing project. Over the past several years, interest groups have been working alongside our local units to bring attention to the river, to open up segments of the river for recreation, to install information kiosks, and, to raise awareness of the river through a Red Cedar River Day Celebration. The concern in the delay of receipt of the grant funds is that the segments of the river that have been opened may close without ongoing maintenance, not only increasing costs, but negatively impacting community support for the river and river-related activities.

For these reasons, we respectfully request distribution of 20 percent of the allocated funds (\$100,000) for use over the next three years as interim funding to continue ongoing maintenance of the river and prevent backsliding on the efforts that have brought us this far. Interim funds will allow us to continue the efforts to develop the Red Cedar River Water Trail, to make the river safer and more enjoyable for river users, and to allow for the communities to offer paddling trips associated with the River Day Celebration.

Thank you for your consideration and, please contact us if you need additional information related to this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Courtney Wisinski', written in a cursive style.

Courtney Wisinski, Meridian Township Parks and Recreation Director  
Wanda Bloomquist, Williamstown Township Supervisor  
John Hanifan, Williamston, City Manager



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT AMENDMENT FOR THE RED CEDAR RIVER  
MULTI-JURISDICTIONAL CLEARING PROJECT**

WHEREAS, through Resolutions #24-177 approved an eighth round of applications that would provide Ingham County Trails and Parks Millage Grant Funds for various parks and trails projects, planning, and engineering for future projects, and other special projects; and

WHEREAS, the Grantees approved funds in the amount of \$500,000 for a project entitled Red Cedar River Multi-Jurisdictional Clearing Project (Project #TR129) with Meridian Township, Williamstown Township, and City of Williamston; and

WHEREAS, the Park Commission recommends adopting the proposed strategy and spending plan for the Round 8 Millage, with funds distributed in 2028, contingent upon millage renewal in 2026, as outlined in Exhibit; and

WHEREAS, Red Cedar River Multi-Jurisdictional Clearing Project is requesting 20 percent (\$100,000) of their contract amount of \$500,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement #TR129 to distribute 20 percent of the allocated funds for the use over the next three years effective upon execution of the contract, as listed below, with Red Cedar River Multi-Jurisdictional Clearing Project:

Contract Title	Project #	Contract Amount	Requested Amount
Red Cedar River Multi-Jurisdictional Clearing Project	TR129	\$500,000	\$100,000

BE IT FURTHER RESOLVED, that the decision whether to fund a project is reserved to the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$100,000 from the Trails & Parks Millage fund into line item 228-62800-967000-TR129.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Cynthia Wagner, Potter Park Zoo Director  
**DATE:** August 6, 2024  
**SUBJECT:** Resolution to Accept a Grant from the State of Michigan for Feline & Primate Building Renovations at Potter Park Zoo  
For the meeting agendas of August 19 and August 21, 2024

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**BACKGROUND**

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the Association. As noted in Potter Park Zoo’s 2023 AZA accreditation inspection report, the zoo must improve the holding spaces and exhibits for the large felines at Potter Park Zoo.

Potter Park Zoo submitted a 2025 State Budget funding request of \$10,000,000 for the renovation of the Potter Park Zoo Feline & Primate Building and was awarded \$10,000,000.

Renovation of the Feline & Primate Building provides the following for the community:

- Restoration of a historically significant building built in 1930.
- Restoration of one of only two animal exhibit buildings used throughout the winter by school groups to learn about the conservation of species through the Big Zoo Lesson.
- Several new exhibits in the location of current exhibits such as tiger and snow leopard.
- Accessible viewing at all indoor and outdoor exhibits.
- Accessible entrance into the building through installation of automatic doors.
- Significant improvement of animal well-being for several charismatic animal species.

**ALTERNATIVES**

The alternative is to not accept the funding from the State of Michigan.

**FINANCIAL IMPACT**

If the total project cost exceeds \$10,000,000, the Potter Park Zoological Society will fundraise to meet the full need.

**OTHER CONSIDERATIONS**

There are no other considerations at this time.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept a grant from the State of Michigan for the purpose of renovating the Feline & Primate Building at Potter Park Zoo.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT FROM THE STATE OF MICHIGAN FOR THE  
RENOVATION OF THE FELINE & PRIMATE BUILDING AT POTTER PARK ZOO**

WHEREAS, Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the Association including animal exhibits and holding spaces; and

WHEREAS, Potter Park Zoo submitted a 2025 State Budget grant request of \$10,000,000 for the renovation of the Potter Park Zoo Feline & Primate Building; and

WHEREAS, Ingham County was awarded \$10,000,000 for improvements to the Feline & Primate building including the large feline exhibits and holding spaces.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of the grant from the 2025 State of Michigan budget in the amount of \$10,000,000 for the renovation of the Feline & Primate building at Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Potter Park Zoo budget, including to accept donations and to establish an account for any funds received and the disbursement thereof in accordance with this resolution.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Cynthia Wagner, Potter Park Zoo Director  
**DATE:** August 6, 2024  
**SUBJECT:** Resolution to Accept the Stormwater Infrastructure Improvements at Potter Park Zoo Grant from Representative Elissa Slotkin's Community Project Funding Program  
For the meeting agendas of August 19 and August 21, 2024

---

**BACKGROUND**

Potter Park Zoo submitted an Environmental Protections Agency grant application through Representative Elissa Slotkin's FY24 Community Project Funding program in the amount of \$1,700,000 to complete stormwater infrastructure improvements at Potter Park Zoo and was awarded \$959,752.

A summary of the Best Management Practices submitted for this project which the funding will be used for are as follows:

1. Repair and improve gutters, downspouts, and rooflines on all zoo buildings, including the removal and trimming of trees impacting building roofs, to ensure drainage of rainwater is directed away from animal exhibits and fecal matter.
2. Create a vegetated drainage ditch with native emergent plants on the east side of the zoo, north of the moose/elk exhibit, to increase sedimentation of solids, preventing them from reaching the Red Cedar River and removing excess nutrients that may originate in animal waste.
3. Modify the farmyard stormwater sewer connection to retain drainage as well as eliminate any direct contact between the animals and storm drains.

Improving stormwater infrastructure at the zoo not only ensures fewer pollutants in the Red Cedar River, but also allows the zoo to continue to positively impact the community through conservation engagement including the topic of stormwater runoff.

**ALTERNATIVES**

The alternative is to not accept the grant for stormwater infrastructure improvements.

**FINANCIAL IMPACT**

This grant through Environmental Protections Agency requires a 20% match of \$191,950. The funds are available in the Zoo fund balance to meet the 20% match requirement.

**OTHER CONSIDERATIONS**

There are no other considerations at this time.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing acceptance of the stormwater infrastructure improvements at Potter Park Zoo grant from Representative Elissa Slotkin's Community Project Funding program.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE STORMWATER INFRASTRUCTURE IMPROVEMENTS AT POTTER PARK ZOO GRANT FROM REPRESENTATIVE ELISSA SLOTKIN'S COMMUNITY PROJECT FUNDING PROGRAM**

WHEREAS, Potter Park Zoo's stormwater runoff directly impacts the water quality of the Red Cedar River, a major tributary of the Grand River, which has a drainage basin of around 460 square miles, and encompasses portions of the Lansing and East Lansing metropolitan areas; and

WHEREAS, Potter Park Zoo submitted an application for \$1,700 to Representative Elissa Slotkin's 2024 Community Project Funding program for stormwater infrastructure improvements; and

WHEREAS, the stormwater infrastructure grant request was funded at \$959,752 in the Environmental Protection Agency appropriations bill; and

WHEREAS, a 20% match of \$191,950 is a requirement of the grant of which the funds are available in the Zoo's fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby accept the stormwater infrastructure improvements at Potter Park Zoo grant from Representative Elissa Slotkin's Community Project Funding program through the Environmental Protections Agency committee in the amount of \$959,752.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the 20% required match of \$191,950 from the Potter Park Zoo fund balance.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Potter Park Zoo budget, including to accept donations and to establish an account for any funds received and the disbursement thereof in accordance with this resolution.

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

**TO:** Human Services, County Services, and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** August 7, 2024

**SUBJECT:** Resolution to Authorize the Issuing of Bonds for the Animal Health Facility at Potter Park Zoo  
For the meeting agendas of August 19, August 20, and August 21

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**BACKGROUND**

Resolution #23-022 authorized the Ingham County Building Authority to proceed with the constructing, equipping, and financing of a new animal health facility to replace the existing facility.

This resolution authorizes the issuance of bonds to finance capital improvements including the acquisition, construction, installation, and equipping of a new animal health facility for the Potter Park Zoo, together with associated site and facilities improvements, including, but not limited to, certain water main improvements.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The construction and equipping of the new animal health facility, as associated site, and facility improvements, will be implemented at a cost not to exceed \$10.1 million. The 20-year bond will not exceed \$6.5 million. The balance of the project will be paid for with funds raised by the Potter Park Zoo Society.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

BOND RESOLUTION

Capital Improvement Bonds, Series 2024  
(Limited Tax General Obligation)

RESOLUTION # 24-\_\_\_

At a regular meeting of the Board of Commissioners of the County of Ingham, Michigan, held on the 27th of August, 2024, at 6:30 p.m., Michigan time.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

WHEREAS, the Board of Commissioners of the County (the "Board") does hereby determine that it is necessary to finance part of the cost of County of Ingham, Michigan (the "County") capital improvements including the acquisition, construction, installation and equipping of a new animal health facility for the Potter Park Zoo, together with associated site and facilities improvements, including, but not limited to, certain water main improvements, and to pay the costs of issuing the bonds (collectively, the "Project"); and

WHEREAS, the cost of the Project is estimated not to exceed \$10,100,000, a portion of which will be paid from proceeds of bonds described below and from other available funds; and

WHEREAS, the Board has determined to issue bonds and to use the proceeds of the sale of the bonds to finance part of the cost of the Project.

THEREFORE, BE IT RESOLVED by the Board as follows:

23. AUTHORIZATION OF BONDS-- PURPOSE. Bonds of the County in the principal amount of not to exceed \$6,500,000 shall be issued and sold for the purpose of defraying part of the cost of the Project, including the cost of issuing the bonds.

24. BOND DETAILS. The bonds shall be designated "Capital Improvement Bonds, Series 2024 (Limited Tax General Obligation)"; shall be dated their date of delivery or such other date determined upon the sale thereof determined by order of the County Clerk or the County Controller/Administrator (in either case the "Authorized Officer"); shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 6.50% per annum to be determined upon the sale thereof payable on May 1, 2025 or such other date as determined by order of the Authorized Officer, and semiannually thereafter on the first day of May and November in each year; and shall mature on May 1 in each of the following years:



<u>YEAR</u>	<u>AMOUNT</u>	<u>YEAR</u>	<u>AMOUNT</u>
2025	\$305,000	2035	\$305,000
2026	300,000	2036	315,000
2027	315,000	2037	330,000
2028	330,000	2038	345,000
2029	240,000	2039	355,000
2030	250,000	2040	370,000
2031	260,000	2041	385,000
2032	270,000	2042	400,000
2033	280,000	2043	420,000
2034	290,000	2044	435,000

If the original purchaser shall designate certain of the bonds as term bonds, the maturities set forth above shall become mandatory redemption requirements in accordance with the provisions of Section 6 and the form of bond set forth in Section 11.

In accordance with the Notice of Sale, the County has reserved the right to adjust the aggregate principal amount of the bonds. Such adjustment, if necessary, will be made in increments of \$5,000, and may be made in one or more maturities.

25. METHOD OF SALE. The County shall sell the bonds at not less than 99.50% nor more than 120% of their par value and accrued interest in accordance with the laws of the State of Michigan. The Authorized Officer is authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer, and exchange of the bonds in accordance with the provisions of this Bond Resolution. The Authorized Officer is authorized to make filings with the Department of Treasury of the State of Michigan as may be required by law or which may be deemed appropriate. The County shall receive bids for the purchase of the bonds after publication of the Notice of Sale substantially in the form set forth in Section 25 hereof with such changes as shall be approved by the Authorized Officer.

26. PAYMENT OF PRINCIPAL AND INTEREST. The principal of and interest on the bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or

draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.

27. BOOK-ENTRY SYSTEM. Initially, one fully registered bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company ("DTC") for the benefit of other parties (the "Participants") in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of bond certificates. In such event, the bond registrar and paying agent shall deliver, transfer and exchange bond certificates as requested by DTC and any Participant or "beneficial owner" in appropriate amounts in accordance with this Bond Resolution. DTC may determine to discontinue providing its services with respect to the bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver bond certificates in accordance with the procedures established by this Bond Resolution. In the event bond certificates are issued, the provisions of this Bond Resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the bonds to any Participant having bonds credited to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the bonds.

Notwithstanding any other provision of this Bond Resolution to the contrary, so long as any bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest

on and redemption premium, if any, on the bonds and all notices with respect to the bonds shall be made and given, respectively, to DTC as provided in the Blanket Issuer Letter of Representations between DTC and the County. The Authorized Officer is authorized to sign the Blanket Issuer Letter of Representations on behalf of the County in such form as the Authorized Officer deems necessary or appropriate in order to accomplish the issuance of the bonds in accordance with law and this Bond Resolution.

28. MANDATORY PRIOR REDEMPTION. If any of the bonds are designated by the original purchaser as term bonds such bonds shall be subject to mandatory prior redemption at par and accrued interest in accordance with the maturity schedule set forth in Section 2 hereof and upon the terms and conditions set forth in the form of bonds contained in Section 11 hereof. The bonds to be redeemed shall be selected by lot.

29. OPTIONAL REDEMPTION. The bonds shall be subject to optional redemption prior to maturity at the times and prices and in the manner as may be determined by the County Controller/Administrator at the time of sale of the bonds.

30. BOND REGISTRAR AND PAYING AGENT. The Authorized Officer shall designate, and may enter into an agreement with, a bond registrar and paying agent for the bonds that shall be a bank or trust company located in the State of Michigan that is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Authorized Officer may from time to time as required designate a similarly qualified successor bond registrar and paying agent. Alternatively, the County Treasurer may serve as bond registrar and paying agent for the bonds if the Authorized Officer determines it is in the best interest of the County.

31. EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS. The bonds shall be executed in the name of the County by the manual or facsimile signatures of the Chairperson of the Board and the County Clerk and authenticated by the manual signature of the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent, and the seal of the County (or a facsimile thereof) shall be impressed or imprinted on the bonds. After the bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the County Treasurer to the purchaser upon receipt of the purchase price. Additional bonds bearing the facsimile signatures of the Chairperson of the Board and the County

Clerk and upon which the seal of the County (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of bonds. The bond registrar and paying agent shall indicate on each bond the date of its authentication.

32. EXCHANGE AND TRANSFER OF BONDS. Any bond, at the option of the registered owner thereof and upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or its duly authorized attorney, may be exchanged for bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond.

Each bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or its duly authorized attorney.

Upon the exchange or transfer of any bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered bond and shall authenticate and deliver to the transferee a new bond or bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond. If, at the time the bond registrar and paying agent authenticates and delivers a new bond pursuant to this section, payment of interest on the bonds is in default, the bond registrar and paying agent shall endorse upon the new bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is [insert applicable date]."

The County and the bond registrar and paying agent may deem and treat the person in whose name any bond shall be registered upon the books of the County as the absolute owner of such bond, whether such bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such bond and for all other purposes, and all payments made to any such registered owner, or upon its order, in accordance with the provisions of Section 4 of this Bond Resolution shall be valid and effectual to satisfy and discharge the liability upon such bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment, or liability incurred by it, acting in good faith and without negligence hereunder, in so treating the registered owner.

For every exchange or transfer of a bond, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds that have been selected for redemption.

33. FORM OF BONDS. The bonds shall be in substantially the following form, with such changes thereto as approved by the Authorized Officer within the parameters of this Bond Resolution:

R-\_\_\_\_

UNITED STATES OF AMERICA  
STATE OF MICHIGAN

COUNTY OF INGHAM

CAPITAL IMPROVEMENT BOND, SERIES 2024  
(LIMITED TAX GENERAL OBLIGATION)

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATE OF ORIGINAL ISSUE</u>	<u>CUSIP</u>
%	May 1, 20__	_____, 2024	

Registered Owner: Cede & Co.

Principal Amount:

The County of Ingham, State of Michigan (the "County"), acknowledges itself indebted to and for value received hereby promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the maturity date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at the [principal][corporate][designated] trust office of \_\_\_\_\_, \_\_\_\_\_, Michigan, the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolution (as hereafter defined), and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15<sup>th</sup> day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first day of May and November in each year, commencing [May 1, 2025]. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year consisting of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 34, Public Acts of Michigan, 2001, as amended) and a bond authorizing resolution adopted by the Board of Commissioners of the County (the "Resolution") for the purpose of defraying part of the cost of County capital improvements including the acquisition, construction, installation and equipping of a new animal health facility for the Potter Park Zoo, together with associated site and facilities improvements, including, but not limited to, certain water main improvements, and to pay the costs of issuing the bonds (collectively, the "Project").

The County has irrevocably pledged its full faith and credit for the prompt payment of the principal of and interest on this bond as the same become due. The principal of and interest on this bond are payable as a first budget obligation of the County from its general funds. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County. The amount of

taxes necessary to pay the principal of and interest on the bonds of this series, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

This bond is transferable, as provided in the Resolution, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or its attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolution, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds that have been selected for redemption.

#### MANDATORY PRIOR REDEMPTION

Bonds maturing in the year \_\_\_\_ are subject to mandatory prior redemption at par and accrued interest as follows:

<u>Redemption Date</u>	<u>Principal Amount of Bonds to be Redeemed</u>
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(REPEAT IF MORE THAN ONE TERM BOND)

Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.

#### OPTIONAL REDEMPTION

Bonds maturing on or prior to [May 1, 2034] are not subject to optional redemption prior to maturity. Bonds maturing on and after [May 1, 2035], may be subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any date on and after [May 1, 2034]. Bonds of a denomination greater than \$5,000 may be partially redeemed in the amount of \$5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

Not less than thirty but not more than sixty days' notice of redemption shall be given to the Registered Owners of bonds called to be redeemed by mail to each Registered Owner at the registered address. Failure to receive notice of redemption shall not affect the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of the County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Ingham, Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by manual or facsimile signatures of its Chairperson of the Board of Commissioners and County Clerk and its seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent.

COUNTY OF INGHAM

By: \_\_\_\_\_  
Chairperson, Board of Commissioners

(SEAL)

And: \_\_\_\_\_  
Clerk



CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolution.

\_\_\_\_\_,  
Bond Registrar and Paying Agent

By: \_\_\_\_\_  
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_ (please print or type name, address and taxpayer identification number of transferee) the within bond and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed: \_\_\_\_\_

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

34. DEBT SERVICE FUND. There shall be established for the bonds a debt service fund which shall be kept in a separate bank account. From the proceeds of the sale of the bonds there shall be set aside in the debt service fund any accrued interest received from the original purchaser of the bond at the time of delivery of the bonds. Premium, if any, shall be set aside in either the debt service fund or the construction fund established in Section 13 as directed by an Authorized Officer. Funds of the County to be used to pay the principal and interest on the bond when due shall be placed in the debt service fund and so long as principal or interest on the bonds shall remain unpaid, no moneys shall be withdrawn from such debt service fund except to pay principal and interest on the bonds.

35. CONSTRUCTION FUND. The remainder of the proceeds of the sale of the bonds shall be set aside in a construction fund and used solely to defray the cost of the Project, including any engineering, legal and other expenses incidental thereto. Any unexpended balance of the proceeds of the sale of the bonds remaining in the construction fund after completion of the Project shall be deposited in the debt service fund established in Section 12 hereof.

36. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, premium if any, and interest on the bonds or any portion of the bonds, shall have been deposited in trust, this Bond Resolution shall be defeased with respect to such bonds and the owners of the bonds shall have no further rights under this Bond Resolution except to receive payment of the principal of, premium if any, and interest on the bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange bonds as provided herein.

37. PLEDGE OF FULL FAITH AND CREDIT. The full faith and credit of the County are pledged hereby to the payment of the principal and interest on the bonds authorized by this Bond Resolution. Each year the County shall include in its budget as a first budget obligation an amount sufficient to pay such principal and interest as the same shall become due. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County. The amount of taxes necessary to pay

the principal of and interest on the bonds, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

38. ESTIMATES OF PERIOD OF USEFULNESS AND COST. The estimate of not to exceed \$6,500,000 as the cost of the Project and of twenty (20) years and upwards as the period of usefulness thereof, as submitted to the Board, are approved, and adopted.

39. TAX COVENANT. The County covenants to comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code") necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes.

40. DESIGNATION OF QUALIFIED TAX-EXEMPT OBLIGATIONS. An Authorized Officer is authorized to designate the bonds as "Qualified Tax-Exempt Obligations" as described in Section 265(b)(3)(B) of the Code.

41. REPLACEMENT OF BONDS. Upon receipt by the County Treasurer of proof of ownership of an unmatured bond, of satisfactory evidence that the bond has been lost, apparently destroyed, or wrongfully taken and of security or indemnity which complies with applicable law and is satisfactory to the County Treasurer, the County Treasurer may authorize the bond registrar and paying agent to deliver a new executed bond to replace the bond lost, apparently destroyed, or wrongfully taken in compliance with applicable law. In the event an outstanding matured bond is lost, apparently destroyed, or wrongfully taken, the County Treasurer may authorize the bond registrar and paying agent to pay the bond without presentation upon the receipt of the same documentation required for the delivery of a replacement bond. The bond registrar and paying agent, for each new bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any bond delivered pursuant to the provisions of this Section 19 in lieu of any bond lost, apparently destroyed, or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the bond in substitution for which such bond was delivered.

42. APPROVAL OF MICHIGAN DEPARTMENT OF TREASURY. The issuance and sale of the bonds is subject to approval being granted therefor by the Department of Treasury of the State of Michigan in accordance with Act No. 34, Public Acts of Michigan, 2001, as amended, if the County is unable to obtain qualified status from the Department of Treasury. The Authorized Officer or the Chairperson of the Board is hereby authorized to file with the Department of Treasury, if necessary, an application for approval with respect to the bonds and pay such fees and request such waivers and exemptions as may be necessary or desirable in connection with the filing.

43. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. The Chairperson of the Board, the County Clerk, the County Treasurer, the County Controller/Administrator, and all other officials of the County are also authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer, and exchange of bonds in accordance with this Bond Resolution. The County shall receive bids for the purchase of the bonds after publication of the Notice of Sale substantially in the form set forth in Section 25 hereof which such changes as shall be approved by the Authorized Officer. The authority granted to the Authorized Officer by this Section, is subject to the following limitations:

- (a) The maximum total interest cost shall not exceed 6.50%.
- (b) The maximum bond term shall not exceed 20 years.
- (c) The maximum purchase price of the bonds shall not exceed 120% of the par value of the bonds.

44. INVESTMENT OF MONEYS. Moneys in the Construction Fund and the Debt Service Fund may be invested in United States government obligations or obligations the principal of and interest on which are guaranteed by the United States government or in interest bearing time deposits. Any money so invested shall be in obligations or deposits maturing prior to the estimated date that such moneys will be needed for the purposes of the fund in which such moneys invested have been deposited.

45. OFFICIAL STATEMENT. The Authorized Officer is hereby authorized to cause the preparation of an official statement for the bonds for purposes of compliance with Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended (the "Rule") and to do all other things necessary to comply with the Rule. After the award of the bonds, the County will provide copies of a "final official statement" (as defined in paragraph

(e)(3) of the Rule) on a timely basis and in reasonable quantity as requested by the winning bidder or bidders to enable such bidder or bidders to comply with paragraph (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board. The Authorized Officer is authorized to enter into such agreements as may be required to enable the purchasers to comply with the Rule.

46. CONTINUING DISCLOSURE. The County Controller/Administrator and the County Treasurer have each been authorized severally and jointly to execute and deliver in the name of and on behalf of the County (i) a certificate of the County to comply with the requirement for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) of the Rule and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County has covenanted and agreed that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

47. NOTICE OF SALE. The Notice of Sale for the bonds shall be published in accordance with law in a publication to be selected by the Authorized Officer and shall be in substantially the following form with such changes as shall be approved by the Authorized Officer.

OFFICIAL NOTICE OF SALE

\$6,500,000\*

\*(subject to adjustment as described below)

COUNTY OF INGHAM, STATE OF MICHIGAN  
CAPITAL IMPROVEMENT BONDS, SERIES 2024  
(LIMITED TAX GENERAL OBLIGATION)

SEALED BIDS for the purchase of the above bonds will be received by an agent of the undersigned by the Municipal Advisory Council of Michigan (the "MAC") until [11:00 a.m.], Eastern Daylight Time, on the [1st] day of [October], 2024, at which time said bids will be publicly opened and read. Signed bids may be submitted to the MAC by email only at [munibids@macmi.com](mailto:munibids@macmi.com), but no bid will be received after the time for receiving bids specified above and the bidder bears all risks of transmission failure.

IN THE ALTERNATIVE: Bids may be submitted electronically via PARITY pursuant to this Notice on the same date and until the same time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in PARITY conflict with this Notice, the terms of this Notice shall control. For further information about PARITY, potential bidders may contact the Municipal Advisor (identified below) or PARITY at (212) 849-5021.

BOND DETAILS: The bonds will be fully registered bonds of the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof, dated the date of their delivery, and will bear interest from their date payable on May 1, 2025, and semi-annually thereafter.

The bonds will mature on the first day of May as follows (provided, however, that the amounts set forth below may be adjusted as described under "ADJUSTMENT OF TOTAL PAR AMOUNT OF BONDS AND PRINCIPAL MATURITIES" herein):

<u>YEAR</u>	<u>AMOUNT</u>	<u>YEAR</u>	<u>AMOUNT</u>
2025	\$305,000	2035	\$305,000
2026	300,000	2036	315,000
2027	315,000	2037	330,000
2028	330,000	2038	345,000
2029	240,000	2039	355,000
2030	250,000	2040	370,000
2031	260,000	2041	385,000
2032	270,000	2042	400,000
2033	280,000	2043	420,000
2034	290,000	2044	435,000

TERM BOND OPTION: Bidders shall have the option of designating bonds as serial bonds or term bonds, or both. The bidder must designate whether each of the principal amounts shown above represents a serial maturity or a mandatory redemption requirement for a term bond maturity. There may be more than one term bond designated. In any event, the principal amount scheduled for maturity in the years shown above shall be represented by either serial bond maturities or mandatory redemption requirements, or a combination of both. Any such designation must be made within one (1) hour of sale.

PRIOR REDEMPTION:

- A. MANDATORY REDEMPTION. Bonds designated as term bonds shall be subject to mandatory redemption at par and accrued interest on the dates and in the amounts corresponding to the annual principal maturities hereinbefore set forth. The bonds or portions of bonds to be redeemed shall be selected by lot.
- B. OPTIONAL REDEMPTION. Bonds maturing on or prior to [May 1, 2034] are not subject to optional redemption prior to maturity. Bonds maturing on and after [May 1, 2035], may be subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any date on and after [May 1, 2034]. Bonds of a denomination greater than \$5,000 may be partially redeemed in the amount of \$5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.
- C. NOTICE OF REDEMPTION. Not less than thirty days' notice of redemption shall be given by first class mail to the registered owner at the registered address. Failure to receive notice of redemption shall not affect the validity of the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest after the redemption date; provided, funds are on hand with the bond registrar and paying agent to redeem the bonds called for redemption.

INTEREST RATE AND BIDDING DETAILS: The bonds shall bear interest at a rate or rates not exceeding 6.50% per annum, to be fixed by the bids therefor, expressed in multiples of 1/8 or 1/100 of 1%, or both. The interest on any one bond shall be at one rate only and all bonds maturing in any one year must carry the same interest rate. No maturity of the Bonds may have an initial offering price to the public less than 98.5% of par. No proposal for the purchase of less than all of the bonds or at a price less than 99.50% nor more than 120% of their par value will be considered. The true interest cost on the bonds shall not exceed 6.50%.

BOOK-ENTRY-ONLY: The bonds will be issued in book-entry-only form as one fully registered bond per maturity and will be registered in the name of Cede & Co., as nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the bonds. Purchase of the bonds will be made in book-entry-only form, in the denomination of \$5,000 or any integral multiple thereof. Purchasers will not receive certificates representing their interest in bonds purchased. The book-entry-only system is described further in the preliminary official statement for the bonds.

BOND REGISTRAR AND PAYING AGENT: The bonds shall be payable as to principal in lawful money of the United States upon surrender thereof at the [principal][corporate][designated] trust office of \_\_\_\_\_, \_\_\_\_\_, Michigan, the bond registrar and paying agent. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15<sup>th</sup> day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address. As long as DTC, or its nominee Cede & Co., is the registered owner of the bonds, payments will be made directly to such registered owner. Disbursement of such payments to DTC participants is the responsibility of DTC and disbursement of such payments to the beneficial owners of the bonds is the responsibility of DTC participants and indirect participants as described in the preliminary official statement for the bonds. The County from time to time as required may designate a successor bond registrar and paying agent.

PURPOSE AND SECURITY: The bonds are to be issued pursuant to the provisions of Act 34, Public Acts of Michigan, 2001, as amended, to defray all or part of County capital improvements including the acquisition, construction, installation and equipping of a new animal health facility for the Potter Park Zoo, together with associated site and facilities improvements, including, but not limited to, certain water main improvements, and



to pay the costs of issuing the bonds (collectively, the "Project"). The full faith and credit of the County have been irrevocably pledged to the prompt payment of the principal of and interest on the bonds. The principal of and interest on the bonds are payable as a first budget obligation of the County from its general funds. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County. The amount of taxes necessary to pay the principal of and interest on the bonds of this series, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

\*ADJUSTMENT OF TOTAL PAR AMOUNT OF BONDS AND PRINCIPAL MATURITIES: The County reserves the right to adjust the aggregate principal amount of the bonds after receipt of the bids and prior to final award, if necessary, so that the purchase price of the bonds will provide an amount determined by the County to be sufficient to construct the Project and to pay costs of issuance of the bonds. The adjustments, if necessary, will be in increments of \$5,000. The purchase price will be adjusted proportionately to the adjustment in issue size, but the interest rates specified by the successful bidder for all maturities will not change. The successful bidder may not withdraw its bid as a result of any changes made within these limits.

\*ADJUSTMENT TO PURCHASE PRICE: Should any adjustment to the aggregate principal amount of the bonds be made by the County, the purchase price of the bonds will be adjusted by the County proportionally to the adjustment in principal amount of the bonds and in such manner as to maintain as comparable an underwriter's spread as possible to that bid.

GOOD FAITH: A good faith deposit will not be required.

AWARD OF BONDS: The bonds will be awarded to the bidder whose bid produces the lowest true interest cost to the County. True interest cost shall be computed by determining the annual interest rate (compounded semiannually) necessary to discount the debt service payments on the bonds from the payment dates thereof to [October 22, 2024], and to the price bid.

LEGAL OPINION: Bids shall be conditioned upon the approving opinion of Dickinson Wright PLLC, attorneys of Lansing, Michigan, bond counsel, the original of which will be furnished without expense to the purchaser at the delivery of the bonds. The fees of Dickinson Wright PLLC for services rendered in connection with such approving opinion are expected to be paid from bond proceeds. Except to the extent necessary to issue its approving opinion as to the validity of the bonds, Dickinson Wright PLLC has made no inquiry as to any financial information, statements or material contained in any financial documents, statements or materials that have been or may be furnished in connection with the authorization, issuance or marketing of the bonds and, accordingly, will not express any opinion with respect to the accuracy or completeness of any such financial information, statements or materials. By submitting a bid, the bidder consents to the engagement of Dickinson Wright PLLC as bond counsel to the County notwithstanding any representation of the bidder by such firm in matters unrelated to the issuance of the bonds.

TAX MATTERS: The approving opinion will include an opinion to the effect that under existing law as enacted and construed on the date of the initial delivery of the bonds, the interest on the bonds is excluded from gross income for federal income tax purposes under Section 103 of the Internal Revenue Code of 1986, as amended (the "Code"). Interest on the bonds is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals; however, interest on the bonds is included in the "adjusted financial statement income" of certain corporations that are subject to the federal corporate alternative minimum tax under Section 55 of the Code. The opinion set forth above will be subject to the condition that the County comply with all requirements of the Code, that must be satisfied subsequent to the issuance of the bonds in order that interest thereon be (or continue to be) excluded from gross income for federal income tax purposes. Failure to comply with certain of such requirements could cause the interest on the bonds to be included in gross income retroactive to the date of issuance of the bonds. The County has covenanted to comply with all

such requirements. The opinion will express no opinion regarding other federal tax consequences arising with respect to the bonds.

At this time, it is anticipated that the Bonds may be designated as qualified tax-exempt obligations (i.e. "bank qualified").

If the winning bidder will obtain a municipal bond insurance policy or other credit enhancement for the bonds in connection with their original issuance, the winning bidder will be required, as a condition of delivery of the bonds, to certify that the premium therefor will be less than the present value of the interest expected to be saved as a result of such insurance or other credit enhancement. The form of an acceptable certificate will be provided by bond counsel.

In addition, the approving opinion of bond counsel will include an opinion to the effect that under existing law, as enacted and construed on the date of the initial delivery of the bonds, the bonds and the interest thereon are exempt from all taxation by the State of Michigan or a political subdivision thereof, except estate taxes and taxes on gains realized from the sale, payment, or other disposition thereof.

ISSUE PRICE: The winning bidder shall assist the County in establishing the issue price of the bonds and shall execute and deliver to the County at closing an "issue price" or similar certificate setting forth the reasonably expected initial offering price to the public or the sales price or prices of the bonds, together with the supporting pricing wires or equivalent communications, substantially in the form provided by bond counsel, with such modifications as may be appropriate or necessary, in the reasonable judgment of the winning bidder, the County and bond counsel. All actions to be taken by the County under this Notice of Sale to establish the issue price of the bonds may be taken on behalf of the County by the County's municipal advisor identified herein and any notice or report to be provided to the County may be provided to the County's municipal advisor.

The County intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the bonds) will apply to the initial sale of the bonds (the "competitive sale requirements") because:

- (1) the County is disseminating this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
- (2) all bidders shall have an equal opportunity to bid;
- (3) the County anticipates receiving bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and
- (4) the County anticipates awarding the sale of the bonds to the bidder who submits a firm offer to purchase the bonds at the lowest true interest cost, as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the bonds, as specified in the bid.

In the event that competitive sale requirements are satisfied, the winning bidder shall be expected to certify as to the reasonably expected initial offering price of the bonds to the public.

In the event that the competitive sale requirements are not satisfied, the County shall so advise the winning bidder. The County shall treat (i) the first price at which 10% of a maturity of the bonds (the "10% test") is sold to the public as of the sale date as the issue price of that maturity and (ii) the initial offering price to the public as of the sale date of any maturity of the bonds not satisfying the 10% test as of the sale date as the

issue price of that maturity (the "hold-the-offering-price rule"), in each case applied on a maturity-by-maturity basis (and if different interest rates apply within a maturity, to each separate CUSIP number within that maturity). The winning bidder shall advise the County if any maturity of the bonds satisfies the 10% test as of the date and time of the award of the bonds. Any maturity of the bonds (and if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) that does not satisfy the 10% test as of the date and time of the award of the bonds shall be subject to the hold-the-offering-price rule. Bids will not be subject to cancellation in the event that any maturity of the bonds is subject to the hold-the-offering-price rule. Bidders should prepare their bids on the assumption that some or all of the maturities of the bonds will be subject to the hold-the-offering-price rule in order to establish the issue price of the bonds.

By submitting a bid, each bidder confirms that, except as otherwise provided in its bid, it has an established industry reputation for underwriting new issuances of municipal bonds, and, further, the winning bidder shall (i) confirm that the underwriters have offered or will offer the bonds to the public on or before the date of award at the offering price or prices (the "initial offering price"), or at the corresponding yield or yields, set forth in the bid submitted by the winning bidder and (ii) agree, on behalf of the underwriters participating in the purchase of the bonds, that the underwriters will neither offer nor sell unsold bonds of any maturity to which the hold-the-offering-price rule shall apply to any person at a price that is higher than the initial offering price to the public during the period starting on the sale date and ending on the earlier of the following:

- (1) the close of the fifth (5<sup>th</sup>) business day after the sale date; or
- (2) the date on which the underwriters have sold at least 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public.

The winning bidder shall promptly advise the County when the underwriters have sold 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public, if that occurs prior to the close of the fifth (5<sup>th</sup>) business day after the sale date.

The County acknowledges that, in making the representation set forth above, the winning bidder will rely on (i) the agreement of each underwriter to comply with the hold-the-offering-price rule, as set forth in an agreement among underwriters and the related pricing wires, (ii) in the event a selling group has been created in connection with the initial sale of the bonds to the public, the agreement of each dealer who is a member of the selling group to comply with the hold-the-offering-price rule, as set forth in a selling group agreement and the related pricing wires, and (iii) in the event that an underwriter is a party to a retail distribution agreement that was employed in connection with the initial sale of the bonds to the public, the agreement of each broker-dealer that is a party to such agreement to comply with the hold-the-offering-price rule, as set forth in the retail distribution agreement and the related pricing wires. The County further acknowledges that each underwriter shall be solely liable for its failure to comply with its agreement regarding the hold-the-offering-price rule and that no underwriter shall be liable for the failure of any other underwriter, or of any dealer who is a member of a selling group, or of any broker-dealer that is a party to a retail distribution agreement to comply with its corresponding agreement regarding the hold-the-offering-price rule as applicable to the bonds.

By submitting a bid, each bidder confirms that: (i) any agreement among underwriters, any selling group agreement and each retail distribution agreement (to which the bidder is a party) relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such retail distribution agreement, as applicable, to comply with the hold-the-offering-price rule if and for so long as directed by the winning bidder and as set forth in the related pricing wires, and (ii) any agreement among underwriters relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter that is a party to a retail distribution agreement to be employed in connection with the initial sale of the bonds to the public to require each broker-dealer that is a

party to such retail distribution agreement to comply with the hold-the-offering-price rule if and for so long as directed by the winning bidder or such underwriter and as set forth in the related pricing wires.

Sales of any bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale. Further, for purposes of this Notice of Sale:

- (i) "public" means any person other than an underwriter or a related party,
- (ii) "underwriter" means (A) any person that agrees pursuant to a written contract with the County (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the bonds to the public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the bonds to the public),
- (iii) a purchaser of any of the bonds is a "related party" to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (A) at least 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (B) more than 50% common ownership of their capital interests or profit interests, if both entities are partnerships (including direct ownership by one partnership of another), or (C) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other), and
- (iv) "sale date" means the date that the bonds are awarded by the County to the winning bidder.

CUSIP: CUSIP numbers will be imprinted on all bonds of this issue at the County's expense. Neither the failure to print numbers nor an improperly printed number shall constitute cause for the purchaser to refuse to accept delivery. The purchaser shall be responsible for requesting assignment of numbers and for payment of any charges for the assignment of numbers.

OFFICIAL STATEMENT: An electronic copy of the County's preliminary official statement relating to the bonds may be obtained by contacting the Municipal Advisor at the address referred to below. The preliminary official statement is in a form deemed final by the County for purposes of paragraph (b)(1) of SEC Rule 15c2-12 (the "Rule"), but is subject to revision, amendment, and completion in a final official statement.

After the award of the bonds, the County will provide on a timely basis up to 10 copies of a final official statement, as that term is defined in paragraph (f)(3) of the Rule, at the County's expense to enable the winning bidder or bidders to comply with paragraphs (b)(3) and (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board. Requests for such additional copies of the final official statement shall be made to the Municipal Advisor at the address set forth below within 24 hours of the award of the bonds.

CONTINUING DISCLOSURE: In order to assist bidders in complying with paragraph (b)(5) of the Rule, the County will undertake, pursuant to a resolution adopted by its governing body and a continuing disclosure certificate, to provide annual reports and notices of certain events. A description of these undertakings is set forth in the preliminary official statement and will also be set forth in the final official statement.

BOND INSURANCE AT PURCHASER'S OPTION: If the bonds qualify for the issuance of any policy of municipal bond insurance or commitment therefor at the option of the purchaser, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the purchaser. THERE WILL BE NO CHANGES MADE TO THE BOND RESOLUTION TO REFLECT BOND INSURANCE. Any increased costs of issuance of the bonds resulting from such purchase of insurance shall be paid by the purchaser, except that, if the County has requested and received a rating on the bonds, from a rating agency, the County will pay the fee for the requested rating. Any other rating agency fees shall be the responsibility of the purchaser. FAILURE OF THE MUNICIPAL BOND INSURER TO ISSUE THE POLICY AFTER THE BONDS HAVE BEEN AWARDED TO THE PURCHASER SHALL NOT CONSTITUTE CAUSE FOR FAILURE OR REFUSAL BY THE PURCHASER TO ACCEPT DELIVERY OF THE BONDS FROM THE COUNTY.

BIDDER CERTIFICATION: NOT "IRAN-LINKED BUSINESS": By submitting a bid, the bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act No. 517, Public Acts of Michigan, 2012; MCL 129.311 et seq.

DELIVERY OF BONDS: The County will furnish bonds ready for execution at its expense. Bonds will be delivered without expense to the purchaser through DTC, New York, New York. The usual closing documents, including a continuing disclosure certificate and a certificate that no litigation is pending affecting the issuance of the bonds, will be delivered at the time of the delivery of the bonds. If the bonds are not tendered for delivery by twelve o'clock noon, Eastern Daylight Time, on the 45<sup>th</sup> day following the date of sale, or the first business day thereafter if said 45<sup>th</sup> day is not a business day, the winning bidder may on that day, or any time thereafter until delivery of the bonds, withdraw its proposal by serving notice of cancellation, in writing, on the undersigned. Payment for the bonds shall be made in Federal Reserve Funds. Accrued interest to the date of delivery of the bonds shall be paid by the purchaser at the time of delivery.

MUNICIPAL ADVISOR: PFM Financial Advisors LLC (the "Municipal Advisor") is a Registered Municipal Advisor in accordance with the rules of the Municipal Securities Rulemaking Board. The Municipal Advisor has been retained by the County to provide certain financial advisory services relating to the planning, structuring, and issuance of the bonds. The Municipal Advisor is not engaged in the business of underwriting, trading, marketing or the distribution of securities or any other negotiable instruments. The Municipal Advisor's duties, responsibilities and fees arise solely as a Registered Municipal Advisor to the County, and it has no secondary obligation or other responsibility. Further information regarding the bonds may be obtained from the Municipal Advisor, 555 Briarwood Circle, Suite 333, Ann Arbor, Michigan 48108. Telephone: (734) 994-9700.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

ENVELOPES containing the bids should be plainly marked "Proposal for Bonds."

Gregg A. Todd  
County Controller/Administrator  
County of Ingham

48. CONFLICTING RESOLUTIONS. All resolutions and parts of resolutions, insofar as they are in conflict herewith, are rescinded.

YEAS: \_\_\_\_\_  
\_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

Human Services Committee:  
YEAS: \_\_\_\_\_  
\_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
Approved: August 19, 2024

County Services Committee:  
YEAS: \_\_\_\_\_  
\_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
Approved: August 20, 2024

Finance Committee:  
YEAS: \_\_\_\_\_  
\_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
Approved: August 21, 2024

STATE OF MICHIGAN            )  
  )ss  
COUNTY OF INGHAM         )

I, the undersigned, the Clerk of the County of Ingham, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Board of Commissioners of said County held on the 27th day of August, 2024, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_ day of August, 2024.

\_\_\_\_\_  
Clerk, County of Ingham

**TO:** Board of Commissioners Human Services and County Services Committees  
**FROM:** Cynthia Wagner, Potter Park Zoo Director  
**DATE:** August 7, 2024  
**SUBJECT:** Potter Park Zoo Horticulture & Maintenance Supervisor and Zoo Maintenance Deputy Director Reorganization  
For the meeting agendas of August 19 and 20, 2024

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**BACKGROUND**

There is currently a Zoo Maintenance Deputy Director position and a Horticulture Grounds Manager position at Potter Park Zoo. The Horticulture Grounds Manager position is vacant at this time.

With the upcoming and future construction projects at the zoo including the animal health facility, stormwater infrastructure improvements, and Feline & Primate Building renovations, zoo staff feel it is necessary to fill the Horticulture Grounds Manager position. After discussions with the Ingham County Human Resources Department it was determined reorganizing these two positions as well as updating the job description and job titles would be beneficial to zoo operations.

This reorganization takes into consideration budgetary constraints by maintaining the current classifications for each position while updating the titles and job duties to reflect the needs of zoo operations.

**ALTERNATIVES**

The alternative is to not change the job descriptions and not fill the vacant Horticulture Grounds Manager position.

**FINANCIAL IMPACT**

The 2024 budget office wage projections show the total cost for the Deputy Director and Maintenance & Horticulture Supervisor positions to be a total of \$303,089. The Zoo Maintenance Deputy Director position is currently filled and will not change in classification. The Horticulture Grounds Manager position has been vacant since February 2022, but has remained in the zoo budget and will not change in classification. The cost of the positions will not change and is included in the current 2024 budget and the requested 2025 budget. There are sufficient funds in the zoo budget to cover the total cost of these two positions.

<b>Current Positions</b>	<b>F/T Step</b>
Zoo Maintenance Deputy Director	\$175,503 Step 5
Horticulture Grounds Manager	\$127,586 Step 7
<b>TOTAL</b>	<b>\$303,089</b>

<b>New Positions</b>	<b>F/T Step</b>
Deputy Director	\$175,503 Step 5
Maintenance & Horticulture Supervisor	\$127,586 Step 7
<b>TOTAL</b>	<b>\$303,089</b>

**OTHER CONSIDERATIONS**

The Potter Park Zoo Advisory Board and the Teamsters Unit are in support of the proposed reorganization and job description update.



**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for the reorganization of the Zoo Maintenance Deputy Director and the Horticulture Grounds Manager positions at Potter Park Zoo.

TO: Cynthia Wagner, Director of Potter Park Zoo

FROM: Beth Bliesener, Human Resources Specialist  
Joan Clous, Human Resources Specialist

DATE: August 7, 2024

RE: Memo of Analysis for Re-organization

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Human Resources can confirm the following information regarding the re-organization for Potter Park Zoo:

1. Human Resources has updated the vacant job description Horticulturist Grounds Manager to reflect the duties that will be needed for this position. The title will now be Horticulture & Maintenance Supervisor. The position will remain in the Zoo Teamster union and the salary will remain the Zoo Horticulture pay scale. The position number is 692022.
2. Human Resources has updated the job descriptions Zoo Maintenance Deputy Director to reflect the duties of the position. The title will change to Zoo Deputy Director. The salary would remain the same MC 12. The position number is 692033.

I have sent Zoo Teamsters notices regarding the above positions. Zoo Teamsters supports the changes. I have attached their responses. I have also attached all the job descriptions.

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

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

**From:** [Joan Clous](#)  
**To:** [Cynthia Wagner](#); [Elisabeth Bliesener](#)  
**Subject:** FW: Ingham County Zoo Position for Review  
**Date:** Friday, August 9, 2024 2:01:54 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image006.png](#)  
[image008.png](#)

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Here is the union's agreement

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**From:** Heather Duhoski <[heather@teamsters243.org](mailto:heather@teamsters243.org)>  
**Sent:** Friday, August 9, 2024 2:01 PM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Cc:** Corey Smith <[corey@teamsters243.org](mailto:corey@teamsters243.org)>  
**Subject:** RE: Ingham County Zoo Position for Review

Good afternoon,

The union is agreeable to the Horticulture & Maintenance Supervisor.

Please provide a copy of the final job description.

Thank you

Heather Duhoski  
Teamsters Local 243  
Business Representative  
5800 Executive Drive  
Lansing MI 48911  
T: (517) 887-2944 C: (517)819-4308  
F: (517) 887-3069



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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Friday, August 9, 2024 1:53 PM  
**To:** Heather Duhoski <[heather@teamsters243.org](mailto:heather@teamsters243.org)>  
**Cc:** Corey Smith <[corey@teamsters243.org](mailto:corey@teamsters243.org)>  
**Subject:** RE: Ingham County Zoo Position for Review

Sorry, Horticulture & Maintenance Supervisor

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**From:** Joan Clous  
**Sent:** Friday, August 9, 2024 1:51 PM  
**To:** Heather Duhoski <[heather@teamsters243.org](mailto:heather@teamsters243.org)>  
**Cc:** Corey Smith <[corey@teamsters243.org](mailto:corey@teamsters243.org)>  
**Subject:** RE: Ingham County Zoo Position for Review

Good Afternoon,

How about Maintenance & Horticulture Supervisor?

Joan

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**From:** Heather Duhoski <[heather@teamsters243.org](mailto:heather@teamsters243.org)>  
**Sent:** Friday, August 9, 2024 1:23 PM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Cc:** Corey Smith <[corey@teamsters243.org](mailto:corey@teamsters243.org)>  
**Subject:** RE: Ingham County Zoo Position for Review

Good Afternoon,

The union position with this posting would be to include Horticulturist in the position title to maintain the intention of the position (Horticulturist-Maintenance Supervisor). The Union is agreeable to the wage placement. Please advise if you are in agreeance with the title change.

Heather Duhoski  
Teamsters Local 243  
Business Representative  
5800 Executive Drive  
Lansing MI 48911  
T: (517) 887-2944 C: (517)819-4308  
F: (517) 887-3069



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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Friday, August 2, 2024 2:01 PM

**To:** Heather Duhoski <[heather@teamsters243.org](mailto:heather@teamsters243.org)>

**Cc:** Corey Smith <[corey@teamsters243.org](mailto:corey@teamsters243.org)>

**Subject:** Ingham County Zoo Position for Review

Good Afternoon,

Attached are two job descriptions, one with track changes to show what was changed the other is the final copy. The salary range is \$61,055.52 to \$82,077.57. Please let me know if you have any questions. Please let me know if you are in agreement with the salary placement.

Thanks,

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**

**HORTICULTURE & MAINTENANCE SUPERVISOR**

**General Summary:**

Under the general supervision of the Zoo Deputy Director, responsible for day to day technical, design, maintenance, and supervisory work in horticulture, forestry, and maintenance functions on zoo and park grounds.

**Essential Functions:**

1. Assigns and supervises duties of all zoo maintenance staff, interns and volunteers, including onboarding, training, work assignments, scheduling, and effectively recommends personnel matters pertaining to staff, hiring, firing, and disciplinary action.
2. Responsible for maintaining building and grounds repairs and normal upkeep.
3. Plans, designs, and maintains landscape installations in the zoo and park, including but not limited to: determines types and quantity of horticultural plants to be grown; cultivates and propagates exotic and native plant species that are landscape or exhibit specific; selects and purchases seed, plant nutrients, and disease control chemicals; provides daily maintenance and identifies plant needs and provides appropriate solutions.
4. Recommends improvements in landscaping public park property, including kinds and location of trees, shrubs, and other ornamental plants; provides leadership in forestry management on zoo and park grounds.
5. Coordinates with zoo department heads and staff concerning maintenance related activities on a daily basis.
6. Oversees labor and material needs for projects, researches options, develops plans, speaks with vendors, and makes recommendations, monitors cost and budget, including during emergency situations.
7. Completes work orders and records concerning time, material and equipment.
8. Coordinates the ongoing daily activities of the Maintenance Department with outside agencies such as contractors, sales representatives, and volunteer groups.
9. Stays current and works to exceed all USDA and AZA standards.
10. Participates in all manager on duty and zoo emergency procedures.
11. Attends and develops reports for Board of Commissioners, Zoo Board, and departmental meetings and events as requested.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

**Employment Qualifications**

**Education:** Equivalent of two years of advanced course work in horticulture, landscape architecture or other closely related field of study. Prefer some course work in supervisory / management skills.

**Experience:** Three years of progressively responsible horticulture and/or forestry including supervisory experience. Knowledge of Zoo operations and horticulture experience preferred.

**Other Requirements:** Knowledge of legal requirements, regulations, laws and other authoritative standards applicable to horticulture. Arborist certification or equivalent is preferred. Possession of or ability to obtain state licensing as a Pesticide Applicator is required. Training or experience with Integrated Pest Management is preferred. Possession of or ability to obtain a valid Michigan Motor Vehicle Operator's License is required. Must have a good driving record. **Driving records will be checked as part of the referral process. You must be able to meet the standards of the Ingham County Driving Records Policy for referral.** Must submit a cover letter and resume with application.

*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 of promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

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

Climbs stairs and ladders. Will occasionally, lift, carry, push and pull weights up to 100 lbs. Performs other routine physical functions like bending, sitting, standing, squatting, etc.

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.



9. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
10. This position is required to travel for meetings and appointments.
11. This position works closely with domestic and wild animals with unpredictable temperaments.

(This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.)

**Physical Requirements:**

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

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

***Teamsters Zoo –0136  
PayScale Zoo Horticulture  
August 2024***

**INGHAM COUNTY  
JOB DESCRIPTION**

**ZOO DEPUTY DIRECTOR**

**General Summary:**

Under the supervision of the Zoo Director, supervises and performs the work necessary to maintain, and improve the operational needs of the Zoo. Oversees the planning and implementation of capital improvement projects and purchases. Assists the Zoo Director with oversight of zoo operations. Supervises seasonal and full-time zoo employees as assigned. Coordinates with zoo department managers, and staff concerning zoo operations related activities. Serves as the acting Zoo Director in their absence.

**Essential Functions:**

1. Serves as acting Zoo Director in the absence of the Zoo Director.
2. Monitors capital improvement projects and purchases, while serving as liaison to the Ingham County Purchasing Department.
3. Attends meetings and develops reports for Board of Commissioners, Zoo Board, and departmental events as requested.
4. Assists with oversight of zoo operations functions of all zoo departments, including, but not limited to onboarding, training, work assignments, scheduling, and personnel matters pertaining to staff, hiring, firing, and disciplinary action.
5. Coordinates with zoo department heads and staff concerning zoo operations related activities on a daily basis.
6. Oversees labor and material needs for capital improvement projects, researches options, develops plans, speaks with vendors, write RFP's, and makes recommendations, monitors cost and budget, including during emergency situations.
7. Maintains all MSDS data sheets in the County system.
8. Processes proximity cards, including adding and deleting users, running activity reports and overall maintenance of the systems.
9. Represents the zoo in both internal and external meetings.
10. On call twenty-four (24) hours for problems related to zoo operations.
11. Stays current and works to exceed all USDA and AZA standards.
12. Participates in all manager on duty and zoo emergency procedures.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

**Employment Qualifications:**

**Education:** Equivalent of two years of advanced course work in mechanical systems, trades and construction and related maintenance areas. Prefer some course work in supervisory / management skills.

**Experience:** Five years of related experience in the maintenance and repair of mechanical, heating, cooling and ventilation systems, electrical, plumbing, construction and other aspects of facilities maintenance and management. Knowledge of Zoo operations and horticulture experience preferred.

**Other Requirements:**

Must have or have the ability to get and maintain State License as a pesticide applicator.  
Possession of a valid Michigan Driver's License.

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

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
10. This position is required to travel for meetings and appointments.
11. This position works closely with domestic and wild animals with unpredictable temperaments.
12. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

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

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

MCF 12  
August 2024

**2024 Rates**

**ZOO MAIN DEPUTY  
DIRECTOR (692033)**

**MC 12**

			<b>FULL TIME</b>		
			<b>Step 1</b>	<b>Step 5</b>	
	0	704000	Salary	84,209.00	101,103.00
101	8951	714000	Unemployment	421.05	505.52
	1000	715000	FICA	6,441.99	7,734.38
	8846	715050	Liability	1,160.48	1,393.30
	2720	716020	Health	21,279.00	21,279.00
	8952	716035	Health Surcharge	3,585.00	3,585.00
	8955	716040	Health Insurance Trust	3,789.41	4,549.64
	2700	716100	Dental	936.00	936.00
	2710	716200	Vision	135.00	135.00
	8953	716450	Separation	1,684.18	2,022.06
	8986	717000	Life	149.82	149.82
	8941	717100	Disability	109.47	131.43
	7203	718000	Retirement	24,496.40	29,410.86
	7303	718500	Retirement	2,105.23	2,527.58
	8810	722000	Workers Comp	33.68	40.44
				150,535.70	175,503.02

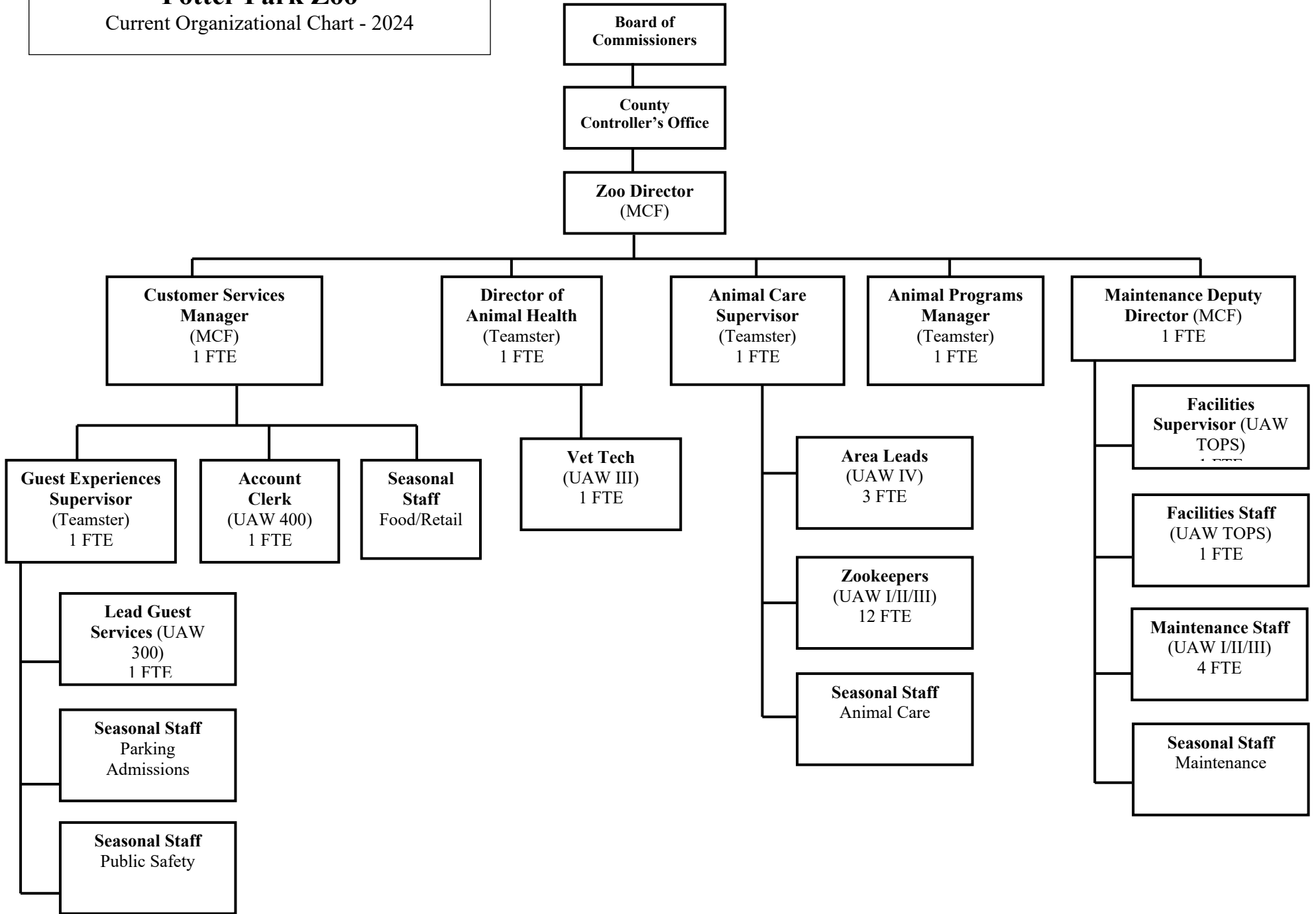
**2024 Rates**

**HORTICULTURE/GRDS  
MANAGER (692022)**

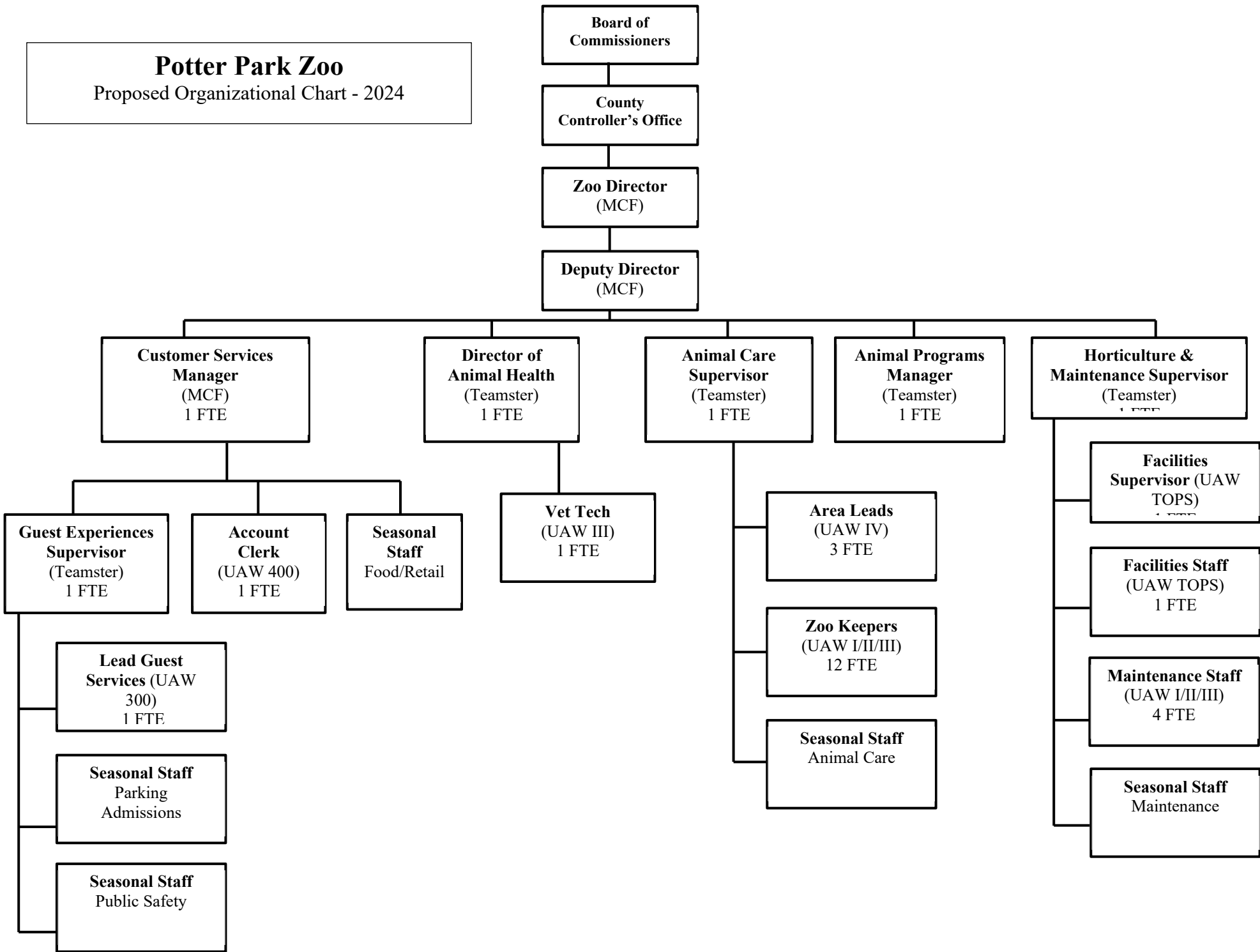
**TEAMSTER ZOO**

			<b>FULL TIME</b>		
			<b>Step 1</b>	<b>Step 7</b>	
	0	704000	Salary	61,056.00	82,078.00
	8951	714000	Unemployment	305.28	410.39
	1000	715000	FICA	4,670.78	6,278.97
	8846	715050	Liability	841.41	1,131.12
	2720	716020	Health	21,279.00	21,279.00
	8952	716035	Health Surcharge	3,585.00	3,585.00
	8955	716040	Health Insurance Trust	2,747.52	3,693.51
	2700	716100	Dental	936.00	936.00
	2710	716200	Vision	135.00	135.00
	8953	716450	Separation	1,221.12	1,641.56
	8965	717000	Life	89.84	89.84
	8941	717100	Disability	79.37	106.70
	7297	718000	Retirement	3,742.73	5,031.38
	7397	718500	Retirement	610.56	820.78
	8815	722000	Workers Comp	274.75	369.35
				101,574.37	127,586.60

**Potter Park Zoo**  
Current Organizational Chart - 2024



**Potter Park Zoo**  
Proposed Organizational Chart - 2024



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE POTTER PARK ZOO  
HORTICULTURE GROUNDS MANAGER AND ZOO MAINTENANCE DEPUTY DIRECTOR  
POSITIONS**

WHEREAS, the Zoo has a Zoo Maintenance Deputy Director position as well as a vacant Horticulture Grounds Manager position; and

WHEREAS, a reorganization of these positions provides a more effective structure for zoo operational needs; and

WHEREAS, the 2024 personnel cost projections provided by the budget department show a total (wage and fringe) annual cost of \$175,503 at Step 5 for the Deputy Director position and \$127,586 at Step 7 for the Maintenance & Horticulture Supervisor position for a total of \$303,089; and

WHEREAS, the classification for both positions will remain the same resulting in zero cost increase; and

WHEREAS, there are sufficient funds in the Zoo Fund, #25869200, for the proposed reorganization; and

WHEREAS, the Teamsters Supervisory Unit and the Potter Park Zoo Advisory Board are in support of the proposed updated job descriptions and reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a reorganization of the following Potter Park Zoo positions:

Zoo Maintenance Deputy Director position to Deputy Director staying at the current classification of MCF 12.

Horticulture Grounds Manager position to Maintenance & Horticulture Supervisor staying at the current Teamster classification of Zoo Horticulture.

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



**TO:** Board of Commissioner's Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** July 5, 2024  
**SUBJECT:** Resolution to Accept the Health Resources and Services Administration FY 2024 Quality Improvement Award: Uniform Data System Patient-Level Submission.

For the meeting agendas of August 19 and August 21, 2024

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**BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept the Quality Improvement Award from the Health Resources and Services Administration agency (HRSA), in an amount not to exceed \$39,620, effective upon approval. These funds will be used to assist the CHCs with preparing to submit patient-level data to HRSA as a part of the yearly, mandatory Uniform Data System (UDS) reporting process. These funds will also use to prepare our systems for CY 2025 UDS reporting requirements. Accepting these funds is critical to meeting compliance with HRSA's UDS reporting criteria.

**ALTERNATIVES**

If we do not accept these funds, ICHD risks non-compliance with HRSA's UDS reporting requirements.

**FINANCIAL IMPACT**

These funds will be used to prepare our systems for CY 2025 UDS reporting requirements.

**STRATEGIC PLANNING IMPACT**

This resolution supports the goal of promoting accessible healthcare services, specifically the Service to Residents section of the Action Plan – Increase the scope and access to high quality, equitable, safe, patient-centered primary and specialized care at the Ingham Community Health Centers.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize accepting a \$39,620 Quality Improvement funding award from HRSA agency, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE HEALTH RESOURCES AND SERVICES ADMINISTRATION FY  
2024 QUALITY IMPROVEMENT AWARD: UNIFORM DATA SYSTEM PATIENT-LEVEL  
SUBMISSION**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to accept the Quality Improvement Award, for an amount of \$39,620, from the Health Resources and Services Administration agency (HRSA), effective upon approval; and

WHEREAS, these funds will be used to assist the CHCs with preparing to submit patient-level data to HRSA as a part of the yearly, mandatory Uniform Data System (UDS) reporting process; and

WHEREAS, these funds will be used to prepare our systems for CY 2025 UDS reporting requirements; and

WHEREAS, accepting these funds is critical to meeting compliance with HRSA's UDS reporting criteria; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize accepting the Quality Improvement Award from HRSA in an amount not to exceed \$39,620, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting the Quality Improvement Award from HRSA in an amount not to exceed \$39,620, effective upon approval.

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

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

**TO:** Board of Commissioner’s Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** July 15, 2024  
**SUBJECT:** Authorization to Accept FY 2024-2025 AmeriCorps State Grant Funding  
For the meeting agendas of August 19 and August 21, 2024`

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept the Michigan Department of Labor and Economic Opportunity (MDLEO) FY 24/25 AmeriCorps State grant funding effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$269,985. ICHHD was the recipient of grant funds for the AmeriCorps State Program funding in FY 23/24, which was authorized through Resolution #23-292. ICHHD’S AmeriCorps State Program has been approved by the AmeriCorps agency for another year of funding for the 2024-25 program year in the amount not to exceed \$269,985 in order to support up to ten (10) AmeriCorps members working in organizations to advance public housing needs within Ingham County. The AmeriCorps State program seeks to address critical housing initiatives and healthy homes education in Ingham County. Annual funding and project renewal is anticipated.

**ALTERNATIVES**

Declining this funding would result in a loss of participation in the AmeriCorps program which supports addressing critical address critical housing initiatives and healthy homes education in Ingham County.

**FINANCIAL IMPACT**

Upon the October 1, 2024 program start date, ICHHD’s AmeriCorps State program will be funded 100% via grants and host site fees with no annual cost to the County. The agreement for this funding is included in the FY’ 25 Health Department Budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize accepting the MDLEO AmeriCorps State FY24-25 Grant funding, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$269,985.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE FY 2024-2025 AMERICORPS STATE GRANT FUNDING**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept the Michigan Department of Labor and Economic Opportunity (MDLEO) FY 24/25 AmeriCorps State grant funding effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$269,985; and

WHEREAS, ICHD was the recipient of grant funds for the AmeriCorps State Program funding in FY 23/24, which was authorized through Resolution #23-292; and

WHEREAS, as a condition of this grant, ICHD is required at a minimum, to enter into Memorandums of Agreement (MOAs) with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, ICHD'S AmeriCorps State Program has been approved by the AmeriCorps agency for another year of funding for the 2024-25 program year in the amount not to exceed \$269,985 in order to support up to ten (10) AmeriCorps members working in organizations to advance public housing needs within Ingham County; and

WHEREAS, under this grant, AmeriCorps members will facilitate educational workshops, distribute educational resources, and engage community members in one-on-one counseling to curate a healthy home in the Greater Lansing area; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting the MDLEO FY 24/25 AmeriCorps State grant funding effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$269,985.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting the MDLEO FY 24/25 AmeriCorps State grant funding effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$269,985.

BE IT FURTHER RESOLVED, that the Medical Health Officer is authorized to submit the 2024-2025 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement.

BE IT FURTHER RESOLVED, that after approval as to form by the County Attorney, the Memorandum of Agreement is final.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents and any budget amendments so long as they do not exceed the amount listed above, consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioner’s Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** August 5, 2023  
**SUBJECT:** Resolution to Amend Resolution #24-297 Authorizing an Agreement and Acceptance of Healthy!  
Capital Counties Funds  
For the Meeting agendas of August 19 and August 21, 2024

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to amend Resolution #24-297 to increase funding to an amount not to exceed \$60,000 effective through September 30, 2024 to support the work of the Healthy! Capital Counties project. Resolution #24-297 authorized agreements with: Sparrow Health System, McLaren Greater Lansing and Eaton Rapids Medical Center, and acceptance of funds from the Barry-Eaton District Health Department for the Healthy! Capital Counties project. This amendment will increase the funding ICHD from \$38,710 to \$60,000 to support of the work on both the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP), effective upon approval.

**ALTERNATIVES**

The alternative is to not accept the additional funding and thereby lose critical support for the CHA and CHIP projects.

**FINANCIAL IMPACT**

This funding increase will be for a total amount not to exceed \$60,000.

**STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #24-297 to increase funding to an amount not to exceed \$60,000 effective through September 30, 2024 to support the work of the Healthy! Capital Counties project.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #24-297 TO ACCEPT HEALTHY! CAPITAL COUNTIES FUNDS**

WHEREAS, Ingham County Health Department wishes to amend Resolution #24-297 to increase funding to an amount not to exceed \$60,000 effective through September 30, 2024 to support the work of the Healthy! Capital Counties project; and

WHEREAS, Resolution #24-297 authorized agreements with: Sparrow Health System, McLaren Greater Lansing and Eaton Rapids Medical Center and acceptance of funds from the Barry-Eaton District Health Department for the Healthy! Capital Counties project; and

WHEREAS, this amendment will increase the funding ICHD from to \$60,000 to support of the work on both the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP), effective upon approval; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution # 24-297 to increase funding to an amount not to exceed \$60,000, effective through September 30, 2024 to support the work of the Healthy! Capital Counties project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-297 to increase funding to an amount not to exceed \$60,000, effective through September 30, 2024 to support the work of the Healthy! Capital Counties project.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #24-297 shall remain in effect.

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

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

**TO:** Board of Commissioners' Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** July 3, 2024  
**SUBJECT:** Resolution to Amend Resolution #22-399 for an Infectious Disease Physician Services Agreement with MSU Health Care Inc.

For the Meeting Agendas of August 19 and August 21, 2024

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**BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend Resolution #22-399 with Michigan State University (MSU) Health Care Inc. for up to 0.20 FTE Infectious Disease Physician services effective August 1, 2024 through July 31, 2026. The new agreement will include a 2% annual increase for amounts not to exceed \$57,228.85 (Year 1), and \$58,373.42 (Year 2). These physician services will be funded through HIV Ryan White Part D funding.

**ALTERNATIVES**

Choosing not to amend this resolution would create a gap in critical CHC Infectious Disease Physician services.

**FINANCIAL IMPACT**

The financial impact will not exceed \$57,228.85 (Year 1) and \$58,373.42 (Year 2) for a total amount not to exceed \$115,602.27. These physician services will be funded through HIV Ryan White Part D funding.

**STRATEGIC PLANNING IMPACT**

This resolution supports the goal of promoting accessible healthcare services, specifically the Service to Residents section of the Action Plan – Increase the scope and access to high quality, equitable, safe, patient-centered primary and specialized care at the Ingham CHCs.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize extending the agreement with MSU Health Care Inc. for up to 0.20 FTE Infectious Disease Physician services effective August 1, 2024 through July 31, 2026 in an amount not to exceed \$115,602.27.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #22-399 FOR AN INFECTIOUS DISEASE PHYSICIAN SERVICES AGREEMENT WITH MSU HEALTH CARE INC.**

WHEREAS, Ingham County Health Department's (ICHHD's) Community Health Centers (CHCs) wish to amend Resolution #22-399 to extend its agreement with Michigan State University (MSU) Health Care Inc. for up to 0.20 FTE Infectious Disease Physician services effective August 1, 2024 through July 31, 2026; and

WHEREAS, the new agreement will include a 2% annual increase for amounts not to exceed \$57,228.85 (Year 1) and \$58,373.42 (Year 2); and

WHEREAS, the current agreement is set to expire on July 31, 2024; and

WHEREAS, the financial impact will not exceed \$57,228.85 (Year 1), and \$58,373.42 (Year 2) for a total amount not to exceed \$115,602.27; and

WHEREAS, these physician services will be funded through HIV Ryan White Part D funding; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #22-399 with MSU Health Care Inc. for up to 0.20 FTE Infectious Disease Physician services effective August 1, 2024 through July 31, 2026 for a total amount not to exceed \$115,602.27.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #22-399 with MSU Health Care Inc. for up to 0.20 FTE Infectious Disease Physician services effective August 1, 2024 through July 31, 2026 for a total amount not to exceed \$115,602.27.

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

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



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

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

**DATE:** August 5, 2024

**SUBJECT:** Resolution to Authorize an Agreement with LTS Staffing Services  
For the Meeting Agendas of August 19 and August 21, 2024

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with LTS Staffing Services for supplemental staffing services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$190,000. LTS will provide ICHHD with temporary staffing that will allow the Communicable Disease Division (CD) to increase their capacity and to provide additional support for disease investigation and prevention efforts. LTS will provide temporary Immunization and Disease Control Nurses and Community Health Representatives to aid in COVID-19 vaccinations, seasonal flu vaccinations, and other infection prevention and control investigation and response, including Health care-related infections and congregate settings. Staffing will be compensated at the following rates:

Two Immunization Nurses: \$33.98 per hour  
One Disease Control Nurse: \$38.69 per hour  
Two Community Health Representatives: \$19.32 per hour

**ALTERNATIVES**

Choosing not to enter into this agreement would result in a shortage of staffing and this would decrease Communicable Disease division capacity for disease investigation and prevention efforts.

**FINANCIAL IMPACT**

The financial impact of this agreement will be for an amount not to exceed \$190,000 and will be covered by the Michigan Department of Health and Human Services (MDHHS) COVID-19 Immunizations and Epidemiology and Laboratory Capacity (ELC) COVID-19 supplemental funding.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with LTS Staffing Services effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$190,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LTS STAFFING SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with LTS Staffing Services for supplemental staffing services effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$190,000; and

WHEREAS, LTS will provide ICHD with temporary staffing that will allow the Communicable Disease Division (CD) to increase their capacity and to provide additional support for disease investigation and prevention efforts; and

WHEREAS, LTS will provide temporary Immunization and Disease Control Nurses and Community Health Representatives to aid in COVID-19 vaccinations, seasonal flu vaccinations, and other infection prevention and control investigation and response, including Health care-related infections and congregate settings; and

WHEREAS, staffing will be compensated at the following rates:

Two Immunization Nurses: \$33.98 per hour  
One Disease Control Nurse: \$38.69 per hour  
Two Community Health Representatives: \$19.32 per hour

WHEREAS, the financial impact of this agreement will not exceed \$190,000 and will be covered by the Michigan Department of Health and Human Services (MDHHS) COVID-19 Immunizations Epidemiology and Laboratory Capacity (ELC) COVID-19 supplemental funding; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with LTS Staffing for supplemental staffing services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$190,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with LTS Staffing for supplemental staffing services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$190,000.

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

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

**TO:** Board of Commissioners' Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** July 26, 2024  
**SUBJECT:** Resolution for Agreements with MIHP and Medicaid Health Plans  
For the Meeting Agendas of August 19, and August 21, 2024

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into agreements with Aetna Better Health of Michigan, Inc., HAP CareSource, Inc., McLaren Health Plan, Inc., and United Healthcare Community Plan, Inc., to enable ICHHD to bill the listed Medicaid Health Plans (MHPs) for services provided, effective October 1, 2024 through September 30, 2029. ICHHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to provide the Maternal Infant Health Program (MIHP), a home visiting program for women that are pregnant or have an infant under the age of one year and have Medicaid for insurance. MIHP providers must establish and maintain provider contractual agreements with the MHPs in their service area, to receive payment for in-network services provided to MHP enrollees, unless the MHP indicates otherwise. The goals of the MIHP are to reduce rates of maternal and infant morbidity and mortality by promoting healthy pregnancies, positive birth outcomes, and healthy infant growth and development.

**ALTERNATIVES**

There are no alternatives as MIHP providers must establish and maintain provider contractual agreements with the MHPs in their service area to receive payment for in-network services provided to MHP enrollees.

**FINANCIAL IMPACT**

This agreement allows MIHP to bill the listed MHPs for services provided.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize the attached resolution for agreements with Aetna Better Health of Michigan, Inc., HAP CareSource, Inc., McLaren Health Plan, Inc., and United Healthcare Community Plan, Inc. to enable ICHHD to establish Care Coordination Agreements between the MHPs and the MIHP program, and to bill for services provided effective October 1, 2024 through September 30, 2029.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH AETNA BETTER HEALTH OF MICHIGAN, INC., HAP CARESOURCE, INC., MCLAREN HEALTH PLAN, INC., AND UNITED HEALTHCARE COMMUNITY PLAN, INC., FOR THE MATERNAL INFANT HEALTH PROGRAM AND MEDICAID HEALTH PLANS**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into agreements with Aetna Better Health of Michigan, Inc., HAP CareSource, Inc., McLaren Health Plan, Inc., and United Healthcare Community Plan, Inc., to enable ICHD to bill the listed Medicaid Health Plans (MHP)s for services provided, effective October 1, 2024 through September 30, 2029; and

WHEREAS, ICHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to provide the Maternal Infant Health Program (MIHP), a home visiting program for women that are pregnant or have an infant under the age of one year and have Medicaid for insurance; and

WHEREAS, MIHP providers must establish and maintain provider contractual agreements with the MHPs in their service area to receive payment for in-network services provided to MHP enrollees unless the MHP indicates; and

WHEREAS, the goals of the MIHP are to reduce rates of maternal and infant morbidity and mortality by promoting healthy pregnancies, positive birth outcomes, and healthy infant growth and development; and

WHEREAS, this agreement allows MIHP to bill the listed MHPs for services provided; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize contracting with Aetna Better Health of Michigan, Inc., HAP CareSource, Inc., McLaren Health Plan, Inc., and United Healthcare Community Plan, Inc., to enable ICHD to bill the listed MHPs for services provided, effective October 1, 2024 through September 30, 2029.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Aetna Better Health of Michigan, Inc., HAP CareSource, Inc., McLaren Health Plan, Inc., and United Healthcare Community Plan, Inc., to enable ICHD to bill the listed MHPs for services provided effective October 1, 2024 through September 30, 2029.

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

**TO:** Board of Commissioners' Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** July 15, 2024  
**SUBJECT:** Resolution to Accept FY 2024-2025 Public Health AmeriCorps Grant  
For the meeting agendas of August 19 and August 21

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept the Michigan Community Service Commission (MCSC) via the Michigan Department of Labor and Economic Opportunity (MDLEO) FY24-25 Public Health AmeriCorps grant funding effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$270,000. ICHHD was the recipient of grant funds for the Public Health AmeriCorps Program funding cycle in FY23-24, which was authorized through Resolution #23-267. ICHHD's Public Health AmeriCorps Program has been approved by the AmeriCorps agency for a second year of funding for the 2024-2025 program year in the amount of up to \$270,000 to support up to ten (10) AmeriCorps members working in organizations to advance local public health efforts. Public Health AmeriCorps seeks to address critical local public health needs and create public health-related career pathways. ICHHD has offered community-centered AmeriCorps programming, via its State and VISTA programs, since 2006. Annual funding and project renewal is anticipated.

**ALTERNATIVES**

Declining this funding would result in a loss of participation in the AmeriCorps program which supports addressing critical local public health needs and create public health-related career pathways across host sites throughout Ingham County.

**FINANCIAL IMPACT**

Upon the October 1, 2024 program start date, ICHHD AmeriCorps program will be funded 100% via grants and host site fees with no annual cost to the County. The agreement for this funding is included in the FY' 25 Health Department's Budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the Public Health AmeriCorps FY24-25 Grant fund effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$270,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE FY 2024 - 2025 PUBLIC HEALTH AMERICORPS GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept the Michigan Community Service Commission (MCSC) via the Michigan Department of Labor and Economic Opportunity (MDLEO) FY24-25 Public Health AmeriCorps grant fund effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$270,000; and

WHEREAS, ICHD's Public Health AmeriCorps Program has been approved by the AmeriCorps agency for the FY24-25 program year in the amount of up to \$270,000 and annual funding and project renewal is anticipated; and

WHEREAS, Public Health AmeriCorps seeks to address critical local public health needs and create public health-related career pathways; and

WHEREAS, the program will place approximately ten (10) AmeriCorps members in organizations working to advance local public health efforts; and

WHEREAS, ICHD has offered community-centered AmeriCorps programming, via its State and VISTA programs, since 2006; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting the FY24-25 Public Health AmeriCorps Grant fund effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$270,000 .

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting the FY24-25 Public Health AmeriCorps Grant funding effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$270,000.

BE IT FURTHER RESOLVED, that the Medical Health Officer, or designee, is authorized to tentatively electronically approve the Memorandum of Agreement, and any e-Grants system updates or amendments.

BE IT FURTHER RESOLVED, that after approval as to form by the County Attorney, the Memorandum of Agreement is final.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents and any budget amendments so long as they do not exceed the amount listed above, consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioner’s Human Services, County Services, and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** August 1, 2024  
**SUBJECT:** Authorization for new Special Part Time Positions for Mobile Health Per Diem Medical Staff  
For the meeting agendas of August 19, August 20, and August 21, 2024

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to add (2) Per Diem Mobile Health Physicians, (2) Per Diem Mobile Health Physician Assistants, (2) Per Diem Mobile Health Nurse Practitioners, and (2) per Diem Mobile Health Unit Charge Nurses as Special Part-Time positions for the Ingham County Mobile Health Unit, effective September 1, 2024. The current staffing level requires the hiring of per diem medical positions to assist with medical activities at Mobile Health events. The Mobile Health Unit requires medical staff on site to administer vaccines, transport vaccinations, and provide medical consultation to patients. The Mobile Health Unit’s current temporary per diem staff are not always available for various reasons and more medical staff may be needed in the future. Per Diem medical positions were created in 2022 as a staffing mechanism for these intermittent, short-term health events. These Mobile Health positions are currently temporary positions that are forced to take 90 days of leave after a year, posing significant operational interruption to MHU and NWC activities. The current job descriptions for these positions are based upon work in the clinic setting. These job descriptions need to be updated to accurately fit the duties and responsibilities for the Mobile Health Unit activities.

**ALTERNATIVES**

Choosing not to accept this proposal would forfeit the opportunity to increase vaccination awareness and rates within Ingham County’s most vulnerable populations through our Mobile Health Unit Services.

**FINANCIAL IMPACT**

All costs for this agreement will be covered by the Mobile Testing Grant from MDHHS. These Special Part-time positions will not receive benefits and will use already created job descriptions, but with amended duties to fit the mobile health clinic. ICHD will create the following Special Part-Time Positions:

- a. Per Diem Charge Nurse – MNA 03
- b. Per Diem Nurse Practitioner – MNA 07
- c. Per Diem Physician Assistant – MC 15
- d. Per Diem Physician – MC F

These positions will be paid at step 1 +10%.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize adding (2) Special Part Time Mobile Health Physicians, two (2) Special Part Time Physician Assistants, two (2) Special Part Time Nurse Practitioners, and four (4) Special Part Time Charge Nurse positions with the attached job descriptions, effective September 1, 2024.



TO: Mindy Smith, Program Coordinator

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

DATE: June 25, 2024

RE: Memo of Analysis for Creating Special Part-Time Positions

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Human Resources can confirm the following information regarding creating special part-time positions for the Health Department:

Per the Health Department request, they would like to create Special Part-Time positions. These will be Special Part-time position and will not receive benefits. After analysis, the best decision is to use already created job descriptions, but to amend the duties to fit the mobile health clinic. The Health Department will create the following Special Part-Time Positions:

- e. Per Diem Charge Nurse – MNA 03
- f. Per Diem Nurse Practitioner – MNA 07
- g. Per Diem Physician Assistant – MC 15
- h. Per Diem Physician – MC F

The positions will be paid at step 1 +10%.  
I have attached the job descriptions.

The MNA has been notified and they support this request. I have attached the MNA response.

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

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

**From:** [Rita Sharma](#)  
**To:** [Elisabeth Bliesener](#); [Joan Clous](#); [Amanda Duarte](#); [Tammy Tuthill](#); [Sue Graham](#)  
**Subject:** Re: Special Part-Time Positions  
**Date:** Wednesday, June 5, 2024 10:01:52 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image008.png](#)

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Good morning,

We have no further questions at this time and we support the special part time positions.

Thank you for your patience.

**Rita Sharma**  
*Labor Representative*

**Michigan Nurses Association**  
2310 Jolly Oak Rd, Okemos, MI 48864  
888.MINURSE | Office: 517.349.5640 | Cell: 517.449.6422 | Fax: 517.349.5818  
[minurses.org](http://minurses.org) | [facebook.com/minurses](https://facebook.com/minurses) | [twitter@minurses](https://twitter@minurses)

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**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Friday, May 31, 2024 4:57 PM  
**To:** Rita Sharma <rita.sharma@minurses.org>; Joan Clous <JClous@ingham.org>; Amanda Duarte <ADuarte@ingham.org>; Tammy Tuthill <TTuthill@ingham.org>; Sue Graham <SGraham@ingham.org>  
**Subject:** RE: Special Part-Time Positions

Just checking in to see if you had any other questions or if the Union supports creating these Special Part-Time positions?

Thanks

---

**From:** Elisabeth Bliesener  
**Sent:** Friday, May 24, 2024 8:14 AM  
**To:** Rita Sharma <rita.sharma@minurses.org>; Joan Clous <JClous@ingham.org>; Amanda Duarte <ADuarte@ingham.org>; Tammy Tuthill <TTuthill@ingham.org>  
**Subject:** RE: Special Part-Time Positions

Just checking in to see if you need any other information or if the Union supports creating these Special Part-Time positions?

Thanks

---

**From:** Elisabeth Bliesener  
**Sent:** Wednesday, May 15, 2024 6:23 PM  
**To:** Rita Sharma <[rita.sharma@minurses.org](mailto:rita.sharma@minurses.org)>; Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>; Amanda Duarte <[ADuarte@ingham.org](mailto:ADuarte@ingham.org)>; Tammy Tuthill <[TTuthill@ingham.org](mailto:TTuthill@ingham.org)>  
**Subject:** RE: Special Part-Time Positions

Attached are the documents I received from the Health Department, let us know if there is anything else you need and if you support creating these Special Part-time positions

Thanks

---

**From:** Rita Sharma <[rita.sharma@minurses.org](mailto:rita.sharma@minurses.org)>  
**Sent:** Wednesday, May 15, 2024 7:47 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>; Amanda Duarte <[ADuarte@ingham.org](mailto:ADuarte@ingham.org)>; Tammy Tuthill <[TTuthill@ingham.org](mailto:TTuthill@ingham.org)>  
**Cc:** Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>  
**Subject:** Re: Special Part-Time Positions

Good morning,

Could you please provide us with the grant documentation for our review. We require this information to understand what the grant covers and the duration. We reserve the right any and all rights to bargain the effects based on the documentation you provide.

Will there be a duration on the job postings?

Thank you,  
**Rita Sharma**  
*Labor Representative*

**Michigan Nurses Association**  
2310 Jolly Oak Rd, Okemos, MI 48864  
888.MINURSE | Office: 517.349.5640 | Cell: 517.449.6422 | Fax: 517.349.5818  
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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Friday, May 3, 2024 11:27 AM  
**To:** Rita Sharma <[rita.sharma@minurses.org](mailto:rita.sharma@minurses.org)>; Amanda Duarte <[ADuarte@ingham.org](mailto:ADuarte@ingham.org)>; Tammy Tuthill <[TTuthill@ingham.org](mailto:TTuthill@ingham.org)>  
**Cc:** Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>  
**Subject:** Special Part-Time Positions

Good Morning,

Attached please find two Special Part Time positions for the Mobile Health Grants. They would be paid at step 1 +10% to step 1 per the language.  
Please let me know if the union is in agreement with these positions.

Thanks,  
Joan

**Joan Clous MPA, SHRM-CP**

Human Resources Specialist – Labor & Employee Relations

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

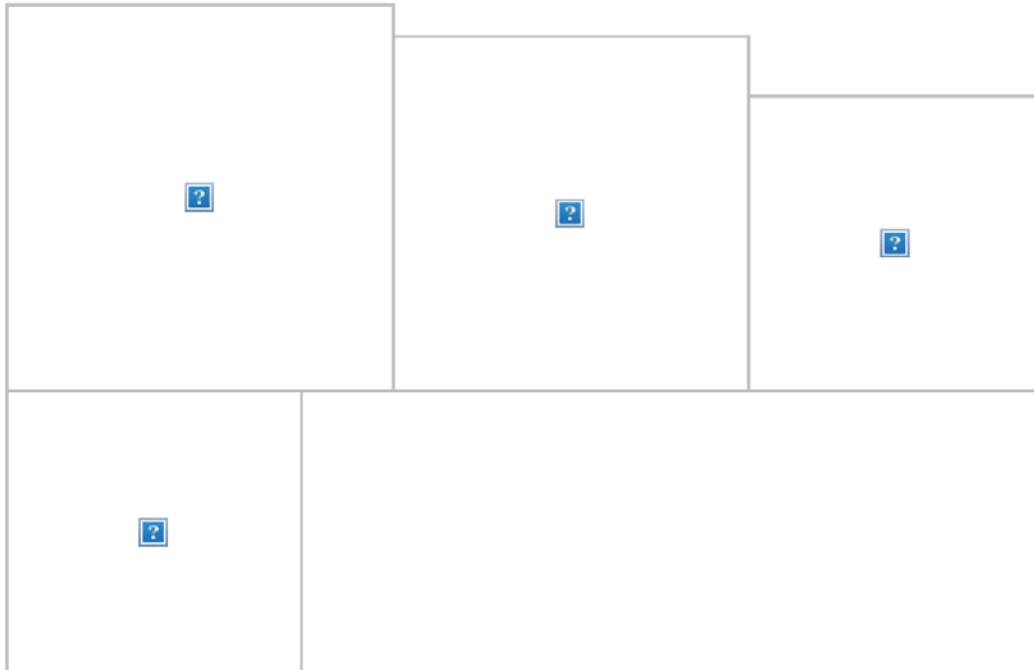
517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**Per Diem Charge Nurse – Mobile Health  
Special Part-time**

**General Summary:**

Under the supervision of the Health & Resource Navigation Supervisor and the Medical Director, participates with the medical operations of the Ingham County Mobile Health Unit.

Provides vaccinations and vaccine preparation. May transport vaccine to and from events and ensure proper handling. Consults with patients and answers medical questions, consults with Ingham County Medical Director as needed and appropriate. Responds to site emergency medical events to provide first-line medical care until EMS arrives. Must be BLS certified at a minimum.

Hours are scheduled in coordination with the Mobile Health Unit Coordinator and/or Health & Resources Navigation Supervisor with scheduling availability provided in writing to ICHD on a quarterly basis at least 30 days prior to the start of each quarter.

**Essential Functions:**

1. Interviews clients and conducts health assessments including conducting physical assessments and obtaining blood pressure, vaccination history information, temperature, measurements, and other data related to health history and status.
2. In the absence of a medical provider, coordinates staff to provide life support measures, such as CPR, during emergency situations.
3. Assesses the immunization status of clients. In accordance with written protocols and CDC training guides, administers immunizations and documents immunization record.
4. May assess various tests and screening results and correlates them with health history and physical assessment. Determines absence or presence of abnormalities in the health history, physical examination, and health maintenance activities. Reviews screening results and specialist reports and refers to the appropriate services and specialist in a timely manner.
5. Refers clients who have complicated health care needs to specialist and/or navigation services to ensure optimal outcome of care.
6. Assists physician with physical assessments and procedures as needed. Gives treatments, medications and injections and performs testing per physician orders. Instructs client or caregiver in the proper way to collect specimen in order to get accurate results.
7. Works with diverse cultures including non-English speaking clients to overcome barriers to obtaining health care.
8. Maintains client documentation per Mobile Health Unit protocols.
9. Ensures that client records are kept secure and confidential and maintained consistent with Health Department policies and procedures and HIPAA standards. Educates clients and families on their rights as related to privacy of medical information.
10. CDC COVID-19 Vaccine Training Modules and/or provides proof of completion of these training modules.
11. Completes mandatory internal education as assigned. (6 CME hours annually)
12. Completes bloodborne pathogen training and/or provides proof of completion of any prior bloodborne pathogen training.
13. Completes ICHD HIPAA & HITECH training.
14. Attends required meetings.

### **Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer service during stressful situations.

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

### **Employment Qualifications:**

**Education:** Graduation from an accredited school of nursing.

**Experience:** Three years of nursing experience.

### **Other Requirements:**

- Possession of a current license to practice as a Registered Nurse in the State of Michigan

*(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)*

### **Requirements and Working Conditions**

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

Stooping and bending to examine clients.

Ability to lift, carry, and transport equipment and supplies.

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

This position's physical requirements require periodic stamina in sitting, twisting, bending, stooping/crouching, and squatting.

This position's physical requirements require continuous stamina in standing, walking, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands, and fingers.

This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.

This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.

This position requires the ability to communicate and respond to inquiries both in person and over the phone.

This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

This position requires the ability to handle varying levels of stress.

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

**Working Conditions:**

Exposure to communicable diseases and blood and other bodily fluids.

This position works in an indoor or outdoor environment. There may be exposure to prominent lights, noises, odors, temperatures, or weather conditions.

This position is exposed to communicable diseases, blood, other body fluids, etc.

This position may involve serving people experiencing mental health crisis.

***Per Diem Charge Nurse – Mobile Health  
Special Part-time  
NP/CN-03 step 1 +10%  
MNA  
June 2024***



**INGHAM COUNTY  
JOB DESCRIPTION**

**Per Diem Nurse Practitioner – Mobile Health  
Special Part-time**

**General Summary:**

Under the supervision of the Health & Resource Navigation Supervisor and the Medical Director, participates with the medical operations of the Ingham County Mobile Health Unit.

Oversees the medical operations of Mobile Health Unit services offered at various community events and venues.

Provides vaccinations and vaccine preparation. May transport vaccine to and from events and ensure proper handling. Consults with patients and answers medical questions, consults with Ingham County Medical Director as needed and appropriate. Responds to site emergency medical events to provide first-line medical care until EMS arrives. Must be BLS certified at a minimum.

Interprets and advises residents regarding onsite screenings such blood pressure, cholesterol, glucose, and other same-day rapid screenings conducted at mobile health events. Assists HIV and HCV education specialists with resident counseling regarding onsite rapid HIV and HCV test results. Assists lead poisoning prevention specialists with resident education regarding onsite rapid lead poisoning test results. Answers resident questions about COVID, HIV, HCV, and other communicable diseases. Answers resident questions and provide health educations about chronic disease management.

Refers residents to health care navigation resources provided by Ingham County Health Department. Oversees vaccinators and vaccine preparation. Responds to site emergency medical events to provide first-line medical care until EMS arrives.

Hours are scheduled in coordination with the Mobile Health Unit Coordinator and/or Health & Resources Navigation Supervisor with scheduling availability provided in writing to ICHD on a quarterly basis at least 30 days prior to the start of each quarter.

**Essential Functions:**

1. May provide leadership to the Mobile Health medical team working at each Mobile Health event.
2. Interviews clients and conducts health assessments including conducting physical assessments and obtaining blood pressure, vaccination history information, temperature, measurements, and other data related to health history and status.
3. Assesses the immunization status of clients. In accordance with written protocols and CDC training guides, administers immunizations and documents immunization record.
4. May assess various tests and screening results and correlates them with health history and physical assessment. Determines absence or presence of abnormalities in the health history, physical examination, and health maintenance activities. Reviews screening results and specialist reports and refers to the appropriate services and specialist in a timely manner.
5. Makes referrals to health care professionals, specialists, other clinics, and community agencies.
6. Maintains client records in a systematic format approved by the Health Department.
7. Serves as a consultant and collaborator to/with the Mobile Health team, clients, and community professionals.

8. May participate as a preceptor and role model for Nurse Practitioner students.
9. Assists/instructs other health care employees and/or students in the management of client care.
10. Works with diverse cultures including non-English speaking clients to overcome barriers to obtaining health care.
11. Ensures that client records are kept confidential consistent with the Health Department policies and procedures and HIPAA standards. Monitors HIPAA compliance within the work environment.
12. Completes CDC COVID-19 Vaccine Training Modules and/or provides proof of completion of these training modules.
13. Completes mandatory internal education as assigned. (6 CME hours annually)
14. Completes bloodborne pathogen training and/or provides proof of completion of any prior bloodborne pathogen training.
15. Completes ICHD HIPAA & HITECH training.
16. Attends required meetings.
17. May be assigned to perform monthly Check of Emergency Response Bag for expired items.
18. Monitors and records vaccine cooler temperature for archival and referential use.
19. Upholds medical credential that is present when hired.

#### **Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer service during stressful situations.

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

#### **Employment Qualifications:**

**Education:** Possession of a Master's Degree in Nursing and relevant Nurse Practitioner training/certification in the specialty area for the position held.

**Experience:** One year of Nurse Practitioner/Provider experience similar to the job responsibilities of a Nurse Practitioner/Provider within the Health Department.

**Other Requirements:** Possession of a current license to practice as a registered nurse in the State of Michigan. Certification of a nurse practitioner in area of specialty by the ANA or NACOG and possession of a license issued by the State of Michigan as a Nurse Practitioner. Maintain re-certification every three years. CPR certification, CLIA training and may maintain HIV counselor certification.

*(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:**

Stooping and bending to examine clients.

Ability to lift, carry, and transport equipment and supplies.

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

This position's physical requirements require periodic stamina in sitting, twisting, bending, stooping/crouching, and squatting.

This position's physical requirements require continuous stamina in standing, walking, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands, and fingers.

This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.

This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.

This position requires the ability to communicate and respond to inquiries both in person and over the phone.

This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

This position requires the ability to handle varying levels of stress.

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

## **Working Conditions:**

Exposure to communicable diseases and blood and other bodily fluids.

This position works in an indoor or outdoor environment. There may be exposure to prominent lights, noises, odors, temperatures, or weather conditions.

This position is exposed to communicable diseases, blood, other body fluids, etc.

This position may involve serving people experiencing mental health crisis.

**June 2024**  
**MNA**  
**NP/CN-07**  
**Special Part-Time**  
**Step 1 +10%**

## **INGHAM COUNTY JOB DESCRIPTION**

Per Diem Physician – Mobile Health  
Special Part-time

### **General Summary:**

Under the supervision of the Health & Resource Navigation Supervisor and the Medical Director, participates with the medical operations of the Ingham County Mobile Health Unit.

Oversees the medical operations of Mobile Health Unit services offered at various community events and venues.

Provides vaccinations and vaccine preparation. May transport vaccine to and from events and ensure proper handling. Consults with patients and answers medical questions, consults with Ingham County Medical Director as needed and appropriate. Responds to site emergency medical events to provide first-line medical care until EMS arrives. Must be BLS certified at a minimum.

Interprets and advises residents regarding onsite screenings such blood pressure, cholesterol, glucose, and other same-day rapid screenings conducted at mobile health events. Assists HIV and HCV education specialists with resident counseling regarding onsite rapid HIV and HCV test results. Assists lead poisoning prevention specialists with resident education regarding onsite rapid lead poisoning test results. Answers resident questions about COVID, HIV, HCV, and other communicable diseases. Answers resident questions and provide health educations about chronic disease management.

Hours are scheduled in coordination with the Mobile Health Unit Coordinator and/or Health & Resources Navigation Supervisor with scheduling availability provided in writing to ICHD on a quarterly basis at least 30 days prior to the start of each quarter.

### **Essential Functions:**

1. Provides leadership to the Mobile Health medical team working at each Mobile Health event.
2. Interviews clients and conducts health assessments including conducting physical assessments and obtaining blood pressure, vaccination history information, temperature, measurements, and other data related to health history and status.
3. Assesses the immunization status of clients. In accordance with written protocols and CDC training guides, administers immunizations and documents immunization record.
4. May assess various tests and screening results and correlates them with health history and physical assessment. Determines absence or presence of abnormalities in the health history, physical examination, and health maintenance activities. Reviews screening results and specialist reports and refers to the appropriate services and specialist in a timely manner.
5. Assess health status of patients consistent with education and training, through appropriate health history, physical examination, and diagnostic tests.
6. Provides care for acute/chronic medical illness and preventative services in accordance with national recognized standards.
7. Makes referrals to health care professionals, specialists, other clinics, and community agencies.
8. Maintains client records in a systematic format approved by the Health Department.

9. Serves as a consultant and collaborator to/with the Mobile Health team, clients, and community professionals.
10. May participate as a preceptor and role model for medical students.
11. Assists/instructs other health care employees and/or students in the management of client care.
12. Works with diverse cultures including non-English speaking clients to overcome barriers to obtaining health care.
13. Ensures that client records are kept confidential consistent with the Health Department policies and procedures and HIPAA standards. Monitors HIPAA compliance within the work environment.
14. Completes CDC COVID-19 Vaccine Training Modules and/or provides proof of completion of these training modules.
15. Completes mandatory internal education as assigned. (6 CME hours annually)
16. Completes bloodborne pathogen training and/or provides proof of completion of any prior bloodborne pathogen training.
17. Completes ICHD HIPAA & HITECH training.
18. Attends required meetings.
19. May be required to complete other mandatory Continuing Medical Education (CME) courses.
20. May be assigned to perform monthly Check of Emergency Response Bag for expired items.
21. May be tasked with monitoring and recording vaccine cooler temperature for archival and referential use.
22. Upholds medical credential that is present when hired.
23. Other duties as assigned

#### **Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer service during stressful situations.

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

#### **Employment Qualifications:**

**Education:** Graduation from an accredited school of medicine.

**Post-Graduate:** Completion of an ACGME or AOA accredited residency program.

**Experience:** One year of post full licensure experience in the practice of medicine or osteopathic medicine is preferred but completion and submission of appropriate residency training may be substituted.

**Credentialing:** The provider will be Board Eligible or Board Certified (Recommend) in appropriate specialty. Board Eligible individuals are expected to complete Board Certification within 2 years of employment. Maintenance of certification is required.

## **Other Requirements:**

Applicant should have an unrestricted license to practice medicine/osteopathic medicine in the state of Michigan.

Compliance with continuing medical education as directed by both state and accrediting agencies.

*(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:**

Stooping and bending to examine clients.

Ability to lift, carry, and transport equipment and supplies.

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

This position's physical requirements require periodic stamina in sitting, twisting, bending, stooping/crouching, and squatting.

This position's physical requirements require continuous stamina in standing, walking, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands, and fingers.

This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.

This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.

This position requires the ability to communicate and respond to inquiries both in person and over the phone.

This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

This position requires the ability to handle varying levels of stress.

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

## **Working Conditions:**

Exposure to communicable diseases and blood and other bodily fluids.

This position works in an indoor or outdoor environment. There may be exposure to prominent lights, noises, odors, temperatures, or weather conditions.

This position is exposed to communicable diseases, blood, other body fluids, etc.

This position may involve serving people experiencing mental health crisis.

***June 2024***  
***MCF F***  
Special Part-time  
Step 1 +10%

## **INGHAM COUNTY JOB DESCRIPTION**

Per Diem Physician Assistant – Mobile Health  
Special Part-time

### **General Summary:**

Under the supervision of the Health & Resource Navigation Supervisor and the Medical Director, participates with the medical operations of the Ingham County Mobile Health Unit.

Oversees the medical operations of Mobile Health Unit services offered at various community events and venues.

Provides vaccinations and vaccine preparation. May transport vaccine to and from events and ensure proper handling. Consults with patients and answers medical questions, consults with Ingham County Medical Director as needed and appropriate. Responds to site emergency medical events to provide first-line medical care until EMS arrives. Must be BLS certified at a minimum.

Interprets and advises residents regarding onsite screenings such blood pressure, cholesterol, glucose, and other same-day rapid screenings conducted at mobile health events. Assists HIV and HCV education specialists with resident counseling regarding onsite rapid HIV and HCV test results. Assists lead poisoning prevention specialists with resident education regarding onsite rapid lead poisoning test results. Answers resident questions about COVID, HIV, HCV, and other communicable diseases. Answers resident questions and provide health educations about chronic disease management.

Hours are scheduled in coordination with the Mobile Health Unit Coordinator and/or Health & Resources Navigation Supervisor with scheduling availability provided in writing to ICHD on a quarterly basis at least 30 days prior to the start of each quarter.

### **Essential Functions:**

1. May provide leadership to the Mobile Health medical team working at each Mobile Health event.
2. Interviews clients and conducts health assessments including conducting physical assessments and obtaining blood pressure, vaccination history information, temperature, measurements, and other data related to health history and status.
3. Assesses the immunization status of clients. In accordance with written protocols and CDC training guides, administers immunizations and documents immunization record.
4. May assess various tests and screening results and correlates them with health history and physical assessment. Determines absence or presence of abnormalities in the health history, physical examination, and health maintenance activities. Reviews screening results and specialist reports and refers to the appropriate services and specialist in a timely manner.
5. Makes referrals to health care professionals, specialists, other clinics, and community agencies.
6. Maintains client records in a systematic format approved by the Health Department.
7. Serves as a consultant and collaborator to/with the Mobile Health team, clients, and community professionals.
8. Collaborates and consults with supervising physician, medical director, and peers.
9. May participate as a preceptor and role model for students.
10. Assists/instructs other health care employees and/or students in the management of client care.



11. Works with diverse cultures including non-English speaking clients to overcome barriers to obtaining health care.
12. Ensures that client records are kept confidential consistent with the Health Department policies and procedures and HIPAA standards. Monitors HIPAA compliance within the work environment.
13. Completes CDC COVID-19 Vaccine Training Modules and/or provides proof of completion of these training modules.
14. Completes mandatory internal education as assigned. (6 CME hours annually)
15. Completes bloodborne pathogen training and/or provides proof of completion of any prior bloodborne pathogen training.
16. Completes ICHD HIPAA & HITECH training.
15. Attends required meetings.
16. May be required to complete other mandatory Continuing Medical Education (CME) courses.
17. May be assigned to perform monthly Check of Emergency Response Bag for expired items.
18. May be tasked with monitoring and recording vaccine cooler temperature for archival and referential use.
19. Upholds medical credential that is present when hired.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer service during stressful situations.

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

**Employment Qualifications:**

**Education:** Master's Degree and graduate of an accredited Physician Assistant program with National Board Certification (PAC).

**Experience:** 2 years of Physician Assistant experience preferred.

**Other Requirements:**

Licensed to practice as a PA in the state of Michigan and CPR certification must be kept current and applicable.

*(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:**

Stooping and bending to examine clients.  
Ability to lift, carry, and transport equipment and supplies.

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

This position's physical requirements require periodic stamina in sitting, twisting, bending, stooping/crouching, and squatting.

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This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.

This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.

This position requires the ability to communicate and respond to inquiries both in person and over the phone.

This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

This position requires the ability to handle varying levels of stress.

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

**Working Conditions:**

Exposure to communicable diseases and blood and other bodily fluids.

This position works in an indoor or outdoor environment. There may be exposure to prominent lights, noises, odors, temperatures, or weather conditions.

This position is exposed to communicable diseases, blood, other body fluids, etc.

This position may involve serving people experiencing mental health crisis.

June 2024

**MC 15**

Special Part-time Step 1

+10%

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ADDITIONAL SPECIAL PART TIME MOBILE HEALTH PER  
DIEM MEDICAL POSITIONS**

WHEREAS, Ingham County Health Department (ICHD) wishes to add (2) Per Diem Mobile Health Physicians, (2) Per Diem Mobile Health Physician Assistants, (2) Per Diem Mobile Health Nurse Practitioners, and (2) per Diem Mobile Health Unit Charge Nurses as Special Part-Time positions for the Ingham County Mobile Health Unit, effective September 1, 2024; and

WHEREAS, ICHD has established the Ingham County Mobile Health Unit; and

WHEREAS, the current staffing level requires the hiring of per diem medical positions to assist with medical activities at Mobile Health events; and

WHEREAS, the Mobile Health Unit requires medical staff on site to administer vaccines, transport vaccinations, and provide medical consultation to patients; and

WHEREAS, the Mobile Health Unit's four current temporary per diem staff are not always available for various reasons and more medical staff may be needed in the future; and

WHEREAS, per diem medical positions were created in 2022 as a staffing mechanism for these intermittent, short-term health events; and

WHEREAS, these Mobile Health positions are currently temporary positions that force the staff in these positions to take 90 days of leave after a year, posing significant operational interruption to MHU and NWC activities; and

WHEREAS, the current job descriptions for these positions are based upon work in the clinic setting and these job descriptions need to be updated to accurately fit the duties and responsibilities for the Mobile Health Unit activities; and

WHEREAS, all costs for this agreement will be covered by the Mobile Testing Grant from MDHHS and these Special Part-time positions will not receive benefits and will use already created job descriptions, but with amended duties to fit the mobile health clinic; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize adding (2) Per Diem Mobile Health Physicians, (2) Per Diem Mobile Health Physician Assistants, (2) Per Diem Mobile Health Nurse Practitioners, and (2) per Diem Mobile Health Unit Charge Nurses as Special Part-Time positions for the Ingham County Mobile Health Unit, effective September 1, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes adding (2) Per Diem Mobile Health Physicians, (2) Per Diem Mobile Health Physician Assistants, (2) Per Diem Mobile Health Nurse Practitioners, and (2) per Diem Mobile Health Unit Charge Nurses as Special Part-Time positions for the Ingham County Mobile Health Unit, effective September 1, 2024.

BE IT FURTHER RESOLVED, that the rate of compensation will continue at the current rate posted for each of the four positions (Physician, Physician Assistant, Nurse Practitioner, and Charge Nurse).

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING MATTHEW WOJACK, BEHAVIORAL HEALTH SUPERVISOR**

WHEREAS, after 12 years of loyal dedicated service to Ingham County Health Department (ICHHD) and the Ingham Community Health Centers (CHC) and 29 years to the Community Mental Health Authority, Matthew Wojack will be retiring on July 5, 2024; and

WHEREAS, Matt began his career with Community Mental Health Authority-Clinton, Eaton, and Ingham Counties in 1993 as an MSW Intern, where he worked with families in at-risk situations, providing individual, couple, and family therapy; and

WHEREAS, Matt was later promoted to Transitional Youth Services Program Coordinator from May 1999 to September 2005, where he coordinated activities that supported comprehensive services to chronically mentally ill adolescents who were at risk for institutional placement; and

WHEREAS, during the same timeframe, Matt served as Training and Technical Assistance Coordinator, Mental Health-Juvenile Justice Screening, Assessment and Diversion Project for the Michigan Department of Community Health, where he coordinated state-wide training activities that aided court and mental health systems to better collaborate in providing services to youth with severe emotional disturbance, and their families; and

WHEREAS, from October 2005 to September 2011, Matt served as Project Director for Impact, the Ingham County System of Care Initiative, where he was responsible for managing a county-wide initiative to implement a System of Care that better serves youth with severe emotional disturbance, and their families; and

WHEREAS, as Project Director for Impact, Matt coordinated with youth, parents, the Michigan Department of Human Services, Community Mental Health, Circuit Court-Family Division, families, as well as other community agencies; and

WHEREAS, since October 2011, Matt has served as the Supervisor of Healthcare Integration Program at the Ingham Community Health Center in October 2011 to present, where he is was responsible for providing clinical supervision to behavioral health personnel, for developing and implementing a Primary Care Behavioral Health program, and where he supported all aspects of practice transformation; and

WHEREAS, Matt has been loyal, dedicated, knowledgeable, and professional as he adhered to and executed the ICHD and ICHC Mission, Vision and Core Values.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Matthew Wojack for his 29 years of dedicated service to the Community Mental Health Authority and his 12 years to Ingham County Health Department and to the Ingham CHCs, and for his distinguished customer service, patient care, and commitment to his work.

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

## Agenda Item 6

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

**FROM:** Glenn Canning, Facilities Director

**DATE:** August 1, 2024

**RE:** Resolution to authorize a purchase order to Laux Construction for the East Lansing High School space renovation for a clinic

For the meeting agendas of: August 20 & 21

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### **BACKGROUND**

The Health Department has requested renovation of the school space for the clinic's health and safety of both students and staff. This will include front reception and 3 exam rooms. Laux Construction a local vendor who is on the MiDeals contract, therefore three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$650,000 for the Construction.

### **ALTERNATIVES**

The alternative would be to not approve which will further delay addressing health and safety measures.

### **FINANCIAL IMPACT**

Funds are available in the Health Department line item #51161537 543000 02344.

### **OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

### **RECOMMENDATION**

The Facilities Department presents this resolution without a recommendation, leaving the decision to the Board of Commissioners and the relevant committees for their consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO LAUX CONSTRUCTION FOR  
THE EAST LANSING HIGH SCHOOL SPACE RENOVATION FOR A CLINIC**

WHEREAS, the Health Department has requested a clinic be placed at the East Lansing High School to service the surrounding area community; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the MiDeals contract do not require three quotes; and

WHEREAS, Laux Construction LLC, is on the MiDeals contract; and

WHEREAS, both the Health Department and Facilities Department recommend a purchase order to Laux Construction, a local vendor who submitted the proposal of \$650,000 for construction services for the East Lansing High School space renovation to create a clinic; and

WHEREAS, funds for this project are in line item #51161537 543000 02344.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Laux Construction LLC, 1018 Hogsback Rd, Mason, Michigan 48854, for construction services for the East Lansing High School space renovation to create a clinic for an amount not to exceed \$650,000.

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

TO: Human Services Committee

FROM: Becky Bennett, Director  
Board of Commissioners' Office

DATE: August 5, 2024

RE: Resolution Opposing the Proposal to Change the Name of Lake Lansing

**BACKGROUND**

The U.S. Board on Geographic Names is seeking input from Ingham County and Meridian Township on a proposal submitted by a local resident to change the name of Lake Lansing back to Pine Lake. The current name was officially recognized for federal use in 1930.

The Board on Geographic Names is responsible by law for standardizing geographic names for use by the departments and agencies of the Federal Government. The Department of Interior's USGS provides staff support to the Board on Geographic Names. The staff actively pursues input from state geographic names authorities, land management agencies, local governments, and tribal governments for all submitted naming proposals and local preference is heavily considered in BGN decisions.

The Board on Geographic Names is requesting a reply with a recommendation of support, objection, or a specific alternative recommendation.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The costs associated with the implementation of the proposed name change would range between \$200,000 to \$500,000 for Ingham County alone.

**RECOMMENDATION**

The recommendation is to oppose the proposal to change the name of Lake Lansing back to Pine Lake.



Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OPPOSING THE PROPOSAL TO CHANGE THE  
NAME OF LAKE LANSING**

WHEREAS, the United States Board on Geographic Names is responsible by law for standardizing geographic names for use by the departments and agencies of the Federal Government; and

WHEREAS, the staff of the Board on Geographic Names actively pursue input from state geographic names authorities, land management agencies, local governments, and tribal governments for all submitted naming proposals and local preference is heavily considered in their decisions; and

WHEREAS, the Board on Geographic Names is seeking input from Ingham County and Meridian Township on a proposal submitted by a local resident to change the name of Lake Lansing back to Pine Lake, the current name was officially recognized for federal use in 1930; and

WHEREAS, the Board of Commissioners is opposed to changing the name of Lake Lansing back to Pine Lake; and

WHEREAS, the costs for implementing this change would range between \$200,000 to \$500,000 for Ingham County alone.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby oppose the proposal submitted to the United States Board on Geographic Names to change the name of Lake Lansing back to Pine Lake.

BE IT FURTHER RESOLVED, that the Chairperson of the Board is hereby authorized to sign and submit the necessary documents after approval as to form the County Attorney.

BE IT FURTHER RESOLVED, that the County Clerk is requested to forward a copy of this resolution to Meridian Township.