

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, JUNE 02, 2025 AT 6:15 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/83587032242>.

Agenda

Call to Order

Approval of the [May 19, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Michigan Immigrant Rights Center – [Presentation](#)
2. Veterans Affairs Office
 - a. Resolution to Amend Resolution #24-599 Accepting the [County Veteran Service Fund](#) Grant
 - b. Resolution to Amend Resolution #24-600 Accepting the 2025 County Veteran Service Fund Grant on [Behalf of Clinton County](#)
3. Health Department
 - a. Resolution to Accept Funds from Michigan Health Endowment Fund and Entering into a Sub-Agreement to Support the [Black Doula Cohort: Next Steps Grant](#)
 - b. Resolution to Amend Resolution #24-539 with [Dr. Fouche-Brazzle](#) for Extended Psychiatry Services
 - c. Resolution to Amend Resolution #24-496 with [Michigan Public Health Institute](#)'s Center for Healthy Communities
 - d. Resolution to Authorize Waiving the Four Week Waiting Period to [Fill Two CHC Positions](#)
 - e. Resolution to Authorize [Mini-Grant Agreements](#) for the Community Health Improvement Plan (CHIP)
 - f. Resolution to Authorize Converting a 1.0 FTE CHR III Position to a [Medical Assistant Position](#) within Forest Community Health Center Specialty Services
 - g. Resolution to Accept [Ryan White Part C-Early](#) Intervention Services Funds from the Health Resources and Services Administration
 - h. Resolution to Authorize [Social Determinants of Health](#) Region 7 Hub Grant Sub agreements with Capital Area Health Alliance, Mid-Michigan District Health Department, and Barry-Eaton District Health Department

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE

May 19, 2025

Draft Minutes

Members Present: Tennis, Morgan, Willis, Ruest (Arrived at 6:29 p.m.), and Schafer.

Members Absent: Cahill and Trubac.

Others Present: Dr. Adenike Shoyinka, Rod McNeill, Scott Moles, Cynthea Galeano, Gregg Todd, Anika Ried and others.

The meeting was called to order by Chairperson Tennis at 6:15 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/83587032242>.

Approval of the May 5, 2025 Minutes

CHAIRPERSON TENNIS STATED, WITHOUT OBJECTION, THE MINUTES FROM THE MAY 5, 2025 HUMAN SERVICES COMMITTEE WERE APPROVED AS SUBMITTED. Absent: Commissioners Cahill, Ruest, and Trubac.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Community Agencies – Resolution Approving Criteria for Evaluating 2026 Applications for Community Agency Funding
3. Potter Park Zoo – Resolution to Authorize a Purchase Order to Alta Holding Company LLC
4. Parks Department – Resolution to Accept the DALMAC Fund Grant for Burchfield Park
5. Health Department
 - b. Resolution to Authorize an Agreement with Dr. Aaron Dora-Laskey for Medication Assisted Treatment Physician Services
 - c. Resolution to Authorize Amendment #2 to the 2024 – 2025 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement

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

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

1. Interviews – Housing Commission

Cynthia Galeano was interviewed for the Housing Commission.

5. Health Department

- a. Resolution to Authorize Waiving the Four Week Waiting Period to Fill a Vacant Community Health Representative III Position

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

Commissioner Schafer asked where the four week waiting period came from and why it existed.

Gregg Todd, Controller, stated that as part of the 2025 Budget there was a hiring freeze, so rather than have them request to fill the position, they changed it to a four week waiting period.

Dr. Adenike Shoyinka, Medical Health Officer, stated that in this case there was someone who left the position that day and they had just hired someone new. Dr. Shoyinka further stated that waiting four weeks for the person to start would cause a gap in service during their busiest time of the year.

Dr. Shoyinka stated that it would cause a large delay when they were already facing delays. Dr. Shoyinka further stated that this was not the only situation like this that would be coming before them, so they were hoping for a process to assess some exemptions.

Todd stated the reason they did not build an exemption into the process was because every position was important and they could not see any other way to expedite the process.

Dr. Shoyinka asked for clarification that they would have to bring these situations forward each time as a resolution.

Todd stated confirmation.

Commissioner Schafer stated she understood the position they were in and that they had to be the same across the board.

Commissioners Ruest arrived at 6:29 p.m.

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

Commissioner Ruest indicated they would have voted in favor of the items which passed on the consent agenda.

6. Controller's Office – Resolution Updating Various Fees for Human Services Committee Departments for Services Provided by the County

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. WILLIS, TO APPROVE THE RESOLUTION.

Chairperson Tennis provided an overview of the process and resolution.

Commissioner Schafer stated they had previously discussed comparing the fees for sewers and septic systems with other counties in the area, because in her district specifically there were a lot of sewers and septic systems and she wanted to see how it compared. Commissioner Schafer further stated she had looked up other counties

pricing and saw that Ingham County was quite a bit more, so she wanted to know what justified that.

Commissioner Schafer explained the research that she had done.

Dr. Shoyinka stated they were not able to answer her question regarding comparisons last time, but their understanding was that the way the fees were assessed differed.

Rod McNeill, Health Department Director, stated there was a number of ways these fees were assessed across the board and explained why they were hesitant to compare Ingham County to others. McNeill further stated they would admit that Ingham County was higher than most, but Ingham County did not charge more for additional inspections while others did, and this protected the consumer.

McNeill stated that other counties could prop up their division through their General Funds. McNeill further stated that about ten years ago, their usage of the General Fund was below five percent, but right now, if they went with what was proposed by Financial Services Department, it would be 16%, and if they went with what their department proposed it would be about ten percent.

McNeill stated that over the years they had gradually been putting more General Funds into the division and they could only update the cost every three years, so it would continue to get worse.

Commissioner Ruest stated they were not excited about the fees and that septic inspection fees were very high for homeowners.

Discussion ensued regarding other fees.

McNeill stated that it took a lot of work to perform the inspections.

Dr. Shoyinka stated that when those septic systems failed, it cost a lot of money.

Discussion ensued regarding septic inspections.

Commissioner Schafer stated she had spent a lot of time looking at how other counties did their septic inspections and explained her disagreement with how Ingham County did it. Commissioner Schafer further stated that the County was reducing the number of people who would actually come forward for inspections as it was too cost prohibitive.

Commissioner Schafer explained issues she found with various other fees.

Commissioner Willis stated they understood that these things cost money and they needed money to operate them, but struggled with passing so much of that on to the community. Commissioner Willis further asked if the County Commissioners had self-imposed the three year review process.

Todd stated confirmation and that they used to do it yearly, but they struggled to keep up.

Discussion ensued regarding the fee review process.

Chairperson Tennis stated the way they understood the target percentage for some of the fees was that they were subsidizing the fee payer by having them pay a smaller percentage of the cost of the inspection.

Discussion ensued regarding Tobacco & E-Cigarette Sales License Fees and subsidizing fees.

Commissioner Schafer stated the concern was not the subsidizing, but more about the cost being double that of other counties. Commissioner Schafer further stated that when people looked at where they wanted to live, they looked at costs, and Ingham County was so high compared to its competitors.

Discussion ensued regarding septic inspections.

Chairperson Tennis asked if they knew how much other counties were subsidizing and if they thought somehow they were paying their people that much less.

McNeill stated they had looked at that, as there were many wage studies happening in other counties, but at the end of the day it came down to how comfortable Ingham County was propping up the department with General Funds, as they could not change their operating costs. McNeill further stated that if they continued to propose a lesser amount every three years, the County would eventually prop the department up by as much as 50%.

Discussion ensued regarding funding.

Commissioner Morgan stated this was his second time reviewing these and remembered in 2019 there had been discussion about Category 1 Food Service Establishment License Fees.

Discussion ensued regarding the different Food Service Establishment License categories.

Commissioner Morgan stated the proposal from the Controller's Office recommended \$605 for a Category 1 Food Service Establishment License and he had wanted to reduce that for quite a while and found a revenue positive way to do it.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. RUEST, TO AMEND THE PROPOSED CATEGORY 1 FOOD SERVICE ESTABLISHMENT LICENSE FEE TO \$250 AND THE TOBACCO & E-CIGARETTE SALES LICENSE – NOT EAST LANSING TO \$700.

Commissioner Morgan stated that this would bring in approximately \$71,904 for a net position of \$1,940, and was a fairly revenue neutral way to socially engineer and discourage potentially bad things.

Discussion.

Commissioner Schafer stated she was not in support of the other fee increases.

Discussion ensued regarding the amendment.

Dr. Shoyinka stated that they would likely have to raise the Tobacco & E-Cigarette Sales License – East Lansing fee as well.

McNeill stated they could not really raise one without also raising the other.

Discussion ensued regarding Tobacco & E-Cigarette Sales License fees.

Discussion ensued regarding the amendment.

COMM. MORGAN MOVED TO AMEND HIS AMENDMENT TO INCLUDE RAISING THE PROPOSED TOBACCO & E-CIGARETTE SALES LICENSE – EAST LANSING FEE TO \$580.

This was considered a friendly amendment.

Discussion ensued regarding Food Service Establishment License Fees.

Commissioner Willis stated they would be fine leaving the Category 1 Food Service Establishment License Fee at the originally proposed \$605, but still increasing the Tobacco & E-Cigarette Sales License Fees.

Commissioners Willis further asked if there were any programs that offered assistance to individuals who could not afford the septic inspections.

McNeill stated that there were a few programs available including American Rescue Plan Act (ARPA) Funds and a loan program through the State.

Chairperson Tennis clarified the amendment that was currently on the table.

Discussion.

COMM. MORGAN MOVED TO AMEND HIS AMENDMENT TO KEEP THE CATEGORY 1 FOOD SERVICE ESTABLISHMENT LICENSE FEE AT \$500 AND TO REDUCE THE TEMPORARY FOOD LICENSE FEE TO \$100.

This was considered a friendly amendment.

Chairperson Tennis stated they would be opposing the amendments because, as much as they might agree ideologically, they did not like the idea of being all over the board with fees or tinkering with them too much as it may lead to difficulties.

Commissioner Morgan stated they believed that one objective of governments changing fees was to incentivize and disincentivize things. Commissioner Morgan further stated that he thought it was purely disincentivizing to increase the fees for those that sold products that killed people, while on the other hand would incentivize more people to participate in applying for Temporary Food Licenses and possibly increase food safety.

THE MOTION TO AMEND THE 2026 COUNTY FEES PASSED. **Yeas:** Morgan, Ruest, Schafer, Willis. **Nays:** Tennis. **Absent:** Cahill, Trubac.

Discussion.

Commissioner Ruest stated, in regards to voting no on the full resolution, they understood that a lot of the fees were necessary, but Ingham County was the highest taxed county in the State and was way up there in Country. Commissioner Ruest further stated that fees were getting out of reach and they knew people were looking to move out of the County because it was getting too expensive.

Commissioner Ruest stated they were concerned with the direction Ingham County was going and that they were pricing themselves out of the market.

Commissioner Schafer stated her agreement with Commissioner Ruest and that she was hearing it over and over from her constituents. Commissioner Schafer further stated that Ingham County had the highest average millage rate in the State, which was why she had a hard time supporting this.

Commissioner Schafer thanked Commissioner Morgan for taking down the Temporary Food License Fees.

Commissioner Morgan expressed his thanks to his Republican colleagues for supporting the amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED.

Yeas: Tennis, Morgan, Willis.

Nays: Ruest, Schafer.

Absent: Cahill, Trubac.

Announcements

Chairperson Tennis stated they would miss all of the meetings occurring in July 2025.

Commissioner Schafer stated that Chairperson Tennis did a great job running the meeting.

Commissioner Morgan thanked Chairperson Tennis for dealing with him.

Public Comment

Scott Moles, Ingham County Resident and Ingham County Medical Care Facility patient advocate, stated the discussion was wonderful, but only one person, Commissioner Morgan, had offered any solutions. Moles further discussed fees.

Adjournment

The meeting was adjourned at 7:41 p.m.

JUNE 2, 2025 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. *Veterans Affairs Office*

a. *Resolution to Amend Resolution #24-599 Accepting the County Veteran Service Fund Grant*

This resolution amends a previous resolution to accept a reduced 2025 County Veteran Service Fund Grant from \$172,795 to \$90,536, as recalculated by the Michigan Veterans Affairs Agency. The revised grant will be used exclusively for marketing and emergency assistance, with \$50,000 provided upfront and \$40,536 reimbursed later. All other aspects of the original resolution remain unchanged.

b. *Resolution to Amending Resolution #24-600 Accepting the 2025 County Veteran Service Fund Grant on Behalf of Clinton County*

This resolution amends a previous resolution to accept a reduced 2025 County Veteran Service Fund Grant on behalf of Clinton County, lowering the amount from \$90,809 to \$63,471 due to a recalculation by the Michigan Veterans Affairs Agency. The funding will support a Benefits Support Specialist position in Clinton County from October 1, 2024, through September 30, 2025, with \$50,000 paid upfront and \$13,471 reimbursed later.

3. *Health Department*

a. *Resolution to Accept Funds from Michigan Health Endowment Fund and Entering into a Sub-Agreement to Support the Black Doula Cohort: Next Steps Grant*

This resolution approves accepting up to \$300,000 from the Michigan Health Endowment Fund to support the Black Doula Cohort: Next Steps Grant from June 1, 2025, through May 31, 2027. The funding will expand training and institutional support for Black doulas in Ingham County. A 0.5 FTE Project Coordinator will manage the grant. Sub-agreements will be made with BDP & Associates (\$30,000), Birth Kalamazoo LLC (\$30,850), and North Star Birthing Services (\$30,000) to provide training and mentorship. Budget adjustments and contract signings are authorized as needed.

b. *Resolution to Amend Resolution #24-539 with Dr. Fouche-Brazzle for Extended Psychiatry Services*

This resolution approves an amendment to Resolution #24-539 to extend Dr. Kathleen Fouche-Brazzle's psychiatry services for the Community Health Centers. The contract will now run from June 1, 2025 through May 31, 2027, providing up to 8 hours per week (0.2 FTE) at \$225/hour, with a total annual cost of \$93,600. Funding will come from HIV Care Coordination funds through the MDHHS Comprehensive Agreement. The contract includes an option to renew for two additional years, and all other terms remain unchanged.

c. *Resolution to Amend Resolution #24-496 with Michigan Public Health Institute's Center for Healthy Communities*

This resolution approves an amendment to Resolution #24-496 to expand the County Health Department's partnership with the Michigan Public Health Institute's Center for Healthy Communities. The amendment adds three new project areas—developing a regional logic model, facilitating a regional planning meeting, and hosting Indigenous listening sessions—for a total of \$24,000. The work will occur from October 1, 2024 to September 30, 2025, funded by existing Region 7 and Public Health Nursing grants.

d. *Resolution to Authorize Waiving the Four Week Waiting Period to Fill Two CHC Positions*

This resolution approves waiving the four-week waiting period to immediately fill two critical positions at the Ingham County Health Department's Community Health Centers: A Registered Nurse (RN) at Women's Health CHC and a Medical Assistant (MA) at Eastern CHC. Immediate hiring is necessary to address staff shortages, maintain quality of care, and ensure adequate support ahead of the school year. The decision aims to prevent service disruptions and reduce strain on existing staff.

e. *Resolution to Authorize Mini-Grant Agreements for the Community Health Improvement Plan (CHIP)*

This resolution approves awarding a total of \$39,750 in Community Health Improvement Plan (CHIP) Mini-Grants to five community organizations as part of the Healthy! Capital Counties (H!CC) project, funded through a prior resolution. The grants, effective from 2025 to September 30, 2027, support projects focused on Access to Care, Behavioral Health, or Housing. Grantees include Allen Neighborhood Center (\$10,500), Catholic Charities of IEC (\$10,000), Lansing School District (\$3,500), North Star Birthing Services (\$10,500), and Punks with Lunch (\$5,250).

f. *Resolution to Authorize Converting a 1.0 FTE CHR III Position to a Medical Assistant Position within Forest Community Health Center Specialty Services*

This resolution approves converting a 1.0 FTE Community Health Representative III position to a Medical Assistant (MA) position within the Forest Community Health Center's Ryan White Program. The change better aligns with current program needs, allowing the MA to handle both front office and clinical duties. The new position will be funded through Ryan White Parts B, C, and D grants, with no additional approvals required from the union beyond notification.

g. *Resolution to Accept Ryan White Part C-Early Intervention Services Funds from the Health Resources and Services Administration*

This resolution approves the acceptance of an \$87,405 Ryan White Part C Early Intervention Services grant from the Health Resources and Services Administration (HRSA) for the period of May 1, 2025, to April 30, 2026. The funds will support outpatient HIV primary care for low-income individuals in Ingham County through the Ingham County Health Department's Community Health Centers. Budget adjustments and contract signings are authorized as needed.

h. *Resolution to Authorize Social Determinants of Health (SDOH) Region 7 Hub Grant Sub agreements with Capital Area Health Alliance, Mid-Michigan District Health Department and Barry-Eaton District Health Department*

This resolution authorizes use of funds from the Social Determinants of Health (SDOH) Hub Region 7 Grant (awarded via Resolution #25-202) to enter into sub-agreements with key partners to support the Region 7 project in Clinton, Eaton, and Ingham counties from April 1 to September 30, 2025. The agreements include up to \$131,929 for the Capital Area Health Alliance (CAHA), and \$5,000 each for the Mid-Michigan District Health Department (MMDHD) and the Barry-Eaton District Health Department (BEDHD). These partnerships were part of the grant application and approved by the Michigan Department of Health and Human Services (MDHHS).

OTHER ITEMS:

1. *Michigan Immigrant Rights Center – Presentation*



Immigration Legal Services Needs in Ingham County in 2025

Ana Raquel Devereaux
Senior Managing Attorney
Michigan Immigrant Rights Center

Polina Hristova
Supervising Attorney
Michigan Immigrant Rights Center



Michigan Immigrant Rights Center

The Michigan Immigrant Rights Center (MIRC) is a statewide legal resource center for Michigan's low-income immigrant communities, working to build a thriving Michigan where immigrant communities experience equity and belonging.



Legal Services



Systemic Advocacy



Community Engagement & Education

MIRC is a program of Michigan Statewide Advocacy Services (MSAS) administered by Michigan Advocacy Program (MAP).



Michigan Immigrant Rights Center

MIRC provides free, confidential legal advice and services in the following non-exhaustive list of prioritized areas for all Michiganders:

Employment, in areas and industries with non-citizen workforces

- Agriculture and farm work
- Unpaid wages
- Employer-provided housing
- Employment discrimination
- Sexual harassment
- Labor trafficking

Immigration

- Naturalization and citizenship
- Relief for survivors of intimate partner violence
- Unaccompanied minors
- Residents of Kalamazoo, Van Buren, Berrien, Kent, Macomb, Oakland, Washtenaw, and Wayne counties (through specific dedicated local funding)
- Deportation defense

How to get help:

- Call our joint intake hotline with Farmworker Legal Services: (800) 968-4046

How to get help:

- Call our intake line: (734) 239-6863 (Monday to Thursday)



Michigan Immigrant Rights Center

- Established in 2009
- Five offices serving Michiganders statewide: Lansing (newest) Detroit, Grand Rapids, Kalamazoo, and Ypsilanti
- Funding:
 - Acacia Center for Justice – children’s focused funding for unaccompanied children in short and long-term foster care, certain children in the community (who were in ORR custody previously); also, Helpdesk program
 - Foundations: Kellogg, Kresge, Steelcase, Stryker, Wege, Michigan State Bar Foundation, Kalamazoo Community Foundation
 - Government: VOCA, Washtenaw County, Office of Global Michigan
 - Donations



How do increased enforcement and ongoing changes to immigration law affect Ingham County's noncitizens?

- Increased ICE and BP activity, leading to arrests, detention, and removal proceedings (includes worksite raids)
- Increase in family separation (via detention and deportation)
- Drastic reduction and/or halting of refugee resettlement
- More undocumented Ingham County residents as TPS, parole, deferred action lapse (meaning loss of employment, inability to renew driver license)
- Family reunification challenges – nationality ban, delays, public charge expansion
- Children born to undocumented parent(s) could be prevented for accessing benefits and services otherwise available to U.S. citizens
- Reduction in crime reporting and follow through for non-citizens
- Greater exploitation in the workplace by certain employers
- Pervasive and continuous hypervigilance, anxiety, fear, depression, and stress among and within affected communities
- Unparalleled demands on nonprofit providers, including legal service providers, for representation, preparedness materials, trainings, and more



How do increased enforcement and ongoing changes to immigration law affect Ingham County?

- Federal funding losses:
 - Catholic Charities and Samaritas – new refugee resettlement has become non-existent and financial support for already resettled refugees ceased
 - Michigan Immigrant Rights Center-reduced funding (or/and end to funding) for unaccompanied children's work that covered all children in ORR custody in Ingham County and many other children in the community
 - Ingham County Health Services– more people accessing care and services based on inability to participate in federal health insurance marketplace
 - MI Department of Health and Human Services – fewer people accessing public benefits like food stamps and Medicaid based on public charge misinformation
 - Victims of Crime Act (VOCA)-funded programs can expect reductions in funding in a few years
 - Withholding federal law enforcement for Ingham County for COPS, JAG, and/or SCAAP programs based on "sanctuary" policies that prevent immigration enforcement/cooperation



What can Ingham County do in response?

1

Decline to honor detainer requests (Sheriff)

2

Educate staff and local governmental agencies that immigration enforcement cannot require information, except by court order

3

Increase funding for immigration legal services

4

Support community groups responding to (and coordinating) after immigration raids and targeted enforcement



MIRC's Pilot Project in Ingham County

Background

Stats on Population and Need

- 9.3% of Ingham County's population or approximately 26,000 Ingham County residents are foreign born persons. (Census.gov)
- RDC is receiving 10–15 legal inquiries per week for legal services from the population they currently serve with no where to direct those inquiries.
- Immigration legal processes are extremely complex, ever changing, and highly time consuming. If navigated without the right expertise, it can have devastating consequences for those in need of assistance.

Service providers

- MIRC
- Catholic charities
- MSU Law
- Small number of private attorneys

What is the pilot project?

MIRC in partnership with the Refugee Development Center and MSU College of Law to pilot a legal education and services provision model housed at various locations, starting at RDC.

It will consist of alternating monthly group educational, know-your-rights sessions and monthly workshops for practical support in legal cases.

It will also involve one-on-one legal guidance and some representation.

What impact will it have?

Build a program that would be an ongoing resource to the broader immigrant community

Create stability for individuals and families in Ingham County

Provide accurate information amidst confusion and active disinformation campaigns

Goal: 35 people per month and 420 total in the first year with hopes to grow with the program's proven success and ongoing funding

Eventually would love to expand locational offering to other current partners, including

- Women's Center of Greater Lansing
- Allen Neighborhood Center
- Immigrant and Refugee Resource Collaborative
- Islamic Center of Lansing
- Michigan Refugee Hope
- Lansing School District Newcomer Center


What support is needed?

Goal is to support one attorney and one paralegal to be dedicated to this work at a total cost of about \$200,000

Seeking funding through Capital Region Community Foundation with RDC, which requires a match of \$75,000

Would love to receive support in the \$15,000-\$30,000 range from Ingham County



	DEPARTMENT: Veterans Affairs
PREPARED BY: Amy Pocan	MEETING DATE(S): June 2 nd , 4 th
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Resolution to Secure Funding for Veteran Benefits Counselor Position #682008	

ACTION REQUESTED:

Approve an amendment to Resolution #24-599 to reflect a revised award amount for the 2025 County Veteran Service Fund Grant.

SUMMARY OF REQUEST:

Ingham County was originally awarded \$172,795 through the 2025 County Veteran Service Fund Grant as authorized under Resolution #24-599. The Michigan Veterans Affairs Agency has since recalculated the award, resulting in a revised total grant amount of \$90,536. Of this revised total, \$50,000 will be issued as a direct payment, while \$40,536 will be reimbursed upon submission of eligible expenses. The funding will be dedicated solely to marketing and emergency assistance efforts for veterans during the grant period from October 1, 2024, through September 30, 2025. All other provisions of the original resolution remain unchanged. This amended resolution also authorizes the Controller/Administrator to make necessary budget adjustments and authorizes the Chairperson to execute any required contract documents.

STRATEGIC PLAN RELEVANCE:

Be open, transparent and accountable with the public we serve, including erring on the side of disclosure whenever possible. Become a destination employer that attracts and retains high-quality staff to serve our residents.

DEPARTMENT MISSION RELATION:

To deliver on President Lincoln's promise in advocating for those who have served in our nation's military and for their families, caregivers, and survivors.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☒ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: Reduce to \$90,536.00

☐ Included in Current Fiscal Budget ☒ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: 05/20/2025 _____

CONTROLLER'S OFFICE: Janet Cypher

DATE: 5/23/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #24-599 ACCEPTING THE COUNTY VETERAN
SERVICE FUND GRANT**

WHEREAS, the Ingham County Board of Commissioners previously adopted Resolution #24-599 to accept the 2025 County Veteran Service Fund Grant in the amount of \$172,795; and

WHEREAS, a recalculation of the grant allocation by the Michigan Veterans Affairs Agency determined that a reduction in total funding to \$90,536 was necessary; and

WHEREAS, the revised funding will be utilized solely for marketing and emergency assistance purposes; and

WHEREAS, Ingham County will receive a direct payment of \$50,000, with the remaining \$40,536 to be disbursed on a reimbursement basis.


THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #24-599 and accepts the 2025 County Veteran Service Fund Grant in the revised amount of \$90,536.

BE IT FURTHER RESOLVED, that the 2025 County Veteran Service Fund Grant funds shall be allocated solely for marketing and emergency assistance activities during the grant period of October 1, 2024, through September 30, 2025.

BE IT FURTHER RESOLVED, that all other provisions of Resolution #24-599 shall remain in effect except as modified by this amendment.

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

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, subject to approval as to form by the County Attorney.

	DEPARTMENT: Veterans Affairs
PREPARED BY: Amy Pocan	MEETING DATE(S): June 2 nd , 4 th
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
Resolution to Amend the Authorization for Acceptance of the 2025 County Veteran Service Fund Grant on Behalf of Clinton County	

ACTION REQUESTED:

Authorize an amendment to Resolution #24-600 to reflect a revised total allocation for the 2025 County Veteran Service Fund Grant on behalf of Clinton County.

SUMMARY OF REQUEST:

The Ingham County Board of Commissioners previously approved Resolution #24-600, accepting \$90,809 in 2025 County Veteran Service Fund Grant funding on behalf of Clinton County. Following a recalculation by the State of Michigan, the grant amount has been reduced to \$63,471. Of this amount, \$50,000 will be received as a direct payment and \$13,471 will be available on a reimbursement basis. The funding will continue to support a grant-funded Benefits Support Specialist position serving Clinton County from October 1, 2024, through September 30, 2025. This resolution formally amends the original grant acceptance to reflect the reduced award and authorizes any corresponding budget adjustments.

STRATEGIC PLAN RELEVANCE:

Be open, transparent and accountable with the public we serve, including erring on the side of disclosure whenever possible. Become a destination employer that attracts and retains high-quality staff to serve our residents.

DEPARTMENT MISSION RELATION:

To deliver on President Lincoln's promise in advocating for those who have served in our nation's military and for their families, caregivers, and survivors.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: Reduce to \$63,471

☐ Included in Current Fiscal Budget ☒ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: 05/20/2025

CONTROLLER'S OFFICE:  DATE: 5/23/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-600 ACCEPTING THE 2025 COUNTY VETERAN SERVICE FUND GRANT ON BEHALF OF CLINTON COUNTY

WHEREAS, the Ingham County Board of Commissioners previously adopted Resolution #24-600 to accept the 2025 County Veteran Service Fund Grant on behalf of Clinton County in the amount of \$90,809; and

WHEREAS, a recalculation of the grant allocation by the Michigan Veterans Affairs Agency determined that a reduction in total funding to \$63,471 was necessary; and

WHEREAS, Ingham County, on behalf of Clinton County, will receive a direct payment of \$50,000, with the remaining \$13,471 to be disbursed on a reimbursement basis; and


WHEREAS, the funding will continue to support a grant-funded Benefits Support Specialist position serving Clinton County from October 1, 2024, through September 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends Resolution #24-600 to reflect the revised total of \$63,471 for the 2025 County Veteran Service Fund Grant on behalf of Clinton County.

BE IT FURTHER RESOLVED, that the 2025 County Veteran Service Fund Grant for Clinton County shall be used for the purpose of continuing the grant-funded Benefits Support Specialist position for the grant period of October 1, 2024, through September 30, 2025.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution, subject to approval as to form by the County Attorney.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): June 2, June 3, and June 4, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization to Accept Funding and enter into an agreement with the Michigan Health Endowment Fund (MHEF) to support the Black Doula Cohort: Next Steps Grant	

ACTION REQUESTED:

Authorization to accept funding and enter into an agreement with the Michigan Health Endowment Fund (MHEF) to support a grant focused on additional training, support, and institutionalization for Black Doulas in Ingham County.

SUMMARY OF REQUEST:

Ingham County Health Department (ICHD) wishes to accept funding from Michigan Health Endowment Fund (MHEF) and enter into sub-agreements to support the Black Doula Cohort: Next Steps Grant effective June 1, 2025 through May 31, 2027 in an amount not to exceed \$300,000. This MHEF grant will delve deeper into the work initiated during the 2023-2025 Black Doula Cohort grant, which provided prenatal Doula training to 26 Black Doulas in the area. In support of this project, ICHD will also utilize an already established Project Coordinator position #601557, a .50 FTE (ICEA Professional Grade 5/Step 1 with an annual salary range with benefits of \$53,091 to \$58,396) to provide overall support and grant management. Additionally, ICHD wishes to enter into three sub-agreements which each further address the training, support and institutionalization needs of Black Doulas within Ingham County. The mini-grantees are all effective June 1, 2025 through May 31, 2027 and the subcontract amounts are as follows:

- BDP & Associates - \$30,000
- Birth Kalamazoo LLC - \$30,850 to provide two/four-day Postpartum Doula Trainings mentoring 30 Doulas
- North Star Birthing Services - \$30,000, to support and mentor Doulas

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's goal to promote the practice of public health and safety through collaboration and messaging.

DEPARTMENT MISSION RELATION:

This resolution supports ICHD's mission to protect, improve, and advocate for the optimum health and well-being of all Ingham County residents.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$300,000

☐ Included in Current Fiscal Budget ☒ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: David Cypher **DATE:** 5/23/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDS FROM MICHIGAN HEALTH ENDOWMENT FUND
AND ENTERING INTO AN SUB-AGREEMENT TO SUPPORT THE BLACK DOULA
COHORT: NEXT STEPS GRANT**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from Michigan Health Endowment Fund (MHEF) and entering into sub-agreements to support the Black Doula Cohort: Next Steps Grant effective June 1, 2025 through May 31, 2027 in an amount not to exceed \$300,000; and

WHEREAS, these funds will be used to continue the development of a cohort of Black Doulas to address their training, support, and institutionalization needs in order to support positive birth outcomes within Ingham County; and

WHEREAS, this MHEF grant will delve deeper into the work initiated during the 2023-2025 Black Doula Cohort: Next Steps grant, which provided prenatal Doula training to 26 Black Doulas in the area; and

WHEREAS, that in support of this work, ICHD will utilize an already established Project Coordinator position #601557, a .50 FTE (ICEA Professional Grade 5/Step 1 annual salary range with benefits of \$53,091 to \$58,396) to provide overall support and grant management effort; and

WHEREAS, ICHD wishes to enter into three sub-agreements to further address the training, support, and institutionalization needs of Black Doulas within Ingham County with mini-grantees and subcontract amounts as follows:

- BDP & Associates - \$30,000
- Birth Kalamazoo LLC - \$30,850 for two/four-day Postpartum Doula Trainings mentoring 30 Doulas
- North Star Birthing Services - \$30,000, to support and mentor Doulas, and all three sub-agreements are effective June 1, 2025 through May 31, 2027; and

WHEREAS, these sub-agreements each further address the training, support and institutionalization needs of Black Doulas within Ingham County; and


WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting funding from MHEF and entering into sub-agreements to support the Black Doula Cohort: Next Steps Grant, effective June 1, 2025 through May 31, 2027 in an amount not to exceed \$300,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting funds from MHEF and entering into sub-agreements to support the Black Doula Cohort: Next Steps Grant effective June 1, 2025 through May 31, 2027 in an amount not to exceed \$300,000.

BE IT FURTHER RESOLVED, that in support of this work, ICHD will utilize an already established Project Coordinator position #601557, a .50 FTE (ICEA Professional Grade 5/Step 1 annual salary range with benefits of \$53,091 to \$58,396.) to provide overall support and grant management effort.

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

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

	DEPARTMENT: Ingham County Health Department - CHCs
PREPARED BY: Dr Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): June 2 and June 4, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization to Amend Agreement with Dr Fouche-Brazzle for Extended Psychiatry Services	

ACTION REQUESTED:

Authorization to enter into an extended agreement with Dr. Kathleen Fouche-Brazzle for psychiatry services at the Ingham Community Health Centers (CHCs).

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #24-539 to extend the contract with Dr. Kathleen Fouche-Brazzle for up to eight hours a week (0.2 FTE) of Psychiatry Services, at an hourly rate of \$225, effective June 1, 2025 through May 31, 2027. The total amount of this agreement will be for an annual amount not to exceed \$93,600. All other terms of the agreement will remain the same.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's Strategic Plan to provide high quality services in an efficient manner.

DEPARTMENT MISSION RELATION:

This resolution supports ICHD's goal of protecting, improving and advocating for the optimum health and well-being of all Ingham County residents.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$93,000

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: 5/29/2025

CONTROLLER'S OFFICE:  DATE: 5/23/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #24-539 WITH DR FOUCHE-BRAZZLE FOR
EXTENDED PSYCHIATRY SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #24-539 to extend contract services with Dr. Kathleen Fouche-Brazzle for up to eight hours a week (0.2 FTE) of Psychiatry Services, at an hourly rate of \$225, effective June 1, 2025 through May 31, 2027; and

WHEREAS, the total cost for this extension will be \$93,600 (annually) and will be covered by HIV Care Coordination funding included in the Michigan Department of Health and Human Services (MDHHS) Comprehensive Agreement authorized through Resolution #23-339; and

WHEREAS, all other terms of the agreement will remain the same; and


WHEREAS, this amendment shall be effective June 1, 2025 through May 31, 2027, with an option to renew for two subsequent years; 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 #24-539 with Dr. Kathleen Fouche-Brazzle to extend Psychiatry Services for up to eight hours a week (0.2 FTE) effective June 1, 2025 through May 31, 2027.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-539 with Dr. Kathleen Fouche-Brazzle to extend Psychiatry Services for up to eight hours a week (0.2 FTE) effective June 1, 2025 through May 31, 2027.

BE IT FURTHER RESOLVED, that the total cost of the extension will not exceed \$93,000 and will be covered by HIV Care Coordination funding.

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.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): June 2, and June 4, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization to Amend Resolution #24-496 with Michigan Public Health Institute	

ACTION REQUESTED:

Authorization to amend Resolution #24-496 with Michigan Public Health Institute's (MPHI) Center for Healthy Communities (CHC) to extend the project coordination to three new areas effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$24,000.

SUMMARY OF REQUEST:

Ingham County Health Department (ICHD) wishes to amend Resolution #24-496 with Michigan Public Health Institute's (MPHI) Center for Healthy Communities (CHC) to extend project coordination to three new areas effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$24,000. These three additional areas will be divided into the following amounts/areas of collaboration: \$9,000 for developing the MCH Hub Logic Model for Region 7, \$4,500 for facilitating a meeting to develop next year's Region 7 work plan, and \$10,500 for planning and hosting three indigenous listening sessions on diversity and Mother-Infant Health/barriers within Ingham County. Through Resolution #24-496, ICHD partnered with MPHI's CHC to support general project coordination for the Region 7 work in an amount not to exceed \$52,250. Amending Resolution #24-496 will allow ICHD to complete the Region 7 project objectives and expand the areas of reach. Funding for the addition of these new areas will be covered by the Region 7 Budget #22160020-01018 (\$13,500), and the Public Health Nursing Grant #22160105-02045 (\$10,500).

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's goal of promoting the practice of public health and safety through collaboration and messaging.

DEPARTMENT MISSION RELATION:

This resolution supports ICHD's mission to protect, improve, and advocate for the optimum health and well-being of all Ingham County residents.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$24,000

☐ Included in Current Fiscal Budget ☒ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: David Cypher DATE: 5/23/25

Introduced by the Human Services and Finance Committees

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #24-496 WITH MICHIGAN PUBLIC HEALTH INSTITUTE'S CENTER FOR HEALTHY COMMUNITIES

WHEREAS, Ingham County Health Department (ICHHD) wishes to amend Resolution #24-496 with Michigan Public Health Institute's (MPHI) Center for Healthy Communities (CHC) to extend the project coordination to three new areas effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$24,000; and

WHEREAS, these three additional areas will be divided to the following amounts/areas of collaboration: \$9,000 for developing the MCH Hub Logic Model for Region 7, \$4,500 for facilitating a meeting to develop next year's Region 7 work plan, and \$10,500 for planning and hosting three indigenous listening sessions on diversity, Mother-Infant Health and barriers within Ingham County; and

WHEREAS, through Resolution #24-496, ICHHD partnered with MPHI's CHC to support general project coordination for the Region 7 work in an amount not to exceed \$52,250; and

WHEREAS, amending Resolution #24-496 will allow ICHHD to complete the Region 7 project objectives and expand the areas of reach; and


WHEREAS, funding for the addition of these new areas will be covered by the Region 7 Budget Grant #22160020-01018 (\$13,500), and the Public Health Nursing Grant #22160105-02045 (\$10,500); and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize amending Resolution #24-496 with MPHI's CHC to extend the Region 7 project coordination to three new areas effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$24,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #24-496 with MPHI's CHC to extend the Region 7 project coordination to three new areas effective October 1, 2024 through September 30, 2025 for a total amount not to exceed \$24,000.

BE IT FURTHER RESOLVED, that funding for the addition of these new areas will be covered by the Region 7 Budget Grant #22160020-01018 (\$13,500), and the Public Health Nursing Grant #22160105-02045 (\$10,500).

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

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): June 2 and June 3, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization to Waive the Four-Week Waiting Period to Hire Two CHC Positions	

ACTION REQUESTED: ICHD

Authorization for CHC administration to waive the four-week waiting period to fill a vacant Medical Assistant Position at Eastern CHC, and a Registered Nurse Position at Women's Health CHC based on the justifications below.

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to waive the four-week waiting period for two CHC positions including a Medical Assistant (MA) for Eastern CHC, and a Registered Nurse (RN) for Women's Health CHC.

The Registered Nurse (RN) position at ICHD's Women's Health is a critical position as they are severely short staffed with no RNs currently serving in Women's Health. Cedar Pediatric staff are currently challenged with covering for both Women's Health and Cedar Pediatrics. Inadequate nursing coverage could result in decreased quality of care through missed communications with providers, abnormal PAP smear results being missed or overlooked, and decreased communications with patients. Filling this position as soon as possible will help reduce this gap in care, and improve the quality of care for ICHD's Women's Health and Cedar Pediatric patients.

The Medical Assistant (MA) at Eastern is critically needed as Eastern will be reduced to one MA as of June 13, and a new provider will begin on June 16. In order to meet the needs of our patients, the new MA must be trained and be fully onboarded by the beginning of the school year. As there is a high demand for sports physicals at the beginning of the school year, if this vacancy is not filled immediately, there will be insufficient time to train the new MA. A four-week delay would have a negative impact on meeting the needs of the patients, our relationship with the schools, and could potentially overwhelm the recently hired MA. MA's also provide crucial front office and clerical support, as one MA cannot function efficiently fully serving in both roles.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's Strategic Plan to provide high quality services in an efficient manner.

DEPARTMENT MISSION RELATION:

This resolution supports ICHD's mission is to protect, improve, and advocate for the health and well-being of all Ingham County residents.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount:

☐ Included in Current Fiscal Budget

☐ Budget Transfer

☒ Has No Financial Impact

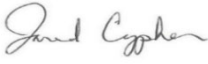
ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED

☐ NOT RECOMMENDED

☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: 5/29/25

CONTROLLER'S OFFICE:  **DATE:** 5/23/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE WAIVING THE FOUR WEEK WAITING PERIOD TO FILL TWO
CHC POSITIONS**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to waive the four-week waiting period for two CHC positions including a Medical Assistant (MA) for Eastern CHC, and a Registered Nurse (RN) for Women's Health CHC; and

WHEREAS, the Registered Nurse (RN) position at ICHD's Women's Health is a critical position as they are severely short staffed with no RNs currently serving in Women's Health; and

WHEREAS, Cedar Pediatric staff are currently challenged with covering for both Women's Health and Cedar Pediatrics; and

WHEREAS, inadequate nursing coverage could result in decreased quality of care through missed communications with providers, abnormal PAP smear results being missed or overlooked, and a decreased communication with patients; and

WHEREAS, filling this position as soon as possible will help reduce this gap in care, and improve the quality of care for ICHD's Women's Health and Cedar Pediatric patients; and

WHEREAS, the Medical Assistant (MA) at Eastern is critically needed as Eastern will be reduced to one MA as of June 13, and a new provider will begin on June 16; and

WHEREAS, in order to meet the needs of our patients, the new MA must be trained and be fully onboarded by the beginning of the school year; and

WHEREAS, as there is a high demand for sports physicals at the beginning of the school year, if this vacancy is not filled immediately there will be insufficient time to train the new MA; and

WHEREAS, a four-week delay would have a negative impact on meeting the needs of the patients, our relationship with the schools, and could potentially overwhelm the recently hired MA; and


WHEREAS, MA's also provide crucial front office and clerical support, as one MA cannot function efficiently fully serving in both roles; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize filling the vacant MA position at Eastern CHC and the RN position at Women's Health CHC without the four-week delay.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes filling the MA position at Eastern CHC and the RN position at Women's Health CHC without delay.

BE IT FURTHER RESOLVED, that filling this position will allow ICHD's Community Health Centers to provide the best service to our patients.

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.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): June 2 and June 4, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization for f Mini-Grant Agreements for the Community Health Improvement Plan (CHIP)	

ACTION REQUESTED:

Authorization to enter into Mini-Grant agreements with five local organizations selected to receive Community Health Improvement Plan (CHIP) funding in an amount not to exceed \$39,750 effective May 1, 2025 to September 30, 2027.

SUMMARY OF REQUEST:

Ingham County Health Department (ICHD) wishes to enter into five mini-grant agreements with community organizations selected to be awarded Community Health Improvement Plan (CHIP) Mini Grant funding in a total amount not to exceed \$39,750, effective May 1, 2025 to September 30, 2027. Through Resolution #24-297, ICHD received funding to support the Healthy! Capital Counties (H!CC) project. The five sub-agreement grantees were selected from a pool of applicants by a panel that included Ingham County Board of Health members and staff who work on the H!CC project:

- The five CHIP Grantees are: Allen Neighborhood Center (ANC) awarded \$10,500
- Catholic Charities of IEC (CCIEC) awarded \$10,000
- Lansing School District (LSD) awarded \$3,500; and
- North Star Birthing Services awarded \$10,500, and
- Punks with Lunch awarded \$5,250.

CHIP Mini-Grants will support community-led projects focused on at least one Healthy! Capital Counties priority. Priorities for this cycle are: Access to Care, Behavioral Health and Housing. This funding originates from dollars accepted through Resolution #24-297 to support Healthy! Capital Counties.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's goal of increasing, strengthening, supporting, and coordinating community partnerships, relationships and collaborative efforts to improve health outcomes.

DEPARTMENT MISSION RELATION:

This resolution supports ICHD/s mission is to protect, improve, and advocate for the health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$39,750

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ **RECOMMENDED** ☐ **NOT RECOMMENDED** ☐ **ALTERNATIVES:**

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____

CONTROLLER'S OFFICE: *Janet Cypher* **DATE:** 5/23/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE MINI-GRANT AGREEMENTS FOR THE COMMUNITY HEALTH IMPROVEMENT PLAN

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into Community Health Improvement Plan (CHIP) Healthy Capital Counties (H!CC) Mini-Grant agreements with five community organizations for a total amount not to exceed \$39,750, effective 1, 2025 to September 30, 2027; and

WHEREAS, through Resolution #24-297, ICHD received funding to support the Healthy! Capital Counties (H!CC) project; and

WHEREAS, funding originates from dollars accepted through Resolution #24-297 to support the Healthy! Capital Counties project; and

WHEREAS, the five sub-agreement grantees were selected from a pool of applicants by a panel that included Ingham County Board of Health members and Health Department staff who work on the H!CC project; and

WHEREAS, the CHIP Grantees are:

- Allen Neighborhood Center (ANC) awarded \$10,500;
- Catholic Charities of IEC (CCIEC) awarded \$10,000;
- Lansing School District (LSD) awarded \$3,500;
- North Star Birthing Services awarded \$10,500; and
- Punks with Lunch awarded \$5,250; and

WHEREAS, grantees were selected by a panel that included Ingham County Board of Health members and Health Department staff who work on the H!CC project; and

WHEREAS, CHIP Mini-Grants will support community-led projects focused on at least one H!CC priority; and

WHEREAS, priorities this cycle are: Access to Care, Behavioral Health, and Housing; and


WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into CHIP H!CC Mini-Grant agreements with five community organizations for a total amount not to exceed \$39,750, effective 1, 2025 to September 30, 2027.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into five CHIP H!CC Mini-Grant agreements with community organizations for a total amount not to exceed \$39,750, effective 1, 2025 to September 30, 2027.

BE IT FURTHER RESOLVED, that the CHIP Grantees are: ANC awarded \$10,500, Punks with Lunch awarded \$5,250, CCIEC awarded \$10,000, North Star Birthing Services awarded \$10,500, and LSD awarded \$3,500.

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

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

	DEPARTMENT: Ingham County Health Department (ICHD) - CHCs
PREPARED BY: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): June 2, June 3, and June 4, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input checked="" type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization to Convert CHR III Position #601177 into a Medical Assistant Position	

ACTION REQUESTED:

Authorization to convert 1.0 FTE CHR III, position #601177 into a Medical Assistant position.

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to convert the 1.0 FTE CHR III position #601177 (UAW Grade E/Step 1: annual salary range with benefits from: 84,809.08 to 96,080.70), to a 1.0 FTE Medical Assistant (MA) position (UAW F Grade F/Step 1: annual salary range with benefits from: 88,130.38 to 100,074.44) within Forest's CHC Specialty programs - Ryan White Program. After careful consideration of the Ryan White program, it was determined that an MA would better suit the current program needs. The MA role will be performing front office duties and MA duties to support both patients and the team. Unlike the CHR III, the MA position is qualified to perform front office duties while also performing MA duties including rooming and discharging patients, scheduling follow-up/new appointments, verifying insurance and assisting patients with medical questions within their scope. Funding for this role will be covered by Ryan White Part B (51161500 704006 02229), Ryan White Part C (51161500 704006 02220), and Ryan White Part D (51161500 704006 02228).

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's goal of providing high quality services in an efficient manner to improve the quality of life for Ingham County residents.

DEPARTMENT MISSION RELATION:

The resolution supports ICHD's mission to protect, improve, and advocate for the optimum health and well-being of all Ingham County residents while seeking new approaches and solutions to challenges.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: 5/29/2025

CONTROLLER'S OFFICE:  DATE: 5/23/25

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONVERTING A 1.0 FTE CHR III POSITION TO A MEDICAL ASSISTANT POSITION WITHIN FOREST COMMUNITY HEALTH CENTER SPECIALTY SERVICES

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to convert 1.00 FTE CHR III position #601177 (UAW Grade E/Step 1: annual salary range with benefits from: 84,809.08 to 96,080.70), to a 1.0 FTE Medical Assistant (MA) position (UAW F Grade F/Step 1: annual salary range with benefits from: 88,130.38 to 100,074.44) within Forest's CHC Specialty programs - Ryan White Program; and

WHEREAS, after careful consideration of the Ryan White program, it was determined that an MA would better suit the current program needs and ICHD's CHCs request to fill the position upon approval of this resolution; and

WHEREAS, the MA role will be performing both front office duties and MA duties to support patients and the team; and

WHEREAS, unlike the CHR III, the MA position is qualified to perform front office duties while also performing MA duties including rooming and discharging patients, scheduling follow-up/new appointments, verifying insurance, and assisting patients with medical questions within their scope; and

WHEREAS, the Human Resources (HR) and UAW union have been notified, and per the HR Director, this only requires Union notification; and

WHEREAS, funding for this role will be covered by Ryan White Part B (51161500 704006 02229), Ryan White Part C (51161500 704006 02220), and Ryan White Part D (51161500 704006 02228); and


WHEREAS, the CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize converting the 1.0 FTE CHR III position #601177 (UAW Grade E/Step 1: annual salary range with benefits from: 84,809.08 to 96,080.70), to a 1.0 FTE Medical Assistant position (UAW F Grade F/Step 1: annual salary range with benefits from: 88,130.38 to 100,074.44) within Forest's CHC Specialty programs - Ryan White Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting the 1.00 FTE CHR III position #601177 (UAW Grade E/Step 1: annual salary range with benefits from: 84,809.08 to 96,080.70), to a 1.0 FTE Medical Assistant position (UAW F Grade F/Step 1: annual salary range with benefits from: 88,130.38 to 100,074.44) within Forest's CHC Specialty programs - Ryan White Program.

BE IT FURTHER RESOLVED, that funding for this role will be covered by Ryan White Part B (51161500 704006 02229), Ryan White Part C (51161500 704006 02220) Ryan White Part D (51161500 704006 02228).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget transfers and changes to the Approved Position List as authorized by 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.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): June 2, and June 4, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization to Accept Ryan White Part C Early Intervention Service funds from the Health Resources and Services Administration	

ACTION REQUESTED:

Ingham County Health Department's (ICHD's) Community Health Center (CHC) wishes to accept \$87,405 in Ryan White Part C Early Intervention Services funds from the Health Resources and Services Administration (HRSA).

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept The Ryan White Part C Early Intervention Services funding award from Michigan Department of Health and Human Services effective May 1, 2025 through April 30, 2026 for a total amount of \$87,405. This Ryan White Part C Early Intervention Services award will provide primary care including early intervention services on an outpatient basis to low income individuals living with HIV/AIDS within Ingham County. These funds will help subsidize the provision of primary care services to low-income, vulnerable, medically underserved persons living with HIV in Ingham County through the ICHD's CHCs.

STRATEGIC PLAN RELEVANCE:

This resolution will support Ingham County's goal of increasing the scope and access to high-quality, equitable, safe, patient-centered primary and specialized care at the Ingham Community Health Centers while improving the quality of life for Ingham County residents.

DEPARTMENT MISSION RELATION:

This resolution will support ICHD's mission to protect, improve, and advocate for the optimum health and well-being of all Ingham County residents.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$87,405

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: 5/29/2025

CONTROLLER'S OFFICE: David Cypher **DATE:** 5/23/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT RYAN WHITE PART C-EARLY INTERVENTION SERVICES FUNDS
FROM THE HEALTH RESOURCES & SERVICES ADMINISTRATION**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept the Ryan White Part C Early Intervention Services funding award from the Health Resources and Services Administration (HRSA) agency for a total amount of \$87,405 effective May 1, 2025 through April 30, 2026; and

WHEREAS, the purpose of Ryan White Part C Early Intervention Services funds is to support the provision of comprehensive HIV primary care including Early Intervention Services on an outpatient basis to low income individuals living with HIV/Aids within Ingham County; and


WHEREAS, these funds will help subsidize the provision of primary care services to low-income, vulnerable, medically underserved persons living with HIV in Ingham County through the ICHD's CHCs; 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 Ryan White Part C Early Intervention Services funding award from the HRSA agency for a total amount of \$87,405 effective May 1, 2025 through April 30, 2026.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of the Ryan White Part C Early Intervention Services funding award from the HRSA agency for a total amount of \$87,405 effective May 1, 2025 through April 30, 2026.

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.

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

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer	MEETING DATE(S): June 2 and June 4, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorization for Social Determinants of Health (SDOH) Region 7 Hub Grant Sub-Agreements with Capital Area Health Alliance (CAHA), Mid-Michigan District Health Department (MMDHD), and Barry-Eaton District Health Department (BEDHD).	

ACTION REQUESTED:

Authorization to enter into the Social Determinants of Health Hub (SDOH) Region 7 subcontracts effective April 1, 2025 through September 30, 2025 in an amount not to exceed \$141,929.

SUMMARY OF REQUEST:

Through Resolution #25-202, Ingham County Health Department (ICHD) was awarded the Social Determinants of Health (SDOH) Hub Region 7 Grant from Michigan Department of Health and Human Services (MDHHS) to support the SDOH Hub for Region 7 project in Clinton, Eaton, and Ingham counties, effective April 1, 2025 through September 30, 2025. ICHD wishes to enter into sub-agreements with the following partners in the following amounts to support this initiative: Capital Area Health Alliance (CAHA), in an amount not to exceed \$131,929 to support bi-weekly work from CAHA (a co-applicant) and to fund grantee awards; Mid-Michigan District Health Department (MMDHD), in an amount not to exceed \$5,000 to support monthly work; and Barry-Eaton District Health Department (BEDHD), in an amount not to exceed \$5,000 to support monthly work. These partnerships are vital components of the grant application and discussed with MDHHS prior to issuance of the award.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's Strategic goals of providing public health and health care services, programs, and functions integrated to improve health outcomes.

DEPARTMENT MISSION RELATION:

This resolution supports ICHD's mission is to protect, improve, and advocate for the health and well-being of our community by identifying and advancing the conditions under which all people can achieve optimum health.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☒ NON-MANDATED

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$141,929

☒ Included in Current Fiscal Budget ☐ Budget Transfer ☐ Has No Financial Impact

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: 5/29/2025

CONTROLLER'S OFFICE: Janet Cooper DATE: 5/23/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SOCIAL DETERMINANTS OF HEALTH REGION 7 HUB GRANT
SUBAGREEMENTS WITH CAPITAL AREA HEALTH ALLIANCE, MID-MICHIGAN DISTRICT
HEALTH DEPARTMENT, AND BARRY-EATON DISTRICT HEALTH DEPARTMENT**

WHEREAS, through Resolution #25-202, Ingham County Health Department (ICHD) was awarded the Social Determinants of Health (SDOH) Hub Region 7 Grant from Michigan Department of Health and Human Services (MDHHS) to support the SDOH Hub for Region 7 project in Clinton, Eaton, and Ingham counties, effective April 1, 2025 through September 30, 2025; and

WHEREAS, ICHD wishes to enter into sub-agreements with the following partners in the following amounts to support this initiative:

- Capital Area Health Alliance (CAHA), in an amount not to exceed \$131,929 to support bi-weekly work from co-applicant, CAHA, and to fund grantee awards
- Mid-Michigan District Health Department (MMDHD), in an amount not to exceed \$5,000 to support monthly work
- Barry-Eaton District Health Department (BEDHD), in an amount not to exceed \$5,000 to support monthly work; and

WHEREAS, these partnerships are vital components of the grant application and discussed with MDHHS prior to issuance of the award; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize entering into sub-agreements with the CAHA in an amount not to exceed \$131,929, MMDHD in an amount not to exceed \$5,000, and BEDHD in an amount not to exceed \$5,000, each effective April 1, 2025 through September 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into sub-agreements with the CAHA in an amount not to exceed \$131,929, MMDHD in an amount not to exceed \$5,000, and BEDHD in an amount not to exceed \$5,000, each effective April 1, 2025 through September 30, 2025.

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