

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 SCHAFFER

## 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, FEBRUARY 24, 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 [January 27, 2025](#) and [February 3, 2025 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. [Senior Citizens Advisory Board](#) - Interview
2. [Community Health Center Board](#) - Interviews
3. [Materials Management Planning Committee](#) – Resolution to Authorize the Submission of the Ingham County [Materials Management Plan Work](#) Program to the State of Michigan
4. [Health Department](#)
  - a. Resolution to Authorize an Agreement with [7C Lingo for Interpretation](#) and Translation Services
  - b. Resolution to Accept a Wellbeing Grant from the [Michigan Association for Local Public Health](#)
  - c. Resolution to Accept an Opioid Crisis Response Funding Award and Authorize a Subaward Agreement and Business Associate Agreement with [Community Mental Health Authority](#) of Clinton, Eaton, and Ingham Counties
  - d. Resolution to Authorize an [Agreement with Passageways, Inc.](#)
  - e. Resolution to Authorize an Agreement with [BDP and Associates](#)
  - f. Resolution to Create a [Part-Time Program Specialist](#) Position
  - g. Resolution to Authorize Agreements for the [Region 7 Perinatal Quality Collaborative](#)
  - h. Resolution to Authorize an Agreement with [University of Michigan-Sparrow](#) for the Region 7 Perinatal Collaborative
  - i. Resolution to Authorize an Agreement Renewal with [Epididian for HIV Disease Management](#)
  - j. Resolution to Amend Resolution #24-543 Authorizing an Agreement with [Mid-State Health Network](#)
  - k. Resolution to Create a [Special Part-Time Program Specialist](#) Position

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](http://www.ingham.org).

## HUMAN SERVICES COMMITTEE

January 27, 2025

Draft Minutes

Members Present: Tennis, Cahill, Trubac (Arrived 6:18 p.m.), Morgan (Arrived at 6:16 p.m.), Willis, Ruest, and Schafer.

Members Absent: None.

Others Present: Glenn Canning, Morgan Feldpausch, Sarah Lurie, 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 December 2, 2024 Minutes

CHAIRPERSON TENNIS STATED, WITHOUT OBJECTION, THE MINUTES FROM THE DECEMBER 2, 2024 HUMAN SERVICES COMMITTEE WERE APPROVED AS SUBMITTED. Absent: Commissioners Trubac and Morgan.

### Additions to the Agenda

#### Substitutes

3. Environmental Sustainability Office
  - a. Resolution to Authorize Use of Contingency Funds for Establishing Office Space for the Ingham County Office of Environmental Sustainability

#### Removed

5. Health Department
  - a. Resolution to Authorize a 2024-2025 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services under the Comprehensive Agreement
  - b. Resolution to Authorize an Agreement with the Corporation for National and Community Services for FY24-25 AmeriCorps Vista Grant Funding
  - e. Resolution to Authorize an Agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for Opioid Crisis Response Sub-Award

Commissioner Morgan arrived at 6:16 p.m.

#### Limited Public Comment

None.

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

1. Health Services Millage
  - c. Resolution to Authorize an Amendment to Resolution #23-575 for the Health Services Millage Contract with the Ingham Health Plan Corporation

2. Material Management Planning Committee – Resolution to Adopt By-Laws for the Ingham County Materials Management Planning Committee
3. Environmental Sustainability Office
  - b. Resolution to Authorize the Environmental Sustainability Director to Sign State Grant Reports for Received State Grants
5. Health Department
  - c. Resolution to Authorize the Adoption of the Ingham County Health Department’s Plan of Organization
  - d. Resolution to Authorize Agreements for the Region 7 Perinatal Quality Collaborative
  - f. Resolution to Amend Resolution #17-163 with Azara Healthcare and Michigan Primary Care Association to Purchase Social Determinants of Health and Cancer Screening Customization, Mapping, and Validation Services
  - g. Resolution to Authorize an Agreement with Michigan Primary Care Association for COVID-19 Services
  - h. Resolution to Accept Funds from and Enter into an Agreement with Michigan Public Health Institute
  - i. Resolution to Authorize an Agreement with Public Sector Consultants
  - j. Resolution Honoring Theresa Buycks
  - k. Resolution Honoring Tracey Hood, Medical Assistant I
  - l. Resolution Honoring Valorie Hunnicutt

Commissioner Trubac arrived at 6:18 p.m.

THE MOTION CARRIED UNANIMOUSLY.

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

1. Health Services Millage
  - a. Resolution to Authorize a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for Health Services Millage Eligible Services

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

Commissioner Willis stated they understood the funding came from the remainder of the Fund Balance from the 2024 Health Services Millage and asked what the total remaining Fund Balance was.

Jared Cypher, Deputy Controller, stated they had not yet closed the books for 2024, but there were several million dollars and plenty for all the resolutions before them.

Commissioner Willis asked when the books for 2024 would close.

Cypher stated they would likely close in the next few weeks.

Commissioner Willis stated that there had been a total expenditure of 2.4 million dollars and some change and they wanted to know where that number came from and what the plan was for the Fund Balance.

Cypher stated that the amount was included in the chart attached to the resolution and was showing what was spent in 2024.

Commissioner Willis asked if the data from 2024 represented those served through only the Health Services Millage dollars or if it was total people served.

Cypher stated it was those served through the Millage Funds.

Chairperson Tennis stated the Health Services Millage was created right before the implementation of the Affordable Care Act and was meant to help fund the Ingham Health Plan. Chairperson Tennis further stated that when the Affordable Care Act was implemented, many people were then eligible for expanded Medicaid, and the number of people served through the Ingham Health Plan was drastically reduced.

Chairperson Tennis stated that around the same time there were significant shifts in State level support for community mental health agencies and many programs that were offered through the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) were no longer eligible for reimbursement from the State. Chairperson Tennis further stated that in partnership with CMHA-CEI, they allowed Millage eligible patients from Ingham County to get reimbursement through the Health Services Millage and were able to reduce the Millage rate for a little bit because it was still less than what they had been paying for the 15,000 people on the Ingham Health Plan.

Chairperson Tennis stated it was a compromise that allowed them to support local services and save taxpayer money, but things changed over the years and demand for services went up. Chairperson Tennis further stated there was always the threat that expanded Medicaid might go away as well, so they had maintained the Millage.

Discussion.

Commissioner Schafer asked, regarding the patient numbers, if the money spent was just providing for the overflow. Commissioner Schafer further stated it was hard to distinguish, when Millage dollars were added to something that was Tri-County, if Ingham County residents were getting their fair share if the Millage had not been there.

Commissioner Schafer asked, out of those residents, if the amounts reported were overruns that the County did not have funding for, therefore Millage funding was used, and if the State and Federal funding were used first. Commissioner Schafer further stated, as someone who sat on the Tri-County Office of Aging (TCOA) Board, that trying to distinguish what was an overrun was one of her biggest pet peeves.

Sarah Lurie, CMHA-CEI Chief Executive Officer, stated the Millage Funds were not levied until they used their General Funds from the State first. Lurie further stated the Millage Funds served only Ingham County residents, that there were around 9,000 of them, and that they used all other Funds first.

Commissioner Schafer asked, with the new contract, if the County was looking to see if there was any language put in place stating that if there was an overrun, there were steps put into the contract that protected Ingham County from those overruns.

Chairperson Tennis stated they would have to come to the Board of Commissioners to ask, and the County would get to decide if they would use Millage Funds to pay or not. Chairperson Tennis further stated there was nothing in the resolution or contract that stated the County had to pay anything over what they were paying, even if Millage eligible expenses went beyond it.

Commissioner Schafer stated her concern would be that at some point if they knew, towards the end of their budget year, that they were still serving those people, where would they get the money if they did not assume it would be from the County. Commissioner Schafer further stated it seemed like people assumed the funding would be there.

Commissioner Schafer asked, if in the fourth quarter they already knew the funding was drained, how they would do that financially without assuming the County would approve it. Commissioner Schafer further stated that was why she thought something should be in the contract, so nobody assumed they got funding, because as Commissioners they needed to ensure there was accountability.

Lurie stated they understood Commissioner Schafer's concerns, but this had been an unusual year due to redeterminations, and that they did not have the full amount expenditures until the fourth quarter. Lurie further stated that it was a part of regular business to overspend what was allocated by the Health Services Millage prior to the COVID-19 Pandemic, and that they had used money when needed out of their Fund Balance and generated other sources to cover gaps in the past.

Lurie stated that their options moving forward would be to ask for a higher amount up front to be sure CMHA-CEI got adequate funds, or to come back earlier in the year to request additional funds.

Chairperson Tennis asked if the County were to say no, if CMHA-CEI would have to withhold services or if they had other ways to fill the gap.

Lurie stated confirmation that they would have to find other ways to fill the gaps and that they did have some funds they could dip into, but they had spent all their General Fund dollars and had not spent their full Millage allocation for several years due to the Public Health Emergency.

Commissioner Willis stated they were curious, given the discussion about the return to a pre-Pandemic use of services and the potential for a Medicaid eligibility cliff, if it made sense to allocate a higher amount in the future, rather than waiting for them to run out.

Chairperson Tennis stated it sounded like there were a few ways to deal with it and highlighted the various solutions. Chairperson Tennis further asked how CMHA-CEI determined their projections for funding.

Lurie explained their process.

Commissioner Willis stated they fully supported access to services and wanted to make sure they were funding in a way that made services fully accessible.

Commissioner Morgan stated they should think about the Health Services Millage Fund Balances as two Millages, the old and new, and the seven million dollars in the old Millage were very restricted. Commissioner Morgan further stated that any heads up they could get would be nice, but also that any of the old Fund Balance that could be spent that was not through the new Millage was good.

Commissioner Willis left at 6:37 p.m.

Commissioner Ruest stated that just because they had Fund Balance did not mean they needed to spend it. Commissioner Ruest further stated they were concerned they were not spending the Millage the way the taxpayers intended.

Chairperson Tennis stated they changed the Millage language for how newly collected money could be spent, but this was how the old money would be spent and hoped nobody disagreed that mental health services were needed.

Discussion.

Commissioner Ruest agreed that mental health services were needed but were concerned they were looking for ways to spend money.

Discussion ensued regarding the use of the Health Services Millage Fund Balance.

Commissioner Willis returned at 6:39 p.m.

Commissioner Cahill stated they had attended the CMHA-CEI quarterly Zoom meeting and it was very good, so if they could help people sooner, that would be great.

Commissioner Schafer agreed that there was need for mental health services, but she had a hard time pulling it up from the people rather than pulling it down from the State, and if they were going to take it through the Millage, they had to do it responsibly. Commissioner Schafer further stated that this was where she kept coming back to and that 2.4 million dollars only served 1,172 people.

Commissioner Schafer stated that when she was knocking doors, the biggest thing people wanted was responsible spending of their tax dollars, and if there were going to be overruns, they wanted someone coming back to the Board of Commissioners with those requests. Commissioner Schafer further stated she could not imagine that people would continually spend if they were not sure they would get more funding.

Lurie stated this was the first time they had asked for more funding.

Discussion ensued regarding previous CHMA-CEI requests.

Chairperson Tennis stated that in 2015 or 2016, when the State reconfigured how they reimbursed community mental health agencies, CMHA-CEI was going to have to shut down and reduce services due to the State cuts, and at the time the Board of Commissioners said it was an allowable expense through the Health Services Millage to provide mental health services for Millage eligible people. Chairperson Tennis further stated that maybe they should not have agreed to that and put it on the State, but that was not the way the County went.

Chairperson Tennis stated they thought it was the right decision and if the demand continued to increase, they would personally support spending more Millage Funds on it. Chairperson Tennis further stated it was so easy to say they were spending 2.4 million of dollars on around 1,000 people, but it was actually not that much in services.

Lurie stated they had been incredibly appreciative of the opportunity to keep people in service because of the Millage Funds, and without those funds they would have had to release so many people they had been serving. Lurie further stated that there was nothing more painful than having to discharge uninsured people that needed support.

Lurie stated they had always appreciated the County and it was one of the reasons why they had done everything they could to find other sources to fill in gaps in order to not ask the County for more money. Lurie further stated that this year was different and many things had happened, but they had not spent all the funds they had been allocated over the last few years.

**MOVED BY COMM. SCHAFER, SUPPORTED BY COMM RUEST, TO AMEND THE RESOLUTION TO REQUIRE CMHA-CEI TO COME BACK TO THE BOARD OF COMMISSIONERS TO REQUEST ADDITIONAL FUNDING IN THE EVENT OF AN OVERRUN.**

The motion to amend was not considered friendly.

Discussion ensued regarding the potential amendments.

Commissioner Morgan stated the Commissioners had just approved several other similar resolutions, so singling out CMHA-CEI out in this resolution would not be appropriate, but they agreed they should look into it separately.

COMMISSIONER SCHAFER WITHDREW THE AMENDMENT.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

1. Health Services Millage
  - b. Resolution to Amend Resolution #24 - 018 to Authorize a Contract Amendment with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for Health Services Millage Eligible Services

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

Commissioner Ruest wanted to clarify that the General Fund dollars were cut by 67% and they understood it as being cut recently, but the funds were actually cut in 2015 when Healthy Michigan went into effect, and it was because many folks moved over to Medicaid. Commissioner Ruest further stated that in 2015 they received four million dollars in General Funds and today they received 6.1 million dollars and would say it was still not nearly enough.

Commissioner Ruest stated they agreed that coming back to ask for \$697,000 was unsustainable in the future and agreed they needed to be funding mental health at a larger amount, especially from the State. Commissioner Ruest further stated that only three other counties in Michigan had some sort of health services millage and it was unsustainable to go over the budget by that much every year, even though they had a Fund Balance.

Commissioner Ruest stated they would support this time, but had deep concerns that they kept expanding services well above what other counties offered and that just because they had the money did not mean they needed to spend it all.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. WILLIS, TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, Resolution #24 – 018 authorized a contract with Community Mental Health (CMH) for services provided to Ingham County residents, funded by the Health Services Millage; and

~~WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and~~

~~WHEREAS, these cuts continue to cause ongoing fiscal and service gaps for CMH; and~~

WHEREAS, in March 2020, the electorate approved a reauthorization of the countywide health services millage at a level of 63/100 (.63) of one mill for a period of four years (2020-2023) to be used for the purpose of providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services, and essential care such as preventive testing and treatment for cancer, diabetes, heart disease, and other serious illnesses; and

WHEREAS, CMH has submitted a proposal to Ingham County to use Health Services Millage dollars to fund essential services ~~and alleviate the cut in State General Fund dollars;~~ and

WHEREAS, funds from the health services millage were allocated in the County's 2024 budget for this purpose; and

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY.

Discussion ensued regarding future funding requests.

Commissioner Schafer asked if the CMHA-CEI request was not approved, where the funding would come from.

Lurie stated it would come from their Fund Balance.

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

3. Environmental Sustainability Office
  - a. Resolution to Authorize Use of Contingency Funds for Establishing Office Space for the Ingham County Office of Environmental Sustainability

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

Commissioner Willis asked where they were looking for office space.

Glenn Canning, Facilities Director, stated the resolution kept up with their core values and mission and that they already had a \$100,000 grant to perform renovations for greenspace as the office was growing.

Morgan Feldpausch, Environmental Sustainability Manager, stated they were hoping to use a conference room in the Hilliard Building which they would convert into an office.

Discussion ensued regarding proposed location of the office and the environmental sustainability of the project.

Commissioner Willis asked what the ongoing costs for the project would be.

Feldpausch stated that their work was completed through the Controller's Office Budget and they were working to identify the costs going forward separate from that budget.

Discussion ensued regarding the relationship between Environmental Sustainability and the Facilities Department.

Discussion ensued regarding the proposed office space.

Commissioner Schafer stated that it appeared the funding was coming from County Contingency Funds, and they just had a hiring freeze because there was not enough funding.

Canning clarified the \$100,000 grant was for specific aspects to make the office more efficient and that the project it was a one-time cost.

Commissioner Schafer stated she understood, but purchasing furniture when there was a hiring freeze was



difficult. Commissioner Schafer further stated she had a hard time deciding between continuing to employ someone and purchasing furniture, especially when she knew someone who was let go from a position.

Commissioner Schafer stated she would not be supporting the resolution because it pulled from Contingency Funds, and that even though it was minor, it was the principle.

Commissioner Morgan asked if there was recycled furniture they could use to furnish the office, keeping with the idea of environmental sustainability.

Feldpausch stated they were currently using recycled furniture, but it was not a great long-term option as it was in poor condition, and they were currently operating in a shared conference room.

Discussion ensued regarding furniture.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Tennis, Cahill, Trubac, Morgan, Willis, Ruest. **Nays:** Schafer. **Absent:** None.

4. Potter Park Zoo – Resolution to Amend Resolution #24-409 Accepting the Stormwater Infrastructure Improvements at Potter Park Zoo Grant from Representative Elissa Slotkin’s Community Project Funding Program

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

Chairperson Tennis stated they understood the resolution determined the County was going to spend a bit more on their match than initially anticipated.

Commissioner Willis asked if the County was allocated more than originally anticipated, or if the match of 20% was new.

Chairperson Tennis stated they believed the math was done wrong initially.

Commissioner Cahill stated the formula was different than they originally thought.

Cypher stated it was just a recalculation of the formula for the matched funds and there was a difference of roughly \$50,000.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

#### Announcements

Commissioner Cahill stated that the Potter Park Zoo was going to hire a horticulturalist in March 2025 and they were relocating from somewhere out west.

Discussion ensued regarding improvements at the Potter Park Zoo.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 7:16 p.m.

HUMAN SERVICES COMMITTEE

February 3, 2025

Draft Minutes

Members Present: Tennis, Cahill, Trubac, Morgan, Willis, and Ruest.

Members Absent: Schafer.

Others Present: Jeremiah Dungjen, Julie Rudd, Pat Munshaw, Cheryl VanDeKerkhove, Jared Cypher, Scott Hendrickson 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>.

Additions to the Agenda

None.

Limited Public Comment

None.

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

3. Potter Park Zoo – Resolution to Authorize a Purchase Order for Food Service Items from Gordon Food Service
4. Health Department – Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for FY 2024-2025

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Schafer.

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

1. Parks Commission – Interviews

Jeremiah Dungjen was interviewed for the Parks Commission.

2. Senior Citizens Advisory Board – Interviews

Julie Rudd was interviewed for the Senior Citizens Advisory Board.

Pat Munshaw was interviewed for the Senior Citizens Advisory Board.

Cheryl VanDeKerkhove interviewed for the Senior Citizens Advisory Board.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:52 p.m.

# FEBRUARY 24, 2025 HUMAN SERVICES AGENDA

## STAFF REVIEW SUMMARY

### ACTION ITEMS:

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

3. *Materials Management Planning Committee – Resolution to Authorize the Submission of the Ingham County Materials Management Plan Work Program to the State of Michigan*

This resolution authorizes the submission of the Ingham County Materials Management Plan (MMP) Work Program to the Michigan Department of Environment, Great Lakes, and Energy (EGLE). This follows recent amendments to Michigan's Solid Waste Program under Part 115, which mandate a shift from traditional solid waste management to sustainable materials management practices like recycling and composting. The resolution acknowledges prior steps, including the County's acceptance of planning responsibilities, the appointment of the Controller's Office as the Designated Planning Agency, and the establishment of the Materials Management Planning Committee. After review and approval of the Work Program by the committee, the resolution authorizes its formal submission, ensuring compliance with state requirements.

4. *Health Department*

- a. *Resolution to Authorize an Agreement with 7C Lingo for Interpretation and Translation Services*

This resolution authorizes an agreement not to exceed \$10,000 with 7C Lingo from October 1, 2024, to September 30, 2025, to provide rare language interpretation, in-person American Sign Language (ASL) interpretation, and print translation services. Serving a diverse immigrant and refugee population, ICHD faces challenges in securing interpreters for rare languages and ASL. This partnership will expand language access, ensuring better communication and healthcare equity.

- b. *Resolution to Accept a Wellbeing Grant from the Michigan Association for Local Public Health*

This resolution accepts a \$4,500 Local Health Department Staff Wellbeing grant from the Michigan Association for Local Public Health (MALPH), effective January 28, 2025, through September 30, 2025. This grant aims to support staff affected by the COVID-19 pandemic by providing programs focused on teambuilding, mindfulness, conflict resolution, and workplace violence mitigation.

- c. *Resolution to Accept an Opioid Crisis Response Funding Award and Authorize a Subaward Agreement and Business Associate Agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties*

This resolution accepts \$100,136 in funding from the Ingham County Opioid Crisis Response Grant, effective January 1, 2025, through December 31, 2026, to support opioid crisis response initiatives. This includes a \$77,718 subaward agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) to fund a Peer Recovery Coach and enhance post-overdose and jail-based opioid response services. Additionally, \$13,316 will be allocated in 2026 to expand medical staff capacity at The Recovery Center. ICHD will also enter into a Business Associate Agreement with CMHA-CEI for client service coordination. Funded through opioid litigation settlements, this initiative aligns with the county's goals of addressing the opioid crisis and expanding healthcare access.

- d. *Resolution to Authorize an Agreement with Passageways, Inc.*

This resolution authorizes a one-year, \$6,000 agreement with Passageways, Inc. for an OnBoard subscription, a board management software designed to enhance governance efficiency. This platform will allow CHC staff to manage the Board of Directors more effectively by streamlining agenda creation, document distribution, meeting notifications, and communication while improving document security. The subscription includes a \$5,500 annual fee and a \$500 installation fee, secured at the best available price through the Michigan Primary Care Association.

*e. Resolution to Authorize an Agreement with BDP and Associates*

This resolution authorizes an agreement not to exceed \$24,800 with BDP and Associates from March 1, 2025, to September 30, 2025, to develop a comprehensive evaluation plan aimed at improving program effectiveness, fostering innovation, and advancing equity in public health initiatives. The plan will provide strategic direction, measure outcomes, and identify opportunities for improvement. Funded by the Public Health Infrastructure Grant, this initiative will enhance ICHD's capacity to deploy resources efficiently.

*f. Resolution to Create a Part-Time Program Specialist Position*

This resolution creates a part-time (0.50 FTE) Program Specialist position within the Maternal and Child Health (MCH) Division to support programs serving pregnant and parenting families, infants, and children. The position, classified as ICEA County Professional Grade 5, will have a salary range of \$25.4038 to \$30.505 per hour, totaling \$31,730.40 annually, and will be funded through the LMCH grant received from MDHHS. The ICEA County Professional Union has been notified and supports the creation of this role.

*g. Resolution to Authorize Agreements for the Region 7 Perinatal Quality Collaborative*

This resolution authorizes an agreement with UnoDeuce Multimedia to produce a video project on safe sleep and childbirth education aimed at improving birthing outcomes and reducing disparities. This initiative is part of the Region 7 Perinatal Quality Collaborative, which focuses on lowering infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. Funded through the FY 24-25 Comprehensive Agreement with MDHHS, the project will run from October 1, 2024, to September 30, 2025, with a budget not exceeding \$11,350.

*h. Resolution to Authorize an Agreement with University of Michigan-Sparrow for the Region 7 Perinatal Collaborative*

This resolution authorizes an agreement with University of Michigan-Sparrow for up to \$20,000 to support an infant and maternal mortality quality improvement project from October 1, 2024, to September 30, 2025. This project aims to increase awareness of urgent maternal warning signs in the prenatal and postpartum periods, particularly for cardiac conditions, a leading cause of pregnancy-related mortality. Funded through the FY 24-25 Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS), the initiative is part of the Region 7 Perinatal Collaborative, which seeks to reduce infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties.

*i. Resolution to Authorize an Agreement Renewal with Epividian for HIV Disease Management*

This resolution renews the agreement with Epividian for data analytic services related to HIV disease management from October 1, 2024, through September 30, 2026, for a total cost of \$45,306, funded by HIV Care Coordination. Epividian provides Clinical Health Outcomes Reporting & Utilization Service (CHORUS) and Ryan White Data Service (RWDS), which analyze electronic health records (EHR) to enhance disease management, improve data accuracy, and support patient care. This agreement enables continued integration of ICHD's EHR data into a secure federal clinical system for Ryan White Program patients.

*j. Resolution to Amend Resolution #24-543 Authorizing an Agreement with Mid-State Health Network*

This resolution amends the FY25 Substance Use Disorder (SUD) Prevention contract with Mid-State Health Network (MSHN) to increase funding by \$20,000, raising the total contract amount from \$136,523 to \$156,523. This adjustment corrects a previous formula error that excluded the \$20,000 intended for Harm Reduction Community Education from the SUD Treatment contract. The amendment ensures the funds will now be allocated correctly under the SUD Prevention contract, supporting the renewal of the Piper & Gold Public Relations contract for community-driven harm reduction messaging. Additionally, Resolution #24-543 will be updated to reflect the correct funding source by replacing "Treatment" with "Prevention." This resolution aligns with Ingham County's objectives to expand healthcare access and address the opioid crisis. The Board of Commissioners authorizes these amendments, effective October 1, 2024, through September 30, 2025.

*k. Resolution to Create a Special Part-Time Program Specialist Position*

This resolution will create a Special Part-Time (SPT) Program Specialist position within the Maternal and Child Health (MCH) Division to support programmatic efforts serving pregnant and parenting families, infants, and children. The position, classified as ICEA County Professional Grade 5, will have a 2025 salary range of \$25.4038 to \$30.505 per hour, totaling an annual amount of \$31,730.40. Funding for this role will be provided by the Region 7 Perinatal Quality Collaborative (PQC), an initiative of the Michigan Department of Health and Human Services (MDHHS). The ICEA County Professional union has been notified and supports the creation of this position.

**OTHER ITEMS:**

1. Senior Citizens Advisory Board - Interview
2. Community Health Center Board - Interviews

TO: Board of Commissioners

FROM: Morgan Feldpausch, Environmental Sustainability Director

DATE: January 31, 2025

SUBJECT: Resolution to Authorize the Submission of the Ingham County Materials Management Plan Work Program to the State of Michigan

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**BACKGROUND**

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. The amendments require that existing County Solid Waste Management Plans be replaced with new Materials Management Plans (MMP).

On March 26, 2024, the Ingham County Board of Commissioners approved Resolution #24-149, which accepted the County Approval Agency (CAA) responsibilities and approved the submission of a Notice of Intent (NOI) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to prepare an MMP. Subsequently, Ingham County Board of Commissioners appointed the Ingham County Controller’s Office as the Designated Planning Agency (DPA) and established the Ingham County Materials Management Planning Committee (MMPC) in accordance with Part 115.

The amendments to Part 115 require that the MMPC review and approve a work program prepared by the DPA that includes detailed descriptions of tasks to be performed as needed to prepare the MMP pursuant to MCL 299.4704 and MCL 299.4705. In partnership with Ingham County Health Department’s Environmental Health Division, the DPA prepared a draft work program. The DPA engaged the MMPC in the development and revision process at regular MMPC meetings. The MMPC reviewed and approved the Ingham County Materials Management Plan Work Program on January 21, 2025.

**ALTERNATIVES**

There is no alternative. The County’s submission of a Work Program, which has been approved by the County’s MMPC, is a requirement of the Act. The County formally agreed to this requirement upon accepting the CAA responsibilities and in submitting an NOI to prepare an MMP (Resolution #24-149).

**FINANCIAL IMPACT**

Funding will become available to develop an MMP through MMP Grants via EGLE’s Request for Work Programs. The Work Program serves as the County’s MMP Grant application.

Grant funding is intended to provide a base amount of funding to supplement the costs of preparing, implementing, and maintaining MMPs. Base amount of \$60,000 for each county. \$0.50 per capita, up to \$300,000 will be available in the first three years to cover the higher upfront costs of initiating the new planning process (in addition to the base amount).

**OTHER CONSIDERATIONS**

There are no other considerations at this time.

**RECOMMENDATION**

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

# INGHAM COUNTY MATERIALS MANAGEMENT PLAN WORK PROGRAM SUMMARY

## BACKGROUND

On January 8, 2024, the Director of the Michigan Department of Environment, Great Lakes & Energy (EGLE) initiated the process for each county to prepare a Materials Management Plan (MMP), under legislation changes to Michigan Public Act 451, Part 115, which became effective March 29, 2023 (the Act). After approved by EGLE, these plans will replace existing county Solid Waste Plans and transition from a solid waste disposal focus to a new materials management system geared toward seeking alternatives to landfilling, reducing environmental impacts, contributing to a circular economy, and identifying the highest and best use for all materials including recyclables, organics, and solid wastes.

EGLE's Recycling Unit established an MMP grant program as described in the Act by releasing a Request for Work Program in December. Work Programs are required for MMP grant eligibility. Work Programs must be approved by the County's Materials Management Planning Committee (MMPC) and the County Approval Agency (CAA). Ingham County's Board of Commissioners is the County Approval Agency for Ingham County.

## DEVELOPMENT OVERVIEW

Ingham County's Work Program was developed by the County's Designated Planning Agency (DPA) using resources such as examples from various other counties, guidance provided by EGLE, and input gathered through meetings between various departments and committees/commissions over the course of 2024. Ingham County's MMPC was appointed by the CAA in July 2024 and began discussing the development of the County's Work Program in September 2024.

The program was reviewed, discussed, modified, and approved by the County's MMPC on January 21, 2025. It complies with the Act and notes that it may be amended as needed.

## WORK PROGRAM SECTION SUMMARY

Background: Included above with additional details added to provide context for the summary.

Materials Management Plan 5-Year Projected Budget: Demonstrates the tentatively planned receipt and usage of MMP grant funding over a 5-years period (the period in which MMP grants are expected to be available). Additional details included below.

Proposed Milestone Schedule: Demonstrates the timelines of tentatively planned tasks over a 5-year period. Broken down by year and quarter. Additional details included below.

Glossary of Terms: Defines terms and acronyms used throughout the Work Program.

Task Status and Primary Responsible Party Key: Identifies symbols, colors, and prints and their meanings used throughout the Work Program

Project Tasks: Each task includes detailed descriptions of tasks to be performed as needed through the 5-year period of the project to prepare and implement the plan.

- *Task 1: Planning Process Initiation*: Including actions such as receiving communication from EGLE, appointing the CAA, notifying adjacent counties, submitting the Notice of Intent to EGLE, and setting up a webpage for public communication. It also involves the creation of a contact list, correspondence with stakeholders, and the formal appointment of the DPA.



- *Task 2: Materials Management Planning Committee:* Details establishing and supporting the MMPC to guide the development of Ingham County's MMP. This includes identifying and appointing members, providing administrative support, drafting and adopting bylaws, and preparing and submitting the MMP Work Program to EGLE for approval.
- *Task 3: Materials Management Planning Grant:* Describes securing the MMP Grant by preparing and submitting the grant application, obtaining necessary approvals from the Board of Commissioners (BOC), and working with the Purchasing Department and Financial Services to set up required accounts for grant management.
- *Task 4: Materials Management Plan Request for Proposal:* Describes the preparing, reviewing, issuing, and managing the Request for Proposal (RFP) process for selecting a consultant to develop Ingham County's MMP. This includes scope creation, internal and MMPC reviews, proposal submissions, and final consultant selection and approval.
- *Task 5: Plan Project Management:* Describes the management of the project. Details regular kick-off and progress meetings, as well as developing a Project Management Plan (PMP) and a Public Engagement Plan (PEP) to guide the project.
- *Task 6: Data Collection and Discovery Phase:* Describes Data Collection and Discovery Phase, where the consultant team will review previous plans, analyze existing conditions, and summarize their findings.
- *Task 7: Stakeholder Engagement:* Outlines extensive stakeholder engagement through a variety of methods, including surveys, focus groups, and meetings with stakeholders such as elected officials, waste haulers, facility operators, and residents, to gather input on different materials management topics.
- *Task 8: Analysis and Opportunities Phase:* Includes analyzing gaps and opportunities in the current system, evaluating best management practices, and exploring supporting policies and funding mechanisms, with the development of draft model ordinances/policies to guide future materials management efforts.
- *Task 9: Prepare Draft Materials Management Plan:* Describes preparing the draft MMP, which includes setting goals, objectives, and action plans, creating strategies for implementation and funding, identifying responsible parties, and establishing timelines for meeting goals and objectives.
- *Task 10: Plan Adoption:* Outlines the plan adoption process, including MMPC approval of the draft plan, a 60-day public comment period, holding public hearings, revising the plan based on feedback, and obtaining necessary approvals from the CAA and local municipalities before submitting the final MMP to EGLE for approval.
- *Task 11: Plan Implementation:* Focuses on ongoing implementation of the MMP, including working towards meeting goals, developing new or enhanced programs, securing funding, conducting education and outreach, collecting and maintaining data, and fostering partnerships and collaborations to support the plan's success.

**Public Participation:** Outlines the current status and upcoming steps for public participation in the County's MMP development. Describes the process of selecting a consultant through a competitive bid process, with the consultant being tasked to create a comprehensive Public Engagement Plan (PEP) to ensure broad and inclusive community involvement in the planning process in compliance with the Act.

**Staffing:** Outlines the staffing structure for the MMP project, detailing the roles and responsibilities of the Project Consultant and a tentative Materials Management Coordinator position. It describes the tentative duties and timelines for each position, which are subject to approval.

**Appendix A: Approved Budget Form with Narrative:** Completed Approved Budget Form with Narrative recommended by the EGLE. Communicates the costs of the individual elements and the total cost of plan preparation in Year 1 of the project.

# MATERIALS MANAGEMENT PLAN 5-YEAR PROJECTED BUDGET

Date Prepared: 1/14/2025

Project Name: Ingham County Materials Management Plan

Planning Area: Ingham County, MI

PROJECTED REVENUES					
Description	2025 (Projected)	2026 (Projected)	2027 (Projected)	2028 (Projected)	2029 (Projected)
MMP EGLE Grant	\$202,000.00	\$202,000.00	\$202,000.00	\$60,000.00	\$60,000.00
Annual Carry-Over	-	\$116,500.00	\$55,160.00	\$22,320.00	\$2,520.00
Annual Total <i>MMP EGLE Grant + Annual Carry-Over</i>	\$202,000.00	\$318,500.00	\$257,160.00	\$82,320.00	\$62,520.00
Total Projected Revenue <i>MMP EGLE Grant Total</i>					\$726,000.00

PROJECTED EXPENDITURES						
Description	2025 (Projected)	2026 (Projected)	2027 (Projected)	2028 (Projected)	2029 (Projected)	Line Item Total
Personnel	-	\$94,620.00	\$94,620.00	-	-	\$189,240.00
Fringe Benefits	-	\$75,240.00	\$75,240.00	-	-	\$150,480.00
Contractual Services	\$85,500.00	\$85,500.00	\$57,000.00	\$57,000.00	-	\$285,000.00
Supplies and Materials	-	\$5,700.00	\$5,700.00	-	-	\$11,400.00
Travel	-	\$2,280.00	\$2,280.00	-	-	\$4,560.00
MMP Implementation	-	-	-	\$22,800.00	\$62,472.00	\$85,272.00
Annual Total	\$85,500.00	\$263,340.00	\$234,840.00	\$79,800.00	\$62,472.00	
Total Projected Expenditures						\$725,952.00

## MATERIALS MANAGEMENT PLAN 5-YEAR PROJECTED BUDGET SUMMARY

TOTAL PROJECTED REVENUE  
*MMP EGLE Grant Total* \$726,000.00

TOTAL PROJECTED EXPENDITURES \$725,952.00

## PROPOSED MILESTONE SCHEDULE

Task	Completion Date / Deadline	2025				2026				2027				2028				2029			
		Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec	Q1 Jan-Mar	Q2 Apr-June	Q3 July-Sep	Q4 Oct-Dec
Task 1: Planning Process Initiation	9/30/2024																				
Task 2: Materials Management Planning Committee	6/30/2025	X	X																		
Task 3: Materials Management Planning Grant	12/31/2025	X	X	X	X																
Task 4: Materials Management Plan Request for Proposal	9/30/2025	X	X	X																	
Task 5: Plan Project Management	12/31/2025		X	X	X																
Task 6: Data Collection and Discovery Phase	12/31/2025		X	X	X																
Task 7: Stakeholder Engagement	6/30/2027			X	X	X	X	X	X	X	X										
Task 8: Analysis and Opportunities Phase	6/30/2026				X	X	X														
Task 9: Prepare Draft Materials Management Plan	9/30/2026						X	X													
Task 10: Plan Adoption	6/30/2027							X	X	X	X										
Task 11: Plan Implementation	Ongoing											X	X	X	X	X	X	X	X	X	X

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE INGHAM COUNTY MATERIALS  
MANAGEMENT PLAN WORK PROGRAM TO THE STATE OF MICHIGAN**

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, on March 26, 2024, the Ingham County Board of Commissioners approved Resolution #24-149, which accepted the County Approval Agency responsibilities; and

WHEREAS, Resolution #24-149 approved the submission of a Notice of Intent (NOI) to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to prepare an MMP; and

WHEREAS, on July 15, 2024 the Ingham County Board of Commissioners appointed the Ingham County Controller's Office as the Designated Planning Agency (DPA) to serve as the primary governmental entity that will develop and administer the MMP; and

WHEREAS, Resolution #24-345 established the Ingham County Materials Management Planning Committee as a permanent body in accordance with Part 115; and

WHEREAS, the amendments to Part 115 require that the Ingham County Materials Management Planning Committee review and approve a work program prepared by the Ingham County DPA that includes detailed descriptions of tasks to be performed as needed to prepare the MMP pursuant to MCL 299.4704 and MCL 299.4705; and

WHEREAS, on January 21, 2025, the Ingham County Materials Management Planning Committee reviewed and approved the Ingham County Materials Management Plan Work Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Controller's Office, in conjunction with the Board of Commissioners' Office, to submit the Ingham County Materials Management Plan Work Program to the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

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

**TO:** Board of Commissioners' Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** January 27, 2025  
**SUBJECT:** Authorization for an Agreement with 7C Lingo for Interpretation and Translation Service  
For the Meeting Agendas of February 19 and February 22, 2025

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with 7C Lingo in an amount not to exceed \$10,000 to enable ICHHD to provide rare language interpretation services, in-person American Sign Language (ASL) interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025. ICHHD serves a large immigrant and refugee population and it is often very difficult to arrange for interpreters of rare languages as well as in-person interpreters for ASL. This agreement will allow ICHHD additional resources and broader capacity to provide interpretation, translation, and ASL services to Ingham County's immigrant population.

**ALTERNATIVES**

Choosing not to enter into this agreement could result in a gap in critical services provided through this funding.

**FINANCIAL IMPACT**

All costs associated with this agreement have been included in the FY24-25 General Operating budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with 7C Lingo to enable ICHHD to provide language interpretation services, in-person ASL interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$10,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH 7C LINGO FOR  
INTERPRETATION AND TRANSLATION SERVICES**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with 7C Lingo in an amount not to exceed \$10,000 to enable ICHHD to provide rare language interpretation services, in-person American Sign Language (ASL) interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025; and

WHEREAS, ICHHD serves a large immigrant and refugee population and it is often very difficult to arrange for interpreters of rare languages as well as in-person interpreters for ASL; and

WHEREAS, this agreement will allow ICHHD additional resources and broader capacity to provide interpretation, translation, and ASL services to Ingham County's immigrant population; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with 7C Lingo to enable this organization to provide rare language interpretation services, in-person ASL interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with 7C Lingo to provide rare language interpretation services, in-person ASL interpretation services, and print translation services, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$10,000.

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

**TO:** Board of Commissioners' Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** January 29, 2025  
**SUBJECT:** Authorization to Accept MALPH Wellbeing Grant

For the Meeting Agendas of February 19, and February 22, 2025

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept a Local Health Department Staff Wellbeing grant from the Michigan Association for Local Public Health (MALPH), effective January 28, 2025 through September 30, 2025 in an amount totaling \$4,500. The purpose of this agreement is to specify the responsibilities of both MALPH and ICHHD, related to the implementation of the Wellbeing Mini-Grant Program. This funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic and to bolster employees' sense of social and emotional wellbeing. Program services may be therapeutic in nature and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence.

**ALTERNATIVES**

ICHHD could decline the funding and forfeit the opportunity to provide well-being services for employees in response to COVID-19 associated workplace stresses.

**FINANCIAL IMPACT**

The total amount of grant funding is \$4,500.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize accepting a MALPH Local Health Department Staff Wellbeing grant, effective January 28, 2025 through September 30, 2025 in an amount not to exceed \$4,500.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A WELLBEING GRANT FROM THE MICHIGAN ASSOCIATION  
FOR LOCAL PUBLIC HEALTH**

WHEREAS, Ingham County Health Department (ICHHD) wishes to accept a Local Health Department Staff Wellbeing grant from the Michigan Association for Local Public Health (MALPH), effective January 28, 2025 through September 30, 2025 in an amount totaling \$4,500; and

WHEREAS, the purpose of this grant agreement is to specify the responsibilities of MALPH and of the grantee related to the implementation of the Wellbeing Mini-Grant Program; and

WHEREAS, this funding is designed to create collaborative services for local health department staff affected by the COVID-19 pandemic and to bolster employees' sense of social and emotional wellbeing; and

WHEREAS, program services may be therapeutic in nature and may address topics such as teambuilding, mindfulness, dealing with difficult people and situations, and addressing the mitigation of workplace violence; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accepting a MALPH Local Health Department Staff Wellbeing grant in an amount not to exceed \$4,500, effective January 28, 2025 through September 30, 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a MALPH Local Health Department Staff Wellbeing grant for an amount not to exceed \$4,500, effective January 28, 2025 through September 30, 2025.

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 approved to form by the County Attorney.



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

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

**DATE:** January 28, 2025

**SUBJECT:** Authorization to accept Opioid Crisis Response Funding Award, and to enter into a Subaward and Business Associate Agreement (BAA) with Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI)

For the Meeting Agendas of February 19, and February 24, 2025

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept funding from the Ingham County Opioid Crisis Response Grant that was awarded in response to RFP #19-24 by Resolution #24-561, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136. ICHHD also wishes to enter into an Opioid Crisis Response subaward agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) for a period of twenty-four (24) months in an amount not to exceed \$77,718 for the purpose of implementing community-based solutions developed in response to Ingham County RFP #19-24. The activities connected to this subaward agreement will be in support of Ingham County Post Overdose Services and Jail-Based Opioid Response Services, and will be funded by the Ingham County Opioid Crisis Response Grant awarded to ICHHD through Resolution #24-561. Under the funding award noted in Resolution #24-561, ICHHD was approved for the implementation of a partnership with CMHA-CEI for a new 0.50 FTE Peer Recovery Coach position \$38,859 in Year 1 (calendar Year 2025) for the CMHA-CEI Peer Recovery Coach, and \$38,859 in Year 2 (calendar Year 2026), for a total subaward agreement of \$77,718. ICHHD also wishes to enter into a Business Associate Agreement (BAA) with CMHA-CEI for the purpose of client service coordination/case coordination activities among clients utilizing Ingham County Post Overdose Services and Jail-Based Opioid Response Services. In addition to the subaward agreement with CMH-CEI for \$77,718, ICHHD will use \$13,316 in Year 2 (calendar year 2026) to increase medical staff capacity at The Recovery Center, a medically monitored withdrawal and acute detox center located in Ingham County and operated by CMHA-CEI.

**ALTERNATIVES**

Choosing not to accept these funds and/or not entering into the sub-award agreement with CMHA-CEI would result in forfeiting critical opioid crisis response services to be made available to Ingham County residents.

**FINANCIAL IMPACT**

This agreement will be funded by Opioid Litigation Settlement Funds allocated to Ingham County through lawsuits against drug manufacturers and distributors involved in misrepresenting the addiction potential of pharmaceutical drugs which fueled the present-day opioid crisis, and then awarded to ICHHD through Ingham County RFP #19-24 (a competitive grant process).

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of providing access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County, specifically A.1.(w) Work to stem the epidemic of Opioid/Heroin related deaths and crime and overarching long-term objective of promoting accessible healthcare, and A.1.(e) Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

## **OTHER CONSIDERATIONS**

There are no other considerations.

## **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize ICHD to accept funding from the Ingham County Opioid Crisis Response Grant awarded in response to RFP #19-24 through Resolution #24-561, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136. I also respectfully recommend that the Ingham County Board of Commissioners authorize ICHD entering into an Opioid Crisis Response subaward agreement with CMHA-CEI effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$77,718 for the purpose of implementing community-based solutions developed in response to Ingham County RFP #19-24. This agreement will also include entering into a BAA with CMHA-CEI for the purpose of client service coordination/case coordination activities among clients utilizing Ingham County Post Overdose Services and Jail-Based Opioid Response Services.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPTAN OPIOID CRISIS RESPONSE FUNDING AWARD AND  
AUTHORIZE A SUBAWARD AGREEMENT AND BUSINESS ASSOCIATE AGREEMENT WITH  
COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM  
COUNTIES**

WHEREAS, Ingham County Health Department (ICHHD) wishes to accept funding from the Ingham County Opioid Crisis Response Grant that was awarded in response to RFP #19-24 through Resolution #24-561, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136; and

WHEREAS, ICHHD also wishes to enter into an Opioid Crisis Response subaward agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) for twenty-four (24) months in an amount not to exceed \$77,718 for the purpose of implementing community-based solutions developed in response to Ingham County RFP #19-24; and

WHEREAS, this sub-award agreement will be effective January 1, 2025 to December 31, 2026, and the activities connected to this subaward agreement will be in support of Ingham County Post Overdose Services and Jail-Based Opioid Response Services and will be funded by the Ingham County Opioid Crisis Response Grant awarded to ICHHD through Resolution #24-561; and

WHEREAS, under the funding award noted in Resolution #24-561, ICHHD was approved for the implementation of a partnership with CMHA-CEI for a new 0.50 FTE Peer Recovery Coach position totaling \$38,859 in Year 1 and totaling \$38,859 for the CMHA-CEI Peer Recovery Coach in Year 2 (calendar Year 2026), for a total subaward agreement of \$77,718; and

WHEREAS, ICHHD also wishes to enter into a Business Associate Agreement (BAA) with CMHA-CEI for the purpose of client service coordination/case coordination activities among clients utilizing Ingham County Post Overdose Services and Jail-Based Opioid Response Services; and

WHEREAS, in addition to the subaward agreement with CMH-CEI for \$77,718, ICHHD will use \$13,316 in Year 2 (calendar year 2026) to increase medical staff capacity at The Recovery Center, a medically monitored withdrawal and acute detox center located in Ingham County and operated by CMHA-CEI; and

WHEREAS, by not accepting these funds and/or not entering into the sub-award agreement with CMHA-CEI, ICHHD will forfeit critical opioid crisis response services that would otherwise be made available to Ingham County residents; and

WHEREAS, this agreement will be funded by Opioid Litigation Settlement Funds allocated to Ingham County through lawsuits against drug manufacturers and distributors involved in misrepresenting the addiction potential of pharmaceutical drugs which fueled the present-day opioid crisis, and then awarded to ICHHD through Ingham County RFP #19-24 (a competitive grant process); and

WHEREAS, this resolution supports the overarching long-term objective of providing access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County, specifically A.1.(w) work to stem the epidemic of Opioid/Heroin related deaths and crime and overarching long-term objective of promoting accessible healthcare, and A.1(e) expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize accept funding from the Ingham County Opioid Crisis Response Grant awarded in response to RFP #19-24, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136.

THEREFORE IT BE RESOLVED, that based on the information presented, the Ingham County Board of Commissioners authorizes the acceptance funding from the Ingham County Opioid Crisis Response Grant that was awarded in response to RFP #19-24 by Resolution #24-561, effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$100,136.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD entering into an Opioid Crisis Response subaward agreement with CMHA-CEI effective January 1, 2025 through December 31, 2026 in an amount not to exceed \$77,718, and entering into a BAA with CMHA-CEI for the purpose of client service coordination/case coordination activities among clients utilizing Ingham County Post Overdose Services and Jail-Based Opioid Response Services.

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

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

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

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

**DATE:** January 28, 2025

**SUBJECT:** Authorization to Authorize an Agreement with Passageways, Inc.  
For the Meeting Agendas of February 19 and February 24, 2025

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription, effective on approval in an amount not to exceed \$6,000. OnBoard is a board management software that specializes in services for governing boards. This platform will allow staff to better manage the CHC Board of Directors by allowing us to build and post agendas, packets, and minutes into the platform. OnBoard also integrates meeting notifications, surveys, and communication directly to the Board members. This is the last step in a long-planned move of the board to electronic communications with real-time updates and offers improved efficiency and reduced time to create and distribute packets. Additionally, the platform offers improved document security. ICHD evaluated multiple products and identified the best price by working through member pricing available through the Michigan Primary Care Association (MPCA).

**ALTERNATIVES**

If we do not enter into this agreement, we will not be able to increase our Board efficiencies.

**FINANCIAL IMPACT**

The cost of this one-year agreement subscription is \$5,500 with a one-time installation fee of \$500.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription in an amount not to exceed \$6,000, effective upon approval.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PASSAGEWAYS, INC.**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription, effective on approval in an amount not to exceed \$6,000; and

WHEREAS, OnBoard is a board management software that specializes in services for governing boards; and

WHEREAS, this platform will allow staff to better manage the CHC Board of Directors by allowing us to build and post agendas, packets, and minutes into the platform; and

WHEREAS, OnBoard also integrates meeting notifications, surveys, and communication directly to the Board members; and

WHEREAS, this is the last step in a long-planned move of the board to electronic communications with real-time updates and offers improved efficiency and reduced time to create and distribute packets; and

WHEREAS, the platform offers improved document security; and

WHEREAS, ICHHD evaluated multiple products and identified the best price by working through member pricing available through the Michigan Primary Care Association (MPCA); and

WHEREAS, the cost of this one-year agreement subscription is \$5,500 with a one-time installation fee of \$500; for a total amount of \$6,000; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription in an amount not to exceed \$6,000, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Passageways, Inc. to purchase a one-year OnBoard subscription in an amount not to exceed \$6,000, effective upon approval.

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

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

TO: Board of Commissioners' Human Services and Finance Committees

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

DATE: January 28, 2025

SUBJECT: Authorization for an Agreement with BDP and Associates

For the Meeting Agendas of February 19 and February 24, 2025

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with BDP and Associates in an amount not to exceed \$24,800 to develop an evaluation plan framework for ICHD. This evaluation plan will be used to assess the effectiveness, quality, and performance of various systems, processes, and services. BDP & Associates will develop a systematic overarching evaluation plan framework that will serve to enhance capacity to inform opportunities for change/improvement, identify and set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population. This agreement will be effective March 1, 2025 through September 30, 2025.

**ALTERNATIVES**

Choosing not to enter into this agreement could limit ICHD ability to gain insights through a comprehensive evaluation which can enhance understanding of ICHD's programs & interventions, foster innovation, and advance practice-based community-driven solutions.

**FINANCIAL IMPACT**

Funding for the Building Public Health Foundational Capacity Through Evaluation Project will support the development of an evaluation plan will be provided by Public Health Infrastructure Grant (PHIG) Fund #22160060-01041.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize an agreement with BDP and Associates, effective March 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BDP AND ASSOCIATES**

WHEREAS, Ingham County Health Department (ICHHD) wishes to enter into an agreement with BDP and Associates in an amount not to exceed \$24,800 to develop a comprehensive evaluation plan designed to enhance understanding of ICHHDs' programs & interventions, foster innovation, and advance practice-based community-driven solutions; and

WHEREAS, the Evaluation Project will enhance capacity to inform opportunities for change and improvement, identify & set strategic direction, measure impact/outcomes related to deployment of resources, and advance equity to effectively and efficiently improve the health of the population; and

WHEREAS, BDP and Associates will provide an evaluator who will develop a systematic overarching evaluation plan that will enhance capacity to inform opportunities for change and improvement; and

WHEREAS, this agreement will be effective March 1, 2025 through September 30, 2025; and

WHEREAS, funding for the Evaluation Plan framework will be provided by Public Health Infrastructure Grant Fund #22160060-01041; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with BDP and Associates, effective March 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with BDP and Associates, effective March 1, 2025 through September 30, 2025 in an amount not to exceed \$24,800 to develop a comprehensive evaluation plan designed to enhance understanding of ICHHDs' programs & interventions, foster innovation, and advance practice-based community-driven solutions.

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 the necessary contract documents on behalf of the County after approval as to form by the County Attorney.



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

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

**DATE:** January 28, 2025

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

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to create a .50 FTE Program Specialist position within the Maternal and Child Health (MCH) Division. This role will provide support to programmatic efforts within the Division, which serves pregnant and parenting families, as well as infants and children. The ICEA County Professional Union has been notified and has confirmed support of the creation of a new position. Funding for this role will be supported by the Local Maternal and Child Health Block Grant (LMCH), a grant received annually from the Michigan Department of Health and Human Services (MDHHS). The .50 FTE (ICEA County Professional Grade 5) Program Specialist's salary will range from \$25.4038 to \$30.505 per hour for an annual amount of \$31,730.40 per year.

**ALTERNATIVES**

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

**FINANCIAL IMPACT**

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

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the creation of a .50 FTE Program Specialist position within the MCH Division. The .50 FTE (ICEA County Professional Grade 5) Program Specialist's salary will range from \$25.4038 to \$30.505 per hour for an annual amount of \$31,730.40 per year.

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

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

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

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

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

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

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

We are in agreement. Thank you.

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

Desiree,

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

Please let me know if you have any questions.

Joan

## Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

## Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

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

## **INGHAM COUNTY JOB DESCRIPTION PROGRAM SPECIALIST - HEALTH**

### **General Summary:**

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

### **Essential Functions:**

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

### **Other Functions:**

10. None listed.

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

*all of the tasks which the employees may be expected to perform.)*

## **Employment Qualifications:**

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

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

## **Other Requirements:**

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

## **Physical Requirements:**

Ability to travel throughout the County.

Ability to access office files.

Lifts and transports materials and equipment.

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

## **Working Conditions:**

Works in office conditions and travels throughout the County to attend meetings.

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

## Position Costs Analysis

### ICEA CO Prof Grade 5/Step 1 .5 FTE

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CREATE A PART-TIME PROGRAM SPECIALIST POSITION**

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

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

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

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

WHEREAS, the .50 FTE Program Specialist's salary, (an ICEA County Professional Grade 5) will range from \$25.4038 to \$30.505 per hour with a total annual amount of \$31,730.40 per year; and

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

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

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

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

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

BE IT FURTHER RESOLVED, that the .50 FTE Program Specialist will be an ICEA County Professional Grade 5 with a salary range of \$25.4038 to \$30.505 per hour for an annual amount of \$31,730.40 per year.

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

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

**TO:** Board of Commissioners' Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** January 27, 2025  
**SUBJECT:** Authorization for an Agreement for the Region 7 Perinatal Quality Collaborative  
For the Meeting Agendas of February 19, and February 24, 2025

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with UnoDeuce Multimedia to produce a full service video project on safe sleep and child birth education designed to support community-led efforts for improving disparate birthing outcomes and ensuring healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350. ICHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative. This regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. In order to fund this collaborative work, MDHHS has given ICHD funds through the FY 24-25 Comprehensive Agreement authorized through Resolution #24-452.

**ALTERNATIVES**

Choosing not to enter into this agreement could result in a gap in critical services provided through this funding.

**FINANCIAL IMPACT**

All costs associated with this agreement have been included in the Health Department's FY24-25 General Operating budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with UnoDeuce Multimedia to produce a full-service video project on safe sleep and child birth education designed to support community-led efforts to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350.



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UNODEUCE MULTIMEDIA FOR THE REGION 7 PERINATAL QUALITY COLLABORATIVE**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with UnoDeuce Multimedia to produce a full service video project on safe sleep and child birth education designed to support community-led efforts for improving disparate birthing outcomes and ensuring healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350; and

WHEREAS, ICHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Quality Collaborative; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, in order to fund this collaborative work, MDHHS has given ICHD funds through the FY 24-25 Comprehensive Agreement authorized by Resolution #24-452; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with UnoDeuce Multimedia to produce a full service video project designed to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with UnoDeuce Multimedia to produce a full service video project designed to improve disparate birthing outcomes and ensure healthy births, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$11,350.

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

**TO:** Board of Commissioners' Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** January 27, 2025  
**SUBJECT:** Authorization for an Agreement with Sparrow Hospital for the Region 7 Perinatal Collaborative  
For the Meeting Agendas of February 19, and February 24, 2025

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with University of Michigan-Sparrow in an amount not to exceed \$20,000 in order to enable University of Michigan-Sparrow to carry out a quality improvement project effective October 1, 2024 through September 30, 2025. This quality improvement project will expand awareness of urgent maternal warning signs in the prenatal and postpartum periods to improve the care of cardiac conditions which is one of the top causes of pregnancy-related mortality. ICHHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Collaborative. This regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties. In order to fund this collaborative work, MDHHS has given ICHHD funding through the FY 24-25 Comprehensive Agreement authorized through Resolution #24-452.

**ALTERNATIVES**

Choosing not to enter into this agreement could result in a gap in critical services provided through this funding.

**FINANCIAL IMPACT**

All costs associated with this agreement have been included in the FY24-25 General Operating budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with University of Michigan-Sparrow to enable University of Michigan-Sparrow to carry out a pregnancy-related mortality quality improvement project, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$20,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UNIVERSITY OF MICHIGAN-SPARROW FOR THE REGION 7 PERINATAL COLLABORATIVE**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with University of Michigan-Sparrow in an amount not to exceed \$20,000 in order to enable University of Michigan-Sparrow to carry out an infant and maternal mortality quality improvement project effective October 1, 2024 through September 30, 2025; and

WHEREAS, this quality improvement project will expand awareness of urgent maternal warning signs in the prenatal and postpartum periods to improve the care of cardiac conditions which is one of the top causes of pregnancy-related mortality; and

WHEREAS, ICHD has partnered with the Michigan Department of Health and Human Services (MDHHS) to be the fiduciary for the Region 7 Perinatal Collaborative; and

WHEREAS, this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties; and

WHEREAS, to fund this collaborative work, MDHHS has given ICHD funding through the FY 24-25 Comprehensive Agreement authorized through Resolution #24-452; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with University of Michigan-Sparrow for an infant and maternal mortality quality improvement project, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$20,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with University of Michigan-Sparrow for an infant and maternal mortality quality improvement project, effective October 1, 2024 through September 30, 2025 in an amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, that this quality improvement project will expand awareness of urgent maternal warning signs in the prenatal and postpartum periods to improve the care of cardiac conditions which is one of the top causes of pregnancy-related mortality.

BE IT FURTHER RESOLVED, that this regional collaborative focuses on reducing infant and maternal mortality rates in Ingham, Eaton, and Clinton Counties.

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

**TO:** Board of Commissioner’s Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** January 28, 2025  
**SUBJECT:** Authorization to Renew Agreement with Evidian

For the meeting agendas of February 19, and February 24, 2025

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**BACKGROUND**

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to renew an agreement with Evidian in accordance with Resolution #24-056 for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for an annual amount not to exceed \$22,653. Evidian provides an analytics program entitled Clinical Health Outcomes Reporting & Utilization Service (CHORUS) and Ryan White Data Service (RWDS) exports electronic health record (EHR) data, interprets and classifies medical data in the EHR to deliver disease management to HIV providers, and delivers population reporting and more. Evidian continues to help ICHD’s CHCs improve data accuracy, patient care delivery, and reduce clerical errors. This agreement will continue to allow Evidian to integrate data from ICHD’s EHRs to a secured, federal clinical data system for patients in the Ryan White Program.

**ALTERNATIVES**

If we choose not to renew this agreement, we will not be able to utilize the valuable data services Evidian provides.

**FINANCIAL IMPACT**

The total cost of this agreement will be a total cost of \$45,306 and will be covered by HIV Care Coordination funding.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering an agreement with Evidian in accordance with Resolution #24-056, for data analytic services specific to HIV disease management, October 1, 2024 through September 30, 2026 for a total amount not to exceed \$45,306.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT RENEWAL WITH EPIVIDIAN  
FOR HIV DISEASE MANAGEMENT**

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to authorize renewing an agreement with Evidian in accordance with Resolution #24-056 for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for an annual amount not to exceed \$22,653; and

WHEREAS, Evidian provides an analytics program entitled Clinical Health Outcomes Reporting & Utilization Service (CHORUS) and Ryan White Data Service (RWDS); and

WHEREAS, CHORUS exports electronic health record (EHR) data, interprets, and classifies medical data in the EHR to deliver disease management to HIV providers and delivers population reporting and more; and

WHEREAS, Evidian continues to help ICHD's CHCs improve data accuracy, patient care delivery, and reduce clerical errors; and

WHEREAS, this agreement will allow Evidian to continue to integrate data from ICHD's EHRs to a secured, federal clinical data system for patients in the Ryan White Program; and

WHEREAS, the total cost of this agreement will be \$45,306 and will be covered by HIV Care Coordination funding; and

WHEREAS, the Ingham CHC Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize an agreement with Evidian for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for a total amount not to exceed \$45,306.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Evidian for data analytic services specific to HIV disease management, effective October 1, 2024 through September 30, 2026 for a total amount not to exceed \$45,306.

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

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

**TO:** Board of Commissioners’ Human Services and Finance Committees  
**FROM:** Adenike Shoyinka, MD, MPH, Medical Health Officer  
**DATE:** January 28, 2025  
**SUBJECT:** Authorization to Amend FY25 SUD Prevention Contract with Mid-State Health Network and Amend Resolutions #24-497 and #24-543

For the Meeting Agendas of February 19, and February 24, 2025

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend the FY25 Substance Use Disorder (SUD) Prevention contract between ICHD and Mid-State Health Network by increasing the total amount by \$20,000 to be paid to ICHD by the Mid-State Health Network (MSHN). This will amend the total FY25 SUD Prevention Services contract amount noted in Resolution #24-297, from \$136,523 to \$156,523. The MSHN Board of Directors has approved this increase and the contract administrator has sent ICHD a signed contract amendment denoting this increase. This amendment will be effective October 1, 2024, which requires an authorized signature from Ingham County.

ICHD also wishes to amend Resolution #24-543, which erroneously noted that the approved FY25 MSHN SUD Treatment contract budget included \$20,000 for renewing the contract with Piper & Gold Public Relations for community-driven harm reduction messaging and resources. In November 2025, ICHD staff discovered that a formula error in the FY25 SUD Treatment contract budget worksheet caused the \$20,000 for Harm Reduction Community Education, to be excluded from the FY25 SUD Treatment approved contract amount. Upon contacting MSHN staff to request a contract an amendment to increase the FY25 SUD Treatment contract budget by \$20,000 to correct for the formula error, MSHN staff recommended the \$20,000 increase to the MSHN Board of Directors, who approved the increase as an amendment to the ICHD FY24 SUD Prevention Contract. Therefore, ICHD requests that the third clause in Resolution #24-543 be amended to replace the word “Treatment” with the word “Prevention”:

WHEREAS, the approved FY25 MSHN SUD Prevention contract budget with ICHD includes \$20,000 for renewing the contract with Piper & Gold Public Relations to continue engaging Piper & Gold Public Relations in developing community-driven harm reduction messaging and resources; and

**ALTERNATIVES**

Choosing not to approve the FY25 SUD Prevention contract amendment would forfeit the \$20,000 being provided by MSHN for FY25 Harm Reduction Community Education efforts.

**FINANCIAL IMPACT**

The contract amendment will increase the FY25 SUD Prevention contract amount by \$20,000, which will increase the total FY25 SUD Prevention contract amount from \$136,523 to \$156,523. The contract renewal with Piper & Gold for Harm Reduction Community Education in the amount of \$20,000 will be paid by ICHD from the FY25 Mid-State Health Network SUD Prevention funds.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of providing access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County, specifically A.1.(w) Work to stem the epidemic of Opioid/Heroin related deaths and crime and overarching long-term

objective of promoting accessible healthcare, and A.1(e) Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending the FY25 SUD Prevention contract between ICHD and Mid-State Health Network by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000, increasing the total FY25 contract amount noted in Resolution #24-297 from \$136,523 to \$156,523, effective October 1, 2024 through September 30, 2025. I also respectfully recommend that the Ingham County Board of Commissioners authorize amending the third clause in Resolution #24-543 by replacing the word “Treatment” with the word “Prevention” to note the correct funding source for FY25 Harm Reduction Community Education efforts.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #24-543 AUTHORIZING WITH MID-STATE HEALTH NETWORK**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the FY25 Substance Use Disorder (SUD) Prevention contract between ICHD and Mid-State Health Network (MSHN) by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000; and

WHEREAS, this will amend the total FY25 SUD Prevention Services contract amount noted in Resolution #24-297 from \$136,523 to \$156,523; and

WHEREAS, the MSHN Board of Directors has approved this increase and the contract administrator has sent ICHD a signed contract amendment noting this increase, with an effective date of October 1, 2024, which requires authorized signature from Ingham County; and

WHEREAS, ICHD also wishes to amend Resolution #24-543, which erroneously noted that the approved FY25 MSHN SUD Treatment contract budget with ICHD included \$20,000 for renewing the contract with Piper & Gold Public Relations for community-driven harm reduction messaging and resources; and

WHEREAS, in November 2025, ICHD staff discovered that a formula error in the FY25 SUD Treatment contract budget worksheet which caused the \$20,000 for Harm Reduction Community Education to be excluded from the FY25 SUD Treatment contract approved contract amount; and

WHEREAS, upon contacting MSHN to request a contract amendment to increase the FY25 SUD Treatment contract budget by \$20,000 to correct for the formula error, MSHN staff recommended the \$20,000 increase to the MSHN Board of Directors, who approved the increase as an amendment to the ICHD FY24 SUD Prevention Contract; and

WHEREAS, ICHD requests that the third clause in Resolution #24-543 be amended by replacing the word "Treatment" with the word "Prevention" to note the correct funding source for FY25 Harm Reduction Community Education efforts; and

WHEREAS, by choosing not to approve the FY25 SUD Prevention contract amendment would forfeit the \$20,000 being provided by MSHN for FY25 Harm Reduction Community Education efforts; and

WHEREAS, the contract amendment will increase the FY25 SUD Prevention contract amount by \$20,000, which will increase the total FY25 SUD Prevention contract amount from \$136,523 to \$156,523; and

WHEREAS, the contract renewal with Piper & Gold for Harm Reduction Community Education in the amount of \$20,000 will be paid by ICHD from the FY25 MSHN SUD Prevention funds; and

WHEREAS, this resolution supports the overarching long-term objective of providing access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County, specifically A.1.(w) Work to stem the epidemic of Opioid/Heroin related deaths and crime and overarching long-term objective of promoting accessible healthcare, and A.1(e) Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured; and



WHEREAS, based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amendment the FY25 SUD Prevention contract between ICHD and MSHN by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000, increasing the total FY25 contract amount noted in resolution #24-297 from \$136,523 to \$156,523, effective October 1, 2024 through September 30, 2025; and

WHEREAS, based on the information presented, I also respectfully recommend that the Ingham County Board of Commissioners amend the third clause in Resolution #24-543 by replacing the word “Treatment” with the word “Prevention” to note the correct funding source for FY25 Harm Reduction Community Education efforts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes amendment the FY25 SUD Prevention contract between ICHD and MSHN by increasing the total amount to be paid to ICHD by MSHN under this contract by \$20,000, increasing the total FY25 contract amount noted in Resolution #24-297 from \$136,523 to \$156,523, effective October 1, 2024 through September 30, 2025.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also amends the third clause in Resolution #24-543 by replacing the word “Treatment” with the word “Prevention” to note the correct funding source for FY25 Harm Reduction Community Education efforts.

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.

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

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

**DATE:** January 28, 2025

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

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to create a Special Part-Time (SPT) Program Specialist position within the Maternal and Child Health (MCH) Division. This role will provide support to programmatic efforts within the Division, which serves pregnant and parenting families, as well as infants and children. The ICEA County Professional union has been notified and has confirmed support of the creation of a new position. Funding for this role will be supported by the Region 7 Perinatal Quality Collaborative (PQC), an initiative of the Michigan Department of Health and Human Services (MDHHS). The SPT Program Specialist, will be ICEA County Professional Grade 5 with a salary range of \$25.4038 to \$30.505 per hour for an annual amount of \$31,730.40 per year.

**ALTERNATIVES**

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

**FINANCIAL IMPACT**

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

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the creation of a Special Part-Time (SPT) Program Specialist position within the MCH Division. The SPT Program Specialist, an ICEA County Professional Grade 5 will have a salary range of \$25.4038 to \$30.505 per hour for an annual amount of \$31,730.40 per year.

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

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

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

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

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

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

**From:** Lisa Chambers <[LChambers@ingham.org](mailto:LChambers@ingham.org)>

**Sent:** Tuesday, January 28, 2025 5:04 PM

**To:** Elisabeth Bliesener <[EBliesener@ingham.org](mailto:EBliesener@ingham.org)>; Carmina Merz <[CMerz@ingham.org](mailto:CMerz@ingham.org)>; Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>

**Cc:** Karen Bowen <[KBowen@ingham.org](mailto:KBowen@ingham.org)>; Sue Graham <[SGraham@ingham.org](mailto:SGraham@ingham.org)>; Renee Bockes <[RBockes@ingham.org](mailto:RBockes@ingham.org)>; Sally Meyer <[SMeyer@ingham.org](mailto:SMeyer@ingham.org)>

**Subject:** FW: creation of a SPT Position

Hi Beth,

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

Thanks for your help,

Lisa Chambers, MSW  
Maternal and Child Health Division Supervisor  
Ingham County Health Department  
517-272-4122/ [Lchambers@ingham.org](mailto:Lchambers@ingham.org)

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

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**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>

**Sent:** Tuesday, January 28, 2025 2:15 PM

**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>

**Cc:** Lisa Chambers <[LChambers@ingham.org](mailto:LChambers@ingham.org)>

**Subject:** RE: creation of a SPT Position

The union is in agreement.

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>

**Sent:** Tuesday, January 28, 2025 1:55 PM

**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>

**Cc:** Lisa Chambers <[LChambers@ingham.org](mailto:LChambers@ingham.org)>

**Subject:** creation of a SPT Position

Desiree,

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

Let me know if you have any questions.

Joan

**Joan Clous MPA, SHRM-CP**

Human Resources Specialist – Labor & Employee Relations

**Ingham County**

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

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## **INGHAM COUNTY JOB DESCRIPTION PROGRAM SPECIALIST - HEALTH**

### **General Summary:**

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

### **Essential Functions:**

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

### **Other Functions:**

10. None listed.

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

### **Employment Qualifications:**

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

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

**Other Requirements:**

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

**Physical Requirements:**

Ability to travel throughout the County.

Ability to access office files.

Lifts and transports materials and equipment.

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

**Working Conditions:**

Works in office conditions and travels throughout the County to attend meetings.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CREATE A SPECIAL PART-TIME PROGRAM SPECIALIST POSITION**

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

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

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

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

WHEREAS, the SPT Program Specialist will be an ICEA County Professional Grade 5 with a 2025 salary range of \$25.4038 to \$30.505 per hour for an annual amount of \$31,730.40 per year; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize creating a SPT Program Specialist position to support the programmatic efforts within the MCH Division effective upon approval in an annual amount of \$31,730.40 per year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creating a Special Part-Time Program Specialist position to support the programmatic efforts within the MCH Division effective upon approval in an annual amount of \$31,730.40 per year.

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

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

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

BE IT FURTHER RESOLVED, that the SPT Program Specialist will be an ICEA County Professional Grade 5 with a 2025 salary range of \$25.4038 to \$30.505 per hour for an annual amount of \$31,730.40 per year.

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

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