

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
EMILY STIVERS, CHAIR  
VICTOR CELENTINO  
MARK GREBNER  
RYAN SEBOLT  
DERRELL SLAUGHTER  
ROBERT PEÑA  
ROBIN NAEYAERT

## INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 2, 2021 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

### Agenda

Call to Order

Approval of the [October 19, 2021 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation [Easement Deeds](#) on Launstein/Boyko #1, #2, and Hewitt Properties
2. Prosecuting Attorney's Office – Authorization to Start an [Assistant Prosecuting Attorney](#) Above Step 3
3. Innovation and Technology Department
  - a. Resolution to Approve Renewal of Support from [Core Technology](#)
  - b. Resolution to Approve the Purchase of Consulting Hours from [Sentinel Technologies](#)
4. Road Department – Resolution to Authorize an Extension of RFP #21-150 with [Yellow Rose Transport](#) for the 2022 Seasonal Requirement of 29A and 3/8's #4 Blast Furnace Slag
5. Health Department
  - a. Resolution to Convert Position #601537 from a CHC Accountant to a [Finance & Grant Analyst](#) Position
  - b. Resolution to Reclassify the [Clinical Services Manager](#) Position
6. Health Department/Sheriff's Office
  - a. [Jail Medical Update](#) (*Discussion*)
  - b. Resolution to Authorize Additional Funding for [Recruiting](#) Expenses Associated with Jail Medical Positions
  - c. Resolution to Authorize Market Salary Exception Increases for Jail Nurse and [Jail Nurse/LPN](#) Positions
7. Human Resources – Resolution to Approve UAW TOPS Unit Medical Assistant [Reclassification](#) Requests

8. Controller's Office
  - a. Testing Policy Effectiveness Update (*Discussion*)
  - b. Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE  
October 19, 2021  
Draft Minutes

Members Present: Stivers, Celentino, Grebner, Peña, Sebolt, and Slaughter.

Members Absent: Naeyaert.

Others Present: Becky Bennett, LaShawn Erby, Sue Graham, Kelly Jones, Derrick Knox Jr., Jennifer McNeely, Joe McDonald, Alexander Rusek, Gregg Todd, Kris Wisniewski, Mary Konieczny, and others.

The meeting was called to order by Chairperson Stivers at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the October 5, 2021 Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE OCTOBER 5, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Naeyaert.

Additions to the Agenda

Late –

6. Human Resources
  - d. Authorization to Start an ICEA Pro Employee above Step 2

Limited Public Comment

Kelly Jones, Road Department Interim Director, stated she wanted to introduce herself after being appointed as the Interim Director by the Board of Commissioners. She further stated she looked forward to working with everyone while working in the Interim Director role.

Kris Wisniewski, Metro-Lansing Poor People's Campaign member, stated he encouraged the support of Agenda Item 7b. He further stated the Poor People's Campaign was in the process of finalizing the acquisition of the Otto Middle School in order to create a Community Center that benefitted Black, Indigenous, People of Color, and the low-income communities within the Lansing area.

Mr. Wisniewski stated the apprenticeship program would be housed at the new Community Center. He further stated he urged the County Services Committee to support the \$500,000 request that was submitted.

Jennifer McNeely, Ingham County Employee, stated she appreciated the ability to provide public comment on Zoom. She further stated she had additional questions regarding the COVID-19 Vaccination and Testing Policy.

Ms. McNeely stated she wanted to know if reports regarding vaccination rates would become available, and how offices that were exempt factored into the reports. She further stated she wanted clarification on the reevaluation time period for the COVID-19 Vaccination and Testing Policy.

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

2. Lansing Economic Area Partnership – Resolution to Authorize a Contract with Capital Consultants, Inc. for State Community Development Block Grant Site Readiness Preliminary Engineering Services
3. Fairgrounds – Resolution to Reclassify Fair Secretary Position to Administrative Assistant
4. Innovation & Technology Department
  - a. Resolution to Approve the Purchase of Additional Backup Storage from Sentinel
  - b. Resolution to Approve the Invoice for Renewing CourtView Support Services
5. Road Department
  - a. Resolution to Amend an Engineering Design Services Contract with RS Engineering, LLC for the Waverly Road Bridge over Grand River (SN 3871)
  - b. Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades, Wing Plow Blades, and Wing Plow Shoes
  - c. Resolution Honoring William Conklin
6. Human Resources
  - a. Authorization to Start a Financial Services Accountant at Step 3 of the ICEA County Professionals Wage Schedule
  - b. Resolution to Approve Generic Service Credit Purchase for County Employee: Chadwick Phillips
  - c. Resolution to Approve Ingham County Employees’ Association – Professional County Employees Unit Reclassification Requests
  - d. Authorization to Start an ICEA Pro Employee above Step 2
8. Board of Commissioners – Resolution Congratulating the Ingham County Historical Commission on the Event of Their 50th Anniversary

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

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

1. Housing Trust Fund Committee – Interviews

Alexander Rusek interviewed for a position on the Housing Trust Fund Committee.

Joe McDonald interviewed for a position on the Housing Trust Fund Committee.

7. Controller's Office

a. Resolution to Amend the COVID-19 Testing Policy

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Gregg Todd, Ingham County Controller, stated the amendments included a date change for the vaccination deadline. He further stated the deadline changed from October 15, 2021 to November 1, 2021 in order to provide additional time to implement the COVID-19 Testing Policy.

Mr. Todd stated input from bargaining units had been included in the COVID-19 Testing Policy amendments. He further stated Sparrow would provide at-home testing kits for employees that were on a 24-hour time schedule, as that was a concern among some departments.

Mr. Todd stated adherence to the COVID-19 Testing Policy was no longer a condition of employment. He further stated disciplinary action would be taken instead of termination of an employee that failed to adhere to the COVID-19 Testing Policy.

Commissioner Peña asked Mr. Todd for information on the documentation of visitors for the purpose of contact tracing.

Mr. Todd stated the County staff had not collected contact information to assist with contact tracing. He further stated the County would not be contacted unless a test was positive, and the Health Department would then handle communications and contact tracing.

Commissioner Peña stated, for the record, he attended two functions within the City of Lansing that requested contact information in order to assist with the contact tracing process.

Commissioner Grebner asked Mr. Todd for the COVID-19 Testing Policy expiration date.

Mr. Todd stated the COVID-19 Testing Policy expired in six months, as listed in the resolution. He further stated that was related to one of the questions asked by Ms. McNeely during public comment.

Commissioner Sebolt asked Mr. Todd if disciplinary action would be increased with continued failure to comply with the COVID-19 Testing Policy.

Mr. Todd stated yes.

Chairperson Stivers asked Mr. Todd what percent of eligible employees had already reported their vaccination information.

Mr. Todd stated approximately 500 of the 1,200 employees that were eligible to submit vaccine information had already entered their information through the Vaccination Portal. He further stated he estimated approximately one-third of eligible employees were not vaccinated, so there was more work to be done in order to ensure all vaccinated employees reported their vaccine information.

**Chairperson Stivers requested a Vaccination Portal status report be provided at each County Services Meeting.**

Chairperson Stivers asked Mr. Todd how offices that were exempt factored into the reports.

Mr. Todd stated the Court employees were excluded from the data, as both Circuit and District Courts did not participate in the COVID-19 Testing Policy.

Commissioner Slaughter asked Mr. Todd if the COVID-19 Testing Policy included a booster requirement.

Mr. Todd stated the COVID-19 Testing Policy did not currently include a booster requirement. He further stated the COVID-19 Testing Policy followed the CDC guidelines, and provided an option for employees to input information upon the completion of a third-dose.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

7. Controller's Office

- b. Resolution to Utilize American Rescue Plan Funds to Fund an Apprenticeship Program through Opportunity Knox Professional Apprenticeship Program

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated he researched the resolution in order to ensure it was not related to his daytime job. He further stated he had submitted questions for the Controller's Office, many of which had been diligently answered, and hoped to table the resolution until the next meeting.

Commissioner Grebner asked Mr. Todd if there were any time constraints for the resolution.

Mr. Todd stated there were no time constraints, as the outstanding questions needed answers from the State of Michigan.

Commissioner Grebner stated he supported tabling the resolution.

Commissioner Celentino asked Mr. Todd if he was able to secure answers to Commissioner Sebolt's outstanding questions before the next County Services Committee meeting.

Mr. Todd stated yes. He further stated 90% of the questions had already been answered.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. GREBNER, TO TABLE THE RESOLUTION.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

7. Controller's Office

c. Resolution Honoring Health Officer Linda Vail

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated he noticed an unfortunate pattern in the continuous need to reaffirm the Board of Commissioner's support of the work of health officers. He further stated the University of Michigan released a study that stated the COVID-19 virus was 62% more likely to spread in school districts without mask mandates, and appreciated Ms. Vail's steadfast decision to stick to science.

Chairperson Stivers stated she had requested this resolution in order to continue to express the continued solidarity and support for Ms. Vail given the incredible amounts of stress and harassment that she had endured.

Commissioner Sebolt stated he felt a sense of obligation to support Ms. Vail due to the pressure and stress caused by the COVID-19 pandemic. He further stated he regretted the fact that some members of the public felt the need to attack the smart decisions made by Ms. Vail.

Commissioner Peña stated he wanted to affirm the statements made by Commissioner Sebolt regarding mask mandates in schools. He further stated he recently visited Pattengill, which had a 100% mask adherence policy with much success and minimal outbreaks.

Chairperson Stivers stated she corroborated the statements made by Commissioners Peña and Sebolt, and provided an example of how Haslett Public Schools recently handled exposure information in her son's classroom. She further stated her thanks to the school and teachers, as masks worked and prevented the spread of the COVID-19 virus.

Commissioner Celentino stated he wanted to provide his input as a teacher. He further stated there were little to no outbreaks in the school, and commended the students at Sexton High School for their efforts.

Commissioner Celentino stated he wished people knew that students understood and handled the mask mandates far better than adults. He further stated the students preferred wearing a mask over virtual learning.

Chairperson Stivers stated small kids understood the concept behind wearing a mask. She further stated her three-year-old child understood, and was even excited to pick out his mask for the day.

Chairperson Stivers stated she knew children had different abilities to comprehend the need for masks. She further stated it was important for adults to set a good example with positive behavior and positive attitudes regarding mask policies, and thanked Ms. Vail for her work.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

### Announcements

Commissioner Peña stated Texas Roadhouse was hosting an honorary Veteran's Day event, which ran from 9:30 a.m. to 10:30 a.m., and included a blessing from Reverend Eugene James, and a ribbon cutting ceremony. He further stated the event was followed by a parade at 10:40 a.m. and invited the Board of Commissioners to participate.

Chairperson Stivers stated it was her birthday.

### Public Comment

LaShawn Erby, Ingham County Resident, stated she spoke on behalf of Opportunity Knox, the Poor People's Campaign, and herself. She further stated she wanted to ensure all questions were answered and reminded the County Services Committee that the organizations responded to racism as a public health crisis.

Ms. Erby stated there was urgency in passing the resolution, as Poor People's Campaign was ready to provide equitable opportunities for people to secure sustainable incomes, and establish generational wealth. She further stated the Poor People's Campaign worked to establish businesses and generational wealth, and had volunteers and students that were excited and ready to help eradicate poverty.

Derrick Knox Jr., Opportunity Knox Executive Director, stated he wanted to echo the comments from Ms. Erby. He further stated that Ingham County was in a crisis when it came to racial equity and violence within Lansing City.

Mr. Knox stated at least 80% of the 900 people that were recruited and assisted over the past eight years had some type of past conviction. He further stated the supportive services provided by Opportunity Knox, Poor People's Campaign, and other community initiatives, included job training, job placement, and ongoing mentorship.

Mr. Knox stated there was a huge sense of urgency as it related to the people currently in the community, and many people saw the devastation that continued to happen within the community. He further stated the work and the resolution directly invested into communities and provided life changes for several hundreds, if not thousands, of people's lives.

Adjournment

The meeting was adjourned at 7:23 p.m.

**NOVEMBER 2, 2021 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

The Controller recommends approval of the following resolutions:

1. **Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Launstein/Boyko #1, #2, and Hewitt Properties**

This resolution authorizes the following conversation easements, with funding provided by the FOSB Board:

<b><u>Landowner Name</u></b>	<b><u>Acreage</u></b>	<b><u>Easement Value</u></b>	<b><u>Landowner Donation</u></b>
LAUNSTEIN/BOYKO #1	439.03	\$1,041,000	
LAUNSTEIN/BOYKO #2	196.28	\$ 486,000	
HEWITT	46	\$ 100,000	\$35,000

See memo for details.

2. **Prosecuting Attorney's Office – Authorization to Start an Assistant Prosecuting Attorney Above Step 3**

This approves a start at Step 5, ICEA-APA wage schedule for Ryan Painter.

See memo for details.

- 3a. **Innovation and Technology Department – Resolution to Approve Renewal of Support from Core Technology**

This resolution authorizes a contract renewal with Core Technology for Multibridge and Talon software used by the Sheriff's Office to provide access to LEIN data. Funding for the \$6,257 renewal will come from the Innovation and Technology Department's LOFT Fund #636-25820-932050.

See memo for details.

- 3b. **Innovation and Technology Department – Resolution to Approve the Purchase of Consulting Hours from Sentinel Technologies**

This resolution authorizes purchasing consulting hours from Sentinel Technologies to assist with a network configuration project to allow us to retire a software that has been rendered redundant now that our main connectivity software has been certified for use with Law Enforcement Information Network (LEIN) data.

Funding for the \$6,930 will come from the County's Network Consulting Fund #636-95800-802000.

See memo for details.

**4. Road Department – Resolution to Authorize an Extension of RFP #21-150 with Yellow Rose Transport for the 2022 Seasonal Requirement of 29A and 3/8's #4 Blast Furnace Slag**

This resolution authorizes an extension to the current contract with Yellow Rose Transport for the 2022 29A and 3/8 #4 blast furnace slag for the Road Department chip seal program.

Funding is available through the 2022 Road Department controllable expenditures.

See memo for details.

**5a. Health Department – Resolution to Convert Position #601537 from a CHC Accountant to a Finance & Grant Analyst Position**

This resolution authorizes the conversion of Position #601537 from a CHC Accountant to a Finance & Grant Analyst position. Both positions are ICEA Prof-07 positions, so there is no long-term financial impact resulting from this conversion.

See memo for details.

**5b. Health Department – Resolution to Reclassify the Clinical Services Manager Position**

This resolution reclassifies the Clinical Services Manager position. The Clinical Services Manager position is currently at an MC 11 (\$69,923.85 - \$83,930.39) and would be increased to an MC 12 (\$75,076.87 to \$90,111.79). The financial impact, of this reclassification, based on Step 5 is \$6,181.40, which will be covered by the Community Health Center's operating budget.

See memo for details.

**6b. Health Department/Sheriff's Office – Resolution to Authorize Additional Funding for Recruiting Expenses Associated with Jail Medical Positions**

This resolution will authorize an appropriation of up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses. Recruiting Ingham County Jail Medical Staff has been continuously difficult and employers nation-wide are competing to hire from a limited pool of available and qualified medical staff. The Sheriff's Office, the Health Department, and the Human Resources Department are working to develop a recruitment plan for these specialized positions. This appropriation will make funding available for that purpose.

See memo for details.

**6c. Health Department/Sheriff's Office – Resolution to Authorize Market Salary Exception Increases for Jail Nurse and Jail Nurse/LPN Positions**

This resolution will authorize the following recommended pay scale adjustments to achieve target market salaries for these two position classifications, effective the first full pay period following approval of this resolution:

<b>Position (Title)</b>	<b>Current Classification/ Grade</b>	<b>Salary Max (Step 5)</b>	<b>Current Classification/ Grade/Pay Rate</b>	<b>Salary Max (step 5)</b>	<b>Difference</b>
<b>Jail Nurse (5 positions)</b>	<b>ICEA PRO8</b>	<b>\$70,997</b>	<b>ICEA PRO8 + 8%</b>	<b>\$76,677</b>	<b>\$5,650</b>
<b>Jail Nurse/LPN (1 position)</b>	<b>UAW/G</b>	<b>\$47,848</b>	<b>UAW/I</b>	<b>\$53,591</b>	<b>\$5,743</b>

This resolution will increase the rate of pay of the five Jail Nurse positions by 8%. This will be in addition to the reclassification of the positions approved by Resolution #20-128, which resulted in a wage increase of 11.7% at that time. This resolution will also change the classification of the Jail Nurse/LPN position from a UAW/G to a UAW/I, resulting in a wage increase of 12.0%. The long-term cost of these increases (wages and fringes) will be \$47,245.

See memo for details.

**7. Human Resources – Resolution to Approve UAW TOPS Unit Medical Assistant Reclassification Requests**

This resolution approves the reclassification of UAW TOPS Unit Medical Assistants from UAW Salary Scale D to UAW Salary Scale F, and increase at the Step 5 rate of \$5,094.77/year. UAW TOPS is in agreement with these proposals.

See memo for details.

**Additional Items:**

**8a. Controller's Office –Testing Policy Effectiveness Update (*Discussion*)**

**8b. Controller's Office – Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)**

**Agenda Item 1**

TO: Ingham County, County Services and Finance Committees

FROM: Stacy Byers, Director Ingham County Farmland and Open Space Preservation Board

DATE: October 19, 2021

SUBJECT: Resolution authorizing closing conservation easement deeds on the Launstein/Boyko #1; Launstein/Boyko #2 and Hewitt Properties.

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**BACKGROUND**

The Farmland and Open Space Preservation Board received applications for the 2020 cycle from May 1 to July 31, 2020. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2020 Farmland and Open Space selection criteria. The Board of Commissioners approved resolution #21-067 approving the ranking of the 2020 farmland and open space preservation programs application cycle ranking and recommendation to purchase permanent conservation easement deeds on the top ranked properties

In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, the Launstein/Boyko and Hewitt properties, were recommended for purchase by the Purchasing Department.

**FINANCIAL IMPACT**

The FOSP Board has money in the budget to close on the two properties and cover all closing costs.

<b><u>Landowner Name</u></b>	<b><u>Acreage</u></b>	<b><u>Easement Value</u></b>	<b><u>Landowner Donation</u></b>
LAUNSTEIN/BOYKO #1	439.03	\$1,041,000	
LAUNSTEIN/BOYKO #2	196.28	\$ 486,000	
HEWITT	46	\$ 100,000	\$35,000

**STRATEGIC PLANNING IMPACT**

Goal A. Service to residents, strategy 3., a. states that it is the intention of the County to preserve important farmland and open spaces through the purchase of development rights program. Purchasing Conservation Easement Deeds on these five properties will further that goal.

**RECOMMENDATION**

It is the recommendation of the Farmland and Open Space Preservation Board to approve purchasing Conservation Easement Deeds on the two above listed properties.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON LAUNSTEIN/BOYKO #1, #2, AND HEWITT PROPERTIES**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Board of Commissioners established promoting environmental protection, smart growth and conservation as overarching and long-term priorities; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2020 cycle and of which, said rankings were approved by Resolution #21-067; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Launstein/Boyko#1, Launstein/Boyko #2, and Hewitt properties at a price not to exceed the amount listed in the chart below:

<u>Landowner Name</u>	<u>Acreage</u>	<u>Easement Value</u>	<u>Landowner Donation</u>
LAUNSTEIN/BOYKO #1	439.03	\$1,041,000	
LAUNSTEIN/BOYKO #2	196.28	\$ 486,000	
HEWITT	46	\$100,000	\$35,000

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

## Agenda Item 2

**TO:** County Services Committee

**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney

**DATE:** October 18, 2021

**SUBJECT:** Authorization to Start an Assistant Prosecuting Attorney Above Step 3 (Ryan Painter)  
*For the work session agenda of November 2, 2021*

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### **BACKGROUND**

The Ingham County Prosecutor's Office recently completed interviews to fill two vacant assistant prosecuting attorney positions. Candidate Ryan Painter asked to be compensated at Step 5 of the ICEA Assistant Prosecuting Attorney's Division salary schedule listed below:

#### ICEA-APA SALARY SCHEDULE (Excerpt)

Step (01)	Step (02)	Step (03)	Step (04)	Step (05)	Step (06)	Step (07)	Step (08)
\$58,642.75	\$63,334.17	\$68,400.90	\$73,872.82	\$79,782.82	\$86,165.45	\$94,078.68	\$97,841.83

Article 18, Section 4 of the ICEA-APA Collective Bargaining Agreement indicates that "authorization for initial compensation above Step 3 must be obtained by the County Services Committee." Further, the section notes that an exception to the initial salary rate can be made "based on the outstanding and unusual character of the individual employee's experience and ability..."

### **ALTERNATIVES**

Mr. Painter has indicated a willingness to accept a position contingent upon a competitive salary offer. If no agreement regarding salary is reached, then a new search may be initiated.

### **FINANCIAL IMPACT**

Annual salary differences among the eight steps are provided above. The request for an initial salary at Step 5 would have no adverse impact on the Ingham County Prosecutor's Office budget.

### **OTHER CONSIDERATIONS**

Five candidates were interviewed by our office. Ryan Painter was a consensus choice for one of the two open APA positions.

The Human Resources Department supports this request.

### **STRATEGIC PLANNING IMPACT**

The request for authorization to hire at Step 5 reflects the county's goal of attracting and retaining exceptional employees who are committed to the community.

### **RECOMMENDATION**

Based on his knowledge, skill, and expertise, our office respectfully recommends that the County Services Committee authorize Ryan Painter's initial salary to begin at Step 5 of the ICEA-APA Collective Bargaining Agreement salary schedule.

## **CANDIDATE SUMMARY**

During his legal career, Ryan Painter has demonstrated a commitment to public service through prosecution. Most recently, Mr. Painter served as the Director of the Elder Justice Program for the Prosecuting Attorneys Association of Michigan (PAAM). As the director, Mr. Painter oversaw the statewide training of prosecutors, law enforcement, and adult protective services staff for abuse cases perpetrated against the elderly. He directly provided training and instruction in sexual assault, physical assault, embezzlement, and abandonment of elderly victims. Prior to PAAM, Mr. Painter was an assistant prosecuting attorney in Shiawassee County where he primarily handled cases involving special victims. Mr. Painter's prosecution experience also includes Scott County, Indiana, where he exclusively handled drug interdiction cases under a federally funded grant. Mr. Painter began his career in 2006 in the St. Joseph County Prosecutor's Office (IN). A graduate of the University of Michigan and Notre Dame Law School, he has also worked intermittently in private practice, gaining experience in municipal law, probate litigation, trust and estate planning, and small or closely held businesses. Given his experience and his performance during our interview process, we believe that Ryan Painter would make an excellent addition to our staff and request authorization to hire at Step 5.

**Agenda Item 3a**

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

FROM: Deb Fett, CIO

DATE: 10/18/2021

SUBJECT: Core Technology Multibridge/Talon Renewal  
For the agendas of November 2<sup>nd</sup>, November 3<sup>rd</sup>, and November 9<sup>th</sup>.

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**BACKGROUND**

Ingham County currently uses Multibridge and Talon software from Core Technology in our Sheriff’s Office and patrol cars. This software has been in use for many years and provides critical access to LEIN data for our officers.

In order to ensure the system has no downtime or other issues which would hinder law enforcement, IT renews support on the software each year. This year the support expires on November 30, 2021.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The funding for the \$6,257 total will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050.

**STRATEGIC PLANNING IMPACT**

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the invoice for Core Technology to renew support of the Multibridge/Talon software in the amount of \$6,257.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE RENEWAL OF SUPPORT FROM CORE TECHNOLOGY**

WHEREAS, Core Technology is the company that provides support for the MultiBridge and Talon software used by our Sheriff's Office and patrol cars; and

WHEREAS, ongoing support is critical to ensuring that we have no disruption of service to our law enforcement personnel; and

WHEREAS, the current contract expires on November 30, 2021; and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the invoice for the renewal of support from Core Technology in the amount not to exceed \$6,257.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

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

TO: Board of Commissioners

FROM: Deb Fett, CIO

DATE: 10/19/2021

SUBJECT: Consulting Hours from Sentinel Technologies  
For the meetings of November 2nd, November 3rd, and November 9th

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**BACKGROUND**

Ingham County has previously worked with Sentinel Technologies on other projects and also to provide us with on call hours for support. Innovation and Technology would like to use Sentinel to assist with a network configuration project to allow us to retire a software that has been rendered redundant now that our main connectivity software has been certified for use with Law Enforcement Information Network (LEIN) data.

**ALTERNATIVES**

We could continue with our current product and pay the annual fees every year. While it is only \$4,000 per year, it will need to be paid as long as we continue to use it.

**FINANCIAL IMPACT**

The funding for the \$6,930 will come from the County's Network Consulting Fund #636-95800-802000. Sentinel Technologies is a participant of the WSCA-NASPO Cooperative Purchasing Organization. Master Agreement Number NVP #AR3227, Participating Addendum for Michigan #210000001333.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective to enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of Consulting Hours from Sentinel Technologies.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF CONSULTING HOURS FROM  
SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County has the opportunity to reduce our costs for software by eliminating a redundant application while maintaining compliance; and

WHEREAS, ITD has worked with Sentinel Technologies in the past and is pleased with their support and finds them to be a reasonable and efficient option for configuring said software to meet our needs; and

WHEREAS, the requested amount of \$6,930 is available in the 2021 budget; and

WHEREAS, Sentinel Technologies is a participant of the WSCA-NASPO Cooperative Purchasing Organization which provides the best pricing available to Ingham County and is the vendor of choice for providing these services.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing support hours from Sentinel Technologies in the amount not to exceed \$6,930.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund Consulting account (636-25810-802000).

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

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

## Agenda Item 4

TO: Board of Commissioners, County Services and Finance Committees

FROM: Carl Langham, Director of Operations ICRD

DATE: October 13, 2021

SUBJECT: Extension of RFP #21- 150: 29A Blast Furnace Slag, with Yellow Rose Transport.

For the meeting agenda of November 2<sup>nd</sup> and 3<sup>rd</sup>

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The purpose of this correspondence is to support the attached resolution to extend the 2021 RFP # 21-150, to purchase 29A and 3/8 #4 blast furnace slag for the scheduled 2022 chip seal program and various other road maintenance operations.

The Road Department annually applies approximately 17,000 tons of 29A and 3/8 #4 blast furnace slag that meet or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip sealing and various other road maintenance operations.

Blast furnace slag is in high demand, with the current competitive construction market and the ability to extend and lock in the 2021 pricing for the 2022 season is very appealing. The Road Department currently has 5,000 tons of blast furnace slag in stock and will need to purchase 12,000 tons of slag to have sufficient materials for the budget 2022 chip seal program.

The Road Department's adopted 2022 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for 29A and 3/8's #4 blast furnace slag were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #21-150 in 2021, and it is their recommendation, with concurrence of Road Department staff, to extend this bid and purchase 29A and 3/8 #4 blast furnace slag on an as-needed, unit price per ton basis from:

Yellow Rose Transport Inc., 29A Blast Furnace Slag at \$38.95 a ton, with an estimated quantity of 6,000 tons delivered to the ICRD Eastern facility, 5,000 tons of 29A slag delivered to the Western facility at \$38.00 a ton, and 1,000 tons of 3/8 #4 at \$41.00 a ton delivered to Metro facility.

Yellow Rose Transport was awarded the 29A and 3/8 #4 blast furnace slag Bid per RFP #21-150 in 2021, based on the lowest bid which meets the 29A and 3/8 #4 blast furnace slag specifications. The 29A blast furnace slag will be delivered to the ICRD Western and Eastern facilities in 2022.

Therefore approval of the attached resolution is recommended, to authorize purchase of the Road Department's 2022 seasonal supply of 29A and 3/8 #4 blast furnace slag by extending RFP 21-150.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
2021 SEASONAL REQUIREMENT OF SLAG**

**RESOLUTION #21 – 150**

WHEREAS, the Road Department plans to purchase approximately 16,800 tons of 29A and 3/8's x #4 blast furnace slag and 800 tons of 29A steel slag that meets or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in Road Department chip-sealing program and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2021 budget includes controllable expenditures and funds for these materials and other maintenance material purchases; and

WHEREAS, bids for 29A, 3/8's x #4 blast furnace slag and 29A steel slag were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #26-21, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchases on an as-needed, unit price per ton basis; and

WHEREAS, a blanket purchase order shall be processed with materials delivered to the three Road Department locations based on availability of required materials, with preference based on lowest qualifying bid unit price per ton; and

WHEREAS, it is the recommendation of the Purchasing Department and Road Department to purchase 29A and 3/8 x #4 blast furnace slag from Yellow Rose Transport and 29A steel slag from Sunrise Aggregates, delivered to the three Road Department district garages.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchases on an as-needed, unit price per ton basis, based on availability of required material, with preference based on lowest qualifying bid unit price per ton and quality of material from:

	29A Blast Furnace Slag, delivered to the Western Garage	29A Blast Furnace Slag, Delivered to the Eastern Garage	3/8 x #4 Blast Furnace Slag or equivalent, delivered to the Metro Garage	29A Steel Slag delivered to the Eastern Garage
Yellow Rose Transport	\$38.00 per ton	\$38.95 per ton	\$41.00 per ton	
Sunrise Aggregates (local vendor)				\$25.75 per ton

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution on behalf of the County, after review by the County Attorney.

**COUNTY SERVICES: Yeas:** Stivers, Celentino, Grebner, Sebolt, Slaughter, Peña  
**Nays:** None **Absent:** Naeyaert **Approved 03/16/2021**

**FINANCE: Yeas:** Grebner, Tennis, Crenshaw, Polsdofer, Stivers, Schafer, Maiville  
**Nays:** None **Absent:** None **Approved 03/17/2021**

**From:** [Ray Denhof](#)  
**To:** [Bobbie Mayes](#)  
**Subject:** 2022 29A Slag  
**Date:** Tuesday, October 12, 2021 1:49:33 PM

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Bobbie

Yellow Rose Transport is willing to extended its 2021 29A Slag Delivered prices into the 2022 season as follows

Western Garage 6,000 ton 38.00/ton  
301 Bush St Mason

Eastern Garage 10,000 ton 38.95/ton  
1335 East Howell Rd  
Williamston

With this extension Yellow Rose will make every effort to have all material in by June 31st. Ingham County will allow us to start hauling in early spring and on Saturdays as needed. Although currently we do not see any issue with obtaining this goal we cannot guarantee it.

--

*Ray Denhof*  
*Yellow Rose Transport*

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION OF RFP #21-150, WITH YELLOW ROSE  
TRANSPORT FOR THE 2022 SEASONAL REQUIREMENT OF 29A and 3/8 #4  
BLAST FURNACE SLAG**

WHEREAS, the Road Department annually purchases 29A and 3/8 #4 blast furnace slag that meets or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2022 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A and 3/8 #4 blast furnace slag were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #26-21 in 2021, and it is their recommendation, with the concurrence of the Road Department, to extend the RFP #21-150 and purchase on an as-needed, unit price per ton basis for the 2022 seasonal supply; and

WHEREAS, a purchase order shall be processed, with materials delivered to Road Department facilities based on unit price per ton and a quantity not to exceed \$465,000; and

WHEREAS, it is the recommendation of the Purchasing Department and the Road Department to purchase 29A and 3/8's #4 blast furnace slag from Yellow Rose Transport Inc., delivered to the ICRD Eastern, Western, and Metro facilities, and purchase on an as-needed, unit price per ton basis.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid extension for the 2022 seasonal supply, and authorizes the purchase of 29A and 3/8's #4 blast furnace slag on an as-needed, not to exceed \$465,000, on a unit price per ton basis to:

Yellow Rose Transport Inc., 3531 Busch Driver SW, Grandville, MI 49418, 29A blast furnace slag at \$38.95 a ton, with an estimated quantity of 6,000 tons delivered to the ICRD Eastern facility, 5,000 tons of 29A slag delivered to the Western facility at \$38.00 a ton, and 1,000 tons of 3/8 #4 at \$41.00 a ton delivered to Metro facility.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute the purchase orders with Yellow Rose Transport, to purchase 29A and 3/8 #4 blast furnace slag as needed and budgeted.

## Agenda Item 5a

**TO:** Board of Commissioners Human Services, County Services, and Finance Committee  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** October 07, 2021  
**SUBJECT:** Authorization to convert Accountant – CHC to Finance & Grant Analyst position  
For the meeting agendas of November 1, November 2 and November 3, 2021

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### **BACKGROUND**

Ingham County Health Department (ICHHD) wishes to convert a vacant Community Health Center (CHC) Accountant position #601537, to a Finance & Grant Analyst, effective upon approval. This conversion will increase the CHC's capacity and resources in support of CHC operations. This conversion has been approved by Human Resources the Ingham County Employee Association (ICEA) County Professionals Union.

### **ALTERNATIVES**

ICHHD could choose to leave the position of a CHC Accountant as is, but the skill set required does not match the duties, which are better aligned with the Finance & Grant Analyst position.

### **FINANCIAL IMPACT**

The CHC Accountant position is categorized as an ICEA – Prof 07 (\$54,222.00 - \$65,091.67) and the Finance & Grant Analyst is categorized as an ICEA – Prof 07 (\$54,222.00 - \$65,091.67). This conversion will have no impact on ICHD's FY '22 budget.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the 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 Board of Commissioners authorizes the conversion of Position #601537 from a CHC Accountant to a Finance & Grant Analyst position with no financial impact and will be effective upon approval.

TO: Eric Thelen, CFO  
FROM: Beth Bliesener, Human Resources  
DATE: 10-6-2021  
RE: Memo of Analysis for converting position number 601537

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The Health Department would like to convert position number 601537.

1. Position number 601537 is an Accountant - CHC, which is currently vacant.
2. The Health Department would like to convert vacant position 601537 from an Accountant - CHC, ICEA County Pro grade 07 to a Finance and Grant Analyst, determined to be an ICEA County Pro grade 07.

I have sent the ICEA chair notice and they support converting the position. I have attached their response.

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

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

## Eric Thelen

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**From:** Desiree Cook  
**Sent:** Wednesday, October 6, 2021 9:01 AM  
**To:** Elisabeth Bliesener  
**Cc:** Joan Clous  
**Subject:** RE: Would like approval to update and convert a position

Approved.

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**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Wednesday, October 6, 2021 8:16 AM  
**To:** Desiree Cook <DCook@ingham.org>  
**Cc:** Joan Clous <JClous@ingham.org>  
**Subject:** Would like approval to update and convert a position

Good Morning Desiree,

Currently the Health Department has an open Accountant CHC, they would like to convert the position to a Finance Grant Analyst.

Previous to the Accountant position was a Ryan White Finance and Grant Specialist but we converted to an Accountant they have now realized the Account JD does not fit to explain the work the position would be doing. They would like to convert it back to a Finance Grant Analyst as we updated the old JD.

The updated Finance Grant Analyst we pointed out to be a ICEA County Pro 07, (they updated the previous JD they had Ryan White Finance and Grant Specialist ICEA County Pro 06)

Do you approve to convert the position and to update the job description?

Let me know if you have questions.

1<sup>st</sup> attachment – Updated JD they would like to convert to – Finance Grant Analyst

2<sup>nd</sup> attachment – Previous JD

3<sup>rd</sup> attachment – Currently what the position is.

Thanks,  
Beth

Transmission is Privileged and Confidential.

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**INGHAM COUNTY  
JOB DESCRIPTION**

**FINANCE & GRANT ANALYST**

**General Summary:**

Under the supervision of the Finance Coordinator, in a cross-functional capacity, monitors grant compliance and analyzes financial data in order to manage all aspects of the Ryan White grant program and report on the financial status of the multiple grants within the program as well as each project's finances. Ensure payments are posted within the individual RW program areas appropriate accounts, allocate site specific expenses, calculate drawdowns, and manage payroll cost category calculations for each grant. Processes complex Grant required Ryan White reports, including line item budget and narrative reports, allocation reports, expense reports, and a complex reporting tool with specific cost categories related to each Grant. Maintain separate spreadsheet specific to the patient revenue, including Ryan White 340B revenue and non-grant related expenses. Assist staff with the reconciliation of 340B pharmacy revenue specific to each program.

**Essential Functions:**

1. Performs financial and accounting tasks, including journal entries, account corrections, review invoices, payroll, purchasing requisitions, and provide charging allocations.
2. Design and implement a systematic method for compiling, collecting, organizing, analyzing and disseminating required documentation and information needed for programmatic, administrative, clinical and financial reporting, invoicing, grant solicitations, and audits/site visits. Evaluate the effectiveness and efficiency of the RW programs.
3. Query data from the Electronic Health Records system and CareWare system to import into excel, verify the accuracy and produce report and articulate and explain results, issues, and exceptions.
4. Contributes to and participates in the development of the annual operating CHC budget. Assists with monitoring and tracking budget outcomes including revenue and expense projections on a monthly, quarterly, and annual basis.
5. Develop and manage Ryan White complex budgets within various cost categories. Develop and manage grant and department budgets. Attend grant meetings, submit initial grant budget and/or amended grand budgets. Conducts periodically scheduled grant accounting for various divisions. Prepares expense spreadsheets, comparing grant expense to the annual budget, and prepares grant-related financial reports.
6. Attend Ryan White grant meetings and, based on programmatic changes, submit initial grant submission budget and/or amend budgets. Provide programmatic and technical support to the RW Program Manger to determine service outcome measures. Develops a working relationship with the RW Program Manager and provides month end accounting reports to the Manager for each grant and program and review with the Manager.
7. Process Ryan White grant allocation and expense reports using excel spreadsheets. These reports serve as a reference to determine how grant recipients allocate and subsequently expend funds in each budget period. Also participates in Ryan White grant reporting, including monthly, quarterly, and annual reports for funders as requested.

8. Participate in the Ryan White site visit audits every year to answer questions from reviewers related to the budget and use of program funds.
9. Report to Finance Coordinator the monthly Ryan White 340B revenue and other patient revenue and associated non-grant related expenses. Assist 340B Coordinator with the 340B reconciliation of each RW-related pharmacy revenue.
10. Reviews Ryan White staff time cards and compare to Ryan White budgets and calculate adjustments.
11. Review Ryan White related contracts and ensure invoices are processed accordingly, track contract expenditures and ensure renewals are processed.
12. Monitor individual Ryan White program expenses and ensure processing to the correct accounts. Monitor Ryan White program compliance for awarded grants and report findings to appropriate staff.
13. Coordinates the preparation and presentation of identified Ryan White grant opportunities in accordance with timelines and funding requirements. Gathers necessary information from staff for grant writing and reporting purposes. Includes collaborating with accounting staff and grants coordinator for budget developments.
14. Maintains all aspects of the internal Ryan White grant support system. Develop and interpret information to assist management with decision making, policy formulation, and managerial functions.
15. Prepares various financial and service reports as required by funders and program staff. Ensures financial compliance with reporting requirements and program needs.
16. Assists in gathering pertinent information and preparing Ryan White resolutions and contracts.
17. Attends Ryan White monthly monitoring meetings and external meetings as designated.
18. Performs various Ryan White departmental accounting tasks. Tracks departmental revenues and expenditures. Prepares statements, bills, and invoices. Resolves accounting discrepancies. Creates and monitors accounting reports.
19. Serves as administrative liaison between departments Finance Coordinator, Grant Coordinator, and 340B Coordinator. Responsible for grant writing segments, analysis, and compliance along with proofreading documents.
20. Tracks financial data and assists the Finance Coordinator in preparing reports. Develop reporting mechanisms to extract data for various grants, service delivery and program requirements, analyzes this data and generates grant-specific related reports under various grant cycles within the fiscal year.

### **Other Functions**

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

*(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)*

### **Employment Qualifications**

**Education:** A Bachelor's Degree in business, information science, engineering, or data management field with Electronic health records experience preferred.

**Experience:** Prefer 1 year of experience with project and grant pre-award and post-award accounting.

**Other Requirements:** A strong working knowledge of spreadsheets, pivot tables, or database applications.

*(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 sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to enter and retrieve information from computer.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to use a step stool to reach supplies.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

### **Working Conditions:**

- Works in a standard office setting
- Conduct some work at various Health Center Locations within the County
- Must attend meetings and seminars throughout the County and state.

October 2021  
ICEA County Pro 07

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT POSITION #601537 FROM A CHC ACCOUNTANT TO A FINANCE & GRANT ANALYST POSITION**

WHEREAS, Ingham County Health Department's (ICHHD) Ingham Community Health Centers (CHC) wish to convert position #601537 from a CHC Accountant position to a Finance & Grant Analyst position; and

WHEREAS, the conversion will enable ICHHD's CHCs to increase capacity and resources to support CHC operations; and

WHEREAS, the salary cost of a CHC Accountant (ICEA – Professional 7) ranges from \$54,222.00 - \$65,091.67 and the salary cost of a Finance & Grant Analyst (ICEA – Professional 7) ranges from \$54,222.00- \$65,091.67; and

WHEREAS, the cost of this conversion is budget neutral; and

WHEREAS, this conversion is supported by Ingham County's Human Resources Department; and

WHEREAS, this conversion has been approved by the Ingham County Employee Association (ICEA) County Professionals Union; and

WHEREAS, the Ingham County Health Center Board of Directors supports converting a CHC Accountant Position #601537 to a Finance & Grant Analyst with no financial impact and will be effective upon approval; and

WHEREAS, the Health Officer supports converting position #601537 from a CHC Accountant to a Finance & Grant Analyst with no financial impact and will be effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting Position #601537 from a CHC Accountant (ICEA – Professional 7) to a Finance & Grant Analyst (ICEA – Professional 7) effective upon approval of this resolution.

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

## Agenda Item 5b

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** October 08, 2021  
**SUBJECT:** Authorization to reclassify the Clinical Services Manager Position  
For the Meeting Agendas of November 1, November 2 and November 3, 2021

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### **BACKGROUND**

Ingham County Health Department (ICHHD) wishes to reclassify the vacant Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40 and to be effective upon approval. This reclassification will increase alignment, compliance and effectiveness in support of Community Health Center (CHC) clinical operations. This reclassification has been reviewed and approved by Ingham County's Human Resource Department.

### **ALTERNATIVES**

If the position is left unchanged, clinical facets of CHC operations will continue to go without adequate support, which results in exposing the CHC to potential lapses in clinical quality and care.

### **FINANCIAL IMPACT**

The Clinical Services Manager position is currently at an MC 11 (\$69,923.85 - \$83,930.39) and would be increased to an MC 12 (\$75,076.87 to \$90,111.79). The financial impact, of this reclassification, based on step 5 is \$6,181.40, which will be covered by the CHC's operating budget.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the 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 authorizing the reclassification of the Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40, and to be effective upon approval.

**Agenda Item 5b**

TO: Kris Drake, Deputy Health Office/Executive Director  
FROM: Joan Clous, Human Resources Specialist  
DATE: October 1, 2021  
RE: Support for Reclassification: Clinical Services Manager

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Per your request, Human Resources has reviewed the classification titled Clinical Services Manager.

After analysis, the reclassification has a community of interest with the MC and is appropriately compensated at a MC salary range 12 (\$75,076.87 to \$90,111.79).

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

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**CLINICAL SERVICES MANAGER, COMMUNITY HEALTH CENTER**

**General Summary:**

Under the supervision of the Medical Director/Chief Medical Officer, the Clinical Services Manager oversees the clinical operation of the Community Health Center (CHC). Provides oversight to the implementation of care standards, as set by the Medical Director/Chief Medical Officer, including clinical quality improvement and assurance efforts, and development and implementation of clinical policies and procedures. Analyzes medical workflow and provides clinical staff education to ensure that programs operate in accordance with various recognition and quality standards, including Patient Centered Medical Home, Meaningful Use, HEDIS and UDS reporting. Works under the direction of the Medical Director/Chief Medical Officer to implement and ensure clinical compliance with local, state and federal standards, Community Health Center policies, procedures, protocols, and funding requirements. Represents the CHC at select meetings.

**Essential Functions:**

1. Develops, implements, evaluates and updates clinical support staff workflow and processes. Works under the direction of the Medical Director/Chief Medical Officer to ensure clinical services are offered in a standardized, compliant and evidenced based fashion, and meet various quality and recognition standards, including Patient Centered Medical Home, Meaningful Use, HEDIS and UDS clinical reporting.
2. In partnership with CHC Site Managers, coordinates the activities of the Charge Nurses within the CHC to ensure they are supporting standardized clinical workflow and evidence-based clinical (including nursing) practices within their site. Coordinates all clinical staff education processes in conjunction with the Clinical Educator, and at the direction of the Medical Director/Chief Medical Officer, to ensure regulatory compliance, implementation of standardized best practices and individual staff proficiency for required job duties.
3. Under the direction of the Medical Director/Chief Medical Officer, oversees and directs clinical quality, including staff of the clinical quality program: The Quality Improvement Coordinator, the Clinical Data Coordinator and the Quality Assurance Technician. Assists staff in tracking and reporting program outcomes and ensures that the clinical quality program is aligned with established programs, clinical standards and guidelines, grant and/or contract requirements. Coordinates quality assurance (QA) for the CHC, developing policies, procedures and measuring program outcomes and activities.
4. Under the direction of the Medical Director/Chief Medical Officer, develops lab policy and performance guidelines.
5. Under the direction of the Medical Director/Chief Medical Officer, develops and maintains a standardized Care Coordination program throughout the CHC.
6. Performs personnel management functions for assigned staff. Oversees the interviewing, selection and training of staff within their area of responsibility. Evaluates work assignments, processes and efficiencies. Reviews staff performance and addresses performance deficiencies through the approved disciplinary process.
7. In conjunction with CHC Site Managers, ensures that all medical equipment is tracked and adequately maintained to ensure regulatory compliance. Evaluates new equipment and recommends purchases as appropriate. Coordinates staff training on equipment as required. Manages medical supply selection and purchases for maximum standardization and cost efficiency.
8. Participates in professional development activities to keep current with trends and practices in primary and specialty care (conferences, journals, professional organizations). Attends local, state, regional and national conferences, and local community events, specific to community health centers as requested.

**Other Functions:**

1. Performs other duties as assigned
2. During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this job description.

*(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified)*

**Employment Qualifications:**

**Education:** A Bachelors' Degree in Nursing is required. A Master's Degree in Public Health, Nursing, Health Administration or a related field is preferred.

**Experience:** A minimum of 5 years of ambulatory or outpatient clinic experience in a clinical supervisory capacity is required. Previous federally qualified health center experience preferred.

**Other Requirements:** A current licensure with the State of Michigan as a Registered Nurse. Basic Life Support certification is required. A working knowledge of Electronic Health Records, word processing, spreadsheet and database software is required.

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

**Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

**September 16, 2021**  
**MC**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RECLASSIFY THE CLINICAL SERVICES MANAGER POSITION**

WHEREAS, Ingham County Health Department (IChD) wishes to reclassify the vacant Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40, and to be effective upon approval; and

WHEREAS, this reclassification will increase alignment, compliance and effectiveness in support of Community Health Center (CHC) clinical operations; and

WHEREAS, the Clinical Services Manager position is currently at an MC 11 (\$69,923.85 - \$83,930.39) and would be increased to an MC 12 (\$75,076.87 to \$90,111.79); and

WHEREAS, the financial impact, of this reclassification, based on step 5 is \$6,181.40, which will be covered by the CHC's operating budget; and

WHEREAS, this reclassification has been reviewed and approved by the Human Resources Department; and

WHEREAS, the Ingham Community Health Center Board of Directors and Health Officer support reclassifying the vacant Clinical Services Manager position #601245 for an amount not to exceed \$6,181.40 and will be effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes reclassification of the vacant Clinical Services Manager position #601245 from a MC 11 (\$69,923.85 - \$83,930.39) to a MC 12 (\$75,076.87 to \$90,111.79) effective upon approval of this resolution.

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

**TO:** Law & Courts, Human Services, and County Services Committees

**FROM:** Sheriff's Office  
Health Department  
Controller's Office

**DATE:** October 19, 2021

**SUBJECT:** Plan to Address Jail Medical Issues

For the meeting agendas of October 28, November 1 and 2

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, staff is recommending the following steps to address Jail Medical issues:

- 1) As part of the current UAW reclassification process, all Medical Assistant I positions will be reclassified from UAW/D (\$16.21/hr. - \$19.29/hr.) to UAW/F (\$18.25/hr. to \$21.74/hr.), resulting in a wage increase of 12.7%. This resolution will be presented to the Board of Commissioners at the current round of meetings.
- 2) It is proposed that the five Jail Nurse positions be given an 8% wage increase to address recruitment and retention, resulting in an hourly wage range of \$30.71 to \$36.86. Note that these positions were recently reclassified (Resolution 20-128), resulting in a wage increase of 11.7% at that time. A resolution increasing the pay rate by an additional 8% will also be presented to the Board of Commissioners at the current round of meetings.
- 3) It is proposed that a market adjustment be made to the classification of the Jail Nurse/LPN position, increasing it from a UAW/G (\$19.29/hr. - \$23.00/hr.) to a UAW/I (\$21.59/hr. - \$25.76/hr.), resulting in a wage increase of 12.0%. This will be addressed in the resolution adjusting the Jail Nurse pay.
- 4) A resolution is being proposed at this round of meetings to allocate \$10,000 from the 2021 contingency account for Jail Medical recruiting expenses. A recruitment plan is under development.
- 5) The Controller's Office will seek RFPs for an expert institutional medical consultant in order to recommend preferred levels and types of staffing, evaluate and recommend changes in policies and procedures, make recommendations for facility improvements to existing facility and review Justice Complex medical facilities, and assist Jail Medical in achieving accreditation.

- 6) In order to address the current difficulty in hiring temporary Jail Medication Associates, staff will explore possibilities of creating the Jail Medication Associate as a permanent position, as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

It is hoped that the wage increases and additional recruiting resources will have a quick effect on filling current vacancies. Addressing staffing for medication passing will take longer, but a recommendation should be forthcoming within a few months. Hiring a consultant will provide a recommendation for how the County continues to provide Jail Medical Services into the future.

Representatives from the Sheriff's Office, the Health Department, and the Controller's Office will be in attendance at the committee meetings to discuss these recommendations.

## Agenda Item 6b

**TO:** Law & Courts, Human Services, County Services, and Finance Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** October 19, 2021

**SUBJECT:** Resolution to Authorize Additional Funding for Recruiting Expenses Associated with Jail Medical Positions

For the meeting agendas of October 28 and November 1, 2 and 3

### **BACKGROUND**

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, several steps are being taken to address Jail Medical issues. This resolution is an effort to address recruitment of Jail Medical Staff.

Recruiting Ingham County Jail Medical Staff has been continuously difficult and employers nation-wide are competing to hire from a limited pool of available and qualified medical staff. The Sheriff's Office, the Health Department, and the Human Resources Department are working to develop a recruitment plan for these specialized positions.

### **FINANCIAL IMPACT**

This resolution will authorize up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses.

### **OTHER CONSIDERATIONS**

Other parts of the plan to address Jail Medical issues include the reclassification of Medical Assistant I positions as part of the current UAW reclassification process, increasing wages for Jail Nurse and Jail Nurse/LPN positions through a market salary exception increase, an RFP process for an expert institutional medical consultant, and exploring possibilities of creating the Jail Medication Associate as a permanent position as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

### **RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ADDITIONAL FUNDING FOR RECRUITING EXPENSES  
ASSOCIATED WITH JAIL MEDICAL POSITIONS**

WHEREAS, recruiting Ingham County Jail Medical Staff has been continuously difficult; and

WHEREAS, employers nation-wide are competing to hire from a limited pool of available and qualified medical staff; and

WHEREAS, the Sheriff's Office, the Health Department and the Human Resources Department are working to develop a recruitment plan for these specialized positions; and

WHEREAS, it is important that funding is available to implement these expanded recruitment efforts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to \$10,000 from the 2021 contingency account for expanded Jail Medical recruitment expenses.

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

**TO:** Law & Courts, Human Services, County Services, and Finance Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** October 19, 2021

**SUBJECT:** Resolution to Authorize Market Salary Exception Increases for Jail Nurse and Jail Nurse/LPN Positions

For the meeting agendas of October 28 and November 1, 2 and 3

**BACKGROUND**

Based on discussions at the Law & Courts, Human Services, and County Services Committee meetings between August 12 and 17, and a discussion with members of Jail Medical staff at the September 16 Law & Courts Committee meeting, several steps are being taken to address Jail Medical issues. This resolution is an effort to address recruitment and retention of Jail Nurse and Jail Nurse/LPN positions.

This resolution would increase the rate of pay of the five Jail Nurse positions by 8%. This will be in addition to the reclassification of the positions approved by Resolution #20-128, which resulted in a wage increase of 11.7% at that time.

This resolution will also change the classification of the Jail Nurse/LPN position from a UAW/G to a UAW/I, resulting in a wage increase of 12.0%.

**FINANCIAL IMPACT**

The wage range for the Jail Nurses will change from ICEA PRO8 (\$59,141 - \$70,997) to ICEA PRO8 +8% (\$63,872 - \$76,677). The wage range for the Jail Nurse/LPN will change from UAW/G (\$40,131 - \$47,848) to UAW/I (\$44,902 - \$53,591). The long-term cost of these increases (wages and fringes) will be \$47,245.

**OTHER CONSIDERATIONS**

Other parts of the plan to address Jail Medical issues include the reclassification of Medical Assistant I positions as part of the current UAW reclassification process, an allocation of \$10,000 from the 2021 contingency account to expand Jail Medical recruiting expenses, an RFP process for an expert institutional medical consultant, and exploring possibilities of creating the Jail Medication Associate as a permanent position as well as creating an additional Medical Assistant 1 position as a floating position between Jail Medical and filling in for vacancies/absences at other Community Health Centers.

**RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE MARKET SALARY EXCEPTION INCREASES FOR JAIL NURSE AND JAIL NURSE/LPN POSITIONS**

WHEREAS, recruiting and retaining Jail Medical Staff, including five Jail Nurse positions and one Jail Nurse/LPN position, has been continuously difficult; and

WHEREAS, a market analysis of similarly classified positions indicates that Ingham County’s wages for the Jail Nurse and the Jail Nurse/LPN positions are not competitive; and

WHEREAS, Resolution #20-128 reclassified the Jail Nurse positions as ICEA PRO8, a salary increase of 11.7%; and

WHEREAS, this salary increase resulted in no material impact in the success of recruiting and retaining Jail Nurses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following recommended pay scale adjustments to achieve target market salaries for these two position classifications, effective the first full pay period following approval of this resolution:

<b>Position (Title)</b>	<b>Current Classification/ Grade</b>	<b>Salary Max (Step 5)</b>	<b>Current Classification/ Grade/Pay Rate</b>	<b>Salary Max (step 5)</b>	<b>Difference</b>
<b>Jail Nurse (5 positions)</b>	<b>ICEA PRO8</b>	<b>\$70,997</b>	<b>ICEA PRO8 + 8%</b>	<b>\$76,677</b>	<b>\$5,650</b>
<b>Jail Nurse/LPN (1 position)</b>	<b>UAW/G</b>	<b>\$47,848</b>	<b>UAW/I</b>	<b>\$53,591</b>	<b>\$5,743</b>

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments and adjustments to the 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 documents consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** October 19, 2021  
**SUBJECT:** Resolution to Approve UAW TOPS Unit Medical Assistant Reclassification Requests  
For the meeting agendas of November 2 and November 3

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**BACKGROUND**

An agreement has been reached between Ingham County and United Automobile, Aerospace, Agricultural Implement Workers of America Ingham County Unit Local 2256 (UAW TOPS) through December 31, 2021 for a collective bargaining agreement which includes a process for submission of reclassification requests and the Human Resources Department has executed the process for reclassification requests for employees in the unit. The reclassification requests were processed in a manner consistent with the collective bargaining agreement and the Human Resources Department and representatives of the UAW TOPS Unit have completed their review and agree upon the proposed results. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The financial impact associated with the proposed reclassifications is as reflected in the attached Resolution.

**STRATEGIC PLAN CONSIDERATIONS**

Compensation reclassification supports the county's goal of attracting and retaining exceptional employees who are committed to the community.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve UAW TOPS Unit Medical Assistant Reclassification Requests.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE UAW TOPS UNIT MEDICAL ASSISTANT RECLASSIFICATION REQUESTS**

WHEREAS, an agreement has been reached between Ingham County and United Automobile, Aerospace, Agricultural Implement Workers of America Ingham County Unit Local 2256 (UAW TOPS) for a collective bargaining agreement through December 31, 2021 which includes a process for submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the process for reclassification requests for Medical Assistants in the unit; and

WHEREAS, the reclassification requests were processed in a manner consistent with the collective bargaining agreement; and

WHEREAS, the Human Resources Department and representatives of the UAW TOPS Unit have completed their review and agree upon the proposed results.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
601103	Medical Asst. I	Move from UAW D to UAW F
601104	Medical Asst. I	Move from UAW D to UAW F
601112	Medical Asst. I	Move from UAW D to UAW F
601153	Medical Asst. I	Move from UAW D to UAW F
601107	Medical Asst. I	Move from UAW D to UAW F
601108	Medical Asst. I	Move from UAW D to UAW F
601109	Medical Asst. I	Move from UAW D to UAW F
601528	Medical Asst. I	Move from UAW D to UAW F
301210	Medical Asst. I	Move from UAW D to UAW F
301225	Medical Asst. I	Move from UAW D to UAW F
601522	Medical Asst. I	Move from UAW D to UAW F
601185	Medical Asst. I	Move from UAW D to UAW F
601192	Medical Asst. I	Move from UAW D to UAW F
601499	Medical Asst. I	Move from UAW D to UAW F
601465	Medical Asst. I	Move from UAW D to UAW F
601451	Medical Asst. I	Move from UAW D to UAW F
601365	Medical Asst. I	Move from UAW D to UAW F
601387	Medical Asst. I	Move from UAW D to UAW F
601392	Medical Asst. I	Move from UAW D to UAW F
601407	Medical Asst. I	Move from UAW D to UAW F
601408	Medical Asst. I	Move from UAW D to UAW F





TOTAL:

287,899.78

BE IT FURTHER RESOLVED, that the reclassifications are effective the first full pay period following the date of submission to the Human Resources Department.