

CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
BRIAN McGRAIN, CHAIR
TERI BANAS
TODD TENNIS
CAROL KOENIG
DEB NOLAN
KARA HOPE
ROBIN CASE 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, NOVEMBER 14, 2016
AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES
BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Additions to the Agenda

Limited Public Comment

1. Interviews – Youth Commission
2. Treasurer
 - a. Resolution to Provide Funding for [Low Income Tax Preparation](#)
 - b. Resolution to Contract with Capital Area Community Services and Legal Services of South Central Michigan to Provide Funding for an [Eviction Diversion Program](#) in the 54A District for Certain Tax Delinquent Properties in Lansing
 - c. Resolution to Contract with Capital Area Community Services to Take [Client Referrals](#) from Ingham County Treasurer
 - d. Resolution to Contract with Capital Area Community Services to Provide Funding for [Fuel Assistance Administration](#)
3. Health Department
 - a. Resolution to Authorize [Amendment #1](#) to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
 - b. Resolution to Authorize Contracts with the Northwest Lansing Healthy Communities Initiative D/B/A Northwest Initiative to Distribute [Urban Redevelopment Funds](#)
 - c. Resolution to Authorize a [Healthiest Cities and Counties Challenge](#) Grant Agreement with the American Public Health Association
 - d. Resolution to Authorize an [Administrative Service](#) Agreement with Blue Cross Blue Shield of Michigan at the Ingham County Jail
 - e. Resolution to Authorize an Agreement with the Michigan Department of [Environmental Quality for FY 2017](#)
 - f. Resolution Authorizing a Two Year [Contract Extension](#) with Alliance Biomedical DBA RS Biomedical, Inc. as Originally Authorized in Resolution #13-353
 - g. Resolution to Recognize the Holt Public School District for its Involvement in the [Mass Dispensing Exercise](#) on October 19, 2016
 - h. Discussion: Health Department [Reorganization](#)

4. Community Mental Health
 - a. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for [Health Services Millage Eligible Services](#)
 - b. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for [Mental Health Screening Services](#) in the Ingham County Jail to Include On Call Personnel for Weekends and Holidays
5. Department of Health and Human Services - Resolution to Authorize a [Cooperative Cash Match](#) Agreement with Michigan Rehabilitation Services
6. Controller's Office – Child Care Fund Update (Discussion)

Announcements
Public Comment
Adjournment

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

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

NOVEMBER 14, 2016 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. Treasurer

a. *Resolution to Provide Funding for Low Income Tax Preparation*

This resolution authorizes the use of \$12,500 from the Delinquent Tax Administration Fund for the purpose of assisting with a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens in 2017.

3. Health Department

a. *Resolution to Authorize Amendment #1 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health*

This resolution authorizes amendment #1 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health. This amendment will increase the agreement for Comprehensive Local Health Services from \$5,202,635 to \$5,256,609, an increase of \$53,974. The amendment makes the following specific changes in the budget:

Michigan Colorectal Cancer Screening Program: \$6,375.00 - new funding

Tobacco Use Reduction in People with HIV/AIDS: \$57,386.00 – new funding

Public Health Emergency Preparedness (PHEP): increase of \$10,213 from \$118,633 to \$128,846

Nurse Family Partnership Services: decrease of \$20,000 from \$505,300 to \$485,300

b. *Resolution to Authorize Contracts with the Northwest Lansing Healthy Communities Initiative D/B/A Northwest Initiative to Distribute Urban Redevelopment Funds*

This resolution allocates the 2016 Urban Redevelopment grant in the amount of \$30,000 for the Northwest Lansing Healthy Communities Initiative (Northwest Initiative) and \$5,000 to Public Policy Associates (PPA) to provide evaluation of the project. These funds were included in ICHD's annual budget.

c. *Resolution to Authorize a Healthiest Cities and Counties Challenge Grant Agreement with the American Public Health Association*

This resolution authorizes an agreement with the American Public Health Association (APHA) from October 1, 2016 through September 30, 2018 to accept the \$10,000 Healthiest Cities and Counties Challenge award.

d. *Resolution to Authorize an Administrative Service Agreement with Blue Cross Blue Shield of Michigan at the Ingham County Jail*

This resolution approves the Schedule A addendum to the Blue Cross Blue Shield of Michigan Administrative Service agreement for the period of December 1, 2016 through November 30, 2017. The \$6.00 administrative fee per contract per month if stop-loss coverage is obtained from a third party stop-loss vendor has been eliminated from this year's agreement as it has been determined that it is not applicable.

e. *Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for FY 2017*

This resolution a contract with MDEQ for the Health Department to conduct environmental monitoring and inspections of MDEQ Non-Community programs. The proposed agreement for FY 2017 includes the following services and funding totaling up to \$30,855.00, allocated as follows:

Non-Community Public Water Supply Program – up to \$24,535

Drinking Water Long-Term Monitoring – up to \$700

Public Swimming Pools – up to \$5,370

Campground Requirements – up to \$250

f. *Resolution Authorizing a Two Year Contract Extension with Alliance Biomedical DBA RS Biomedical, Inc. as Originally Authorized in Resolution #13-353*

This resolution extends an existing agreement with RS Biomedical for two years through September 30, 2018. RS Biomedical, Inc. will continue to provide the preventative maintenance, corrective maintenance, and emergency repairs on ICHD's biomedical equipment at the rate of \$21.50 per piece plus corrective maintenance at \$95 per hour and an emergency repair hourly rate of \$150, in addition to performing an initial inspection of all newly purchased biomedical equipment and any existing equipment not included in the original contract inventory sheet.

g. *Resolution to Recognize the Holt Public School District for its Involvement in the Mass Dispensing Exercise on October 19, 2016*

This resolution recognizes the Holt Public School District for its efforts during the Mass Dispensing Exercise held on October 19, 2016.

4. Community Mental Health

a. *Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Health Services Millage Eligible Services*

This resolution authorizes a contract not to exceed \$1,254,835 with CMH for health millage eligible services provided for the period of October 1, 2016 through September 30, 2017. A complete proposal detailing the services to be provided is included in the agenda packet.

b. *Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Mental Health Screening Services in the Ingham County Jail to Include On Call Personnel for Weekends and Holidays*

This resolution authorizes continuation of current on call weekend and holiday Mental Health Screening services (known as the CATS Program) in the Ingham County Jail (ICJ). The cost for this coverage is \$30,632, and is included in the 2017 budget.

5. Department of Health and Human Services - Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. This agreement is similar to other agreements the Board of Commissioners going back to 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern. The agreement will not exceed \$444,444 (\$120,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2016 through September 30, 2017.

OTHER ITEMS:

1. Interviews – Youth Commission

2. Treasurer

b. *Resolution to Contract with Capital Area Community Services and Legal Services of South Central Michigan to Provide Funding for an Eviction Diversion Program in the 54A District for Certain Tax Delinquent Properties in Lansing*

c. *Resolution to Contract with Capital Area Community Services to Take Client Referrals from Ingham County Treasurer*

d. *Resolution to Contract with Capital Area Community Services to Provide Funding for Fuel Assistance Administration*

The general purpose of the Delinquent Tax Revolving Fund (DTRF) is to simplify the administration of delinquent real property taxes by developing and concentrating the collection process in County government. County Treasurers are designated as agents for administering the DTRF. Counties having a DTRF are directed to pay all due and payable delinquent taxes to the county, municipalities and school districts. These repayments are due within 20 days after sufficient funds are deposited in the DTRF (VerBurg, 2007).

State statute (MCL 211.87b) permits the Board of Commissioners to “transfer any surplus funds” in the DTRF to the general fund. Because of the potential for disagreement between the Treasurer and Board of Commissioners over use of DTRF monies, it is best to establish a policy governing use of these funds. The key feature of such a policy would be a common understanding of the amount of reserve funds needed to enable the DTRF to function effectively from year to year (VerBurg, 2007). The DTRF balance September 30, 2016 was \$646,055.

The Controller recommends the Committee postpone consideration of agenda items 2b, 2c and 2d pending creation of a policy governing use of DTRF. In the meantime, all three proposals could be submitted for consideration with other community agency fund requests.

3. *Health Department*

h. *Discussion: Health Department Reorganization*

6. *Controller’s Office – Child Care Fund Update (Discussion)*

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the group has successfully assisted thousands of low and moderate income taxpayers and helped achieve refunds over several million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes funding for the AIC's VITA coordination efforts in 2017 of \$12,500 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to all local taxing authorities in Ingham County.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH CAPITAL AREA COMMUNITY SERVICES AND LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN TO PROVIDE FUNDING FOR AN EVICTION DIVERSION PROGRAM IN THE 54A DISTRICT FOR CERTAIN TAX DELINQUENT PROPERTIES IN LANSING

WHEREAS, Ingham County and its residents in Lansing have been especially hit hard by the housing & economic crisis; and

WHEREAS, there are a number of properties impacted by tax foreclosure as a result of non-payment of rent by the tenant occupants; and

WHEREAS, the Ingham County Treasurer continuously works to improve the outcome for families facing the negative impact of poverty and tax foreclosure through financial education, counseling and connections to the Social Services safety net; and

WHEREAS, the Department of Health and Human Services(DHHS), Legal Services of South Central Michigan(LSSCM) and Capital Area Community Services(CACS) have a track record of helping tenants avoid eviction and the negative impacts on the families and properties; and

WHEREAS, the eviction diversion program has been running in the 55th District Court in Mason, but not in Lansing which experiences five times the incidence of eviction; and

WHEREAS, the Treasurer's Office has witnessed the value of collaborative efforts between DHHS, LSCCM and CACS to tax delinquent property owners and renters throughout Ingham County as it concerns the prevention of tax foreclosure; and

WHEREAS, eviction diversion efforts can be linked with consumer protection efforts for predatory Land Contracts to better understand the rental and land contract situation in Lansing; and

WHEREAS, a program in the 54A District Court would stabilize tenant and the landlord financial standing by linking efforts to Financial Literacy and also lessen the incidence of tax foreclosure and eviction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer to contract with CACS and LSSCM for 2016-2017, to provide support for a pilot Eviction Diversion Program in the 54A District Court in the amount of \$30,000 to be taken from the delinquent tax fund. Funding to be split according to agreement of both parties in accordance with staffing levels and existing County support.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and County Clerk are hereby authorized to sign any necessary documents after approval as to form by the County Attorney.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTRACT WITH CAPITAL AREA COMMUNITY SERVICES TO TAKE
CLIENT REFERRALS FROM INGHAM COUNTY TREASURER**

WHEREAS, Ingham County and its residents have been hit hard by the housing & economic crisis; and

WHEREAS, property tax forfeiture and foreclosure continues to impact historically high numbers of households across the county; and

WHEREAS, the Ingham County Treasurer continuously works to improve the outcome for families facing the negative impact of tax foreclosure through financial education, counseling and connections to Social Services Agencies; and

WHEREAS, the Financial Literacy Program through professional counseling staff at Capital Area Community Services has implemented the one-on-one service delivery counseling; and

WHEREAS, in 2016 these efforts helped a number of clients achieve improved credit, debt reduction and savings increases and are now able to remain in their homes; and

WHEREAS, the Treasurer's Office has witnessed the value of the Financial Literacy & Empowerment and can help more people with dedicated staff to reach tax delinquent property owners throughout Ingham County; and

WHEREAS, without the foreclosure prevention funding the Capital Area Community Services would not be able to deliver these proven results.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer to contract with Capital Area Community Services for 2016-2017, to refer clients who have been effected by tax forfeiture in the amount of \$100,000 to be taken from the delinquent tax fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and County Clerk are hereby authorized to sign any necessary documents after approval as to form by the County Attorney.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH CAPITAL AREA COMMUNITY SERVICES TO PROVIDE FUNDING FOR FUEL ASSISTANCE ADMINISTRATION

WHEREAS, Ingham County and its residents have been hit hard by the housing & economic crisis; and

WHEREAS, metered and deliverable fuel assistance funded through the Michigan Energy Assistance Program helps almost 500 Lansing and rural Ingham residents equally; and

WHEREAS, the Ingham County Treasurer continuously works to improve the outcome for families facing the negative impact of poverty and tax foreclosure through financial education, counseling and connections to the Social Services safety net; and

WHEREAS, the Fuel Assistance Program through professional staff at Capital Area Community Services (CACS) has increased in complexity and faces current year severe funding cutback by the State of Michigan for staff; and

WHEREAS, in Fiscal Year 2015 the efforts of CACS helped 477 households allowing low income citizens to remain comfortable in their homes; and

WHEREAS, the Treasurer's Office has witnessed the value of the layered services through CACS and is looking for its staff to coordinate fuel assistance and financial literacy outreach to tax delinquent property owners and renters throughout Ingham County; and

WHEREAS, this fuel assistance staffing crisis will demand programmatic changes in future years to make the program sustainable and this funding will provide the flexibility to find a way forward without limiting the fuel assistance to Ingham County Citizens.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer to contract with CACS for 2016-2017, to provide staff support for their Fuel Assistance Program in the amount of \$30,000 to be taken from the delinquent tax fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and County Clerk are hereby authorized to sign any necessary documents after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: October 20, 2016
SUBJECT: FY 17 Comprehensive Agreement Amendment #1
For the meeting agenda of November 22, 2016

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339.

ALTERNATIVES

There are no viable alternatives for this project

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,202,635 to \$5,256,609, an increase of \$53,974. The amendment makes the following specific changes in the budget:

Michigan Colorectal Cancer Screening Program: \$6,375.00 - new funding
Tobacco Use Reduction in People with HIV/AIDS: \$57,386.00 – new funding
Public Health Emergency Preparedness (PHEP): increase of \$10,213 from \$118,633 to \$128,846
Nurse Family Partnership Services: decrease of \$20,000 from \$505,300 to \$485,300

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 1 with Michigan Department of Health & Human Services (MDHSS).

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2016-2017 COMPREHENSIVE
AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and

WHEREAS, the MDHHS has proposed amendment #1 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,202,635 to \$5,256,609, an increase of \$53,974.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

Michigan Colorectal Cancer Screening Program: \$6,375.00 - new funding
Tobacco Use Reduction in People with HIV/AIDS: \$57,386.00 – new funding
Public Health Emergency Preparedness (PHEP): increase of \$10,213 from \$118,633 to \$128,846
Nurse Family Partnership Services: decrease of \$20,000 from \$505,300 to \$485,300

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 Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #1 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system 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: October 26, 2016
SUBJECT: Authorization to establish a contract to distribute Urban Redevelopment Funds
For the meeting agenda of November 22, 2016

BACKGROUND

The Ingham County Health Department (ICHD), in partnership with the Power of We Consortium (PWC), has been responsible for carrying out efforts in support of the County's priority to "Promote Environmental Protection and Smart Growth." Specifically, ICHD and PWC have established a mechanism to allocate the Urban Redevelopment grant in the amount of \$30,000 for the Northwest Lansing Healthy Communities Initiative (Northwest Initiative) and \$5,000 to Public Policy Associates (PPA) to provide evaluation of the project. These funds were included in ICHD's annual budget.

Access to fresh healthy food continues to be a major concern in many Lansing neighborhoods. ICHD has identified six large food desert areas where people have limited access to fresh healthy foods via a full service grocery store within 3-5 miles of their home. About 56% of the residents that live in the food desert areas are low income. Northwest Initiative is aware that limited access to fresh healthy foods is a known factor that leads to poor health outcomes. These same food desert areas have shown alarmingly high rates of diabetes, hypertension and childhood obesity.

Northwest Initiative has been working with residents and others to improve the overall health of our neighborhoods including improved access to fresh healthy foods for the past sixteen years. The Urban Redevelopment grant dollars will be used to hire a Market Program Coordinator, purchase and equip a Fruit & Veggie Truck, acquire insurance and registration, and hire a contractor for the design/artwork of the vehicle.

ALTERNATIVES

There are no other alternatives.

FINANCIAL IMPACT

The \$35,000 Urban Redevelopment Grant is included in ICHD's annual budget.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to establish contracts between ICHD and Northwest Initiative, in the amount of \$30,000 and with PPA for the amount of \$5,000 for evaluation for the term of November 1, 2016 through September 30, 2017.

Introduced by the Human Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONTRACTS WITH THE NORTHWEST LANSING HEALTHY COMMUNITIES INITIATIVE D/B/A NORTHWEST INITIATIVE TO DISTRIBUTE URBAN REDEVELOPMENT FUNDS

WHEREAS, the Ingham County Health Department (ICHD) is responsible for implementing activities that support the County priority to “Promote Environmental Protection and Smart Growth”; and

WHEREAS, a county allocation in the amount of \$35,000 from the Board of Commissioners is intended to expand or enhance opportunities for urban redevelopment through engagement and mobilization of residents; and

WHEREAS, the purpose of the funds are to strengthen urban cores, revitalize Lansing’s neighborhoods, and curb resident movement into less developed areas, thereby preserving open land and reducing long-term negative impacts on our ecosystem; and ICHD, in partnership with the Power of We Consortium (PWC), has determined that greater impact can be made with the 2016 grant funds by allocating the aforementioned amount to this organization to extend its initiatives; and

WHEREAS, after a competitive RFP process in 2016, it is recommended that the Urban Redevelopment grant be awarded to the Northwest Lansing Healthy Communities Initiative (Northwest Initiative) in the amount of \$30,000; and

WHEREAS, ICHD will contract with Public Policy Associates (PPA) for the remaining \$5,000 of the grant funds, to provide assistance and guidance to Northwest Initiative throughout the duration of the project and provide an evaluation and a project report; and

WHEREAS, the 2016 Urban Redevelopment grant will be utilized to reduce physical inactivity by improving access to opportunities for chronic disease prevention, risk reduction, and disease management.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes a contract with the Northwest Initiative in the amount of \$30,000 for the period of November 1, 2016 to September 30, 2017.

BE IT FURTHER RESOLVED that the Board of Commissioner’s authorizes a contract with PPA for the Urban Redevelopment grant’s project evaluation in the amount of \$5,000 for the period of November 1, 2016 to September 30, 2017.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 28, 2016
SUBJECT: APHA Healthiest Cities and Counties Challenge
For the meeting agenda of November 22, 2016

BACKGROUND

The American Public Health Association (APHA), the Aetna Foundation, and the National Association of Counties released a request for proposals for a multiyear program, the Healthiest Cities and Counties Challenge, designed to encourage partnerships in support of a positive health change. Awards are provided to counties that have identified a challenge in their community and are able to show measurable change by working with partners across different sectors to implement health innovations and data-driven solutions. The Ingham County Health Department (ICHHD) submitted a proposal which was accepted; ICHHD will receive a \$10,000 community seed award.

ICHHD plans to partner with Housing and Urban Development (HUD) to help prepare HUD housing to be smoke-free. ICHHD will assist HUD in creating an environment that promotes health by identifying Health Action Teams who implement health and wellness programs within HUD communities. ICHHD will also create an implementation guide for local housing to accompany the smoke-free housing policy.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Costs associated with this project will be covered by the \$10,000 community seed grant awarded by APHA.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with APHA from October 1, 2016 through September 30, 2018 to accept the \$10,000 Healthiest Cities and Counties Challenge award.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A HEALTHIEST CITIES AND COUNTIES CHALLENGE GRANT AGREEMENT WITH THE AMERICAN PUBLIC HEALTH ASSOCIATION

WHEREAS, the American Public Health Association (APHA), the Aetna Foundation, and the National Association of Counties released a request for proposals for a multiyear program, the Healthiest Cities and Counties Challenge, designed to encourage partnerships in support of a positive health change; and

WHEREAS, awards are provided to counties that have identified a challenge in their community and are able to show measurable change by working with partners across different sectors to implement health innovations and data-driven solutions; and

WHEREAS, the Ingham County Health Department (ICHD) submitted a proposal which was accepted and will now receive a \$10,000 community seed award; and

WHEREAS, ICHD plans to partner with Housing and Urban Development (HUD) to help prepare HUD housing to be smoke-free by creating an environment that promotes health by identifying Health Action Teams who implement health and wellness programs within HUD communities; and

WHEREAS, ICHD will also create an implementation guide for local housing to accompany the smoke-free housing policy; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with APHA from October 1, 2016 through September 30, 2018 to accept the \$10,000 Healthiest Cities and Counties Challenge award.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with APHA from October 1, 2016 through September 30, 2018 to accept the \$10,000 Healthiest Cities and Counties Challenge award.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: October 26, 2016
SUBJECT: Agreement with Blue Cross Blue Shield of Michigan
For the meeting agenda of November 22, 2016

BACKGROUND

The Ingham County Health Department (ICHD) and Blue Cross Blue Shield of Michigan (BCBSM) entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of the Ingham County Jail. The agreement is updated annually by executing Schedule A – Addendum to the Administrative Services contract.

ALTERNATIVES

There are no viable alternatives for this project

FINANCIAL IMPACT

The Schedule A addendum proposed through the attached resolution will covered the period of December 1, 2016 – November 30, 2017. The \$6.00 administrative fee per contract per month if stop-loss coverage is obtained from a third party stop-loss vendor has been eliminated from this year's agreement as it has been determined that it is not applicable.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the Schedule A addendum to the Blue Cross Blue Shield of Michigan Administrative Service agreement for the period of December 1, 2016 through November 30, 2017.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADMINISTRATIVE SERVICE AGREEMENT WITH
BLUE CROSS BLUE SHIELD OF MICHIGAN AT THE INGHAM COUNTY JAIL**

WHEREAS, in Resolution # 15-448 the Ingham County Board of Commissioners authorized the existing agreement between County Health Department (ICHHD) and Blue Cross Blue Shield of Michigan (BCBSM) for the period of December 1, 2015 – November 30, 2016; and

WHEREAS, ICHHD and BCBSM entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmate of Ingham County jail; and

WHEREAS, that agreement is updated annually by executing a Schedule A Addendum; and

WHEREAS, BCBSM has proposed a 2016-2017 Schedule A Addendum to the Administrative Services Agreement; and

WHEREAS, BCBSM has eliminated the language requiring a \$6.00 administrative fee per contract per month if stop-loss coverage is obtained from a third party stop-loss vendor; and

WHEREAS, there are no other changes to the proposed 2016-2017 Schedule A Addendum to the Administrative Services Agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners to authorize the 2016-2017 Schedule A Addendum to the BCBSM Administrative Services Agreement for the inmates of Ingham County Jail.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize the Schedule A Addendum to the Administrative with BCBSM for paying claims for health care services provided to inmates of the Ingham County Jail.

BE IT FURTHER RESOLVED, that the Schedule A Addendum shall be effective December 1, 2016 through November 30, 2017.

BE IT FURTHER RESOLVED, BCBSM has eliminated the language requiring a \$6.00 administrative fee per contract per month if stop-loss coverage is obtained from a third party stop-loss vendor.

BE IT FURTHER RESOLVED, that there are no other changes to the proposed 2016 -2017 Schedule A Addendum to the Administrative Services Agreement.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: 10/27/16
SUBJECT: FY 2017 Agreement with Michigan Department of Environmental Quality
For the meeting agenda of November 22, 2016

BACKGROUND

Each year the Michigan Department of Environmental Quality (MDEQ) contracts with the Ingham County Health Department (ICHHD) to conduct environmental monitoring and inspections of MDEQ Non-Community programs. This practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2016; the new agreement will be in effect from October 1, 2016 through September 30, 2017.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The proposed agreement for FY 2017 includes the following services and funding totaling up to \$30,855.00, allocated as follows:

Non-Community Public Water Supply Program – up to \$24,535

ICHHD will conduct sanitary surveys of non-community public water supplies in Ingham County. ICHHD will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued should a supply become unsafe for drinking.

Drinking Water Long-Term Monitoring – up to \$700

ICHHD will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

Public Swimming Pools – up to \$5,370

ICHHD will inspect all public swimming pools/spas licensed by the MDEQ in Ingham County. In addition, ICHHD will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

Campground Requirements – up to \$250

ICHHD will inspect all campgrounds licensed by the MDEQ located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with MDEQ to conduct environmental monitoring and inspections of MDEQ Non-Community programs for the period of October 1, 2016 through September 30, 2017.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY FOR FY 2017**

WHEREAS, the State of Michigan has placed responsibility for environmental regulation and environmental quality in Michigan with the Michigan Department Environmental Quality (MDEQ); and

WHEREAS, the Michigan Public Health Code places responsibility for environmental protection at the community level with county governments through the network of local health departments; and

WHEREAS, each year MDEQ contracts with the Ingham County Health Department (ICHD) to conduct environmental monitoring and inspections of MDEQ Non-Community programs; and

WHEREAS, MDEQ will reimburse ICHD for expenses related to monitor and inspection services in an amount up to \$30,855.00; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a FY 2017 agreement with MDEQ.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MDEQ for Non-Community Programs for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED that MDEQ shall reimburse ICHD up to \$30,855.00 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program – up to \$24, 535
- Drinking Water Long-Term Monitoring – up to \$700
- Public Swimming Pools – up to \$5,370
- Campground Requirements – up to \$250

BE IT FURTHER RESOLVED, that the funding was anticipated in ICHD's 2017 budget.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 27, 2016
SUBJECT: Resolution to amend R13-353 agreement with RS Biomedical to extend contract
For the meeting agenda of November 22, 2016

BACKGROUND

Ingham County Health Department (ICHHD) and Alliance Biomedical dba RS Biomedical, Inc. have had a contract for the past three years to provide maintenance and repair of biomedical equipment at the Ingham County Health Department (ICHHD) through Resolution 13-353 with an option to renew for two additional years. Alliance Biomedical dba RS Biomedical, Inc. (RS Biomedical, Inc.) is a local vendor and will be responsible for all labor, supervision, equipment, tools, travel, obtaining parts and materials necessary to provide preventive maintenance, corrective maintenance, and emergency repairs on ICHHD's biomedical equipment, in addition to performing an initial inspection of all newly purchased biomedical equipment prior to placing the equipment into service.

ALTERNATIVES

ICHHD received bids from two additional local biomed equipment repair vendors and neither bid would have resulted in a cost savings.

FINANCIAL IMPACT

RS Biomedical, Inc. will continue to provide the preventative maintenance, corrective maintenance, and emergency repairs on ICHHD's biomedical equipment at the rate of \$21.50 per piece plus corrective maintenance at \$95 per hour and an emergency repair hourly rate of \$150, in addition to performing an initial inspection of all newly purchased biomedical equipment and any existing equipment not included in the original contract inventory sheet.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend the existing contract with Alliance Biomedical dba RS Biomedical, Inc. to extend the same services for two additional years for the term of October 1, 2016 through September 30, 2018.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A TWO YEAR CONTRACT EXTENSION
WITH ALLIANCE BIOMEDICAL DBA RS BIOMEDICAL, INC. AS ORIGINALLY AUTHORIZED
IN RESOLUTION #13-353**

WHEREAS, in Resolution 13-353, an agreement was authorized with Alliance Biomedical dba RS Biomedical, Inc (RS Biomedical, Inc.) for the provision of maintenance and repair of biomedical equipment at the Ingham County Health Department (ICHHD); and

WHEREAS, through Resolution 13-353, the Ingham County Board of Commissioners authorized an agreement with RS Biomedical, Inc. for the period of three years commencing October 1, 2013, with an option to renew for two additional years; and

WHEREAS, the original three year period of contract expired on September 30, 2016 and the Health Department proposes to exercise the option to extend for two additional years; and

WHEREAS, Alliance Biomedical dba RS Biomedical, Inc. (RS Biomedical, Inc.) is a local vendor and will be responsible for all labor, supervision, equipment, tools, travel, obtaining parts and materials necessary to provide preventive maintenance, corrective maintenance, and emergency repairs on ICHHD's biomedical equipment, in addition to performing an initial inspection of all newly purchased biomedical equipment prior to placing the equipment into service; and

WHEREAS, the Ingham County Community Health Center Board recommends that the Ingham County Board of Commissioners authorize the amended agreement between the Ingham County Health Department and RS Biomedical, Inc. for two additional years, and

WHEREAS, the Health Officer recommends that the Board of Commissioners approve the amended agreement with RS Biomedical, Inc. to extend services for two additional years for the term of October 1, 2016 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #13-353 with agreement with RS Biomedical, Inc. for two additional years for the term of October 1, 2016 through September 30, 2018.

BE IT FURTHER RESOLVED, that RS Biomedical, Inc. shall continue to provide labor, supervision, equipment, tools, travel, obtaining parts and materials necessary to provide preventive maintenance, corrective maintenance, and emergency repairs on ICHHD's biomedical equipment at the rate of \$21.50 per piece plus corrective maintenance at \$95 per hour and an emergency repair hourly rate of \$150, in addition to performing an initial inspection of all newly purchased biomedical equipment and any existing equipment not included on the original contract inventory sheet at the rate of \$21.50 per piece.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECOGNIZE THE HOLT PUBLIC SCHOOL DISTRICT
FOR ITS INVOLVEMENT IN THE
MASS DISPENSING EXERCISE ON OCTOBER 19, 2016**

WHEREAS, Dr. David Hornak, Superintendent of the Holt Public School District, has agreed to allow the Ingham County Health Department to utilize the Holt High School as a mass dispensing/vaccination site during public health emergencies and exercises; and

WHEREAS, Holt High School functioned as a Mass Dispensing Site during the Mass Dispensing Exercise held on October 19, 2016; and

WHEREAS, Mr. Michael Willard, Holt High School Principal, ensured staff assistance and logistical support at Holt High School during the October 19, 2016 Mass Dispensing Exercise; and

WHEREAS, Mr. Willard and health teachers Allison Ferris and Elizabeth Graf served on the Mass Dispensing Exercise Planning Committee for the October 19, 2016 Mass Dispensing Exercise; and

WHEREAS, Ms. Ferris, Ms. Graf, and health teacher Ms. Jennie Boike allowed their health class students to be patients at the October 19, 2016 Mass Dispensing Exercise; and

WHEREAS, the Holt High School staff assisted in the set-up of Holt High School for the October 19, 2016 Mass Dispensing Exercise.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the Holt Public School District for its efforts during the Mass Dispensing Exercise held on October 19, 2016.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to the Holt Public School District for its continued support of Public Health Emergency Preparedness.

MEMORANDUM

TO: Human Services Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 1, 2016

RE: Discussion of Health Department Reorganization

ICHD Administration is requesting approval for a department reorganization. After completing the steps outlined in the County's Reorganization Policy, we are now prepared to bring this forward to the Human Services Committee as a discussion item. All required attachments and additional supportive documentation are included with this memo.

This reorganization request largely centers around alignment of Health Center Administration. The current administrative structure for the CHCs has much redundancy built in which is inefficient for proper oversight of health center operations. In addition, supervision of providers (physicians, nurse practitioners, physician assistants) is not linked to the Medical Director. This was noted in the 2014 HRSA site visit and should be addressed prior to the upcoming site visit in 2017.

The reorganization redefines two former administrative positions in the CHCs to eliminate redundancy and create more effective oversight of health center operations. These positions are as follows:

- Clinical Services Manager will now supervise all clinical support areas and centralized services
- The former Compliance Manager position is retitled Strategic Projects and Implementation Manager so that strategic direction and new initiatives are a focus in addition to oversight of oversight of program compliance.

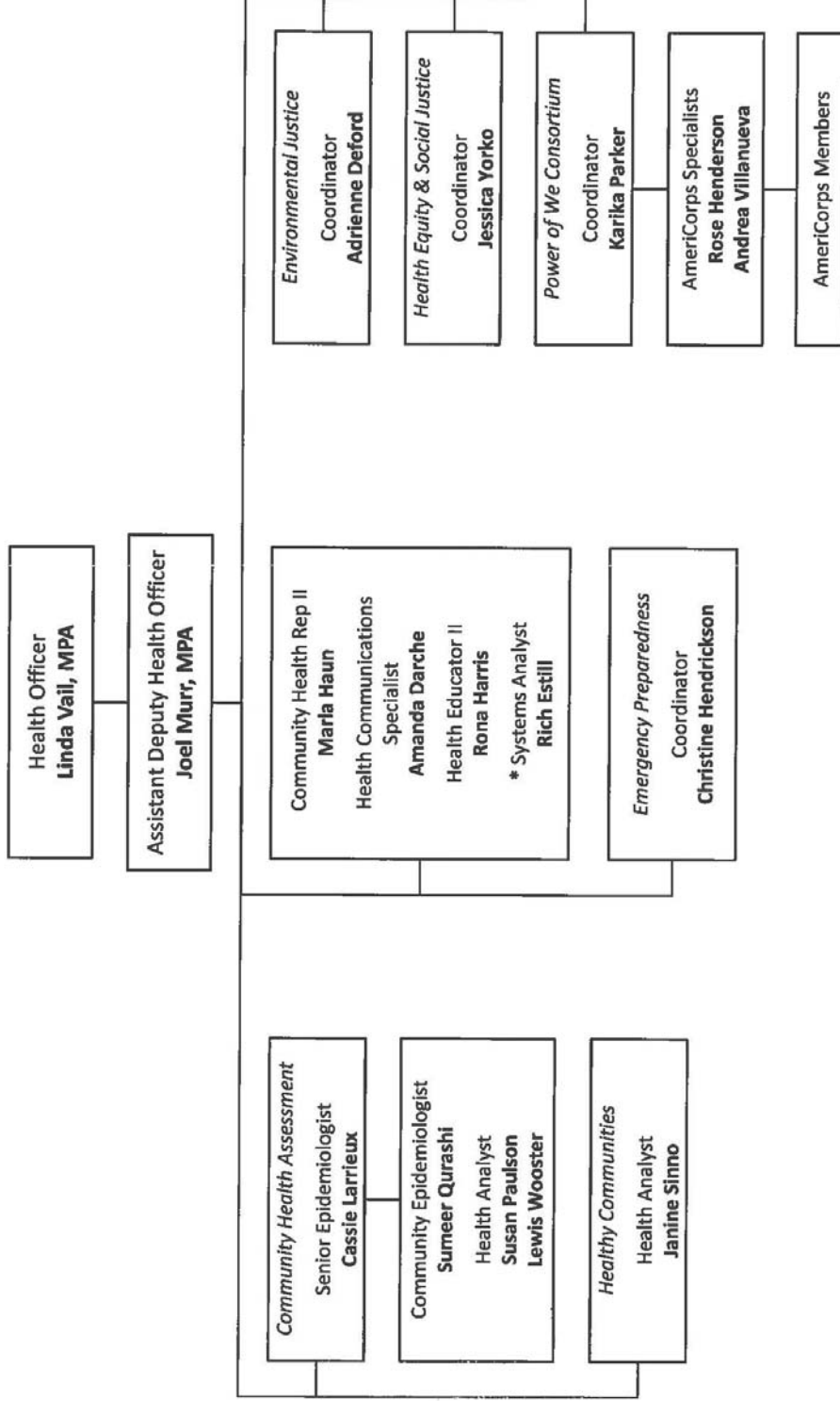
It also improves clinical supervision of all providers (MD, DO, NP, and PA) by having them report to the Medical Director.

In addressing the administrative structure for the CHCs, it was determined that some functions should be reassigned to the Deputy Health Officer in Administration (current title is Assistant Deputy Health Officer). Programs and functions reporting to this DHO provide support to the entire organization rather than being a part of either CHCs or PHS (Public Health Services). Maintaining a structure for these types of programs that does not align them within CHCs or PHS helps break down silos in the organization and facilitates departmental collaboration and partnership. Currently this includes Communications, Health Equity and Social Justice, Data Analysis, and IT support. The reorganization will add the Grants Coordinator as well as the Electronic Health Records staff to those programs and services supervised by the DHO – Administration which are supportive of the larger organization. The reorganization moves the Grants Coordinator from reporting to the DHO-CHCs to the DHO-Administration. It also places the entire EHR team under the lead of the IT Coordinator and reporting to the DHO—Administration. The existing Systems Analyst position becomes the IT Coordinator position.



Ingham County Health Department Organizational Chart

Current ADHO

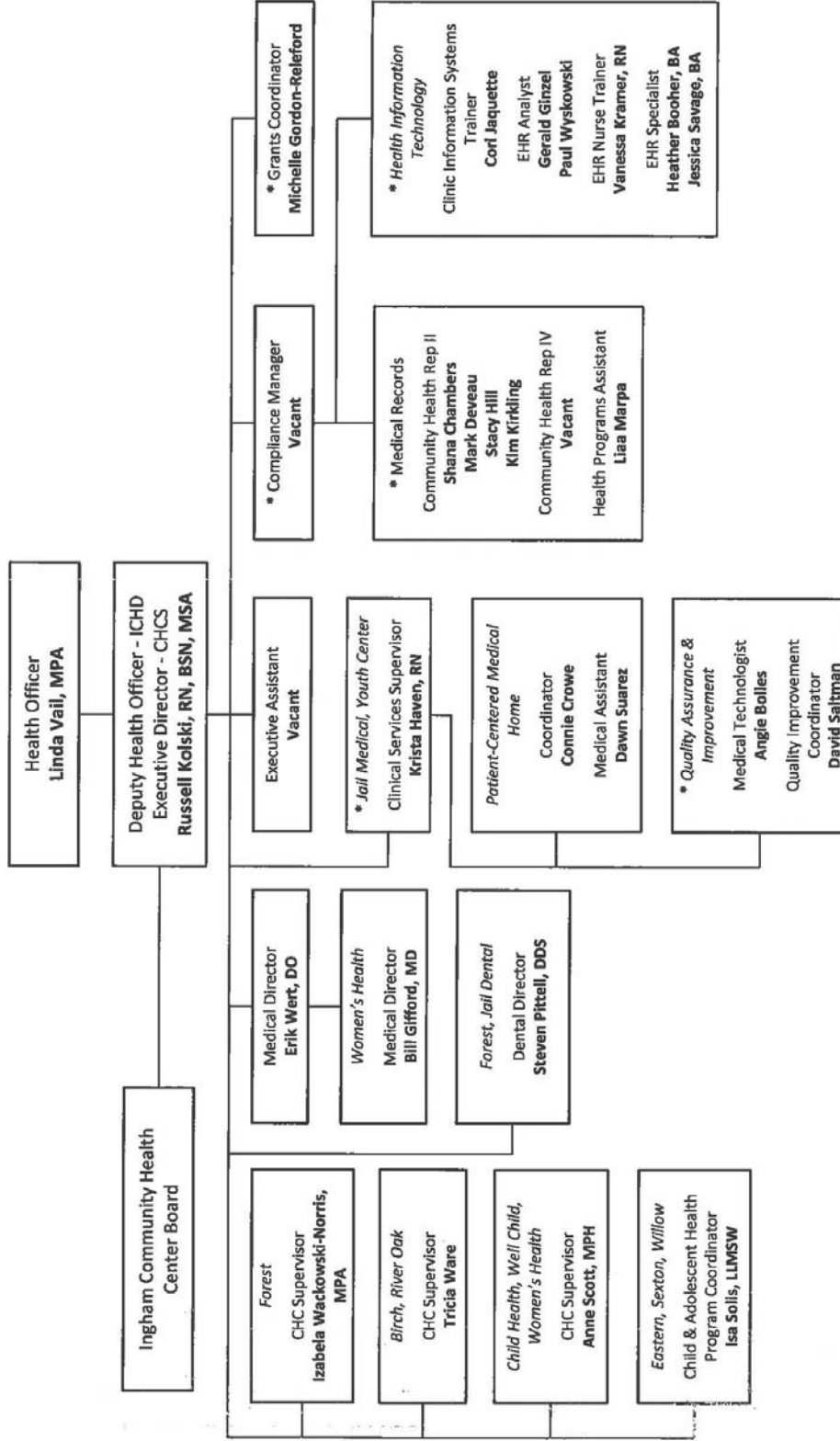


October 2016



Ingham County Health Department Organizational Chart

Current CHC Administration

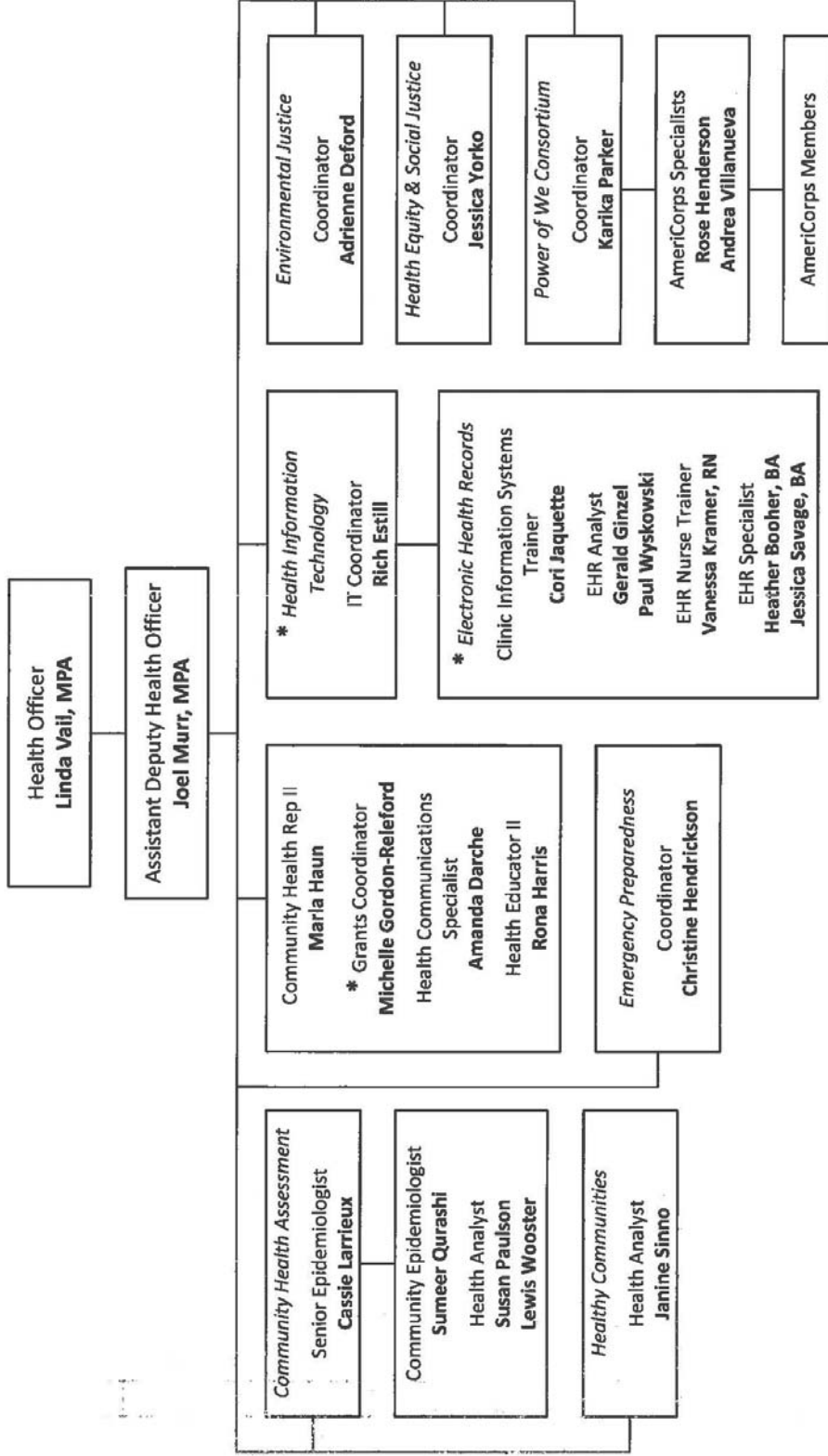


October 2016



Ingham County Health Department Organizational Chart

Proposed ADHO

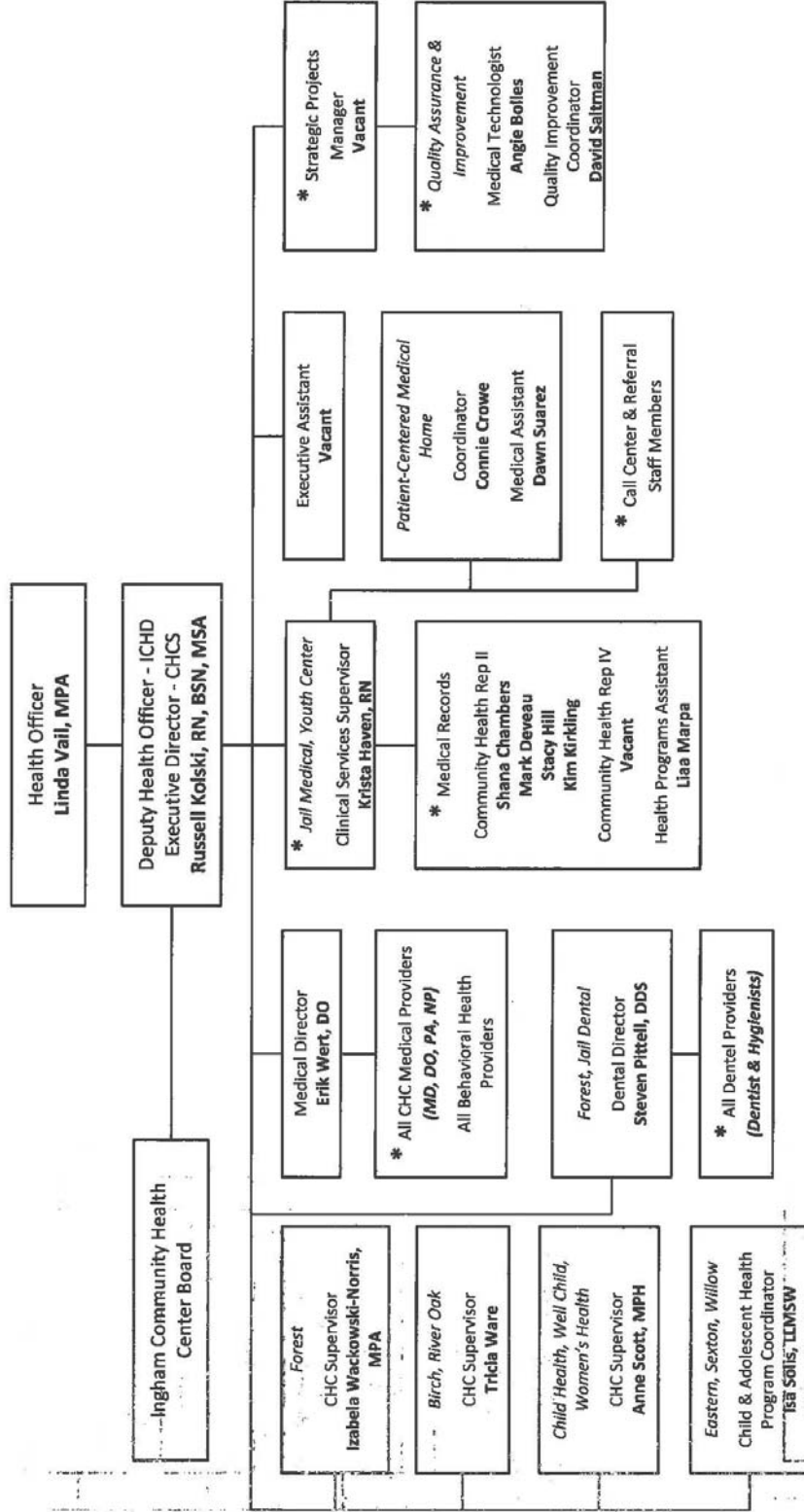


October 2016



Ingham County Health Department Organizational Chart

Proposed CHC Administration



October 2016

Proposed ICHD Reorganization

| Employee | Current Direct | Current Indirect | Proposed Direct | Proposed Indirect |
|--|---|---|--|---|
| Rich Estill <i>Systems Analyst</i> | Joel Murr <i>ADHO</i> | N/A | Joel Murr <i>DHO</i> | Russ Kolski <i>DHO</i> |
| ALL EHR Staff | Compliance Manager <i>(Vacant)</i> | N/A | Joel Murr <i>DHO</i> Rich Estill (Lead) <i>IT Coordinator</i> | N/A |
| Grants Coordinator | Russ Kolski <i>DHO</i> | N/A | Joel Murr <i>DHO</i> | N/A |
| All CHC Medical Providers <i>(MD, DO, PA, NP)</i> | CHC Supervisors | Dr. Erik Wert <i>CHC Medical Director</i> | Dr. Erik Wert <i>CHC Medical Director</i> | CHC Supervisors |
| All Dental Providers (Dentists & Hygienists) | Izabela Wackowski-Norris <i>CHC Supervisor</i> | All Dental Providers (Dentists & Hygienists) | Dr. Stephen Pittel <i>CHC Dental Director</i> | Izabela Wackowski-Norris <i>CHC Supervisor</i> |
| Matt Wojack <i>Behavioral Health Program Supervisor (Non-County Employee)</i> | N/A | N/A | Russ Kolski <i>DHO</i> | N/A |
| Behavioral Health Providers | CHC Supervisors | N/A | Dr. Erik Wert (Supervisor) <i>CHC Medical Director</i> | Matt Wojack (Lead) <i>Behavioral Health Program Supervisor (Non-County Employee)</i> |
| CHC CHRs | CHC Supervisors | N/A | CHC Supervisors | Lynn Kiter (Workflow, Policy, Procedure) <i>Billing/Reporting Manager</i> |
| Call Center Staff | N/A | N/A | Krista Haven <i>Clinical Services Manager, Community Health Centers</i> | N/A |
| Medical Records | Compliance Manager <i>(Vacant)</i> | N/A | Krista Haven <i>Clinical Services Manager, Community Health Centers</i> | N/A |
| Medical Technologist | Krista Haven <i>Clinical Services Supervisor</i> | N/A | Strategic Projects & Implementation Manager position <i>(Vacant)</i> | N/A |
| Quality Improvement Coordinator | Krista Haven <i>Clinical Services Supervisor</i> | N/A | Strategic Projects & Implementation Manager position <i>(Vacant)</i> | N/A |

Compliance Manager position to be converted to Strategic Projects & Implementation Manager position.

INGHAM COUNTY JOB DESCRIPTION

DEPUTY HEALTH OFFICER ADMINISTRATION

General Summary:

Under the supervision of the Health Officer and with broad administrative authority, leads the day-to-day operations of the Health Department's administration and community health, planning, and promotions activities. Identifies and determines staffing needs, budget requirements and the range of services to be provided. Determines the goals and objectives for Administration and Community Health, Planning, and Partnerships. Helps create and shape the mission and philosophy of the Health Department. Oversees administrative compliance to state, federal and grant-funded requirements. Manages various levels of staff who coordinate and execute Health Department services and programs that bridge both the Community Health Centers and Public Health Services. Serves as the HIPAA Privacy, FOIA, and Public Information Officers. Represents the Health Department at various meetings and acts as the Health Officer as directed.

Essential Functions:

1. Provides high level oversight, consultation and administration for services within the Health Department.
2. Evaluates, develops and implements administrative policies, programs and procedures. Formulates, implements and oversees procedural and department improvements. Participates in the analysis of legislative changes.
3. Establishes and tracks Health Department strategic initiatives by monitoring progress towards meeting goals and achieving benchmarks, analyzing data, ensuring follow-through on the part of key players, and sustaining momentum needed to drive these initiatives. Accomplishes strategic initiatives for the Health Department generated by and with the Health Officer.
4. Performs personnel management functions both directly and through mid-level managers and supervisors. Examples include hiring, training and evaluating staff. Oversees employee relation issues including promotions, terminations and grievances. Works with multiple union groups and assists in labor relation negotiations as requested.
5. Responsible for the overall financial management of the administration and community health planning and partnerships work. Prepares, monitors and amends budgets and contracts. Administers approved budgets, and oversees purchasing and account payable activities.
6. Responsible for overall departmental compliance in a broad range of areas, including state and national (PHAB) accreditation, OSHA, HIPAA, and FOIA. Creates Department-wide policies and procedures to accomplish this, including the department's personnel functions such as the Workforce Development Plan.

7. Directs critical business processes such as grants, contract management, and Board of Commissioner business.
8. Oversees the process of pursuing and securing funds through mid-level managers from various granting agencies and the associated preparation and submission of reports to granting agencies.
9. Responsible for compliance to local, state and federal standards. Manages complex financial issues and oversees detailed compliance requirements.
10. Oversees the Health Department's information technology initiatives including analysis of data for program planning and assessment, health informatics, and Electronic Health Records (EHR). Evaluates and determines program effectiveness. Identifies trends and creates department-wide strategic plans with the Health Officer.
11. Uses evidence-based and scientific methodologies to address the association among social justice, public health, and primary health care services. Seeks innovative ways to address this association and engage community leaders on strategies to assist vulnerable populations improve their quality of life.
12. Negotiates, implements and oversees contracts with for-profit and non-profit organizations. Establishes and maintains long-term and positive working relationships with such entities.
13. Represents the Health Department and establishes relationships with federal, state and local organizations, agencies and businesses. Serves as a liaison and expert in public health matters. Communicates with public officials, community organizations and the media on public health issues.

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:

A minimum of **one** of the following combinations is required:

Bachelors Degree with 7-10 years of professional experience in the Public or Community Health fields including 3 years in a supervisory or management capacity.

OR

MPH, MPA or related degree with 5 years of professional experience in the Public or Community Health fields, including 3 years in a supervisory or management capacity.

Other Requirements: None

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is may be exposed to communicable diseases, blood, other body fluids, etc.
3. This position is required to travel for meetings and appointments.

INGHAM COUNTY JOB DESCRIPTION

CLINICAL SERVICES MANAGER, COMMUNITY HEALTH CENTERS

General Summary:

Under the supervision of the Deputy Health Officer and as part of the CHC Administrative Team, develops, facilitates and implements clinical support services for the organization. Provides program oversight for Health Center centralized clinical services including the Call Center, Referrals and Medical Records. Additionally provides the operational vision for medical support workflow and staff education. The Clinical Services Supervisor must ensure that programs operate in accordance with local, state and federal standards, policies and guidelines, and grant contract conditions. Implements and ensures compliance with Community Health Center policies, procedures, protocols, and funding requirements and represents the Community Health Centers (CHC's) and Health Department at select meetings.

Essential Functions:

1. Develops, implements, evaluates and updates clinical support staff workflow and processes. Works in cooperation with the Chief Medical Officer to ensure clinical services are offered in a standardized, compliant and evidenced based fashion. Additionally, leads customer service initiatives.
2. Supervises staff and operations for Health Center Centralized Support Services including the Call Center, Specialist Referrals and Medical Records.
3. Coordinates the activities of the Charge Nurses within the Community Health Centers to ensure they are supporting standardized clinical workflow and best clinical practices within their site.
4. Coordinates all clinical staff education processes to ensure regulatory compliance, implementation of standardized best practices and individual staff proficiency for required job duties. This includes all organizational Patient Centered Medical Home activities.
5. Performs personnel management functions for staff. Oversees the interviewing, selection and training of staff within their area of responsibility. Evaluates work assignments, processes and efficiencies. Reviews staff performance and addresses performance deficiencies through the approved disciplinary process.
6. Ensures that all medical equipment is tracked and adequately maintained to ensure regulatory compliance. Evaluates new equipment and recommends purchases as appropriate. Coordinates staff training on equipment as required. Manages medical supply selection and purchases for maximum standardization and cost efficiency.
7. Participates in professional development activities to keep current with trends and practices in primary care (conferences, journals, professional organizations). Attends state, regional and national conferences specific to Community Health Centers as requested. Represents the Health Center at select meetings with federal, state and local organizations. Promotes community awareness of the network of Community Health Centers.

Other Functions:

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

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

Employment Qualifications:

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

Experience: A minimum of 5 years of ambulatory or outpatient clinic experience in a supervisory capacity is required. Prefer experience in a Community Health Center setting.

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

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

Physical Requirements:

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

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

Working Conditions:

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

***September 2016
MCF 11***

**INGHAM COUNTY
JOB DESCRIPTION**

**STRATEGIC PROJECTS AND IMPLEMENTATION MANAGER
COMMUNITY HEALTH CENTERS**

General Summary:

Under supervision of the Deputy Health Officer and as a part of the CHC Administrative Team, develops, facilitates and implements new programs and initiatives within the organization. In addition, they oversee the quality improvement, grant reporting, risk management, Federal Tort Claims Act participation and 340B pharmacy activities of the organization and maintains the organizations strategic plan, policies and procedures and represents the Community Health Centers (CHCs) and Health Department at various meetings.

Essential Functions:

1. Develops, implements, evaluates and updates project and strategic plans. Coordinates community assessment and uses information to develop FQHC scope of work. Develops and coordinates programming expansions and new sites and facilities.
2. Serves as the Health Center lead for compliance activities and works in conjunction with the Health Department Privacy and Compliance Officer. Monitors program compliance with state and federal laws, regulations, and policies. Coordinates Health Center risk management, incident investigation and Federal Tort Claims Act activities in conjunction with the Deputy Health Officer.
3. Coordinates the Quality Assurance (QA) Program for the community health center network. Oversees staff involved in grant performance reporting, developing policies and procedures and measuring program outcomes and activities. Assists staff in tracking and reporting program outcomes and ensures that the QA program is aligned with established program, grant and/or contract requirements.
4. Performs personnel management functions for staff. Oversees the interviewing, selection and training of staff. Evaluates work assignments, processes and efficiencies. Reviews staff performance and address performance deficiencies through disciplines and, if necessary, termination.
5. Oversees the development and submission of reports, assists in the completion of the annual UDS and QA report, establishes data sets and analyzes data for trends and establishes and monitors benchmarks.
6. Participates in professional development activities to keep current with trends and practices in health care administration (conferences, journals, professional organizations). Attends state, regional and national conferences specific to Community Health Center operation as requested. Represents the department at select meetings with federal, state and local organizations. Promotes community awareness of Community Health Centers.

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.

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Health Education, Public Health, Public Administration or related health or management field is required. Master's preferred.

Experience: A minimum of 5 years of operational medical, dental or behavioral health management experience is required. Experience with new project implementation and process improvement is required. Experience with state health programs, federally qualified health centers and/or health insurance strongly preferred.

Other Requirements: A valid Michigan's Drivers license is required.

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

Physical Requirements:

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

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

Working Conditions:

- Typical work is performed in an office environment with exposure to regulated temperature and conversational noise levels.
- Must attend meetings, seminars and speaking engagements throughout the County.

***May 2013
MCF 11***

INGHAM COUNTY JOB DESCRIPTION

IT COORDINATOR

General Summary:

This position coordinates information technology staff and projects and serves to bridge the gap between the Health Department and Ingham County Innovation and Technology (ICIT) Department. This position leads a variety of technical projects associated with analyzing user requirements, procedures and problems to automate clinical and program functions or to improve existing information technology related systems. The Systems Analyst assists in the evaluation of software and hardware systems to meet the needs of providers, employees, and patients. Primary responsibilities include oversight of the Electronic Health Record (EHR) and inter-related systems to meet meaningful use and regulatory standards as well as to meet the needs of the department. This position also assists in developing the tools the providers and employees need to give the highest quality health care and public health services to clients and patients while ensuring security and efficiency.

Essential Functions:

1. Acts as a liaison between the Health Department and ICIT for critical software applications including the EHR and inter-related systems.
2. Collaborates with Health Department leadership to maximize the availability, efficiency, and effectiveness of hardware and software systems by completing the necessary investigation, analysis and evaluation to determine project feasibility and project scope.
3. In cooperation with the Chief Financial Officer, assists in developing project cost and benefit estimates to establish new project worth. Analyzes information technology investment costs, benefits and risks.
4. In cooperation with the Assistant Deputy Health Officer and Chief Financial Officer, develops and oversees the department's Information Technology budget.
5. Coordinates Health Department staff responsible for training on the use of EHR and inter-related systems and ensures effectiveness of activities through gathering feedback from system users. Serves as the lead for the EHR Analysts.
6. Manages new IT-related initiatives or upgrades to ensure projects are completed on time and within the established budgets by developing or overseeing the development of work plans, task sequencing, time schedules, conversion and test procedures. Communicates any outages, problems or delays to Health Department administration.
7. Works with Health Department and ICIT teams on technical troubleshooting, integration, reporting and training. Resolves post installation software or hardware technical problems in a timely manner, escalating issues as necessary to the appropriate departmental or vendor level
8. Serves as a member of various employee committees to discuss workflow, system needs and changes.
9. Coordinates activities with other departments, technology vendors, and external work groups as needed. Troubleshoots problems with vendors and coordinates staff and vendor interactions to ensure continuity of established services and successful implementation of new projects.

10. Serves as the Health Department's HIPAA Security Officer in cooperation with ICIT to assess and implement procedures necessary for the Health Department's patient information security policies and procedures, performs information security risk assessments, and serves as the internal auditor for the information security processes.
11. In cooperation with ICIT, verifies internet security including firewalls, TCP/IP filtering, virus protection, and software updating.
12. Researches, identifies and implements solutions to Health Department administrative requests or requirements and thoroughly documents all identified solutions and standard operating procedures.
13. Assists the Health Communications Specialist in maintaining and updating electronic communications systems including the Health Department's website.
14. Works with the Community Health Assessment team to coordinate the development and implementation of health informatics practices.

Other Functions:

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

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

Employment Qualifications:

Education: Possession of a Bachelor's degree, preferably in management information systems, computer science or related field.

Experience: Three to five years of progressive related experience with a minimum of one year experience as a network administrator, software developer, web master or database administrator or the equivalent.

Other Requirements:

Skills: The applicant should understand server administration, and have basic programming skills in common and current programming languages. Database programming skills would be helpful.

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

Physical Requirements:

- Ability to access departmental files.

- Ability to enter and access information from a computer.
- Periods of prolonged sitting at a computer screen.
- May require the ability to lift and carry equipment.

[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements.

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.]

County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517.887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396



TO: Linda Vail, Health Officer
Russ Kolski, Deputy Health Officer

FROM: Joan Clous, HR Specialist

DATE: October 3, 2016

RE: Memo of Analysis for reorganization of Clinic Administration – RE: Clinical Services Supervisor

The Health Department is reorganizing the Clinic Administration Division to enhance their ability to serve residents of Ingham County.

1. Position number 601245 is currently titled as Clinical Services Supervisor factored (using the Rye system) at MCF 10, after a review of the changes to job duties and responsibilities this position has been factored at MCF 11 (\$65,884.35 to \$79,081.72) and will also result in a title change to Clinical Services Manager.

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

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

County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517.887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396



TO: Linda Vail, Health Officer

FROM: Joan Clous, Human Resource Specialist

DATE: 10-17-2016

RE: Memo of Analysis for reorganization of Health Department

The Health Department is reorganizing to enhance their ability to serve residents of Ingham County.

Position number 601135 will change from Assistant Deputy Health Officer (MCF 10) to Deputy Health Officer (MCF 14 - \$81,532.15 to \$97,862.18).

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

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

Porter, Tanya

From: Murr, Joel
Sent: Tuesday, November 01, 2016 1:49 PM
To: Porter, Tanya
Subject: FW: Grants Coordinator and IT Coordinator

Joel D. Murr, MPA
Assistant Deputy Health Officer
5303 S. Cedar Street • Lansing, MI 48909
P: 517-887-4311 • C: 517-285-1564



Confidentiality Statement: The information contained in this facsimile/email transmission is privileged and confidential and is intended only for the use of the recipient listed above. If you are neither the intended recipient or an employee or agent of the intended recipient responsible for the delivery of this information, you are hereby notified that the disclosure, copying, use or distribution of this information is strictly prohibited. If you have received this transmission in error, please notify us immediately to arrange for the return of the transmitted documents or to verify their destruction. Thank you for respecting the nature of this communication.

From: Clous, Joan
Sent: Monday, October 17, 2016 10:51 AM
To: Vail, Linda; Murr, Joel
Subject: Grants Coordinator and IT Coordinator

We have evaluated the above named positions using the Rye System.

Grants Coordinator – no change in points
It Coordinator – was at 1195 (level 9) now at 1255 (level 9)

I will be providing the ICEA Professional union with copies of the new job descriptions and levels for each position. They have 6 days to respond. As I am going out on FMLA Beth will be handling any meetings with the union.

Please let me know if you have any questions.

Joan Clous
Human Resources Specialist
517-887-4374 – Office
517-887-4396 – Fax

"Don't cling to a mistake just because you spent a lot of time making it."

Porter, Tanya

To: Murr, Joel
Subject: RE: Memo RE:Health Department Reorg

From: Clous, Joan
Sent: Monday, October 17, 2016 2:40 PM
To: Vail, Linda; Murr, Joel
Subject: FW: Memo RE:Health Department Reorg

Linda & Joel,

Please see the email below from Desiree Cook, President of ICEA Professional Union, providing support for the changes to the Grant Coordinator and IT Coordinator positions. As there is no change to the budget associated with these positions they do not need to go to the Board. You will need to contact Budget to have changes made:

Grant Coordinator – position number 601414 moving from CHC Administration to under Joel's area
Systems Analyst for Emergency Preparedness in Public Health – Position number 601054 change in job title to IT Coordinator.

Please let me know if you have any questions.

Joan

From: Cook, Desiree
Sent: Monday, October 17, 2016 2:22 PM
To: Clous, Joan
Cc: Bliesener, Elisabeth
Subject: RE: Memo RE:Health Department Reorg

I don't see a problem with the changes made. Just an FYI, Rich already reports directly to Joel so that didn't change like the memo states. I'm glad to see his position description will reflect the job he's been doing. ☺

From: Clous, Joan
Sent: Monday, October 17, 2016 12:39 PM
To: Cook, Desiree <DCook@ingham.org>
Cc: Bliesener, Elisabeth <EBliesener@ingham.org>
Subject: Memo RE:Health Department Reorg

Desiree,

Please find attached the job descriptions and memo concerning the health department reorganization of ICEA positions. If you are not able to get back with me before this Thursday, please contact Beth as I will be out on FMLA. Please let me know if you have any questions.

Joan Clous
Human Resources Specialist
517-887-4374 – Office
517-887-4396 – Fax

Health Department Reorganization Request

| | Current - FY 17 | Proposed | |
|-------------------------------------|--|---|---------------------------------|
| | Assistant Deputy Health Officer 1.0 FTE Position # 601135 MCF 10 Step 5 | Deputy Health Officer Administration 1.0 FTE Position # 601135 MCF 14 Step 1 | Increase/ (Decrease) |
| Salary | 72,371 | 81,532 | 9,161 |
| Unemployment - | 362 | 408 | 46 |
| Fica | 5,536 | 6,237 | 701 |
| Retirement | 5,920 | 6,669 | 749 |
| Health Insurance | 6,149 | 6,149 | - |
| Retiree Health Surcharge Chargeback | 3,347 | 3,347 | (0) |
| Health Insurance Trust | 3,257 | 3,669 | 412 |
| Dental | 904 | 904 | - |
| Vision | 124 | 124 | - |
| Workers Comp | 333 | 375 | 42 |
| Life Insurance | 132 | 132 | - |
| Disability | 94 | 106 | 12 |
| CARES | 33 | 33 | - |
| Liability Insurance | 543 | 611 | 69 |
| TOTAL | 99,104 | 110,296 | 11,192 |

| | Current - FY 17 | Proposed | |
|-------------------------------------|---|--|---------------------------------|
| | Clinical Services Supervisor 1.0 FTE Position # 601245 MCF 10 Step 5 | Clinical Services Manager 1.0 FTE Position # 601245 MCF 11 Step 5 | Increase/ (Decrease) |
| Salary | 75,758 | 79,082 | 3,324 |
| Unemployment - | 379 | 395 | 17 |
| Fica | 5,795 | 6,050 | 254 |
| Retirement | 21,955 | 22,918 | 963 |
| Health Insurance | 15,325 | 15,325 | - |
| Retiree Health Surcharge Chargeback | 3,347 | 3,347 | (0) |
| Health Insurance Trust | 3,409 | 3,559 | 150 |
| Dental | 904 | 904 | - |
| Vision | 124 | 124 | - |
| Workers Comp | 348 | 364 | 15 |
| Life Insurance | 132 | 132 | - |
| Disability | 98 | 103 | 4 |
| CARES | 33 | 33 | - |
| Liability Insurance | 568 | 593 | 25 |
| TOTAL | 128,176 | 132,929 | 4,753 |

Note: Analysis was based on FY 17 Personnel Cost Projections

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH THE COMMUNITY MENTAL HEALTH
AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES (CMH)
FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES**

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to CMH in fiscal year 2015; and

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

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

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

WHEREAS, funds from the health services millage are allocated in the County's 2017 budget for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed \$1,254,835 with CMH for services provided for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, funds for this contract with CMH will come from the Health Services Millage.

BE IT FURTHER RESOLVED, funds will be utilized by CMH for Health Services Millage eligible services as provided in the attached proposal.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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.

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties
Proposal for the continued use of Ingham County Health Services Millage to close gaps
in Ingham County's behavioral health care system
FY2017

Summary of proposal: This proposal requests:

Continuation of Ingham County Health Services Millage funding, to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), to support a comprehensive package of behavioral healthcare services designed to address the most pressing behavioral healthcare needs in the Ingham County community.

Context: With ongoing experience with the significant State General Fund reduction (2/3 of the funds formerly provided to CMH) and the implementation of the Healthy Michigan Plan, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) has, at this point, much greater clarity as to the fiscal and service gaps resulting from these changes. This clarity underscores the substantial set of services and persons which are not covered by the Healthy Michigan Plan – costs which must be covered by the scarce State General Fund and local dollars within CMH's budget. Many of these costs are related to the provision of services to persons for whom CMH is the provider and cost underwriter, but who are not eligible for the Healthy Michigan Plan. This group includes those enrolled in Medicare and not eligible for Medicaid, those with "spend down" Medicaid eligibility, and those with severe, chronic and urgent mental health treatment needs (crisis stabilization, day program services, residential care, casemanagement) not covered by their families' commercial coverage.

The services proposed in this document **address longstanding gaps in services and gaps that emerged with the dramatic cut in state General Fund dollars** to this CMH and CMHs across the state.

A. Closing newly emerging gaps in Ingham County's essential behavioral health care services system: These service gaps are the result of the dramatic cut (65%), implemented in April 2014 and expanded in October 2014, in state General Fund dollars to this CMH and CMHs across the state.

The community's free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit: This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services to adults, children, and adolescents.

The community's Assessment and Referral Team: This unit provides a full bio-psychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for adults who are uninsured.

The community's urgent care and intensive home-based treatment program for at-risk children, youth, and their families: This program works to improve the ability of children and youth, with serious emotional disturbance, to function better at home, in school, in the community, and with peers by providing - primarily in the home, school, and workplace of the families enrolled in this program (with some services provided at CMH offices) - family and individual psychotherapy, psychiatry, nursing, parenting skills, crisis therapeutic group home, training and coaching, school liaison services, and referral network linkages.

A spectrum of community-based treatment teams for vulnerable populations: These multidisciplinary teams, made up of mental health therapists/casemanagers, psychiatrists, nurses, mental health workers/consumer services specialists, and peer support specialists, provide psychotherapy, psychiatry, nursing, and a range of supports to **adults with very high levels of mental health needs, those enrolled in a specialized older adult program, and adults with intellectual/developmental disabilities.**

Psychiatric inpatient care for jail inmates: In addition to the jail-based CMH has also paid all psychiatric inpatient claims on individuals admitted directly from the jail to psychiatric inpatient facilities. Given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH's State General Fund revenues, **CMH is without the funds to continue to pay these psychiatric inpatient costs** and others previously funded by State General Fund dollars.

| |
|---|
| <p>B. Development of low cost safety net services to meet the needs of the unserved:</p> |
|---|

Psychiatric care and outpatient therapy for children and adults with moderate mental health needs: This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and adults. These services (along with CMH's 24/7 psychiatric crisis services unit) provide the community's mental health safety net.

| | |
|--|---------------------------|
| <p>Cost of proposed services in FY2017:</p> | <p>\$1,254,835</p> |
|--|---------------------------|

| |
|--|
| <p>Estimated number of Ingham County residents meeting the millage criteria who will be served: 730</p> |
|--|

| |
|--|
| <p>Actual Expenses and numbers meeting millage criteria served in FY2015 (FY2016 numbers not yet available)</p> |
|--|

| | |
|---|---|
| <p>Actual Expense in FY 2015</p> | <p>\$3,044,637</p> |
| <p>Actual Billed in FY 2015:</p> | <p>\$2,061,088 (2015 Millage Amount)</p> |
| <p>FY 15 CMHA-CEI General Fund</p> | <p>\$ 983,549</p> |

| |
|---|
| <p>Actual number of Ingham County residents meeting the millage criteria served: 1,235</p> |
|---|

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: October 26, 2016

SUBJECT: Mental Health Screening Services in the Jail
For the meeting agendas of November 14 and November 16, 2016

BACKGROUND

This resolution authorizes continuation of current on call weekend and holiday Mental Health Screening services (known as the CATS Program) in the Ingham County Jail (ICJ). Until 2016, the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) provided 1.5 FTE employees Monday-Friday; 8:00 a.m. – 4:30 p.m. to provide mental health screening and referral for individuals who were flagged by ICJ staff at booking or during incarceration as having possible suicide risk or mental health symptoms. There were no CMH staff available at ICJ from 5:00 p.m. Friday through Monday morning or on holidays. This led to some inmates being held in observation up to 3 days before being seen by a Mental Health professional. Without CMH staff available, the deputies at the Ingham County Jail were left with the burden to determine severity.

In 2016, The Ingham County Sheriff's Office and CMH Administration worked to develop a proposal for on call Mental Health services that would be available Friday evening through Monday morning; and holidays. For the first time in 2016 funding was included in the budget for weekend on-call services, and that funding is continued for 2017.

ALTERNATIVES

If this contract was not approved, coverage would revert back to pre-2016 levels as described above.

FINANCIAL IMPACT

The cost for this coverage is \$30,632, and is included in the 2017 budget.

OTHER CONSIDERATIONS

NA

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with CMH for mental health screening and referral for individuals at the Ingham County Jail.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES (CMH) FOR MENTAL HEALTH SCREENING SERVICES IN THE INGHAM COUNTY JAIL TO INCLUDE ON CALL PERSONNEL FOR WEEKENDS AND HOLIDAYS

WHEREAS, prior to 2016 CMH provided 1.5 FTE employees Monday-Friday; 8:00 a.m. – 4:30 p.m. to provide mental health screening and referral for individuals who were flagged by Ingham County Jail (ICJ) staff at booking or during incarceration as having possible suicide risk or mental health symptoms; and

WHEREAS, there were no CMH staff available at ICJ from 5:00 p.m. Friday through Monday morning or on holidays, leading to some inmates being held in observation up to 3 days before being seen by a Mental Health professional; and

WHEREAS, without CMH staff available, the deputies at the Ingham County Jail were left with the burden to determine severity; and

WHEREAS, the Ingham County Sherriff's Office and CMH Administration worked to develop a proposal for on call Mental Health services that would be available Friday evening through Monday morning; and holidays. WHEREAS, for the first time in 2016 funding was included in the budget for weekend on-call services, and that funding is continued for 2017.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed \$30,632 with CMH for mental health screening and referral for individuals at the Ingham County Jail from 5:00 p.m. Friday through Monday morning or on holidays for a time period of January 1, 2017 to December 31, 2017.

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.

Agenda Item 5

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: October 31, 2016

SUBJECT: Cash Match Agreement with Michigan Rehabilitation Services
For the meeting agendas of November 14 and November 16, 2016

BACKGROUND

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. This agreement is similar to other agreements the Board of Commissioners going back to 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern.

ALTERNATIVES

If this resolution was not approved, Michigan Rehabilitation Services would have to find another partner to act as the pass through entity for the local match funding provided by Peckham Inc.

FINANCIAL IMPACT

The agreement will not exceed \$444,444 (\$120,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2016 through September 30, 2017.

OTHER CONSIDERATIONS

NA

RECOMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT WITH
MICHIGAN REHABILITATION SERVICES**

WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, prior to 2008 the Ingham County Department of Human Services (DHS) had a long-standing agreement with MRS to act as a pass through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS came under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the state; and

WHEREAS, Ingham County has been identified as an appropriate pass through entity to help maintain this agreement since 2008; and

WHEREAS, MRS wishes to enter into another, similar cash match agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed \$444,444 (\$120,000 local match) with Michigan Department of Human Services – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this agreement is contingent upon Ingham County's local match portion (\$120,000) being provided by Peckham, Inc., and no county funds will be used for this purpose.

BE IT FURTHER RESOLVED, the term of this agreement shall be October 1, 2016 through September 30, 2017.

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

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