

CHAIRPERSON  
BRYAN CRENSHAW

VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
CHRIS TRUBAC  
RYAN SEBOLT  
THOMAS MORGAN  
DERRELL SLAUGHTER  
EMILY STIVERS  
ROBIN NAEYAERT

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, MAY 20, 2019 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [May 6, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Community Agencies – Resolution Approving Criteria for Evaluating [2020 Applications](#) for Community Agency Funding
2. Parks Department – Resolution to Authorize the [Account Clerk](#), Parks Part-Time Position to be Converted to a Full Time Position
3. Health Department
  - a. Resolution to [Amend Resolution #19-194](#)
  - b. Resolution to Authorize an Agreement with [Edge Publicom](#) for a Medical Marihuana Public Education Campaign
  - c. Resolution to Accept Funding from [MDHHS](#) for Child Adolescent Expanded Mental Health
  - d. Resolution to Authorize an Agreement with [NextGen](#) for Custom Ryan White Templates
  - e. Resolution to Accept [Reinvestment Fund](#) Invest Health Field Building Grant Award
  - f. Resolution to Authorize an Agreement with [Rite Aid](#) Corporation for 340b Prescription Drug Services
  - g. Resolution to Enter Agreement with Roger L. Donaldson, AIA P.L.C. for [New Hope](#) Community Health Center Renovations
4. Controller's Office – Ingham County [Strategic Plan Update](#) (*Discussion*)

Announcements

Public Comment

Adjournment

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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

May 6, 2019

### Draft Minutes

Members Present: Morgan (arrived at 6:32 p.m.), Naeyaert, Sebolt, Slaughter, Stivers, Tennis, and Trubac.

Members Absent: None.

Others Present: Commissioner Grebner, Joan Nelson, Peggy Vaughn-Payne, Yolanda Sherrer, Catherine Cole-Adams, Kai Christiansen, Florencio Hernandez, Jessy Gregg, Tim Morgan, Brett Kaschinske, Jared Cypher, Beth Foster, and others.

The meeting was called to order by Chairperson Tennis at 6:31 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

#### Approval of the April 22, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON TENNIS STATED THE APRIL 22, 2019 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioner Morgan

#### Additions to the Agenda

4. Fair Office
  - b. Resolution Appointing a Fairgrounds Events Director Selection Committee

Commissioner Morgan arrived at 6:32 p.m.

#### Limited Public Comment

None.

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

4. Fair Office
  - a. Resolution to Accept a Grant from the Michigan Department of Agriculture and Rural Development
5. Health Department
  - a. Resolution to Amend the Mother and Infant Oral Health Pilot Project Grant
  - b. Resolution to Accept Funding from Michigan State University's College of Human Medicine
6. Parks Department

c. Resolution to Authorize a Contract with L.J. Trumble Builders, LLC.

7. Controller's Office – Resolution Updating Various Fees for County Services

THE MOTION CARRIED UNANIMOUSLY.

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

1. Fair Board – Interviews

Catherine Cole-Adams interviewed for a position on the Fair Board.

Kai Christiansen interviewed for a position on the Fair Board.

2. Community Health Center Board – Interviews

Florencio Hernandez interviewed for a position on the Community Health Center Board.

3. Community Agencies – Allen Neighborhood Center/Northwest Initiative/Southside Community Coalition Update

Joan Nelson, Allen Neighborhood Center Executive Director, gave an update on the Allen Neighborhood Center.

Peggy Vaughn-Payne, NorthWest Initiative Executive Director, gave an update on the Northwest Initiative.

Yolanda Sherrer, Southside Community Coalition Youth & Senior Coordinator/Outreach Coordinator, gave an update on the Southside Community Coalition.

Commissioner Slaughter stated that he had the pleasure of interacting with all three organizations and recommended the other commissioners do so as well if they had an opportunity.

Commissioner Naeyaert asked if the kids participated in Fair Week 4-H.

Ms. Sherrer stated that the kids did, though mostly with art, not with livestock as they obviously did not have any.

Ms. Nelson stated that they have some contact with 4-H. She further stated that urban agriculture was growing steadily in Lansing and that bringing urban farmers to the Fair in the future was a possibility that had been discussed.

Discussion.

Commissioner Sebolt stated a desire to have the future Fairgrounds Events Director meet with all three program heads to discuss integrating urban farming into the Fair.

Commissioner Morgan stated the importance of all three groups to the community and thanked them.

Commissioner Stivers stated that she would have someone from the Women's Commission do an Everyday Heroines profile on all three presenters.

Chairperson Tennis thanked the presenters.

4. Fair Office
  - b. Resolution Appointing a Fairgrounds Events Director Selection Committee

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

Chairperson Tennis stated that he wanted to be on the Committee.

The resolution was amended as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints a Fairgrounds Events Director Selection Committee consisting of the following members:

Commissioner Randy Maiville  
Commissioner Thomas Morgan  
Commissioner Robin Naeyaert  
Commissioner Randy Schafer  
Commissioner Ryan Sebolt  
Commissioner Derrell Slaughter  
**Commissioner Todd Tennis**

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY.

6. Parks Department
  - a. Resolution to Authorize an Amendment to Meridian Township's Trails and Parks Millage Agreements

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

Commissioner Trubac stated that just because there was a significant increase in cost for some projects while other projects came in under budget, money should not de facto be moved to other projects in the same municipality. He stated that he wanted to go over why the Park Commission was still recommending this project and to get an overview of it.

Chairperson Tennis asked if this resolution was regarding the projects that had already been approved and not new projects.

Tim Morgan, Parks Director, stated that no additional money was being requested and that the projects in question had already been approved.

Commissioner Sebolt stated that he was not necessarily opposed to the resolution but that he just wanted to make sure it was understood that once the money was allocated to a particular municipality it was still Trails and Parks Millage money.

Commissioner Stivers stated that it was really hard to estimate the cost, especially some of the huge projects in Meridian Township. She further stated that the team from Meridian Township worked really hard to make sure the money was used to complete their ultimate goal.

Commissioner Naeyaert stated that, like Commissioner Sebolt said, it was not Meridian Township's money, it was Trails and Parks Millage money and if the money came back to the Parks Department, it could be used for other projects in other municipalities.

Mr. Morgan stated that he wanted to remind everyone that this was not precedent-setting. He further stated that the Park Commission was not asking for money towards a different project than was already approved.

Mr. Morgan stated that in the case of Meridian Township, it was moving money around because numbers had changed since the initial estimates were made. He further stated that this was a good discussion to have.

Commissioner Sebolt stated that he realized it is was not precedent-setting, but it might be the most shifting around of money from one project to another that the Board of Commissioners has seen.

Jessy Gregg, Park Commission Vice-Chairperson, stated that was not necessarily true.

Discussion.

Commissioner Sebolt stated that he was fully prepared to pass the resolution on consent but wanted to emphasize this is Trails and Parks Millage money and he wanted to make sure the Board of Commissioners was thinking about things holistically like that.

Commissioner Stivers stated that she appreciated the point her fellow commissioners were saying about putting the money back in the central pot, but if it was reallocated within a municipality it was a very efficient way to make sure the money stayed in play, rather than sitting around for what could potentially be years while a new project in a different municipality went through the process of being approved.

Commissioner Morgan stated that he did not think any of this was unreasonable at this point. He further stated that if there was a change in overall strategy in how millage money was being spent, they needed to be serious about looking at that, as opposed to going through the process as necessary.

Commissioner Morgan left the room at 6:38 p.m.

Commissioner Grebner stated that he wanted to this point out as a teachable moment. He further stated that none of the Meridian Township projects were close to their estimates.

Commissioner Grebner stated that when project estimates came in low, the money could not be spent because there was nothing more to spend it on and for the project estimates that were too high, the money did not get spent because it had to wait to be approved to be used for something else. He further stated that either way, use of the available funds was delayed.

Commissioner Morgan returned at 6:40 p.m.

Commissioner Grebner stated that these projects estimates were often 20% off from the actual cost. He further stated he was not blaming anyone in particular, but there needed to be a focus on the fact that a poor job has been done, historically, of estimating how much money these projects would cost.

Commissioner Stivers stated that she also thought a better job could be done in a lot of places, but that in the case of Meridian Township, they could not have known the cost until the projects were underway, in part because there were many environmental factors that came up.

Commissioner Morgan asked if there was any part of the project that would need to be redone after the Okemos Road Bridge was complete.

Mr. Morgan stated that the bridge was unrelated to the trail project.

Chairperson Tennis stated he would have concerns if there were new projects that were not previously authorized and if they were not required to come back to the Board of Commissioners to be approved. He further stated that he would have passed the trail items on the consent agenda.

Commissioner Morgan stated that thought it was a really good conversation to have.

Discussion.

Mr. Morgan stated that when the Parks Department wrote grants, part of the application was that once funding was received from the State, then the Parks Department would engage with professionals to get true costs.

Brett Kaschinske, Lansing Park & Recreation Director, stated that true cost came only after getting bids back.

THE MOTION CARRIED UNANIMOUSLY.

6. Parks Department

- b. Resolution to Authorize an Amendment to the City of Lansing and the Village of Stockbridge Trails and Parks Millage Agreements

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

Commissioner Trubac asked why the project included stairs.

Mr. Kaschinske stated that the intent was to create better access to the river itself.

Commissioner Trubac asked if it was for people to have access to the water to launch canoes and kayaks from there.

Mr. Kaschinske stated that people were not launching canoes and kayaks from the steps and that the idea was for people to be able to closer connect with the river without having the trail itself up to the edge of the water.

Commissioner Trubac asked if there was any concern about kids in the water.

Mr. Kaschinske stated that they did not see the steps as an attractive nuisance.

THE MOTION CARRIED UNANIMOUSLY.

6. Parks Department

- d. Parks Millage Discussion

Mr. Morgan stated that the Parks Department had worked on a spreadsheet showing every resolution to date.

Commissioners Stivers stated concern that the millage was overspent.

Mr. Morgan stated that if everything came in as it was appropriated, it would be overspent.

Commissioner Stivers stated that would be a problem.

Commissioner Naeyaert stated that the Board of Commissioners knew when it passed the resolution that it would not be overspent based on previous experience.

Commissioner Grebner stated that perhaps if there was a plan to have this on the ballot to be renewed, maybe a contingency should be put in.

Mr. Morgan described how competitive the grant process was.

Ms. Gregg discussed the potential of losing matching grant money.

Mr. Morgan stated for example, that if a caveat was included in the millage language that the Michigan Department of Natural Resources (DNR) would not renew because the money has to be guaranteed.

Discussion.

Commissioner Naeyaert asked if that would hurt smaller rural communities.

Ms. Gregg stated that it could, but if it was based purely on the merits then smaller communities would be at an advantage.

Discussion.

Chairperson Tennis stated that if the County had to pay out all its pension obligations today, it would be bankrupt and that, similarly, if all the obligations of the millage had to be paid today there would be a problem, but we all knew that was not the case. He further stated that the best way to make sure the money got out was to over-allocate.

Discussion.

Commissioner Grebner stated how wonderful an amenity the trail system was for the community and how great the learning process had been over the course of the development so far.

#### Commissioner Announcements

None.

#### Public Comment

Ms. Cole-Adams suggested language she would have made more sense to the general population when trying to get a renewal.



Chairperson Tennis stated that when it came time to renew the millage, they might consider outlining future projects in the renewal language.

### Adjournment

The meeting was adjourned at 8:18 p.m.

# **MAY 20, 2019 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

## **ACTION ITEMS:**

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

1. *Community Agencies - Resolution Approving Criteria for Evaluating 2020 Applications for Community Agency Funding*

This resolution establishes the criteria by which each agency's application will be evaluated for the 2020 Community Agency funding process. If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter.

2. *Parks Department – Resolution to Authorize the Account Clerk, Parks Part-Time Position to be Converted to a Full Time Position*

This resolution authorizes converting the Account Clerk, Parks #759014 position from a part-time to a MCF/4 full time position. The job description has been updated to reflect the new duties as detailed in Exhibit A with additions made in bold italicized/underlined text. Funds are available from the Trails & Parks Millage to cover the increased costs.

3. *Health Department*

a. *Resolution to Amend Resolution #19-194*

This resolution expands the Nurse Practitioner position (Position # 601527) from 0.75 FTE to 1.0 FTE effective April 1, 2019 through March 31, 2024. The additional 0.25 FTE (\$19,685.19 - \$23,627.50) to be covered through the revenue generated by billable services performed by the Nurse Practitioner through ICHC.

b. *Resolution to Authorize an Agreement with Edge Publicom for a Medical Marihuana Public Education Campaign*

This resolution authorizes an agreement with Edge Publicom for the period of June 20, 2019 through September 15, 2019 in an amount not to exceed \$35,000 for the development of an education, communication and outreach campaign regarding the Michigan Medical Marihuana Act. Funds for this agreement are available through a LARA grant.

c. *Resolution to Accept Funding from MDHHS for Child Adolescent Expanded Mental Health*

This resolution authorizes the acceptance of funding from the Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000.

d. *Resolution to Authorize an Agreement with NextGen for Custom Ryan White Templates*

This resolution authorizes entering into an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020, or until 140 project management hours have been reached. The total cost is \$31,500 for the templates and project management hours. All costs will be covered by the HIV Care Coordination Grant.

e. *Resolution to Accept Reinvestment Fund Invest Health Field Building Grant Award*

This resolution authorizes acceptance of the Reinvestment Fund in the amount of \$75,000 for serving as the fiduciary for the National Invest Health Field Building Grant awarded to the Lansing Invest Health Team, and also authorizes subcontracting with Southside Community Coalition in an amount not to exceed \$45,000 to serve as the Coordinator of the Lansing Invest Health Team, effective July 1, 2019 through September 30, 2020.

f. *Resolution to Authorize an Agreement with Rite Aid Corporation for 340b Prescription Drug Services*

This resolution authorizes an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and will renew on an automatic basis for one subsequent year. The 340B program will allow ICHD to generate revenue by purchasing program drugs at federally mandated pricing that is substantially lower than retail pricing. RAC's partnership with the HRSA 340B program, will allow patients to obtain these eligible prescriptions at the lowest possible cost.

g. *Resolution to Enter Agreement with Roger L. Donaldson, AIA P.L.C. for New Hope Community Health Center Renovations*

This resolution authorizes an agreement with Roger L. Donaldson, AIA P.L.C. Architectural and Engineering Services for renovations to New Hope Community Health Center in an amount not to exceed \$9,800 effective May 1, 2019 through October 31, 2019.

**OTHER ITEMS:**

4. Controller's Office – *Ingham County Strategic Plan Update (Discussion)*

## Agenda Item 1

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** May 8, 2019  
**SUBJECT:** Resolution Approving Criteria for Evaluating 2020 Community Agency Funding Applications  
For the meeting agendas of May 20 and May 22

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### **BACKGROUND**

This resolution establishes the criteria by which each agency's application will be evaluated for the 2020 Community Agency funding process.

If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter.

The recommendations made by the Controller/Administrator's Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

### **ALTERNATIVES**

One alternative would be to have no criteria, and accept applications for a variety of different types of initiatives. Another alternative is for the Board of Commissioners to go back to the old way of awarding funding, which was to have agencies come to the Human Services Committee and make presentations on Community Agency night.

### **FINANCIAL IMPACT**

This resolution has no direct financial impact.

### **STRATEGIC PLANNING IMPACT**

This resolution support the overarching long term objective of assisting in meeting basic needs.

### **OTHER CONSIDERATIONS**

The community agency process has grown to over 30 applications requesting funding, with total requests of approximately \$310,000 annually.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution approving criteria for evaluating 2020 community agency funding applications.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING CRITERIA FOR EVALUATING 2020 APPLICATIONS  
FOR COMMUNITY AGENCY FUNDING**

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to over 30 applications requesting funding, with total requests of approximately \$310,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on the long term goal of assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the 2020 community agency funding process, with priority given to those proposals that directly contribute to addressing the County's overarching long-term objective of "Meeting Basic Needs", such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to evaluate and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2020.

BE IT FURTHER RESOLVED, the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2020.

## Agenda Item 2

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

**FROM:** Tim Morgan, Parks Director

**DATE:** May 6, 2019

**SUBJECT:** Account Clerk, Parks

For the meeting agenda of 5/20/19 Human Services, 5/21/19 County Services, and 5/22/19

Finance

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### **BACKGROUND**

This resolution authorizes converting the Account Clerk, Parks #759014 position from a part-time to a MCF/4 full time position. The job description has been updated to reflect the new duties as detailed in Exhibit A with additions made in bold italicized/underlined text.

### **ALTERNATIVES**

With the implementation of the Trails and Park Millage, the additional job functions necessitates an expansion in the working hours.

### **FINANCIAL IMPACT**

The General Fund level of support stays the same; the increased costs will be met with funds from the Ingham County Trails and Parks Millage. The range of salary and total personnel costs including all benefits are: \$76,912 for step one and \$88,356 at the top of the scale as detailed in Exhibit B. The annual salary on the low end is \$39,043 and top end \$46,861.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County, 4(b) provide responsive customer service and public engagement. In addition, this recommendation supports the following strategic goals and tasks: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

### **OTHER CONSIDERATIONS**

The Park Commission supported this resolution at their April 22, 2019 meeting.

### **RECOMMENDATION**

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

## Exhibit A:

### INGHAM COUNTY JOB DESCRIPTION

#### ACCOUNT CLERK, PARKS

##### **General Summary:**

Under the supervision of the Administrative Office Coordinator, performs a variety of bookkeeping, payroll and clerical tasks in support of the Parks Department. Coordinates accounts payables. Oversees the collection, deposit and transmittal of park and revenue. Coordinates payroll processing, tracks leave time and maintains office files. Processes passport applications. Responds to inquiries from employees and the public regarding Parks Department information.

##### **Essential Functions:**

1. Coordinates accounts payables for the Department. Ensures invoices have proper approval and documentation. Sets up and codes payables for payment. Balances vouchers, processes purchase orders and balances accounts to vendor month-end statements. Works with vendors to resolve account discrepancies. Serves as Site Coordinator for P-Card processing.
2. *Prepares millage reimbursement requests for approval by the Trails and Parks Millage Program Coordinator by running line item and contract inquiries to verify the requested amount is accurate. Processes all millage related payments.*
3. Oversees posting of all monies received by the Parks Department including reservation, registration, and park activity fees, grant reimbursements and other revenue.
4. Enters cash receipts for revenues, balances daily receipts and prepares deposits. Runs accounting and bookkeeping reports as requested. Prepares journal entries to adjust the general ledger as needed. Works with Accountant to resolve bank reconciliation issues.
5. Oversees the receipting, coding and balancing of tickets, and monies collected for the park activities. Processes credit card refunds. Transmits revenue to the County Treasurer.
6. Responsible for payroll tracking, processing and reporting. Verifies timecards for accuracy and resolves discrepancies regarding hours worked, accrual usage and pay rates. Processes PARs regarding new hires, terminations, wage changes and all other payroll data.
7. Tracks and monitors accrual balances including but not limited to sick, vacation, FMLA and unpaid time off. Notifies managers when employee balances are misused

or insufficient to cover requested time. Runs time and attendance reports as requested.

8. Responds to questions regarding the payroll processes. Explains procedures as outlined in bargaining unit contracts, department policies and County-wide protocols.
9. Works with the Director, Supervisor and Accountant to review budget reports and reallocate funds. Develops and prepares financial reports. Drafts contract list for preparation of annual budget request.
10. Prepares and maintains a seasonal personnel spreadsheet tracking status, wage, and basic information. Processes and maintains confidential information regarding Parks' employees.
11. Responds to inquires regarding Department facilities, park reservations and day camp reservations. Takes reservations for facility rentals. Refers inquires to appropriate staff as necessary. Maintains and updates related records.
12. Processes passport applications. Verifies applicants' identities, submits applications to the State Department and responds to questions about the process.
13. Enters Park and Millage contracts into Munis. *Updates the contract database for Parks and Millage contracts. Monitors the status of contracts and closes contracts.*
14. Provides administrative and clerical assistance to other staff. Examples include, but are not limited to, data entry, creating correspondence, preparing reports, keeping records, proofreading documents, making copies, sending faxes and maintaining files.
15. *Assists the Trails and Parks Millage Program Coordinator with clerical tasks as assigned.*
16. Processes dog FOB's. Keep records of FOB's sold at City of Lansing and Soldan's. Quarterly bills each facility, maintains a file on all FOBs sold.
17. Provides back-up to other office staff. Provides guidance and direction to interns and seasonal staff as needed.

**Other Functions:**

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



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

**Employment Qualifications:**

**Education:** A high school diploma or equivalent is required. Some advanced course work in bookkeeping, administrative assistance or a related field is required.

**Experience:** A minimum of 2 years of experience in a customer service, bookkeeping, payroll or accounts payable is required.

**Other Requirements:** Must become a certified Passport Acceptance Agent within 3 months of hiring.

*(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:**

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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 where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

February 2019  
MCF

**Exhibit B:****2019 PERSONNEL COST PROJECTION**

	MCF 4 Step 1	Full Time MCF 4 Step 5
WAGES	\$39,043	\$46,861
UNEMPLOYMENT	195	234
FICA	2,987	3,585
HEALTH	15,067	15,067
DENTAL	936	936
VISION	132	132
LIFE	144	144
RETIREMENT	11,904	14,288
CURRENT RETIREE HLTH	3,447	3,447
FUTURE RETIREE HLTH	1,757	2,109
LIABILITY	533	639
DISABILITY	51	61
SEPARATION	683	820
CARES	33	33
TOTAL	\$76,912	\$88,356

## Agenda Item 2

TO: Tim Morgan, Director of Parks

FROM: Beth Bliesener, Human Resources Specialist

DATE: 5-3-19

RE: Memo of Analysis for Account Clerk Parks

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Human Resources can confirm the following information regarding the position requested in the Parks Department:

1. An Account Clerk - Parks is a current classification in the MC Manual at pay grade 4.
2. The Parks Department would like to increase the position from Part-Time to Full-Time.
3. Human Resources along with the Parks Department updated the job description to reflect the new duties to reflect the work that will need be done. After analysis the position remains a MC grade 4.

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. 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).*

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCOUNT CLERK, PARKS  
PART-TIME POSITION TO BE CONVERTED TO A FULL TIME POSITION**

WHEREAS, the Account Clerk, Parks position #759014 is classified as a part-time position which is funded by the County General Fund appropriation for 20 hours per week; and

WHEREAS, additional tasks have been added to the job description to assist with the administration of the Ingham County Trails and Parks Millage; and

WHEREAS, the Ingham County Parks Department wishes to convert the Account Clerk, Parks #759014 to a full time position; and

WHEREAS, in conjunction with 50% (Step 1: \$38,456 to Step 5: \$44,178) of the position from the County General Fund appropriation and 50% (Step 1: \$38,456 to Step 5: \$44,178) of the position from the Ingham County Trails and Parks Millage, the range of salary and total personnel costs including all benefits are: \$76,912 for step one and \$88,356 for step five at the top of the scale, and the annual salary on the low end is \$39,043 and top end is \$46,861.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting the Account Clerk, Parks, #759014 position from a part-time to a MCF/4 full time position funding 50% of the position from the County General Fund appropriation and 50% of the position from the Ingham County Trails and Parks Millage.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution.

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

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

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** May 6<sup>th</sup> 2019

**SUBJECT:** Amendment to Resolution #19-194  
For the meeting agendas of May 20, May 21, and 22, 2019

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024. ICHD accepted \$5,470,000.00 in funds from the United States Department of Health and Human Services (USDHHS) to support the Healthy Start Grant. As part of this award, a 0.75 FTE Nurse Practitioner position was created to provide Centering Pregnancy services through the Ingham Community Health Centers' (ICHC) Women's Health site. The additional 0.25 FTE will be dedicated to providing billable OB/GYN and family planning services through Women's Health.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The 2019 salary range of a 1.0 FTE Nurse Practitioner (MNA, Grade 6) position is \$78,740.77 - \$94,510.67. The initial 0.75 FTE (\$59,055.57 - \$70,883.00) shall be covered through the Healthy Start Grant, with the additional 0.25 FTE (\$19,685.19 - \$23,627.50) to be covered through the revenue generated by billable services performed by the Nurse Practitioner through ICHC.

**STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #19-194 to expand the Nurse Practitioner position (Position # 601527) from 0.75 FTE to 1.0 FTE effective April 1, 2019 through March 31, 2024.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION # 19-194**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024; and

WHEREAS, ICHD accepted \$5,470,000.00 in funds from the United States Department of Health and Human Services (USDHHS) to support the Healthy Start Grant; and

WHEREAS, as part of this award, a 0.75 FTE Nurse Practitioner position was created to provide Centering Pregnancy services through the Ingham Community Health Centers' (ICHC) Women's Health site; and

WHEREAS, the additional 0.25 FTE will be dedicated to providing billable OB/GYN and family planning services through Women's Health; and

WHEREAS, the 2019 salary range of a 1.0 FTE Nurse Practitioner (MNA, Grade 6) position is \$78,740.77 - \$94,510.67; and

WHEREAS, the initial 0.75 FTE (\$59,055.57 - \$70,883.00) shall be covered through the Healthy Start Grant, with the additional 0.25 FTE (\$19,685.19 - \$23,627.50) to be covered through the revenue generated by billable services performed by the Nurse Practitioner through the CHCs; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support this amendment to Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments and position allocation list 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:** Linda S. Vail, MPA, Health Officer  
**DATE:** May 7, 2019  
**SUBJECT:** Agreement with Edge Publicom for the Development of a Communication Campaign, Education and Outreach Related to the Michigan Medical Marihuana Program  
For the meeting agendas of May 20 and May 22, 2019

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**BACKGROUND**

Ingham County Health Department (ICHD) was recently awarded a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$103,621 effective January 1, 2019 through September 15, 2019 authorized by Resolution #19-115. Public Act 2017 of 2018 section 901 directs funds appropriated for grants in the Michigan Medical Marihuana Act, MCL 333.26421 to counties for education and outreach relating to the Michigan medical marihuana program. The proposed communication campaign will focus on education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, and increase the perception of risk for adolescent marijuana use. This grant proposal will allot \$35,000 of the \$103,621 total funding to be spent on the development of a public education campaign.

**ALTERNATIVES**

ICHD issued a request for proposals (RFP) for this project and selected Edge Publicom based upon: capability and experience, work plan and timeline, and budget/relevance to scope of work.

**FINANCIAL IMPACT**

The funds for this agreement will come from the LARA grant (Account number: 01119) and will not exceed \$35,000.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Board of Commissioners authorize an agreement with Edge Publicom for the period of June 20, 2019 through September 15, 2019 in an amount not to exceed \$35,000 for the development of an education, communication and outreach campaign regarding the Michigan Medical Marihuana Act.

## Agenda Item 3b

TO: Joel Murr, Assistant Deputy Health Officer  
Amanda Darche Health Communications Specialist

FROM: James Hudgins, Director of Purchasing

DATE: April 29, 2019

RE: Memorandum of Performance for RFP No. 96-19 Medical Marihuana – Public Education Campaign

Per your request, the Purchasing Department sought proposals from vendors to enter into a contractual relationship to develop a comprehensive medical marihuana campaign.

The scope of work includes, but is not limited to, development, testing and execution of a public education campaign, with final deliverables to include short videos, billboard art, radio scripts, social media messages, and print items such as posters and postcards.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	29	17
Vendors responding	8	6

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

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

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

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*



## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Cost
Inerve Marketing Inc.	Yes, Lansing MI	\$31,625.00
Edge Publicom	Yes, Lansing MI	\$34,648.00
Ciesa Inc.	Yes, Lansing MI	\$34,750.00
King Media	Yes, East Lansing MI	\$34,875.00
American Eagle Co., DBA: Q & M	No, Ann Arbor MI	\$35,000.00
Message Makers	Yes, Lansing MI	\$35,000.00
MPRO	No, Farmington Hills MI	\$35,000.00
Redhead Design Studio	Yes, Lansing MI	\$35,000.00

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EDGE PUBLICOM FOR A  
MEDICAL MARIHUANA PUBLIC EDUCATION CAMPAIGN**

WHEREAS, State of Michigan Department of Licensing and Regulatory Affairs (LARA) recently awarded a grant to the Ingham County Health Department (ICHD) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling \$103,621 effective January 1, 2019 through September 15, 2019 authorized by Resolution #19-115; and

WHEREAS, the approved grant budgets for the creation of a public education campaign in the amount of \$35,000; and

WHEREAS, ICHD seeks to engage in grant-funded activities with objectives to provide education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, and increase the perception of risk for adolescent marijuana use; and

WHEREAS, the Health Communication Specialist will work with Edge Publicom to develop a public education campaign; and

WHEREAS, the agreement with Edge Publicom will not exceed \$35,000, all of which will be funded by the LARA grant; and

WHEREAS, the Health Officer recommends authorization of an agreement between Edge Publicom and ICHD in an amount not to exceed \$35,000 for the period of June 20, 2019 to September 15, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with Edge Publicom for the development of a public education campaign regarding the Michigan Medical Marihuana Act, in an amount not to exceed \$35,000 for the period of June 20, 2019 to September 15, 2019.

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

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

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** May 1, 2019  
**SUBJECT:** Authorization to Accept Funding from MDHHS for Child Adolescent Expanded Mental Health  
For the meeting agendas of May 20, May 21, and May 22, 2019

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to accept funding from the Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020. This award will be used to create three full time social worker positions (3.00 FTE), one placed at Everett High School, one placed at Pattengill School, and one social worker placed at Gardner International School. A full grant year is \$100,000 per site, totaling \$300,000 for all three sites, and may be adjusted due to the partial fiscal year 2019. Any remaining funds will be carried over and be available in fiscal year 2020.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The \$300,000 funding award will allow ICHD to enhance mental health support through the following:

- Create 3.00 FTE Social Worker (ICEA Pro Level 7); salary/benefits per 1.00 FTE is \$107,331 with a total cost of \$321,993
- The additional salary and other costs (supplies, materials, telephone, printing, etc.) will total \$92,037 and will be covered by patient fees and collections.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize the acceptance of funding from the Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT FUNDING FROM MDHHS FOR CHILD ADOLESCENT  
EXPANDED MENTAL HEALTH**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020; and

WHEREAS, this award will be used to create three full time social worker positions (3.00 FTE), one placed at Everett High School, one placed at Pattengill School, and one placed at Gardner International School; and

WHEREAS, a full grant year awards \$100,00 per site, totaling \$300,000 for all three sites, and may be adjusted due to the partial fiscal year 2019; and

WHEREAS, any remaining funds will be carried over and be available in fiscal year 2020; and

WHEREAS, the \$300,000 funding award will allow ICHD to enhance mental health support through the following:

- Create 3.00 FTE Social Worker (ICEA Pro Level 7); salary/benefits per 1.00 FTE is \$107,331 with a total cost of \$321,993
- The additional salary and other costs (supplies, materials, telephone, printing, etc.) will total \$92,037 and will be covered by patient fees and collections; and

WHEREAS, the Ingham Community Health Center Board of Directors supports accepting funding from MDHH for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize accepting funding from MDHHS for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize accepting funding from MDHHS for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000.

BE IT FURTHER RESOLVED, that this resolution authorizes the creation of 3 FTE social worker positions (ICEA Pro Level 7).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any budget adjustments and position allocation list 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:** Linda S. Vail, MPA, Health Officer  
**DATE:** May 1, 2019  
**SUBJECT:** Authorization to Enter into an Agreement with NextGen for Custom Ryan White Templates  
For the meeting agendas of May 20 and May 22, 2019

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### **BACKGROUND**

Ingham County Health Department (ICHD) wishes to enter into an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020 or until the 140 project management hours have been reached. NextGen's consulting services team will create eleven templates for the Ryan White HIV Care Coordination program. The templates will have the ability to generate a document to the patient's chart. The templates provided are as follows:

- Assessment Pilot Tool 3.7.2019.docx
- EIS Assessment – Final.docx
- EIS Care Plan – Final.docx
- EIS Discharge Form – Final.docx
- MCM ACUITY SCALE.docx
- MCM Discharge Summary.docx
- MCM Individualized Service Plan (ISP).docx
- MCM Intake.docx
- NMCM – Action Plan.docx
- RW Eligibility Documentation Recert Form 2018 (4).docx
- Ryan White Registration Form.docx

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The total cost is \$31,500 for the templates and project management hours. All costs will be covered by the HIV Care Coordination Grant.

### **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 NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020, or until the 140 project management hours have been reached.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH NEXTGEN FOR  
CUSTOM RYAN WHITE TEMPLATES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020 or until the 140 project management hours have been reached; and

WHEREAS, NextGen's consulting services team will create eleven templates for the Ryan White HIV Care Coordination program; and

WHEREAS, the templates will have the ability to generate a document to the patient's chart; and

WHEREAS, the total cost is \$31,500 for the templates and project management hours; and

WHEREAS, all costs will be covered by the HIV Care Coordination Grant; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020 or until the 140 project management hours have been reached; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020 or until the 140 project management hours have been reached.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with NextGen for custom Ryan White Templates effective June 1, 2019 through May 31, 2020 or until the 140 project management hours have been reached.

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:** Linda S. Vail, MPA, Health Officer  
**DATE:** April 24, 2019  
**SUBJECT:** Authorization to Accept Reinvestment Fund Grant Award

For the meeting agendas of May 20 and May 22, 2019

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### **BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept a funding award to serve as the local fiduciary for the Lansing Invest Health Team to participate in the national Invest Health Field Building program through the Reinvestment Fund, effective July 1, 2019 through September 30, 2020. As the local fiduciary agent, ICHD will receive an award of \$75,000 to support the Lansing Invest Health Team's pursuit of:

- Advancing policies and practices that position and align community investment systems to increase capital flows to equity-promoting built environment investments
- Taking steps to advance a pipeline of financeable built environment projects focused on increasing equity as part of a long-term community health improvement strategy

The three main expenditures of this award include:

- Lansing Invest Health Team Coordination (to be subcontracted to Southside Community Coalition)
- Travel and lodging to national Invest Health convenings
- Built-environment investments in neighborhoods where residents experience large health inequities and limited access to health-promoting activities

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

There are no costs to Ingham County associated with the acceptance of this award.

### **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 authorizes acceptance of the Reinvestment Fund for serving as the fiduciary for the National Invest Health Field Building Grant awarded to the Lansing Invest Health Team, and also recommend subcontracting with Southside Community Coalition to serve as the Coordinator of the Lansing Invest Health Team, effective July 1, 2019 through September 30, 2020.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT REINVESTMENT FUND INVEST HEALTH FIELD BUILDING  
GRANT AWARD**

WHEREAS, the Ingham County Health Department (ICHD) wishes to accept award funding to serve as the fiduciary agent of the Invest Health Field Building grant award through the Reinvestment Fund, effective July 1, 2019 through September 30, 2020; and

WHEREAS, as the fiduciary agent, ICHD will receive a funding award of \$75,000 to support the work of the Lansing Invest Health Team to create health equity through built-environment investments in neighborhoods where residents experience health inequities and lack of access to health-promoting activities; and

WHEREAS, the \$75,000 award from the Reinvestment Fund supports the Lansing Invest Health Team's work to a) advance policies and practices that position and align community investment systems to increase capital flows to equity-promoting built environment investments and b) take steps to advance a pipeline of financeable built environment projects focused on increasing equity as part of a long-term strategy to improve overall community health; and

WHEREAS, in addition, ICHD staff working in health equity and health promotion & prevention will participate in the Lansing Invest Health Team as advisory member(s); and

WHEREAS, there are no additional costs associated with the acceptance of this award; and

WHEREAS, the \$75,000 will cover coordination of the Lansing Invest Health Team; travel and lodging to national Invest Health convenings and built-environment investments in target neighborhoods; and

WHEREAS, the Health Officer recommends accepting a \$75,000 award through the Reinvestment Fund to serve as the local fiduciary agent of the national Invest Health Field Building program, effective July 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a \$75,000 award through the Reinvestment Fund to participate in the national Invest Health Field Building program, and also authorizes subcontracting with Southside Community Coalition in an amount not to exceed \$45,000 for Coordination of the Lansing Invest Health Team, effective July 1, 2019 through September 30, 2020.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** May 1, 2019  
**SUBJECT:** Agreement with Rite Aid Corporations for 340B Prescription Drug Services  
For the meeting agendas of May 20 and May 22, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and will renew on an automatic basis for one subsequent year. The 340B program will allow ICHHD to generate revenue by purchasing program drugs at federally mandated pricing that is substantially lower than retail pricing. RAC's partnership with the HRSA 340B program, will allow patients to obtain these eligible prescriptions at the lowest possible cost.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

This program is fully paid by funds generated from participating in the 340B program.

**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 authorizing an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program, effective June 1, 2019 through May 31, 2022 and to renew automatically for one subsequent year.

## Strickling, Stephanie

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**From:** Heather Holsclaw <hholsclaw@cstmlaw.com>  
**Sent:** Tuesday, June 28, 2016 1:49 PM  
**To:** Strickling, Stephanie  
**Cc:** Kolski, Russell; Bennett, Becky; Timothy Perrone  
**Subject:** Walgreens & Rite Aid 340B Pharmacy Service Agreements  
**Attachments:** Rite Aid 340B Pharm Svcs Agr.pdf; Walgreens 340B Pharm Svcs Agr.pdf; Rite Aid 340B TPA Agr.pdf

Ms. Strickling:

As we discussed over the telephone a little while earlier this afternoon, attached please find the Walgreens 340B Pharmacy Services Agreement, and the redline versions of the Rite Aid 340B Pharmacy Services Agreement and Third Party Administrator Services Agreement in this matter. Since Tim had a prior appointment out of town today, I had Robert Townsend sign all three in his stead. Should you have any questions please feel free to contact our office.

Heather R. Holsclaw  
Assistant to Richard D McNulty and Timothy M. Perrone COHL, STOKER  
& TOSKEY, P.C.  
601 N. Capitol Ave.  
Lansing, MI 48933  
(517) 372-9000  
Fax: (517) 372-1026  
[hholsclaw@cstmlaw.com](mailto:hholsclaw@cstmlaw.com)

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Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH RITE AID CORPORATION, FOR 340B  
PRESCRIPTION DRUG SERVICES**

**RESOLUTION # 16 – 308**

WHEREAS, the Ingham County Health Department (ICHD) desires to participate with Rite Aid Corporation under the Health Resources and Services Administration (HRSA) 340B drug discount program; and

WHEREAS, ICHD is proposing an agreement that authorizes Rite Aid Corporation to participate in the program under our Federally Qualified Health Center eligibility; and

WHEREAS, the Rite Aid Corporation will allow patients to obtain eligible prescriptions at the lowest possible cost; and

WHEREAS, the 340B program will allow ICHD to generate revenue from the savings offered by purchasing program drugs at Federally mandated pricing that is substantially lower than retail pricing; and

WHEREAS, the program is fully paid by funds generated from participating in the program; and

WHEREAS, the Health Officer recommends entering into the agreement with Rite Aid Corporation for 340B prescription services for the period of July 1, 2016 through June 31, 2017 at the rates outlined in the Rite Aid Corporation proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the agreement with Rite Aid Corporation for 340B prescription services for the period of July 1, 2016 through June 31, 2017 at the rates outlined in the Rite Aid Corporation proposal.

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

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

**HUMAN SERVICES: Yeas:** McGrain, Banas, Tennis, Koenig, Nolan, Hope, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 6/20/2016**

**FINANCE: Yeas:** Bahar-Cook, Tennis, McGrain, Crenshaw, Schafer  
**Nays:** None **Absent:** Anthony, Case Naeyaert **Approved 6/22/2016**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH RITE AID CORPORATION FOR  
340B PRESCRIPTION DRUG SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and to renew automatically for one subsequent year; and

WHEREAS, the 340B program will allow ICHD to generate revenue from the savings offered by purchasing program drugs at Federally mandated pricing that is substantially lower than retail pricing; and

WHEREAS, RAC will allow patients to obtain eligible prescriptions at the lowest possible cost; and

WHEREAS, this program is fully paid by funds generated from participating in the 340B program; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and to renew automatically for one subsequent year; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and to renew automatically for one subsequent year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with Rite Aid Corporation (RAC) under the Health Resources and Services Administration (HRSA) 340B drug discount program effective June 1, 2019 through May 31, 2022 and to renew automatically for one subsequent year.

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:** Linda S. Vail, MPA, Health Officer  
**DATE:** May 6<sup>th</sup>, 2019  
**SUBJECT:** Agreement with Roger L. Donaldson, AIA P.L.C. Architectural and Engineering Services for New Hope Community Health Center Renovations.  
For the meeting agenda of May 20<sup>th</sup> and May 22<sup>nd</sup>, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Roger L. Donaldson, AIA P.L.C to provide architectural and engineering services for New Hope Community Health Center (CHC), for an amount not to exceed \$9,800.00, to be effective May 1, 2019 through October 31, 2019. Through Resolution #18-446 Ingham County Health Department's (ICHHD) Community Health Centers (CHC) accepted a Substance Use Disorder funding award through the U.S. Department of Health and Human Resources Health Resources and Services Administration (HRSA). This award included the funds to renovate newly annexed space at New Hope Community Health Center (authorized through Resolution # 19-050), located at 430 N. Larch, to accommodate expanded Substance Use Disorder treatment, including Medication Assisted Treatment. A request for three bids from Architectural/Engineering firms under \$10,000 was answered for the scope of work by Studio Intrigue Architects, Hobbs + Black Architecture, and Roger L. Donaldson AIA P.L.C. Of the three bids received, Roger L. Donaldson, AIA P.L.C. was able to provide the lowest price bid in accordance with a funded plan designed to be completed within the necessary timeframe to meet grant deadlines.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Roger L. Donaldson AIA P.L.C. provided the second lowest bid, at \$9,800.00, for the required scope of architectural and engineering services. Hobbs + Black architecture provided a lower cost bid (\$7,120), but could not start project work within the timeframe necessary to provide engineer documents to the Funder (HRSA) by the next grant reporting deadline. All costs associated with this scope of work are covered through the HRSA Substance Use Disorder funding award accepted through resolution #18-446.

**STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners recommends entering into an agreement with Roger L. Donaldson, AIA P.L.C. Architectural and Engineering Services for renovations to New Hope Community Health Center in an amount not to exceed \$9,800.00, effective May 1, 2019 through October 31, 2019.

**Agenda Item 3g**

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 7, 2019

RE: Memorandum Regarding New Hope Renovations

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A request for three bids from Architectural/Engineering firms under \$10,000 was answered for the scope of work by Studio Intrigue Architects, Hobbs + Black Architecture, and Roger L. Donaldson AIA P.L.C.

Roger L. Donaldson AIA P.L.C. provided the second lowest bid, at \$9,800.00, for the required scope of architectural and engineering services. A lower cost bid (\$7,120) was submitted but the vendor could not start project work within the timeframe necessary to provide engineer documents to the Funder (HRSA) by the grant reporting deadline.



### Agenda Item 3g

TO: Anne Scott, Executive Director/Deputy Health Officer

FROM: James Hudgins, Director of Purchasing

DATE: May 8, 2019

RE: Memorandum of Performance for Packet No. 122-19: Architectural and Engineering Services for New Hope Community Health Center Renovation

The Purchasing Department can confirm that three written bids were sought and received from vendors for the purpose of providing professional architectural and engineering services for the renovation of the New Hope Community Health Center.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	3
Vendors responding	3	3

Below is a summary of the vendors' costs:

Company Name	Address	Local	Total Bid
Hobbs + Black	117 E. Allegan St. Lansing, MI	Yes	\$8,070
Roger L. Donaldson, AIA	4787 Tartan Lane, Holt MI	Yes	\$10,200
Studio Intrigue	1114 S. Washington Ave., Lansing MI	Yes	\$15,500 plus reimbursable expenses

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

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

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER AGREEMENT WITH ROGER L. DONALDSON, AIA P.L.C. FOR  
NEW HOPE COMMUNITY HEALTH CENTER RENOVATIONS**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Roger L. Donaldson, AIA P.L.C to provide architectural and engineering services for New Hope Community Health Center (CHC), for an amount not to exceed \$9,800.00, effective May 1, 2019 through October 31, 2019; and

WHEREAS, through Resolution #18-446 Ingham County Health Department's (ICHD) Community Health Centers (CHC) accepted a Substance Use Disorder funding award through the U.S. Department of Health and Human Resources Health Resources and Services Administration (HRSA); and

WHEREAS, this award included the funds to renovate newly annexed space at New Hope Community Health Center (authorized through Resolution # 19-050), located at 430 N. Larch, to accommodate expanded Substance Use Disorder treatment, including Medication Assisted Treatment; and

WHEREAS, a request for three bids from Architectural/Engineering firms under \$10,000 was answered for the scope of work by Studio Intrigue Architects, Hobbs + Black Architecture, and Roger L. Donaldson AIA P.L.C.; and

WHEREAS, Roger L. Donaldson AIA P.L.C. provided the lowest bid, at \$9,800.00, for the required scope of architectural and engineering services to be completed within the timeframe necessary to provide engineer documents to the Funder (HRSA) by the next grant reporting deadline; and

WHEREAS, all costs associated with this scope of work are covered through the HRSA Substance Use Disorder funding award accepted through resolution #18-446; and

WHEREAS, the Ingham Community Health Center Board supports entering an agreement with Roger L. Donaldson, AIA P.L.C to provide architectural and engineering services for New Hope Community Health Center (CHC) in an amount not to exceed \$9,800.00, effective May 1, 2019 through October 31, 2019; and

WHEREAS, the Health Officer recommends entering into an agreement with Roger L. Donaldson, AIA P.L.C to provide architectural and engineering services for New Hope Community Health Center (CHC) in an amount not to exceed \$9,800.00, effective May 1, 2019 through October 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize entering into an agreement with Roger L. Donaldson, AIA P.L.C to provide architectural and engineering services for New Hope Community Health Center (CHC) in an amount not to exceed \$9,800.00, effective May 1, 2019 through October 31, 2019.

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

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

## Agenda Item 4

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

**FROM:** Teri Morton, Deputy Controller

**DATE:** May 7, 2019

**SUBJECT:** Ingham County Strategic Plan Update - Discussion  
For the meeting agendas of 5/16, 5/20, 5/21 and 5/22

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Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan that specifies activities and tasks for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals. A summary of the Ingham County Strategic Plan is attached.

The presentation of the Action Plan here includes all of the goals and strategies of the complete Strategic Plan, but only the key implementation tasks related to each liaison committee are shown. Tasks that have been completed are shaded. This is presented as a discussion item, so committees can discuss adding, deleting, or changing any of the current key implementation tasks in order to keep the plan up to date. The most recent update is from February 2019, as was distributed at the February 21, 2019 Board Leadership meeting. Departments will be providing updated information for this document as part of their 2020 budget requests.

# **Ingham County Strategic Plan Summary**

## **VISION**

Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.

## **MISSION**

Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.

## **VALUES**

While providing County services and doing our work we value:

- Quality resident services;
- Accountability and fiscal responsibility;
- Diversity, equity and inclusion;
- Honesty, integrity and ethics; and
- Creativity and innovation.

## **GOALS AND STRATEGIES: 2018-2022**

The Commissioners developed goals and strategies that address six strategic issue areas:

1. Service to Residents
  - a. Strive to make facilities and services user-friendly.
  - b. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.
  - c. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
  - d. Ensure employees provide complete and courteous responses to resident questions and inquiries.
  - e. Provide opportunities to gather feedback on County services from the public.
2. Communication
  - a. Promote key services through the local media.
  - b. Provide opportunities for residents and service recipients to share their experiences about County services.
  - c. Consider ways to brand and unify County messaging.
  - d. Assure ease of access to information on and maintenance of the County Web site.
3. Management, Finance and Governance
  - a. Maintain the County's financial reserves at adequate levels.
  - b. Continue to monitor adherence to the County's financial reserve policy.
  - c. Develop options for service levels depending on the County's fiscal health.
  - d. Periodically review and revise policies and contracting procedures to reflect current best practices.
  - e. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
  - f. Identify long and short-term funding priorities and financing options for capital projects.

- g. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.
- h. Monitor and address unfunded liabilities.

4. Information Technology

- a. Support well-trained IT managers and staff current with emerging trends and best practices.
- b. Annually budget for countywide IT projects including updates to existing software applications.
- c. Establish consistent standards for department website design, information postings and monitoring.

5. Facilities and Infrastructure

- a. Review recommendations of the Space Utilization Study for Ingham County.
- b. Plan physical space needed for future storage needs.
- c. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
- d. Consider environmentally-friendly construction strategies.

6. Human Resources and Staffing

- a. Attract and retain employees who value public service.
- b. Regularly solicit employee feedback and suggestions for workflow improvements.
- c. Encourage employee creativity and innovation.
- d. Support employee and professional development.

## **OVERARCHING LONG-TERM OBJECTIVES**

<b>Overarching Long-term Objective</b>	<b>Goal</b>					
	Service to Residents	Communication	Management, Finance and Governance	Information Technology	Facilities and Infrastructure	Human Resources and Staffing
Fostering economic wellbeing	●					
Preventing and controlling disease	●					
Promoting accessible healthcare	●					
Assisting in meeting basic needs	●					
Fostering youth development	●					
Enhancing access to County records		●				
Supporting public safety			●			
Assuring fair and efficient judicial processing			●			
Providing appropriate evidence based sanctions for adult offenders			●			
Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles			●			
Providing a quality transportation system, including roads					●	
Providing a suitable and ecologically sensitive drainage system					●	
Providing recreational opportunities					●	
Promoting environmental protection, smart growth and conservation					●	

**ACTION PLAN UPDATE - HUMAN SERVICES COMMITTEE (shaded tasks are complete)**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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**Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.**

*Strategy 1. Strive to make facilities and services user-friendly*

a. Submit to the electorate a new health services millage that broadens the population served beyond what the current millage allows.	<u>Board of Commissioners</u> Controller TCOA	4th quarter of 2018	The Human Services Committee opted not to consider this until the current millage comes up for renewal.
b. Expand Medicaid enrollment activities throughout Ingham County.	<u>Health Department - Health Promotion and Prevention</u>	Ongoing	Medicaid enrollment activities continued in 2018. Registration and Enrollment's location was enhanced to better serve clients as part of the HSB's May 2018 renovation.
c. Renovate the Health Department space at the Human Services Building and find a permanent home for the River Oak Clinic.	<u>Health Department</u> Controller Facilities Purchasing	2nd quarter of 2018	HSB centralized check-in and waiting room renovation project was completed in June 2018. 2019 CIP Requests reflect preparation to move the River Oak Clinic.
d. Expand programming to identify and address the prevalence of STDs in the community, particularly HIV/AIDS.	<u>Health Department</u>	Ongoing through 2022	A Ryan White Care Coordination Grant in the amount of \$581,172 was awarded to Ingham County in 2018.
e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.	<u>Health Department</u>	Ongoing through 2022	Sparrow-VOA Clinic provided additional access to healthcare. Mobile health clinic partnership with Sparrow increased access to healthcare.
f. Maintain and improve existing parkland, facilities, and features.	<u>Parks</u> Purchasing Controller Board Of Commissioners Purchasing Zoo MSU Extension	Ongoing	The Parks Department continues work on approved CIP projects. These projects include roof replacement at Hawk Island and Lake Lansing South, improvements to splash pad features, adding canoes/kayaks/trailers, etc.



Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
g. Work to improve accessibility for visitors of all ages and abilities.	<u>Parks</u> Zoo Animal Control	Ongoing	The Parks Department was awarded two grants for Burchfield Park and McNamara Landing. The grant for McNamara Landing will provide for a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility. The Overlook Shelter grant will provide for the installation of a new ADA shelter, parking improvements, accessible pathway, etc. at Burchfield Park. In addition, we have a new ADA wheelchair at Lake Lansing South to provide beach access for any park visitor.
h. Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.	<u>Parks</u> Board of Commissioners Purchasing	Ongoing	A fourth round of millage applications were reviewed and 16 new projects were awarded that will address new construction, special projects (including blue ways) as well as repairs, rehabilitation, long-term maintenance projects, and small projects. The grant for McNamara Landing to install a new EzDock kayak launch will also enhance access to a blueway trail connecting to Burchfield Park. In addition, we have purchased kayaks for Hawk Island and Burchfield Park.
i. Construct a new 50,000 sq. ft. exposition center and replace the grandstands at the Fairgrounds.	<u>Fair</u> Controller Board Of Commissioners Purchasing	Last quarter 2019 (Fair)	Exploring a variety of methods to get the project completed by late 2019.
k. Provide for collection and proper disposal of household hazardous waste through the Health Department environmental health division.	<u>Health Department</u> Purchasing	Ongoing	Household Hazardous Waste collection program continued. See activity indicators for metrics.
l. Provide for ongoing potable water and wastewater inspections through the Health Department.	<u>Health Department</u>	Ongoing	Ongoing. Environmental Health staff provided input and advocacy around proposed changes to the statewide septic code.
m. Monitor environmental hazards and seek to prevent and mitigate pollution.	<u>Health Department</u>	Ongoing	Ongoing

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
n. Diversify programs/activities at the Ingham County Fair.	<u>Fair</u> Controller Board Of Commissioners Purchasing MSU Extension	Ongoing	Develop relationships with a variety of different clubs, organizations and businesses throughout the county. Create opportunities for the underserved populations that we don't typically reach.
p. Ensure there is no waiting list for the TCOA meals on wheels program in Ingham County.	<u>Tri-County Office on Aging</u> Board of Commissioners		TCOA was awarded a 3% increase over last year's MOW request, as well as an additional \$11,930 to be put toward this strategy for ending the wait list.
q. Implement an electronic filing system for veteran benefit claims.	<u>Veterans Affairs</u>		Veterans Affairs is able to report county service delivery and outcomes by utilizing a more efficient county-solution VetraSpec system. VetraSpec is a secure, online, veteran's claims management software solution built for veteran service officers and state departments.
r. Increase the number of families are served through the DHHS special needs account.	<u>Michigan Department of Health and Human Services</u> Board of Commissioners Controller		The number of special needs clients served by DHHS is projected to increase from 125 in 2017 and 2018 to 180 in 2019.
s. Work with DHHS to fix their handbook and administrative rules to eliminate confusion.	<u>Circuit Court - Juvenile Division</u> Michigan Department of Health and Human Services Board of Commissioners Controller		The Juvenile Division has attended all training and forums related to the Child Care Fund. Additionally, the Deputy Court Administrator and the Michigan Association of Family Court Administrators have met regularly to address concerns as they arise. It should also be noted that in September of 2017, the Juvenile Division participated in an on-site review by the Child Care Fund audit team. It was determined that the Juvenile Division was effective in reporting costs that were accurate, allowable and appropriate according to state laws, regulations and departmental policy.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
t. Reduce the amount of time spent by each child in the foster care system.	<u>Michigan Department of Health and Human Services</u> Board of Commissioners Controller		The number of days of Family Foster Care is projected to decrease from 38,077 in 2017 down to 28,470 in 2019.
w. Continue work to stem the epidemic of Opioid/Heroin related deaths and crime.	<u>Health Department</u> Prosecuting Attorney Sheriff's Office Tri-County Metro Squad Circuit Court - Juvenile Division FAN Lansing/Mason Area Opiate Task Force TCOA	Ongoing/Annual	The Ingham Opioid Abuse Prevention Initiative continued to meet and follow the strategic plan that it developed. Activities include collaborating with the County Jail and Community Mental Health to develop plans of care for inmates with Substance Use Disorders. Ingham County has retained Weitz & Luxenberg to pursue legal action against manufacturers and distributors of opioids.

**Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.**

*Strategy 2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.*

a. Provide additional resources to the task force focusing on the epidemic of opiate addiction in Ingham County.	<u>Health Department</u> Sheriff's Office Prosecuting Attorney MSU Extension TCOA	Ongoing through 2022	The Health Department secured \$70,000 in funding from the Blue Cross Blue Shield of MI Foundation to support the activities of the Ingham Opioid Abuse Prevention Initiative and is utilizing these funds in 2018. CMH has begun distributing Narcan to at-risk individuals upon their release from the Ingham County Jail. The Sheriff has had several mobile pill collections at community events.
b. Partner with non-profit agencies and local governments to communicate the availability of quality pre-natal care to minority populations.	<u>Health Department</u>	Ongoing through 2022	The Maternal and Child Health Division's Maternal and Infant Health, Nurse Family Partnership, and Strong Start Healthy Start programs continue to work with community partners to improve birth outcomes.

Key Implementation Tasks	<u>Lead Responsibility</u> /Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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**Goal A. Service to Residents:** Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

*Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.*

c. Develop a standardized reporting system for Community Agencies.	<u>Controller</u>	2nd quarter of 2018	A standardized reporting system is expected to be in place for 2019.
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**Goal A. Service to Residents:** Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

*Strategy 4. Ensure employees provide complete and courteous response to resident questions and inquiries.*

**Goal A. Service to Residents:** Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

*Strategy 5. Provide opportunities to gather feedback on County services from the public.*

	<u>Board of Commissioners</u> Innovation and Technology Animal Control Circuit Court Sheriff's Office		Every public meeting is a chance to gather feedback. However, an example of specific engagement with the public is the sessions held by the Sheriff to educate the public on the Jail millage.
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**Goal B. Communication:** Improve service by enhancing the quality of external and internal communication.

*Strategy 1. Promote key services through the local media.*

a. Increase resident awareness of parks, park activities, accomplishments, and opportunities.	<u>Parks</u> Board of Commissioners Zoo	Ongoing	The Parks Department issues press releases and frequently posts to Facebook to keep the public up to date on park information. The Friends of Ingham County Parks have developed in conjunction with the Parks Department staff, a Voluntary Park Patron Optional Decal – Fundraising Proposal. This will help the Friends build a membership base of park supporters and donors.
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Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
b. Secure funding for mass media campaign around education, prevention, and treatment of HIV and STIs.	<u>Health Department</u> Board of Commissioners	Apply for funding by Q4 2018	The Health Department was awarded \$20,000 for a media campaign as part of its 2018 grant for Ryan White Care Coordination funds. The Health Department secured \$5,000 for a Hepatitis A Campaign and began implementing it in May 2018.

**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 2. Provide opportunities for residents and service recipients to share their experiences about County services.*

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**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 3. Consider ways to brand and unify County messaging*

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**Goal B. Communication: Improve service by enhancing the quality of external and internal communication.**

*Strategy 4. Assure ease of access to information on and maintenance of the County Web site.*

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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 1. Maintain the County's financial reserves at adequate levels.*

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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 2. Continue to monitor adherence to the County's financial reserve policy*

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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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*Strategy 3. Develop options for service levels depending on the County's fiscal health.*

b. Build capacity to meet growing demands to investigate, educate and control the incidence of sexually transmitted infections in our community.	<u>Health Department</u>		Ryan White Care Coordination Grant awarded in 2018.
c. Increase the immunization rate among children 19-35 months old and 13-17 years old through community outreach/collaborations to increase knowledge and awareness about immunization.	<u>Health Department</u>		Immunization activities continue. The Board of Health has included <i>Promote ICHD Adolescent &amp; Adult Vaccination Activities</i> as one of its Strategic Priority areas. Vaccinated residents at the Ingham County Youth Center monthly.

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 4. Periodically review and revise policies and contracting procedures to reflect current best practices.*

c. Continue periodic reports to the County Board on management and financial issues outside of the budget process.	<u>Controller</u> Financial Services Human Resources Purchasing	Ongoing	Updates have been or will be provided on Purchasing and contracts policies, and new IT security training has been implemented.
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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.*

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 6. Identify long and short-term funding priorities and financing options for capital projects.*

d. Create a comprehensive and structured approach to the long-term management of assets as tools for the efficient and effective delivery of benefit.	<u>Facilities</u> Innovation and Technology Parks		The Facilities Director has met with Parks and they are doing a Facilities Condition Assessment of the assets within all 3 major parks. This should be concluded by the spring of 2019.
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Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 7. Identify efficiencies through regional collaboration, consolidation and service sharing that promote accountability, transparency and controlling costs.*

b. Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission and the environmental health division Health Department.	<u>MSU Extension</u> Tri-County Regional Planning Commission Health Department Parks	Ongoing	MSU Extension Greening Michigan Institute educators and resources may provide education and information.
c. Support regional and local convention and tourism activities	<u>Controller</u> Fair Parks	Ongoing	80% of Hotel/Motel tax proceeds continue to be allocated to the Greater Lansing Convention and Tourism Bureau.
f. Implement a legislative solution to fix the unfunded mandate caused by the reduction in DHHS worker caseload ratios from 15:1 to 13:1.	<u>Michigan Department of Health and Human Service</u> Controller Board of Commissioner Circuit Court - Juvenile Division		Work towards a legislative solution to contain foster care costs is ongoing.

**Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.**

*Strategy 8. Monitor and address unfunded liabilities.*

**Goal D. Information Technology: 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.**

*Strategy 1. Support well-trained IT managers and staff current with emerging trends and best practices.*

**Goal D. Information Technology: 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.**

*Strategy 2. Annually budget for countywide IT projects including updates to existing software applications.*

**Goal D. Information Technology: 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.**

Key Implementation Tasks	<u>Lead Responsibility/</u> Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
<i>Strategy 3. Establish consistent standards for department website design, information postings and monitoring.</i>			
<b>Goal E. Facilities and Infrastructure:</b> Provide user friendly, accessible facilities and quality infrastructure.			
<b>Strategy 1.</b> Review recommendations of the Space Utilization Study for Ingham County.			
<b>Goal E. Facilities and Infrastructure:</b> Provide user friendly, accessible facilities and quality infrastructure.			
<i>Strategy 2. Plan physical space needed for future storage needs.</i>			
<b>Goal E. Facilities and Infrastructure:</b> Provide user friendly, accessible facilities and quality infrastructure.			
<i>Strategy 3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.</i>			
<b>Goal E. Facilities and Infrastructure:</b> Provide user friendly, accessible facilities and quality infrastructure.			
<i>Strategy 4. Consider environmentally-friendly construction strategies.</i>			
<b>Goal F. Human Resources and Staffing:</b> Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.			
<i>Strategy 1. Attract and retain employees who value public service.</i>			
<b>Goal F. Human Resources and Staffing:</b> Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.			
<i>Strategy 2. Regularly solicit employee feedback and suggestions for workflow improvements.</i>			
<b>Goal F. Human Resources and Staffing:</b> Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.			
<i>Strategy 3. Encourage employee creativity and innovation.</i>			



Key Implementation Tasks	<u>Lead Responsibility</u> /Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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**Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.**

*Strategy 4. Support employee and professional development.*

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