

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, MAY 05, 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 [April 21, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews – Fair Board
2. Environmental Affairs Commission – Environmental Affairs [Commission Annual Report](#)
3. Treasurer's Office – Resolution to Adopt a Housing & Homeless Millage Support Services Grant [Scoring Process and Calendar](#) Using \$1,000,000 of 2024 Housing and Homeless Millage Funds
4. Environmental Sustainability Office – Resolution to Authorize a Contract with [GT Environmental](#) for the Development of a Materials Management Plan
5. Potter Park Zoo – Resolution to Authorize an Agreement with [Hubbell, Roth & Clark, Inc.](#)
6. Parks Department
 - a. Resolution to Authorize a Memorandum of Understanding with [Meridian Township for a Deer Management Program](#) at Lake Lansing Park North
 - b. Resolution to Authorize the Road Department to Submit on Behalf of the Parks Department for a Michigan Department of Transportation Grant from the [Transportation Alternatives Program](#) for the Hayhoe Trail (Holt to Mason)
7. Health Department
 - a. Resolution to Amend Resolution #17-163 with [Azara DRVS Healthcare](#) and Michigan Primary Care Association to Purchase the Azara DRVS Plug-In
 - b. Resolution to Authorize an Agreement with the [Michigan Public Health Institute](#) for the Service and Maintenance of the Maternal and Child Health Division Home Visiting Database
 - c. Resolution to Create a Full-Time [Program Coordinator-Specialty Programs](#) Position within the Community Health Centers
 - d. Resolution [Honoring Lena Mack](#), Medical Assistant
8. Board Referral – A Letter from [Michigan Immigrant Rights Center](#) (MIRC) Seeking Funding for a Pilot Project in Service of Ingham County Community Members

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

April 21, 2025

Draft Minutes

Members Present: Tennis, Cahill, Morgan (Left at 6:59 p.m.), Willis, Ruest, and Schafer.

Members Absent: Trubac.

Others Present: Ted O'Dell, Dr. Adenike Shoyinka, Brian Collins, Cynthia Wagner, Abby Schwartz, Jared Cypher, 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 April 7, 2025 Minutes

CHAIRPERSON TENNIS STATED, WITHOUT OBJECTION, THE MINUTES FROM THE APRIL 7, 2025 HUMAN SERVICES COMMITTEE WERE APPROVED AS SUBMITTED. Absent: Commissioner Trubac.

Additions to the Agenda

Substitutes

2. Veterans Affairs Office
 - a. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant on Behalf of Clinton County
 - b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant
3. Health Department
 - c. Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for Supportive Services Transformation Funds and to Create a .50 FTE Housing Specialist Position in Ingham County Health Department

Limited Public Comment

None.

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

2. Veteran's Affairs Office
 - a. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant on Behalf of Clinton County
 - b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2026 County Veteran Service Fund Grant
3. Health Department
 - a. Resolution to Amend Resolution #24-543 for the FY25 Mid-State Health Network Substance Use Disorder Prevention Contract

- b. Resolution to Authorize Combining Ryan White B, C, and D into One Infectious Disease Physician Master Agreement and to Extend Resolutions #22-614 and #22-399
- c. Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for Supportive Services Transformation Funds and to Create a .50 FTE Housing Specialist Position in Ingham County Health Department
- d. Resolution to Authorize an Agreement with BDP and Associates
- e. Resolution to Authorize an Agreement with Refresh with Ekene, LLC
- f. Resolution to Authorize an Agreement with the Public Health Accreditation Board for National Reaccreditation

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Trubac.

1. Interviews – Fair Board

Ted O'Dell was interviewed for the Fair Board.

4. Controller's Office – Resolution Updating Various Fees for Human Services Committee Departments for Services Provided by the County (*Discussion*)

Chairperson Tennis stated that every few years departments went through their fees for services and worked with the Controller's Office to create a proposal to make sure the County could charge an amount to maintain services while also not making fees exorbitant. Chairperson Tennis further stated there were a handful of services they provided below cost, but tried to maintain as close to at-cost as possible.

Jared Cypher, Deputy Controller, presented an overview the proposed fee updates.

Discussion ensued regarding fee calculations.

Dr. Adenike Shoyinka, Medical Health Officer, explained the fee changes proposed for the Health Department.

Commissioner Schafer asked, regarding the fees, if the Health Department had a comparison for what was charged in counties of similar size.

Dr. Shoyinka stated they could provide that at a later time, but they had not increased rates since 2019 and there were counties with higher fees.

Discussion ensued regarding comparable fees.

Commissioner Morgan stated, regarding Category One Food Service Licenses, that he would strongly prefer to hold steady or reduce them and make it up with Category Two and Three Licenses, as maybe more people would apply.

Commissioner Willis stated they appreciated the documents provided.

Discussion ensued regarding fees.

Commissioner Ruest requested more detailed descriptions of the fees that would be changing.

Discussion.

Commissioner Willis stated that they supported fees that generated revenue or were on companies, but did not favor some of the individual cost increases, especially when there were cost of living increases.

Discussion ensued regarding fees.

Dr. Shoyinka clarified that often people did not pay the fees out of pocket, and could provide a number of people who actually paid the fees at a later time.

Discussion ensued regarding fees on Ingham County residents.

Commissioner Schafer stated, regarding septic fees, that she knew the State was trying to come up with inspections in Ingham County at the point of sale, but this came down to the frustration of so many people having to have inspections every few years. Commissioner Schafer further stated that \$1,300 was a lot for a well and septic inspection, so many people pulled back and tried to figure out ways not to do it.

Commissioner Schafer stated that when prices were so high it disincentivized people and they needed to think about how it would impact the everyday person. Commissioner Schafer further stated she hated to see the increases when they were looking at people who were losing jobs, instead of the County tightening their belts to keep the prices a little lower.

Chairperson Tennis stated that there was a target percent, which was a percentage of how much it cost to provide and was being taken back in, so anything less than 100% was being subsidized by the tax payers. Chairperson Tennis further stated that meant that anyone who was not on a septic system was helping to subsidize the cost of inspections for those who were.

Commissioner Morgan left at 6:59 p.m.

Chairperson Tennis stated that they understood it was expensive and was a disincentive for people to maintain their systems, but that created a bigger problem. Chairperson Tennis further stated that they had point of sale and if someone purchased a property, they should be able to know the septic system was functional, therefore the seller had to pay to certify that.

Chairperson Tennis stated there had been discussions about ten year inspections, but mostly when there were contamination issues and cleanup efforts were intense. Chairperson Tennis further stated that was one reason why relief funds had been set aside to assist with testing and updating septic and wells.

Chairperson Tennis stated the County had put a lot of money in to help rural families get systems up to standard. Chairperson Tennis further stated they were already subsidizing those, so to lower that cost would require the County to subsidize that even further.

Discussion ensued regarding septic systems.

Commissioner Schafer stated she was in favor of point of sale and a minority of counties had point of sale. Commissioner Schafer further stated that those people were paying taxes also, so with a \$200 increase they needed to have more compassion, as this was a huge concern in her district.

Brian Collins, Deputy Parks Manager, provided an overview of the proposed fee changes for the Parks Department.

Commissioner Ruest stated they did not have issue with most of the fee increases because they were optional services, but they did have an issue with raising parking fees for residents and felt they should be zero.

Collins stated they did have a policy that let anyone into the parks if they could not afford to pay, and about 1,300 people a year did take advantage of that.

Commissioner Ruest stated they felt that non-County residents should pay but residents should not, as they were paying the Trails and Parks Millage.

Commissioner Schafer stated her agreement with Commissioner Ruest, especially because of the existence of the Trails and Parks Millage.

Discussion ensued regarding the fees.

Commissioner Ruest stated their comments about residents paying fees also included the Potter Park Zoo.

Discussion ensued regarding parking fees.

Chairperson Tennis stated they were comfortable with the fees, knowing there was program that would allow folks into the parks, but losing the money that came from the fees would cause a significant loss of revenue.

Discussion ensued regarding the Parks and Trails Millage.

Commissioner Cahill stated they served on the Parks and Recreation Commission.

Chairperson Tennis asked when this would come back as a resolution.

Cypher stated it would be at the next round of meetings.

Chairperson Tennis requested they hold off on putting the resolution on the agenda until the May 19, 2025 Human Services Committee meeting.

Discussion.

Announcements

Cynthia Wagner, Potter Parks Zoo Director, stated there would be an Arbor Day Celebration on April 25, 2025 from 9:00 a.m. to 12:00 p.m. at Potter Park Zoo which would include many activities relating to trees.

Discussion ensued regarding the event.

Commissioner Cahill stated there would be an Arbor Day Celebration on April 23, 2025 at Pattengill Biotechnical Magnet School from 9:30 a.m. to 12:30 p.m.

Public Comment

Dr. Shoyinka announced the MMR Vaccine Clinic which was included in the minutes as Attachment A.

Abby Schwartz, Ingham County Board of Health member, stated they had always been impressed with the quality of work and management of resources, so if the Health Department was requesting a fee increase,

negating it would require those funds to come from a budget that was already way too tight. Schwartz further stated they may be looking at reduced funds from the State and Federal Government.

Schwartz stated they State had not yet adopted a statewide septic system plan and they did not know how that would go. Schwartz further stated they had heard a lot about septic systems over the last several years, and the cost of repair was around \$40,000 as the ones that went bad were expensive to fix.

Schwartz stated they were doing their best and to please consider that.

Adjournment

The meeting was adjourned at 7:22 p.m.

MAY 5, 2025 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

3. Treasurer's Office – Resolution to Adopt a Housing & Homeless Millage Support Services Grant Scoring Process and Calendar Using \$1,000,000 of 2024 Housing and Homeless Millage Funds

This resolution allocates \$1,000,000 from the 2024 Housing and Homeless Services Millage funds. This funding will support a grant process focused on support services related to housing and homelessness.

The resolution includes the following key actions:

- Establishing a formal grant scoring process for the distribution of millage funds.
- Assigning the Housing Trust Fund Committee to implement and manage this process.
- Supporting efforts to prevent and reduce homelessness and provide services for unhoused individuals in Ingham County.

This initiative follows voter approval of the Housing and Homeless Services Millage in November 2024.

4. Environmental Sustainability Office – Resolution to Authorize a Contract with GT Environmental for the Development of a Materials Management Plan

This resolution authorizes a contract with GT Environmental to develop a Materials Management Plan (MMP), as required by recent amendments to Part 115 of Michigan's Solid Waste Management law.

Key points include:

- State law changes now require counties to create MMPs that prioritize sustainability, including recycling and composting, over landfilling.
- Ingham County received \$85,500 from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to support MMP development (via Resolution #25-192).
- GT Environmental was selected to complete the plan for up to \$82,225, including a 10% contingency (\$7,475) to cover uncertainties and potential project adjustments.
- The plan is expected to be completed by December 31, 2027, and the contract will not extend beyond June 30, 2028.
- Additional in-person meetings may be held at \$1,700 each, and virtual meetings at \$300 each, as needed.

The plan aims to ensure a data-driven, inclusive, and environmentally just approach to regional waste management.

5. Potter Park Zoo – Resolution to Authorize an Agreement with Hubbell, Roth & Clark, Inc.

This resolution authorizes an agreement with Hubbell, Roth & Clark, Inc. to provide consulting services for stormwater infrastructure improvements at Potter Park Zoo.

Key highlights:

- A 2021 Army Corps of Engineers study identified concerns about stormwater runoff from the zoo into the Red Cedar River and recommended improvements.
- The project is funded by a \$959,752 EPA grant, secured through Representative Elissa Slotkin's FY24 Community Project Funding, with the zoo providing a \$239,938 match.
- Hubbell, Roth & Clark, Inc. was selected through a competitive bidding process to provide grant administration, design, and construction oversight.

- The contract is not to exceed \$189,600, and will be effective for three years upon execution.
- Funding will come from the Potter Park Zoo fund balance.

The project aims to enhance environmental protection through improved stormwater management practices.

6. Parks Department

a. *Resolution to Authorize a Memorandum of Understanding with Meridian Township for a Deer Management Program at Lake Lansing Park North*

This resolution authorizes a Memorandum of Understanding with Meridian Township to implement a deer management program at Lake Lansing Park North and the Ingham County Farm.

Key points:

- The overpopulation of white-tailed deer is causing damage to local plant life, increasing car accidents, and raising concerns about disease and starvation among deer.
- The program authorizes archery-only deer hunting (including crossbows) during the 2025–2035 archery seasons within designated park and farm boundaries.
- A 500-foot no-hunt buffer will be maintained around a Consumers Energy easement.
- Meridian Township, which has experience in similar programs, will manage the hunts, and hunters must follow township requirements.
- Ingham County will continue collaborating with the Michigan DNR and USDA on managing Chronic Wasting Disease (CWD).

The agreement aims to improve ecosystem health, public safety, and deer well-being through controlled hunting.

b. *Resolution to Authorize the Road Department to Submit on Behalf of the Parks Department for a Michigan Department of Transportation Grant from the Transportation Alternatives Program for the Hayhoe Trail (Holt to Mason)*

This resolution authorizes the Road Department, on behalf of the Parks Department, to apply for a \$2.5 million MDOT Transportation Alternatives Program (TAP) grant to complete the Hayhoe Trail between Holt and Mason.

Key details:

- The project will build the final 1.7-mile segment of the trail, including a pedestrian bridge over US-127 and an asphalt trail to improve accessibility and safety.
- The trail will enhance regional connectivity for pedestrians and cyclists, reducing vehicle dependency.
- The total estimated construction cost is \$5.83 million, with:
 - \$1.5 million (37.45%) in local matching funds from the Trails and Parks Millage and a private donation (Hayhoe family).
 - \$2.5 million (62.55%) requested from the TAP grant.
 - \$925,000 in non-participating costs (engineering and related services).
 - \$2.75 million previously accepted from a federal grant via Rep. Elissa Slotkin's Community Project Funding.

The Parks Department will maintain the trail with up to \$20,000 annually from the Trails and Parks Millage.

7. Health Department

a. *Resolution to Amend Resolution #17-163 with Azara DRVS Healthcare and Michigan Primary Care Association to Purchase the Azara DRVS Plug-In*

This resolution authorizes an amendment to Resolution #17-163 to purchase the Azara DRVS Plug-In from Azara Healthcare and the Michigan Primary Care Association (MPCA).

Key details:

- The plug-in will integrate Azara DRVS (population health management software) with the NextGen Electronic Health Records (EHR) used by Ingham's Community Health Centers.
- Integration will allow providers to directly access patient data (alerts, referrals, care management, etc.) within NextGen, improving workflow efficiency and patient care.
- The contract is effective July 1, 2025 – June 30, 2027, with a total cost not to exceed \$8,750.
 - Year 1: \$6,250
 - Years 2 & 3: \$2,500 annually
- Funding will come from ICHC's quality budget.

This purchase will streamline operations through single sign-on capabilities and better data integration.

b. Resolution to Authorize an Agreement with the Michigan Public Health Institute for the Service and Maintenance of the Maternal and Child Health Division Home Visiting Database

This resolution authorizes a contract with the Michigan Public Health Institute (MPHI) to provide web-based hosting, service, and maintenance for the Maternal and Child Health Division's Home Visiting database from May 1, 2025 to April 30, 2027, for an amount not to exceed \$6,160.

- The database supports three ICHD home visiting programs: Family Outreach Services, Maternal Infant Health Program, and Nurse Family Partnership.
- MPHI originally helped develop the database.
- Funding will come from the budgets of the three home visiting programs.

c. Resolution to Create a Full-Time Program Coordinator-Specialty Programs Position within the Community Health Centers

This resolution authorizes a full-time Program Coordinator – Specialty Programs position within the Community Health Centers.

Key details:

- The role will support Forest Specialty Programs (including Ryan White, Refugees, and Dental programs).
- Responsibilities include grant writing and monitoring, program reporting, and oversight of specialty program activities.
- The position is classified as ICEA County Professional Grade 7, with a salary range of \$62,644.65 to \$75,222.34.
- Funding is fully covered through a combination of federal grants: Ryan White Parts B, C, D, STAR, and Sealant programs, proportioned across the full 1.0 FTE.
- The union has been notified and supports the position.

d. Resolution Honoring Lena Mack, Medical Assistant

This resolution honors Lena Mack for 28 years of dedicated service to Ingham County Health Department and for her exemplary customer service, patient care, and commitment to her work.

OTHER ITEMS:

1. Interviews – Fair Board

2. Environmental Affairs Commission – Environmental Affairs Commission Annual Report

Ingham County Environmental Affairs Commission

Annual Report

April 2024 - April 2025



Prepared by the Ingham County Environmental Affairs Commission and Ingham County's Office of Environmental Sustainability

Background

The Environmental Affairs Commission (EAC) was initially established by Ingham County through Resolution #95-58 to provide recommendations on environmental improvements for County-owned properties. Although the Commission previously ceased to meet, it was re-established by the Ingham County Board of Commissioners to support the County's long-term environmental goals, which include reducing greenhouse gas emissions, promoting renewable energy, and advancing sustainability.

The EAC works to guide environmental initiatives, ensuring that principles of climate justice, racial equity, and economic fairness are central to all recommendations. The Commission is staffed by the Environmental Sustainability Director (ESD) and is composed of seven members, including representatives from sustainability, natural resources, public health, energy use, and the community. A County Commissioner serves as a liaison to the Commission.

The EAC collaborates with the County's Facilities Department and other relevant staff to develop and implement recommendations that support the County's transition to carbon neutrality.

Environmental Affairs Commission Members

Commissioner Liaison Chris Trubac (Chair)	Sustainable Energy Representative Barbara Andersen (Secretary)
General Public Nichole Biber	Forestry/Natural Resources Representative Fred Cowles (Vice Chair)
Sustainable Energy Representative Sarah Mullkoff	General Public Claire Nowicki
Health Department Representative Brenda Gray	Municipal Government Representative Matt Lincoln

Report Introduction

The Environmental Affairs Commission (EAC) continued to make strides in 2024 towards promoting sustainability and climate resilience within Ingham County. Throughout the year, efforts were focused on the development of the Sustainability Action Plan (SAP), Implementation of the 2022 Energy Audit, and participating in the 2024-2025 Michigan Healthy Climate Corps Program. This report highlights the progress of key projects and activities, including energy management efforts, grant programs, and the ongoing work to meet the County's Net Zero by 2040 goal.

Ingham County Environmental Affairs Commission

Annual Report

April 2024 - April 2025



Prepared by the Ingham County Environmental Affairs Commission and Ingham County’s Office of Environmental Sustainability

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Key Projects and Activities

Sustainability Action Plan

This past year, significant efforts were focused on advancing the County's [Sustainability Action Plan \(SAP\)](#), supported by the [Community Enhancement Grant \(CEG\)](#). After the contract with the selected contractor was terminated, the responsibility for completing the SAP project shifted to County staff. The County's internal team is now leading the development of the SAP, with support and guidance from the EAC, and work is progressing. Staff successfully completed quarterly reports for the CEG. The internal team is currently working on the **Greenhouse Gas (GHG) emissions inventory** and the **Stakeholder Engagement Plan**, essential steps in developing the SAP. This included coordinating efforts across multiple departments to gather the relevant data needed for the GHG emissions inventory and collaborating to finalize the Stakeholder Engagement Plan.

Energy Audit Implementation

Efforts surrounding energy conservation continued throughout the year. Staff collaborated with the Ingham County Facilities Department to **update and refine implementation plans** for energy conservation measures identified in the County's energy audit. The County was awarded a [\\$100,000 Community Energy Management Program \(CEM\) Grant](#) for energy-saving projects at the Forest Community Health Center. Staff worked diligently to ensure that agreements and approvals were in place for these conservation measures. In addition, the County began **participation in the new Lansing 2030 District**. Efforts included registering county buildings in the Energy Star Portfolio Manager and participating in training to enhance energy management practices.

Michigan Healthy Climate Corps Program

Ingham County began participation in the [Michigan Healthy Climate Corps \(MHCC\) program](#), receiving support for various sustainability initiatives. The ESD recruited and onboarded a new MHCC member, who contributes to efforts such as energy benchmarking, GHG data collection, and planning/implementing stakeholder engagement activities.

Materials Management Plan Preparation

The Environmental Affairs Commission supported the county in navigating new requirements for [materials management planning](#). The commission **provided recommendations for the initial approach** before the Materials Management Planning Committee began its work.

2025 Planned Activities

Build Capacity

Given the current ESD's limited capacity, the EAC will explore ways to increase capacity for sustainability initiatives, including potential partnerships and other options for support in efforts to help ensure the County can meet its sustainability goals.

Improve Energy Benchmarking and Reporting


Continue participation in the Lansing 2030 District and complete the registration of all County buildings in the Energy Star Portfolio Manager. Energy benchmarking and reporting will help identify/better guide energy-saving opportunities and track progress toward sustainability goals.

Progress in the Sustainability Action Plan Development Process

Work to finalize the GHG emissions inventory and Stakeholder Engagement Plan as part of the SAP. This will guide the County's long-term sustainability and climate goals.

Continue to Enhance County Operational Understanding

Host educational presentations on topics like the county budget process, decision-making structures, and interdepartmental collaborations. This will help ensure that sustainability initiatives align with county strategies and provide EAC members with the tools to influence operations effectively.

	DEPARTMENT: Treasurer (Housing Trust Fund)
PREPARED BY: Diana Bartlett	MEETING DATE(S): May 5-7
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input checked="" type="checkbox"/> Finance	
SUBJECT: Authorize Homeless/Housing Support Services Grant Process for awarding up to \$1,000,000 in 2024 Ingham County Housing and Homeless Millage funds	

ACTION REQUESTED:

The Housing Trust Fund Committee respectfully requests that the Ingham County Board of Commissioners authorize a grant application timeline and scoring process for Homeless/Housing Supportive Service grants, which will utilize up to \$1,000,000 of 2024 Housing and Homeless millage funds.

SUMMARY OF REQUEST:

The resolution is asking for the board to authorize the outlined grant and scoring process to establish 2-year grants for \$100,000 to \$400,000 for essential shelter services, shelter diversion, and housing-support case management for individuals and families experiencing homelessness or at-risk of homelessness Ingham County. The total amount of 2024 Housing and Homeless Services Millage funds to be committed to the Homeless/Housing Support Services grants will not exceed \$1,000,000. After the resolution is approved, Ingham County Housing Trust Fund staff will release the funding opportunity, and the Housing Trust Fund Committee will evaluate proposals received and submit funding recommendations to the Board of Commissioners for review and authorization via the Human Services Committee and Finance Committee.

STRATEGIC PLAN RELEVANCE:

This effort is relevant to the Ingham County overall Strategic Plan to improve the quality of life for Ingham County residents by providing additional resources to enhance community efforts to address affordable housing needs.

DEPARTMENT MISSION RELATION:

This relates to the Housing Trust Fund efforts to build stronger communities through investments in community housing programs and support services to assist residents of Ingham County in securing and maintaining stable housing. It also directly relates to the purpose and goals of the Housing and Homeless Millage to fund housing programs and related services “to prevent and reduce homelessness, [and] provide services to unhoused persons in Ingham County.”

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED ☐ NON-MANDATED _____ ☒ NEW ACTIVITY

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$1,000,000.00

☒ 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: 4/28/25

Introduced by Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT A HOUSING & HOMELESS MILLAGE SUPPORT SERVICES GRANT
SCORING PROCESS AND CALENDAR USING \$1,000,000 OF 2024 HOUSING AND HOMELESS
MILLAGE FUNDS**

WHEREAS, a Housing and Homeless Services Millage was approved by the voters of Ingham County in November of 2024 for the purpose of funding a range of housing efforts and other housing programs including efforts to prevent and reduce homelessness and to provide services to unhoused persons in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish a Housing & Homeless Millage Support Services Grant process and to reserve 2024 Housing Millage funds in the amount of \$1,000,000 for this purpose.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Housing & Homeless Millage Support Services Grant scoring process to be implemented by the Housing Trust Fund Committee.

Ingham County Housing & Homeless Millage Housing Support Services Grant Scoring Process & Calendar

The purpose of this document is to outline the guidelines and requirements for utilizing 2024 Ingham County Housing & Homeless Services Millage funds for establishing and/or continuing provision of essential services/emergency shelter for unhoused individuals and families, shelter diversion services/programming, and/or housing support case management to increase the housing stability of individuals and families served. This overview intended to ensure transparency, accountability, and effective use of resources in alignment with the intended goals of the millage.

Eligibility Criteria

Eligible programs/projects must include essential services/emergency shelter for unhoused individuals and families, shelter diversion services/programming, and/or housing support case management to increase housing stability of individuals/families served.

Eligible projects must be managed by nonprofit organizations or governmental entities located in Ingham County that demonstrate financial stability and capacity to manage grant funds.

Grant Specifications

- Up to \$1,000,000 of 2024 Ingham County Housing & Homeless Millage funds are expected to be awarded through the Homeless/Housing Support Services Grant in 2025.
- Ingham County is anticipating awarding 3-8 grants at an amount \$100,000 - \$400,000 per grant in 2025.
- Programs are encouraged to apply for up to 24 months of program delivery using 2024 Housing & Homeless millage funds. (Service period will be 2 years following the date an Agreement with the County is in place)
- Ingham County Housing & Homeless Millage funds must go towards eligible expenses related to program staffing, service delivery and related activities in the eligible program areas of emergency shelter/essential services for homeless individuals and families, shelter diversion activities for individuals and families experiencing homelessness or at-risk of homelessness, or housing support case management services to support housing stability for individuals and families experiencing homelessness or at-risk of homelessness.

Program Requirements

- Program/project sites must be located within Ingham County.
- Applicants selected for funding must enter into a grant agreement with Ingham County. Grant recipients will be eligible for fund disbursement of up to 50% of funds upon an executed agreement. The remaining 50% may be requested after the first draw is accounted for with complete documentation of expenditures.
- Grant recipients must meet Ingham County's vendor & insurance requirements, including providing proof of relevant insurance before commencing services.
- Programs/Projects selected for funding must be in compliance with the Ingham County Living Wage Policy.

Calendar for Ingham County Housing & Homeless Millage Support Services Grant

May 13, 2025	The Board of Commissioners adopts the 2025 Housing/Homeless Millage Support Services Grant scoring process
May 15, 2025	A press release is prepared announcing the availability of the Housing & Homeless Services Millage Supportive Services grant and invites applicants to submit a pre-application describing the project/program
May 16 – May 30, 2025	The Treasurer's Office coordinates follow up and optional application technical assistance office hours and consultation meetings with interested applicants
Wednesday, May 21, 2025	RFP and Application Released. The application deadline is Friday June 20, 2025
June 25, 2025	The Treasurer's Office forwards scoring matrix and applications for review by the Housing Trust Fund Committee, and prepares a summary of the applicants for the County Attorney's Office to ensure that the proposals are legal under Michigan Law and comply with the intent of the Housing & Homeless Services Millage
July 11, 2025	Deadline for HTF Committee to complete scoring
July 15, 2025	The HTF Committee reviews the applications during the regular public meeting and makes recommendations for funding. Applicants are invited to attend the HTF Committee meeting. The HTF Committee makes their recommendations by resolution to the County Services and Finance Committee
August 18-20, 2025	The Human Services & Finance Committee approves the resolution for Housing/Homeless Support Services funding to the Board of Commissioners
August 26, 2025	The Board of Commissioners authorizes a resolution for the Housing & Homeless Millage Support Services grant awards
August 28, 2025	The applications recommended for Housing & Homeless Millage Support Services grant awards are sent to the County Attorney's Office for contract preparation.
August 29, 2025	Applicants are notified of the County award and that a County contract will be forthcoming in October
October 2025	Contracts are received from the County Attorney's Office and Authorizing Official signatures are obtained. Grantees must complete County vendor registration, provide certificates of required insurances, and must provide a revised Scope of Services if the grant award is different than the original requested amount.
October-November 2025	Fifty percent of the grant award is sent to the grantees upon receipt of the signed contract and the appropriate documentation as listed above.
March-April 2026	Grantees send in their first six-month report to the Treasurer's Office and upon review by staff, a check for the remaining portion of the grant is sent.

Allowable Expenses:

- Direct services expenses and costs associated with service participant housing/shelter needs
- Administrative & staffing costs associated with program delivery
- Materials and supplies directly related to program activities
- Contracted services related to program activities

Disallowed Expenses:

- General operating costs not associated with the program
- Personal expenses unrelated to the program
- Capital expenditures unless explicitly approved for millage funds

Reporting Requirements


- Recipients must submit quarterly financial and progress reports
- A final report, including a summary of outcomes and financial accounting, is due within 30 days of project completion
- Failure to comply with reporting requirements may result in disqualification from future funding

Decision Matrix – Homeless/Housing Support Services

	CRITERION 1	CRITERION 2	CRITERION 3	CRITERION 4	CRITERION 5
CRITERIA DESCRIPTION	Does the applicant demonstrate capacity and expertise in the area of the proposed services?	Will millage funds be leveraged?	Is there strong local support for this proposal?	Will millage funds be accessible across the community?	Does the proposal include services in one or more of the priority program areas (emergency shelter/essential services; shelter diversion, or housing support/case management)? Will millage funds significantly increase the number of individuals or families served, or increase access to case management services?
AVAILABLE POINTS	CRITERION 1 SCORES	CRITERION 2 SCORES	CRITERION 3 SCORES	CRITERION 4 SCORES	CRITERION 5 SCORES
10 Points	The applicant has more than 5 years of demonstrable experience administering grant funds and/or serving the proposal's target populations	The applicant demonstrates that they can provide \$1 to \$1 matching funds for each dollar requested from the County	Proposal provides at least 2 letters of support from any of the following sources: a program funder, an established housing organization, a local government/community leader, or a program participant	Proposal includes a primary service location within Ingham County with a detailed service plan for serving individuals across the County, in rural and urban communities	The services proposed will serve more than 100 individuals/families per year in one or more of the priority program areas and/or proposes housing support/case management services with an average caseload of 25 or fewer individuals per case manager
8 Points	The applicant has more than 2 years of demonstrable experience administering grant funds and/or serving the proposal's target populations	The applicant demonstrates that they can provide at least \$1 in matching funds for every \$2 requested from the County			The services proposed will serve more than 75 individuals/families per year in one or more of the priority program areas
5 Points	The applicant has an established partnership with an agency with more than 5 years of experience administering grant funds and/or serving the proposal's target populations	The applicant demonstrates that they can leverage volunteer or in kind sources as matching funds	Proposal has received at least 1 letter of support from any of the following: a program funder, an established housing organization, a local government/community leader, or a program participant	Proposal includes at least one service location within Ingham County, and provides resources and referrals for service participants across the County	The services proposed will serve at least 50 individuals/families per year in one or more of the three priority program areas
2 Points	The applicant has less than 2 years of experience but provides plan for building capacity to administer grant funds and provide proposed services				The services proposed will serve at least 25 individuals/families per year in one of the priority program areas not including housing support/case management services
0 Points	The applicant does not demonstrate capacity to administer grant funds and provide proposed services	The applicant does not demonstrate that millage funds will be leveraged	The applicant does not provide letters of support	The proposal does not include a service location within Ingham County (NOT ELIGIBLE FOR FUNDING)	The services proposed will serve fewer than 25 individuals/families per year in one or more of the three priority program areas
POINTS SCORED					

BONUS CRITERIA

Up to 30 Points available	Will proposal increase housing stability and/or create specialized safe shelter options for one or more of the following populations: LGBTQ+ individuals, elder populations (65+), families and at-risk youth, justice-involved populations, and/or individuals with documented mental or physical disabilities?	Does proposal incorporate program Best Practices with a focus on measurable outcomes and strategic partnerships?
BONUS POINTS AVAILABLE		
10	The proposal includes specialized services to improve housing stability for one or more of the following populations: LGBTQ+ individuals, elder populations (65+), families and at-risk youth, justice-involved populations, and/or individuals with documented mental or physical disabilities	Proposal includes structured plan and outcome measures to transition service participants from emergency shelter to stable housing
5	The proposal will increase shelter capacity or create more low-barrier access to shelter for one or more of the following populations: LGBTQ+ individuals, elder populations (65+), families and at-risk youth, justice-involved populations, and/or individuals with documented mental or physical disabilities	The proposal includes resource navigation and collaboration with existing community resources to provide wraparound support for service participants (including but not limited to health care and wellness support, financial and benefit support, educational resources, and access to other essential services)

	DEPARTMENT: Controller/Administrator
PREPARED BY: Morgan Feldpausch, Environmental Sustainability Director	MEETING DATE(S): May 5, 2025 & May 7, 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 of a Contract with GT Environmental for the Development of a Materials Management Plan	

ACTION REQUESTED:

Authorize a contact with GT Environmental for the Development of a Materials Management Plan (MMP).

SUMMARY OF REQUEST:

This resolution authorizes a contract with GT Environmental to develop an MMP for Ingham County, in line with Part 115 of the Natural Resources and Environmental Protection Act (PA 115). The project, funded through an annual Michigan Department of Environment, Great Lakes, and Energy (EGLE) grant, will focus on sustainable materials management and stakeholder engagement. GT Environmental's contract is not to exceed \$74,750, with a 10% contingency, and completion by June 30, 2028.

STRATEGIC PLAN RELEVANCE:

This resolution authorizes a contract that builds collaborative partnerships that bring together and benefit our diverse communities and strengthen our foundations of communication by carefully listening to stakeholders, leveraging partnerships, and creating experiences that will achieve our shared mission and goals.

DEPARTMENT MISSION RELATION:

This resolution authorizes a contract that improves quality of life and ensures every person is treated with respect and dignity.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$82,225, including a 10% contingency plus additional necessary meeting fees of \$1,700/additional in-person meeting and \$300/additional virtual meeting

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: Ingham County Materials Management Planning Committee 4/15/2025

CONTROLLER'S OFFICE:  **DATE:** _____

TO: Morgan Feldpausch, Environmental Sustainability Director

FROM: Kristen Romo, Director of Purchasing

DATE: April 1, 2025

RE: Memorandum of Performance for RFP No. 19-25 Ingham County Materials Management Plan

Per your request, the Purchasing Department sought proposals to enter into a professional consulting services contract with a qualified and experienced organization to develop a countywide Materials Management Plan for Ingham County as directed by the Michigan Department of Environment, Great Lakes & Energy (EGLE) per Michigan Public Act 451, Part 115, which became effective March 29, 2023 (the Act). The Consultant will work with the Environmental Sustainability Director and other designated Ingham County representatives, attend meetings, communicate with project stakeholders, and issue progress reports and final work products.

The scope of work includes, but is not limited to, project management; community and stakeholder engagement; data collection and discovery phases; analysis and opportunity phases; implementation strategy; materials management plan development and plan adoption and approvals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	150	52
Vendors responding	3	2

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

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at kromo@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Year 2025 Cost	Year 2026 Cost	Year 2027 Cost	Years 2025-2027 Cost	Total Amount 2025-2027	Billed Monthly
GT Environmental	No, Columbus OH	\$ 45,750.00	\$ 27,375.00	\$ 1,625.00		\$ 74,750.00	Yes
FISHBECK	Yes, Lansing MI				\$ 160,512.00	\$ 160,512.00	
HDR	Yes, East Lansing MI				\$ 199,976.00	\$ 199,976.00	Yes

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH GT ENVIRONMENTAL FOR THE
DEVELOPMENT OF A MATERIALS MANAGEMENT PLAN**

WHEREAS, Michigan's Solid Waste Program has been updated with the passage of significant amendments to Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, that became effective on March 29, 2023; and

WHEREAS, the amendments require that existing county Solid Waste Management Plans be replaced with new Materials Management Plans (MMP) that focus on sustainable materials management approaches, such as recycling and composting, instead of just landfilling waste; and

WHEREAS, Resolution #25-192 accepted the funding for the development of a Materials Management Plan from the Materials Management Planning Grant program administered by the Michigan Department of Environment Great Lakes, and Energy (EGLE) in the amount of \$85,500; and

WHEREAS, amendments to Part 115 require counties to complete the MMP process within a three-year timeframe; and

WHEREAS, the Materials Management Planning Grant program is an annual grant program administered by EGLE for the development, implementation, and maintenance of the new MMP that are required per Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; and

WHEREAS, the Purchasing Department sought proposals from qualified and experienced vendors to develop an MMP for Ingham County; and

WHEREAS, the Ingham County Materials Management Planning Committee recommends a contract with GT Environmental; and

WHEREAS, the funding accepted through Resolution #25-192 will be used to support the development of the Materials Management Plan and the associated contract with GT Environmental; and

WHEREAS, GT Environmental has provided a project quote not to exceed \$74,750, with a target completion date of December 31, 2027; and

WHEREAS, due to uncertainties surrounding project milestones and EGLE requirements, a 10% contingency of \$7,475 is recommended to account for potential adjustments; and

WHEREAS, while a baseline number of meetings is included in the project bid provided by GT Environmental, the exact number and format of meetings required throughout the plan development process cannot yet be determined and additional meetings may be necessary to meet the County's needs; and

WHEREAS, additional meetings, as determined necessary by the Ingham County Materials Management Planning Committee, may be scheduled and compensated at a rate of \$1,700 per in-person meeting and \$300 per virtual meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed \$82,225, including a 10% contingency, with GT Environmental to develop a Materials Management


Plan for Ingham County in order to meet state requirements through an inclusive, data-driven, and collaborative approach to sustainable materials management that advances environmental justice and regional impact.

BE IT FURTHER RESOLVED, that additional meetings, as determined necessary by the Ingham County Materials Management Planning Committee, will be scheduled and compensated at a rate of \$1,700 per in-person meeting and \$300 per virtual meeting.

BE IT FURTHER RESOLVED, that the contract shall commence upon the date of execution and shall not extend beyond June 30, 2028.

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

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

	DEPARTMENT: Potter Park Zoo
PREPARED BY: Brian Fisher, Zoo Deputy Director	MEETING DATE(S): May 5 & May 7, 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: Resolution to Authorize an Agreement with Hubbell, Roth & Clark, Inc. for Prime Professional Consulting Services for the Potter Park Zoo Stormwater Infrastructure Improvements Project	

ACTION REQUESTED:

Authorization to enter into an agreement with Hubbell, Roth & Clark, Inc. in an amount not to exceed \$189,600 for prime professional consulting services for improvements to the stormwater infrastructure at Potter Park Zoo.

SUMMARY OF REQUEST:

The Army Corps of Engineers stormwater study of Potter Park Zoo, completed in 2021, recommended best management practices to improve the quality of stormwater runoff from the Zoo into the Red Cedar River. Ingham County was awarded an Environmental Protections Agency grant through Representative Elissa Slotkin's FY24 Community Project Funding program in the amount \$959,752 with a required match of \$239,938 for a total project budget of \$1,199,690.

The purpose of this project is to make improvements to the stormwater system within the Zoo as recommended by the Army Corps of Engineers. As part of this project, a prime professional consulting services Request for Proposals was issued. Upon completion of reviewing proposals, the Evaluation committee, comprised of the Zoo Director, Zoo Deputy Director, Zoo Animal Programs Manager, and the Deputy Controller, unanimously recommends entering into an agreement with Hubbell, Roth & Clark, Inc.

STRATEGIC PLAN RELEVANCE:

Stormwater infrastructure improvements will improve environmental sustainability related to stormwater runoff into the Red Cedar River.

DEPARTMENT MISSION RELATION:

Potter Park Zoo's mission is to inspire conservation of animals and the natural world and this project will improve the natural world.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$189,600.00

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: _____ N/A _____

CONTROLLER'S OFFICE: Janet Cypher **DATE:** 4/28/25

TO: Cynthia Wagner, Director, Potter Park Zoo

FROM: Kristen Romo, Director of Purchasing

DATE: February 20, 2024

RE: Memorandum of Performance for RFP No. 196-24 Prime Professional Consulting Services for Stormwater Infrastructure Improvements

The Purchasing Department sought proposals from qualified and experienced vendors to enter into a professional consulting contract that includes EPA STAG grant administration, programming and design services and construction administration services in an effort to minimize pollutants entering the Red Cedar River through stormwater runoff.

The scope of work includes, but is not limited to, collaborating with the Ingham County Drain Commission and stakeholders, gathering information and analyzing the site for functional improvements, developing a conceptual design for stakeholder review and approval, designing and preparing final specifications, plans and drawings to be incorporated in to the construction scope of work, assisting in oversight and coordination of the construction, and supporting Ingham County with grant requirements throughout the process.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	242	57
Vendors attending pre-bid/proposal meeting	10	5
Vendors responding	4	3
Vendor unresponsive	1	1

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

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at kromo@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Proposed Cost (NTE)
Spalding DeDecker	Yes, Lansing MI	\$ 166,232.00
PEA Group	Yes, Okemos MI	\$ 180,000.00
HRC	Yes, Holt MI	\$ 189,600.00
Williams&Works	No, Grand Rapids MI	\$ 227,491.00
DLZ	Yes, Lansing MI	Nonresponsive - missing proposed costs

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HUBBELL, ROTH & CLARK, INC.

WHEREAS, the Army Corps of Engineers stormwater study, completed in 2021, noted concerns and recommended best management practices for Potter Park Zoo to improve the quality of stormwater runoff from the Zoo into the Red Cedar River; and

WHEREAS, \$959,752 in Environmental Protections Agency grant funding was awarded through Representative Elissa Slotkin's FY24 Community Project Funding program for stormwater infrastructure improvements at the Zoo, with an additional required \$239,938 in matching funds required from the Zoo; and

WHEREAS, the Purchasing Department issued a Request for Proposals for prime professional consulting services for grant administration, design, and construction administration services; and


WHEREAS, after review and evaluation, the Evaluation Committee unanimously recommends entering into an agreement with Hubbell, Roth & Clark, Inc., who submitted the most responsive proposal, for prime professional consulting services for stormwater infrastructure improvements; and

WHEREAS, funds are available in the Potter Park Zoo fund balance to cover the full cost of \$189,600.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Hubbell, Roth, & Clark, Inc. for prime professional consulting services for Stormwater Infrastructure Improvements, effective from the date fully executed for a period of three years in an amount not to exceed \$189,600.

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

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

	DEPARTMENT: Parks Department
PREPARED BY: Kelly Burkholder (Office Coordinator)	MEETING DATE(S): May 5, 2025
FOR COMMITTEES: <input type="checkbox"/> Law & Courts <input checked="" type="checkbox"/> Human Services <input type="checkbox"/> County Services <input type="checkbox"/> Finance	
SUBJECT: Resolution to authorize a Memorandum of Understanding with Meridian Township for a deer management program at Lake Lansing Park North	

ACTION REQUESTED:

This resolution authorizes a Memorandum of Understanding with Meridian Township and Ingham County for deer management.

SUMMARY OF REQUEST:

Board of Commissioners Resolution #19-344 authorized the hunting of white-tailed deer during 2020-2024 within the boundaries of Lake Lansing Park North and the Ingham County Farm.

Overpopulation of white-tailed deer negatively impacts natural communities and associated wildlife which requires management of the deer herd. The deer herd within Meridian Township and specifically in Lake Lansing Park North and the Ingham County Farm, is causing damage to plant life within park property and surrounding private lands. In addition, deer/car accidents in the Lake Lansing area prove an ongoing issue.

The Michigan Department of Natural Resources (MDNR) also states an abundance of deer in a given area may lead to deer in poor physical condition and susceptible to disease and starvation as stated above with the onset of possible chronic wasting disease (CWC).

Meridian Township has conducted successful deer hunts within their properties and surrounding properties. Meridian Township wishes to partner with the Ingham County Parks Department to conduct a deer hunting program within the boundaries of Lake Lansing Park North property and the Ingham County Farm. There will be a restricted no-hunt area with a 500-foot buffer from Consumers easement on the Ingham County farm.

STRATEGIC PLAN RELEVANCE:

Increase, strengthen, support, and coordinate community partnerships, relationships, and collaborative efforts.

DEPARTMENT MISSION RELATION:

Helps parks to provide: Vision: Great Parks of Ingham County Mission: the Ingham County Parks and Recreation Commission will provide quality outdoor recreation opportunities and facilities for all

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☐ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: N/A

☐ 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:** 4/28/25

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH MERIDIAN TOWNSHIP FOR A DEER MANAGEMENT PROGRAM AT LAKE LANSING PARK NORTH

WHEREAS, overpopulation of white-tailed deer negatively impacts natural communities and associated wildlife which requires management of the deer herd; and

WHEREAS, the deer herd within Meridian Township and specifically in Lake Lansing Park North property and Ingham County Farm located at 3860 Dobie Road, Okemos, is causing damage to plant life within park property and the Ingham County Farm surrounding private lands; and

WHEREAS, deer/car accidents in the Lake Lansing area and the Ingham County Farm are an issue; and

WHEREAS, the Michigan Department of Natural Resources (MDNR) states that an abundance of deer in a given area may lead to deer in poor physical condition and susceptible to disease such as Chronic Wasting Disease (CWD) and starvation; and

WHEREAS, Meridian Township has conducted successful deer hunts within their properties and surrounding properties; and

WHEREAS, there will be a restricted no-hunt area with a 500-foot buffer from Consumers easement on the Ingham County farm; and

WHEREAS, Meridian Township wishes to partner with the Ingham County Parks Department to conduct a deer hunting program within the boundaries of Lake Lansing Park North property and the Ingham County Farm property; and

WHEREAS, by working cooperatively with Meridian Township, resources can be shared to successfully complete the project; and


WHEREAS, Ingham County will continue to work with the MDNR and the United States Department of Agriculture (USDA) to help resolve the CWD when requested.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the hunting of white tailed deer within the boundaries of Lake Lansing Park North and the Ingham County Farm during the 2025-2035 Archery Deer Seasons.

BE IT FURTHER RESOLVED, that hunters must meet all requirements of the Meridian Township deer hunting programs and may only use archery equipment, including crossbows.

BE IT FURTHER RESOLVED, that there will be a restricted no-hunt area with a 500-foot buffer from Consumers easement on the Ingham County farm.

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.

	DEPARTMENT: Parks Department
PREPARED BY: Natalie Trotter	MEETING DATE(S): May 5, 2025, May 7, 2025 & May 13, 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: Submittal for an MDOT TAP Grant for Hayhoe Trail (Holt to Mason)	

ACTION REQUESTED:

Approval of a resolution authorizing the Ingham County Road Department, on behalf of the Parks Department, to submit a Michigan Department of Transportation (MDOT) Transportation Alternatives Program (TAP) (TA2025001.01) grant application for the Hayhoe Trail (Holt to Mason) project and commit matching funds. This is the final phase of the Hayhoe Trail connecting Holt to Mason.

SUMMARY OF REQUEST:

The request seeks Board approval to apply for an MDOT TAP grant for the Hayhoe Trail project, which includes a 1.7-mile trail segment with a pedestrian bridge and asphalt paving. The total estimated project cost is \$5,830,585.02 for construction (participating costs) and \$925,000 for non-participating costs (engineering fees), for a total project cost of \$6,755,585.02.

Funding sources towards the (participating costs) include the \$2,505,585.02 from the MDOT TAP grant request and a local match totaling \$1,500,000, which includes \$1,250,000 (Resolution #20-564) from the Trails and Parks Millage Fund and a \$250,000 donation (Resolution #23-406) from Mr. & Mrs. Richard Hayhoe.

Funding sources toward the project, including the non-participating costs, include the \$2,750,000 in Representative Elissa Slotkin's Community Project Funding (Resolution #23-177).

The project will pass through the communities of College Road (Alaiedon Township), Kerns Road (City of Mason), and Howell Road (Vevay Township), enhancing pedestrian and cyclist connectivity between Holt and Mason. The Parks Department will maintain the trail with up to \$20,000 in annual funding from the Trails and Parks Millage.

STRATEGIC PLAN RELEVANCE:

Enhance existing transportation and recreational resources by linking neighborhoods and schools to parks, waterfronts, recreational centers, and other facilities through a county-wide network of non-motorized trails and blueways.

DEPARTMENT MISSION RELATION:

Enhance existing trails and blueways and develop new multi-use trails and blueways, that connect trail systems, parks, residential, schools, and cultural and business centers throughout Ingham County.

THIS ACTION RELATES TO AN ACTIVITY WHICH IS:

☐ MANDATED _____ ☒ NON-MANDATED _____

COST/FUNDING RECOMMENDATION:

Total Request/Contract Amount: \$2,505,585.02

☒ 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:** 4/28/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ROAD DEPARTMENT TO SUBMIT ON BEHALF OF THE
PARKS DEPARTMENT FOR A MICHIGAN DEPARTMENT OF TRANSPORTATION GRANT
FROM THE TRANSPORTATION ALTERNATIVES PROGRAM FOR THE HAYHOE TRAIL
(HOLT TO MASON)**

WHEREAS, the Ingham County Road Department (ICRD), on behalf of the Ingham County Parks Department, intends to apply for a Michigan Department of Transportation (MDOT) Transportation Alternatives Program (TAP) grant to complete the Hayhoe Trail (Holt to Mason), a 1.7-mile trail segment, including a pedestrian bridge over US-127 and an asphalt-paved trail to meet safety and accessibility standards; and

WHEREAS, the Hayhoe Trail (Holt to Mason) is the final phase of this connection and will enhance connectivity between Holt (Delhi Township), the City of Mason, and the region, promoting pedestrian and cyclist safety and reducing reliance on vehicles; and

WHEREAS, the final phase of the Hayhoe Trail will pass through the following communities: College Road (Alaiedon Township), Kerns Road (City of Mason), and Howell Road (Vevay Township), and cross the jurisdictions of the Road Department, MDOT, and the City of Mason, linking important areas along its route; and

WHEREAS, the Hayhoe Trail expansion is consistent with the goals and objectives of the Holt to Mason Trail Feasibility Study, the Ingham County Trails and Parks Comprehensive Plan, the Ingham County Parks and Recreation Five-Year Plan, the Tri-County Regional 2040 Transportation Plan, and the Tri-County Regional Trails Plan; and

WHEREAS, ICRD, as the Act 51 agency, will be the applicant for the TAP grant application; and

WHEREAS, Ingham County Board Chairperson, Ryan Sebolt, or acting chairperson, is the agent/representative authorized to act on behalf of the applicant agency during project development and to sign a project agreement (contract) upon receipt of a grant funding award; and

WHEREAS, Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund for the final phase of the Hayhoe Trail; and

WHEREAS, Resolution #23-406 authorized the acceptance of a \$250,000 donation from Mr. & Mrs. Richard Hayhoe; and

WHEREAS, the sum of the two above funding sources equates to \$1,500,000 (37.45%) in local matching funds (participating costs) toward the overall anticipated construction cost of \$5,830,585.02; and

WHEREAS, the amount to be requested from the TAP grant is \$2,505,585.02 (62.55%); and

WHEREAS, estimated \$925,000 for the non-participating costs (engineering fees) of the project, which include survey, preliminary engineering, construction engineering, staking, permit fees, and cost overruns; and

WHEREAS, that the Ingham County Board of Commissioners accepted in Resolution #23-177 for the Holt-Mason Trail Connection grant from Representative Elissa Slotkin's Community Project Funding program through the Federal Highway Administration (FHWA) in the amount of \$2,750,000; and

WHEREAS, the Parks Department will maintain the trail with up to \$20,000 in annual funding from the Trails and Parks Millage.


THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department and the Parks Department, supports the construction of the Hayhoe Trail from Holt to Mason and hereby authorizes the Road Department, on behalf of the Parks Department, to submit an MDOT grant application for TAP for the amount of \$2,505,585.02 (67.55%).

BE IT FURTHER RESOLVED, Ingham County commits to \$1,500,000 (37.45%) in local matching funds (participating costs).

BE IT FURTHER RESOLVED, that Ryan Sebolt, the Chairperson of the Ingham County Board of Commissioners, is hereby authorized to act as the representative of the applicant agency and to sign the project agreement (contract) upon receipt of the grant funding award.

BE IT FURTHER RESOLVED, that the Parks Department will maintain the trail with up to \$20,000 in annual funding from the Trails and Parks Millage.

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.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): May 5, 2025, and May 7, 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 Reso #17-163 for Azara DRVS EHR Plug-In	

ACTION REQUESTED:

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to amend Resolution #17-163 with Azara DRVS Healthcare through the agreement with the Michigan Primary Care Association (MPCA) to purchase the Azara DRVS Plug-In that will include the design, build, test, and deployment of an integration between Azara DRVS and ICHCs' Electronic Health Records (EHR), NextGen. This agreement will be effective July 1, 2025 continuing through June 30, 2027 in an amount not to exceed \$8,750. The cost breakdown for this agreement is \$6,250 for Year 1 and \$2,500 annually thereafter, which will be covered by ICHC's quality budget.

SUMMARY OF REQUEST:

This resolution authorizes ICHC to amend its agreement with Azara DRVS Healthcare to incorporate integration between Azara DRVS and NextGen, ICHC's EHR, allowing providers and support staff to access Azara DRVS data via built-in web applications without having to exit NextGen increasing care team efficiencies. Single sign-on capabilities enhance timely, streamlined access to clinical information such as patient visit planning alerts (i.e. care gaps), open referrals, and care management notes as needed.

STRATEGIC PLAN RELEVANCE:

This resolution supports the Health Department's strategic goal of increasing the scope and access to high quality, equitable, safe, and patient-centered primary and specialized care at the Ingham Community Health Centers.

DEPARTMENT MISSION RELATION:

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: \$6,250 for year one and \$2,500 annually thereafter. Total amount for duration of agreement is: \$8,750. The expense is covered by 511-61580-02102-818000.

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

ADMINISTRATION RECOMMENDATION:

☒ RECOMMENDED ☐ NOT RECOMMENDED ☐ ALTERNATIVES:

GOVERNING/ADVISORY BOARD APPROVAL DATE: (CHC Board Approval Date)

CONTROLLER'S OFFICE: David Cypher **DATE:** 4/28/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-163 WITH AZARA DRVS HEALTHCARE AND MICHIGAN PRIMARY CARE ASSOCIATION TO PURCHASE THE AZARA DRVS PLUG-IN

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association (MPCA) to purchase the Azara DRVS Plug-In effective July 1, 2025 through June 30, 2027 in an amount not to exceed \$8,750; and

WHEREAS, the cost of the agreement is \$6,250 for Year 1 and \$2,500 annually thereafter, which will be covered by CHC's quality budget; and

WHEREAS, the purchase of the Azara DRVS Plug-In provides integration between Azara DRVS (population management software) and CHC's Electronic Health Records (EHR), NextGen; and

WHEREAS, the integration affords providers and support staff direct access to Azara DRVS data (e.g. patient visit alerts, open referrals, care management, etc.) in NextGen through built-in web applications; and

WHEREAS, single sign-on capabilities enhance and streamline access for providers and support staff, and increase workflow efficiencies while allowing for timely patient care follow-up; and

WHEREAS, recommended by MPCA, Azara Healthcare is CHC's current vendor for data reporting and visualization and is therefore the preferred solution and service vendor; and


WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #17-163 with Azara DRVS Healthcare and MPCA, effective July 1, 2025 through June 30, 2027 in an amount not to exceed \$8,750.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the Resolution #17-163 to authorize an agreement with Azara DRVS Healthcare and MPCA, effective July 1, 2025 through June 30, 2027 in an amount not to exceed \$8,750.

BE IT FURTHER RESOLVED, that the cost of the agreement is \$6,250 for Year 1 and \$2,500 annually thereafter, which will be covered by CHC's quality budget.

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.

	DEPARTMENT: Ingham County Health Department
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): May 5 and May 7, 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 agreement with Michigan Public Health Institute (MPHI) for the service and maintenance of the Maternal and Child Health Division (MCHD) Home Visiting Database	

ACTION REQUESTED:

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Public Health Institute (MPHI) for providing service and maintenance of the Maternal Child Health Division (MCHD) Home Visiting database effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160.

SUMMARY OF REQUEST:

ICHD's MCHD previously worked with MPHI to develop a web-based database to be used by each of its three voluntary home visiting programs within the Division: Family Outreach Services, the Maternal Infant Health Program, and the Nurse Family Partnership. This agreement will provide two years of support and assistance with the database system.

STRATEGIC PLAN RELEVANCE:

This resolution supports Ingham County's strategic 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 health and well-being of the 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: \$6,160.00

☒ 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: 4/28/25

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN PUBLIC
HEALTH INSTITUTE FOR THE SERVICE AND MAINTENANCE OF THE
MATERNAL AND CHILD HEALTH DIVISION HOME VISITING DATABASE**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) to support the service and maintenance of the Maternal and Child Health Division (MCHD) Home Visiting database, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160; and

WHEREAS, ICHD previously partnered with MPHI to develop and utilize a web-based database for MCHD's three voluntary home visiting programs that provide support to pregnant and parenting people throughout Ingham County: Family Outreach Services, the Maternal Infant Health Program, and Nurse Family Partnership; and

WHEREAS, as a part of the annual agreement, MPHI will provide web-based hosting services, support and maintenance for the Maternal and Child Health Division Home Visiting database; and

WHEREAS, funding for the Maternal and Child Health Division Home Visiting database support and maintenance is provided by ICHD's MCHD home visiting programs: Family Outreach Services, the Maternal Infant Health Program, and Nurse Family Partnership; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with MPHI for the service and maintenance of the MCHD home visiting database, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160.


THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Michigan Public Health Institute (MPHI) to support the service and maintenance of the Maternal and Child Health Division (MCHD) Home Visiting database, effective May 1, 2025 through April 30, 2027 in an amount not to exceed \$6,160.

BE IT FURTHER RESOLVED, as a part of the annual agreement, MPHI will provide web-based hosting services, support, and maintenance for the Maternal and Child Health Division Home Visiting database.

BE IT FURTHER RESOLVED, funding for the Maternal and Child Health Division Home Visiting database support and maintenance is provided by ICHD's MCHD home visiting programs: Family Outreach Services, the Maternal Infant Health Program, and Nurse Family Partnership.

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 (ICHD) - CHCs
PREPARED BY: Dr. Adenike Shoyinka, Medical Health Officer	MEETING DATE(S): May 5, and May 7, 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: Create Full-Time Project Coordinator – Specialty Program position	

ACTION REQUESTED:

Authorization to create a full-time position Program Coordinator - Specialty Programs position.

SUMMARY OF REQUEST:

Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wishes to create a 1.0 FTE Program Coordinator – Specialty Program position within Forest Specialty programs effective upon approval. (Ryan White, Refugees, Dental). This role will work closely with the Operations Manager and will oversee the writing and monitoring of grants and grant program work, gathering report information, and reviewing all work done in the specialty programs. The ICEA County Professional Union has been notified and has confirmed support of the creation of this new position. Funding for this role will be covered by Ryan White Part B (51161500 704006 02229) 0.1 FTE, Ryan White Part C (51161500 704006 02220) 0.05 FTE, Ryan White Part D (51161500 704006 02228) 0.1 FTE, STAR (51161500 704006 02233) 0.65 FTE, Sealant (51161522 704006 02067) 0.1 FTE for total of a 1.0 FTE Specialty Program Coordinator. This position will be an ICEA County Professional Grade 7, with a Salary Range of \$62,644.65 to \$75,222.34.

STRATEGIC PLAN RELEVANCE:

To increase the scope and access to high-quality, equitable, safe, patient-centered primary, and specialized care at the Ingham Community Health Centers.

DEPARTMENT MISSION RELATION:

This resolution approves the creation of position that will allow ICHD's CHCs to provide a service to increase community wellness.

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: _____

CONTROLLER'S OFFICE: *David Cypher* DATE: 4/28/25

TO: Izabela Wackowski, CHC Supervisor

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist

DATE: April 2, 2025

RE: Memo of Analysis for Creating a Full-Time Program Coordinator – Specialty Program

Human Resources can confirm the following information regarding creating a full-time position for the Health Department:

Per the Health Department request, they would like to create a Full-Time position titled Program Coordinator – Specialty Program. After analysis, the classification has a community of interest with the ICEA County Pro and is appropriately compensated at an ICEA County Pro 07. I have attached the job descriptions.

The ICEA County Pro has been notified and they support this request. I have attached the ICEA County Pro 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: [Desiree Cook](#)
To: [Elisabeth Bliesener](#)
Subject: RE: Program Coordinator - Specialty Programs
Date: Wednesday, April 2, 2025 2:58:23 PM
Attachments: [image004.png](#)

The union approves the position.

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Wednesday, April 2, 2025 2:36 PM
To: Desiree Cook <DCook@ingham.org>
Subject: Program Coordinator - Specialty Programs
Importance: High

Imelda and I looked at this and pointed it to be an ICEA County Pro 07,

Does the Union approve this position to be created?

Thanks,
Beth

From: Izabela Wackowski <IWackowski@ingham.org>
Sent: Wednesday, April 2, 2025 1:25 PM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: FW: Updated Program Coordinator - Specialty Programs
Importance: High

Hi Beth,

Please proceed with taking this position to the union.

Thank you

Izabela Wackowski-Norris

Operations Manager
Ingham Community Health Centers
Office: (517) 887-4488 • Fax: (517) 887-4625
Cell: (517) 331-8813
Pronouns: She/Her/Hers
Website: www.hd.ingham.org/chc



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From: Theresa Pruder <TPruder@ingham.org>
Sent: Wednesday, April 2, 2025 12:39 PM
To: Izabela Wackowski <IWackowski@ingham.org>
Cc: Russell Kolski <RKolski@ingham.org>
Subject: Re: Updated Program Coordinator - Specialty Programs

I approve moving this ahead. Thank you for adding dental. Copying Russ for awareness. Thank you Izabela for your work on this, it is much appreciated!

Get [Outlook for iOS](#)

From: Izabela Wackowski <IWackowski@ingham.org>
Sent: Wednesday, April 2, 2025 9:32:06 AM
To: Theresa Pruder <TPruder@ingham.org>
Subject: FW: Updated Program Coordinator - Specialty Programs

Good morning Theresa,

I know that you are overwhelmed with e-mails, not to add to that, but can you look at the updated Program Coordinator job description and let me know if I can proceed sending it to HR so they can take it to the union.

I reworked the Program Coordinator job description. Please see Elisabeth's reply below.

The salary will be Step 1 – \$62,644.65 and top out at step 5 will be \$75,222.34. Let me know if you are good with this as the next step is going to be presented to the union.

Sincerely,

Izabela Wackowski-Norris
Operations Manager
Ingham Community Health Centers

Office: (517) 887-4488 • Fax: (517) 887-4625
Cell: (517) 331-8813
Pronouns: She/Her/Hers



Website: www.hd.ingham.org/chc



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From: Izabela Wackowski
Sent: Monday, March 31, 2025 12:58 PM
To: Theresa Pruder <TPruder@ingham.org>
Subject: Updated Program Coordinator - Specialty Programs
Importance: High

Hi Theresa,

Attached is updated Program Coordinator – Specialty Programs, please let me know if I can proceed to sending this position to HR to move forward.

Thank you

Izabela Wackowski-Norris

Operations Manager
Ingham Community Health Centers
Office: (517) 887-4488 • Fax: (517) 887-4625
Cell: (517) 331-8813
Pronouns: She/Her/Hers



Website: www.hd.ingham.org/chc



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unauthorized disclosure, dissemination, use or reproduction is strictly prohibited. If you have received this message in error, you must delete it permanently and notify the sender immediately.

We are looking to hire a person to serve as the Program Coordinator for the Ryan White, Refugee and Dental Programs. The candidate must be bilingual, languages preferred: for example: Arabic, Spanish, Swahili. The candidate will preferably have experience, professionally or personally, in HIV work, worked or had experience with Refugee populations and also has some experience with Dental Programs. The candidate will represent the population served. In this role, the staff member will be working closely with the Operations Manager, writing, monitoring grants, work plans, gathering information for reports, and entering data whenever necessary into databases. Monitoring and reviewing work done in each program for grant requirements, compliance, accuracy, and auditing randomly picked charts to ensure data has been entered correctly and no paperwork is missing will be performed.

**INGHAM COUNTY
JOB DESCRIPTION
PROGRAM COORDINATOR – Specialty Programs**

General Summary:

Under the direct supervision of the Operations Manager, the Program Coordinator plans, organizes, coordinates specialty programs. Ensures department, state, and federal guidelines are followed, while complying with grant contract conditions. Assists with orientation, consultation, and guidance to program specific staff.

Essential Functions:

1. Assists Operations Manager with specific programs by planning, facilitating, and/or implementing programs, community workshops, and events.
2. Monitors grants specific to the programs. Monitors for compliance, accuracy and efficiency. Reports any concerns to the Operations Manager.
3. Assists with writing grants, new and existing, by scheduling grant writing meetings with selected team members under the program, gathers information and data to support the work currently done and supports future program development.
4. Supports and monitors staff to ensure compliance with programmatic requirements and departmental policies and procedures. Evaluates documentation and consults on problematic cases. Reports findings to Operations Manager
5. Assists the team with creating and facilitating performance improvement activities, including improvement initiatives according to departmental and program objectives. Works closely with team on the clinical quality management component of the program, that includes writing a clinical quality management plan and communicating processes and outcomes with Operations Manager.
6. Works with the Operations Manager and program staff to ensure timely completion of data entry, progress reports, grant applications, and work plans.
7. Attends community, state and federal meetings in the absence of the Operations Manager.
8. Assists in the preparation of the program's annual budget and monitors the budget for adherence to grant specifications.
9. Monitors training requirements for specialty programs, provides training opportunities and updates to staff, and maintains the program training calendar.
10. Assists Operations Manager with recruiting and interviewing of new staff. Assists with orientation, training, and makes hiring recommendations.

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: Possession of a Bachelor's Degree in a Public Administration, Human Services, Business Administration or a related field is required.

Experience: Minimum of one year of experience in a community health or public health setting is required. *(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require no stamina in balancing stooping/crouching, squatting, kneeling, crawling and pinching.
- This position's physical requirements require periodic stamina in climbing, twisting, and bending.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***April 2025
ICEA County Pro 07***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A FULL-TIME PROGRAM COORDINATOR-SPECIALTY PROGRAMS POSITION WITHIN THE COMMUNITY HEALTH CENTERS

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to create a 1.0 FTE Program Coordinator – Specialty Programs position within Forest Specialty programs, which includes the Ryan White, Refugees, and Dental programs; and

WHEREAS, this role will work closely with the Operations Manager to oversee the writing and monitoring of grants and grant program work, gathering report information, and reviewing all work done in the specialty programs; and

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

WHEREAS, funding for this role will be covered by Ryan White Part B (51161500 704006 02229) 0.1 FTE, Ryan White Part C (51161500 704006 02220) 0.05 FTE, Ryan White Part D (51161500 704006 02228) 0.1 FTE, STAR (51161500 704006 02233) 0.65 FTE, and Sealant (51161522 704006 02067) 0.1 FTE for a total of a 1.0 FTE Program Coordinator – Specialty Programs position; and

WHEREAS, this position will be an ICEA County Professional Grade 7 (Salary Range: \$62,644.65 to \$75,222.34); and

WHEREAS, the CHC Board of Directors and Medical Health Officer recommend that the Ingham County Board of Commissioners authorize creating a 1.0 FTE Program Coordinator – Specialty Programs position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a 1.0 FTE Specialty Program Coordinator position effective upon approval.

BE IT FURTHER RESOLVED, that funding for this role will be covered by the Ryan White Part B (51161500 704006 02229) 0.1 FTE, Ryan White Part C (51161500 704006 02220) 0.05 FTE, Ryan White Part D (51161500 704006 02228) 0.1 FTE, STAR (51161500 704006 02233) 0.65 FTE, and Sealant (51161522 704006 02067) 0.1 FTE for a total of 1.0 FTE Program Coordinator – Specialty Programs position.

BE IT FURTHER RESOLVED, that the 1.0 FTE Specialty Programs Coordinator will be an ICEA County Professional Grade 7 with a salary range of \$62,644.65 to \$75,222.34.

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING LENA MACK, MEDICAL ASSISTANT

WHEREAS, over a span of 28 years of dedicated service to Ingham County Health Department and the Ingham Community Health Centers, Lena Mack retired on February 15, 2025; and

WHEREAS, Lena began her career with Ingham County on June 30, 1997, as a Clinic Assistant/Technician, where she roomed patients, took vitals, completed medication reconciliation, and discharged patients; and

WHEREAS, Lena exemplified excellence in assuring that she fulfilled all the Clinic Assistant/Technician duties; and

WHEREAS, Lena transferred to St. Lawrence Health Community Health Center on February 1, 2010 and continued working in the role of Medical Assistant, formerly as Clinic Assistant/Technician; and

WHEREAS, Lena continued to provide excellent service and care to our patients, while performing her duties as Medical Assistant; and

WHEREAS, on October 1, 2014, Lena transferred from St. Lawrence to 1115 South Pennsylvania in Lansing, as St. Lawrence Health Center and Sparrow Health Center were consolidating; and

WHEREAS, on September 5, 2017 Lena transferred to Forest Community Health Center where she continued to work as a Medical Assistant until her retirement date; and

WHEREAS, Lena exemplified outstanding customer service while serving at Forest, often making patients feel at ease when they were concerned or scared; and

WHEREAS, Lena has been a loyal, dedicated, knowledgeable, and highly professional employee as she has 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 Lena Mack for 28 years of dedicated service to Ingham County Health Department and for her exemplary customer service, patient care, and commitment to her work.

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



Michigan Immigrant Rights Center

15 S. Washington St., Ste. 201
Ypsilanti, MI 48197

1500 Beltline SE, Ste. 300
Grand Rapids, MI 49506

350 E. Michigan Ave., Ste. 315
Halamazoo, MI 49007

15851 Old US 27, Ste. 73
Lansing, MI 48906

7700 Second Ave., Ste. 603
Detroit, MI 48202

April 1, 2025

Ingham County Board of Commissioners
341 S. Jefferson St.
Mason, MI 48854

Dear Ingham County Board of Commissioners,

I am writing on behalf of the Michigan Immigrant Rights Center (MIRC), a legal resource center for Michigan's immigrant communities. MIRC works to build a thriving Michigan where immigrant communities experience equity and belonging. The Michigan Immigrant Rights Center is a program of Michigan Statewide Advocacy Services (MSAS), administered by Michigan Advocacy Program (MAP).

For decades, Lansing has been home to thousands of refugees and immigrants who have enriched our community and economy. Many newcomers are on a pathway to citizenship and have legal access to green cards, protected status, and employment authorization. Legal assistance is critical to ensuring they navigate these processes accurately and successfully. Additionally, legal support is essential for broader immigration needs, such as applying for green cards and addressing complex immigration challenges. This need has been identified through direct feedback from newcomers, service providers, and community data, highlighting significant barriers to securing reliable and affordable legal assistance. Without access to these services, many face delays, financial hardship, and uncertainty, limiting their ability to fully participate in and contribute to their new communities.

MIRC recently established its first Lansing office and has a small staff with a presence in Ingham County. Until very recently, MIRC's Lansing office focused on providing services to children in or recently released from federal custody through a federal subgrant with the Acacia Center for Justice. This contract was terminated by the federal administration on March 21, 2025, and, despite clear community need, our Lansing office remains unfunded to provide any level of immigration legal services support to any population in Ingham County.

MIRC's Lansing staff are currently funded to serve children in or recently released from federal custody, and while MIRC has a presence in the county, the staffing is focused on only a subset of the population in need of immigration legal services.

MIRC's other four offices all have dedicated funding to serve local low-income immigrants through consultations, community legal education, legal workshops, and direct representation, and we are now looking to establish these services in Ingham County to provide for the need here.

MIRC is partnering with the Refugee Development Center and Michigan State University College of Law to build a program to provide alternating monthly group educational and know-your-rights sessions and monthly workshops to support community members with their legal processes, including through naturalization application assistance, employment authorization documentation support, and other essential services. MIRC will provide one-on-one legal guidance for critical cases through consultations that will include updated information on immigration changes and individualized legal assessments, and, as resources allow, full representation for those who require additional attorney support. This initiative will help newcomers navigate complex legal processes, ensuring they have the support needed to achieve stability, security, and full participation in their new community. By providing accessible and trusted legal assistance, we will reduce barriers, prevent costly errors in applications, and empower individuals and families to confidently take the next steps in their immigration journey. We are aiming to have this pilot project reach 400-600 Ingham County community members within its first year.

In addition to the formal partnership with the Refugee Development Center and MSU, we are in collaboration with the Women's Center of Greater Lansing, the East Lansing Islamic Center, and Michigan Refugee Hope as a way to ensure the services reach immigrant communities broadly. We receive ongoing feedback from these partners to keep the community's needs front and center.

We are seeking funding from other sources, but these will require match funding to fund the pilot. We would be eager to connect about opportunities with the Ingham County Board of Commissioners to seek funding for this pilot project in service of Ingham County community members.

We would appreciate the opportunity to meet to discuss this request and MIRC's services further. Please let me know who I can work with to coordinate. Thank you for the opportunity to make this request.

Best,



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