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VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

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

## INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, MARCH 16, 2020 AT 6:30 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [March 2, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Fair Office – Resolution to Implement an [Online Ticketing System](#) for the Ingham County Fair
2. Parks Department
  - a. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to [Bunker Road Landing](#)
  - b. Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to [Lake Lansing Park South](#)
  - c. Resolution to Authorize a Contract with [E.T. Mackenzie Company](#)
  - d. Resolution to Authorize Contracts for [Police Patrols](#) in Ingham County Parks
3. Health Department
  - a. Resolution to Authorize an Agreement with [Michigan Public Health Institute](#)
  - b. Resolution to [Amend Resolution #20-031](#) to Add 1.0 FTE Behavioral Health Consultant to Support Collaborative Care Model
  - c. Resolution to Amend the Ingham Community Health Center Board [Bylaws](#)
  - d. Resolution to Authorize an Agreement with [Crossroads Nutrition Therapy, LLC](#)
  - e. Resolution to Authorize Agreements with [Licensed Medical Providers](#)
  - f. Resolution to Authorize an Agreement with MSU Health Team for Establishing a Collaborative Care Model for [Psychiatry Services](#)
  - g. Jail Medical update (*Discussion*)
  - h. Resolution to Convert Jail Medical [Nurse Positions](#) ICEA County Pro Jail Nurse Scale to ICEA County Pro Grade 8
  - i. Resolution Honoring [Angela Fay Travis](#)
  - j. Resolution Honoring [William Weiman](#)
  - k. Resolution Honoring [Dr. Steven Pittel](#)

Announcements

Public Comment

Adjournment

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

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

## HUMAN SERVICES COMMITTEE

March 2, 2020

Draft Minutes

Members Present: Trubac, Stivers (arrived at 6:31 p.m.), Tennis, Morgan, Slaughter, and Naeyaert.

Members Absent: Koenig.

Others Present: Jennifer Hanna, Dr. Durany Mohammed, Daphine Whitfield, Carol Salisbury, Dr. Peter Gulick, Peter Hochstedler, Dr. Alane Laws-Barker, Dr. Priti Pathak, Jeffrey Brown, Linda Vail, Sue Graham, Anne Scott, Jared Cypher, Scott Hendrickson, and others.

The meeting was called to order by Chairperson Trubac at 6:30 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

### Approval of the February 24, 2020 Minutes

CHAIRPERSON TRUBAC STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE FEBRUARY 24, 2020 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Koenig and Stivers.

### Additions to the Agenda

None.

Commissioner Stivers arrived at 6:31 p.m.

### Limited Public Comment

Jennifer Hanna stated that she was the Vice Chair for the Ingham Community Health Center Board of Directors. She further stated that, during her time on the board, provider recruitment had been and continued to be a frequently discussed issue.

Ms. Hanna stated that Anne Scott, CHC Executive Director, had been working very hard on this matter to improve the compensation for our providers. She further stated that it came to their attention last week as they had nine providers show up sharing their experiences.

Ms. Hanna stated that the Community Health Centers had been without a Medical Director for a year and they just lost the Dental Director. She further stated that these vacancies had negative impacts not only on their patients but on their providers and on their bottom line too.

Ms. Hanna stated that they were at the point where they were facing a crisis, and they were at risk of losing even more providers. She further stated that, as a registered nurse, she preferred to

provide for patients multiple nights in a row and this was the same for outpatient settings, as well.

Ms. Hanna stated that their providers had done an amazing job absorbing more patients, and that this was very demanding, but it had come at a price. She further stated that many were working extra hours, which were uncompensated.

Ms. Hanna stated that this increased stress levels and increased risks for burnout. She further stated that she had told the providers that they needed to first care for themselves.

Ms. Hanna stated that the County needed to be mindful of the risks that this posed to the patients and the providers and their licenses. She further stated that when they were short on providers, the patients also suffered.

Ms. Hanna stated that it took time to build a trusting relationship with a medical provider. She further stated that having to repeat the process over and over could lead to care that was perceived as substandard compared to the care that they could have received elsewhere.

Ms. Hanna stated that it makes getting an appointment difficult. She further stated that new patients and current patients alike have difficulty getting appointments in a timely manner, putting their health at risk.

Ms. Hanna stated that compensation was the main reason providers were seeking employment elsewhere. She further stated that she was urging the Committee to please consider increasing compensation for their critical providers.

Ms. Hanna stated that it was imperative to mitigate risks. She further stated that it would also ensure that the County was a competitive employer and that they attracted quality employers.

Ms. Hanna stated that failing to make the upfront investment could make additional long term costs and meaningfully affect the patients they were trying to serve. She further stated that multiple long-term vacancies sent a poor message to employees and it was important to correct this situation quickly.

Dr. Durany Mohammed stated that he was a family physician for the Ingham County Health Center. He further stated that these providers build their own practices for a year or two.

Dr. Mohammed stated that when they left, those patients were transferred back to the other providers in the clinic. He further stated that this affects his patients because they may have to wait two months because now he had to take on a number of new patients.

Dr. Mohammed stated that the fact that some of those internal medicine doctors left their practices, meant that now their mid-level practitioners have to take on more complex cases. He further stated that they were concerned about their own practices and licenses.

Dr. Mohammed stated that they were there to voice the concern that translated mostly for the patients' care. He further stated that he wondered how the Committee could help to fix the situation.

Dr. Mohammed stated that the turnover was amazing, and retention was almost impossible. He further stated that he knew that the Chief Health Officer had been trying to recruit people.

Dr. Mohammed stated that the moment they made an offer, it was "thank you but no thank you." He further stated that there had been market research done and the providers at the County were about 20% underpaid.

Dr. Mohammed stated that he was assuming that they would prefer to go to a place where they could be paid better and where they could provide a higher quality of care.

Commissioner Tennis stated that this issue had come up at the Community Health Center (CHC) Board meeting last week, and that a lot of the same individuals that were there, were before the Committee tonight. He further stated that he had suggested that the individuals come here and talk to the Human Services Committee.

Commissioner Tennis stated that, for someone who had been on the CHC Board for a while, this was not a new issue. He further stated that this was not something that was just occurring now, but had been going on for some time.

Commissioner Tennis stated that the lack of providers and number of vacancies was to the point where it was not only a personal crisis for the providers, but was also affecting patient care. He further stated that he suggested that the individuals come here tonight and galvanize the Committee to take steps to address this issue.

Daphine Whitfield, CHC Board member, stated she was on the CHC Board and wanted to share what she felt when these providers came in last week. She further stated that the whole reason why she joined the CHC Board was at the suggestion of the pharmacists and practitioners that she worked with, and the ladies that were at the front line at the receptionist's desk.

Ms. Whitfield stated that they said, they know she wanted to equip people to go beyond what life has dealt them in terms of the hand and the poor choices they might have made. She further stated that, from the moment she stepped on the board, she knew this is a great fit.

Ms. Whitfield stated that the idea of working in a capacity where she is able to serve the community she love just resonates with her. She further stated that last Thursday when they had their monthly meeting and these providers came in and began to share the severity of what they were experiencing it hit her.

Ms. Whitfield stated that she had to be honest and tell the Committee how it hit her. She further stated that she got to her car and tears began to run out of her eyes.

Ms. Whitfield stated that she knew that being a part of the CHC Board, she served a marginalized, disenfranchised community that was often dismissed, and they were on the agenda for a whole lot and they did what they could to serve them. She further stated that she felt that that was what they were doing right now.

Ms. Whitfield stated that she turned around and looked at them and said that she apologized as a leader on this board. She further stated that she wanted to be a part of something where everyone was taken care of and they had the people that were on the front lines servicing the people that were in the community, now saying that their life in the office was influencing their life when they got home.

Ms. Whitfield stated that that trauma was 24 hours a day, 7 days a week. She further stated that she hated what was going on systemically, but she loved the people and so she asked them to allow this to be a starting point.

Ms. Whitfield stated that she was before the Committee as a part of this team. She further stated that whatever it was they could do that was beyond talking, and that they have benchmarks to get the providers in and get the staffing that they needed, needs to be done.

Ms. Whitfield stated that she knew that when she went there, there was no difference to her in the quality of services that she received at Foster Community Health Center than when she had gone out to Okemos or to East Lansing. She further stated that this was top of the line.

Ms. Whitfield stated that she never saw what the providers were experiencing, and so she asked them to accept the apology that she gave as a member of this team, as a starting point. She further stated that she was asking the Committee tonight that they could get some things done.

Ms. Whitfield stated that she was not trying to be abrasive or saying that they had not done what they were supposed to, but rather asking what could the Committee do to show that they were here and they were with them.

Carol Salisbury, Forest CHC Nurse Practitioner, stated that she had been at the Health Department for 12 years now. She further stated that she provided care to the infectious disease population but also worked in primary care.

Ms. Salisbury stated that she really wanted to stress to the Committee the amount of burnout that she had seen with other people that she worked with, Nurse Practitioners, Physician's Assistants and Physicians. She further stated that she had seen such a movement of brand-new graduates come in and unfortunately they may stay a few years and then they moved on, and she wondered why because some of them were looking for other kinds of practices and it was a very big burden to work with this type of population.

Ms. Salisbury stated that they had 20 minute visits scheduled to see very complicated patients that may not speak English. She further stated that she wanted to stress to the Committee that she was in it for the go, but she did want to tell the Committee that she had seen a lot of people leave and a lot of it had to do with the workload.

Ms. Salisbury stated that they came in early and left late and worked over their lunch period. She further stated that she asks that the Committee consider trying to keep people here.

Ms. Salisbury stated that a person of her 16 years' experience would make about \$20,000 more if she went some other place. She further stated that she was not here for the money, she was here for the patients and that she did think that the County was not going to attract and retain people unless the Committee did something about it.

Peter Gulick, Forest CHC Infectious Disease Physician, stated that he was in charge of the HIV clinic and had been for the last 12 years. He further stated that part of his program had been to keep the Ryan White funds progressive.

Dr. Gulick stated that one area that was extremely important was that they had primary care providers to provide primary care to the patients. He further stated that they were losing providers and his patients were now having to scamper to other providers and even outside of the care of the Health Department.

Dr. Gulick stated that part of the success of the grant was that they provided care on a continuum to this community. He further stated that they had done a very good job in the past.

Dr. Gulick stated that he did not want to see that jeopardized by having this kind of a situation occur here. He further stated that it was very important that they keep the primary care providers as a strong unit for his program because his program was big and had been successful, and the Ryan White Foundation looked at this closely, not only whether the HIV patient was receiving care for HIV, but also primary care.

Peter Hochstedler, Community Mental Health social worker, stated that he was a clinical social worker and health worker in the clinics and he wanted to express support for the providers; that their issues were his issues and, as a team, they worked together. He further stated that he wanted all of them to stay, but that he would not blame them if they did not.

Mr. Hochstedler stated that, in other places, he had experienced an impetus from higher-ups to appeal to the mission and values to avoid change. He further stated that he urged the Committee to resist that urge if they could.

Vanessa Kramer, CHC employee, stated that she was a new nurse practitioner at Women's Health and she wanted the Committee to know that had has three small children and when she brought her work home, and she could not spend time with her babies, it made her life hard. She further stated that to be able to reduce visits would make it more worth staying, and she knew that would be important to her.

Dr. Alane Laws-Barker, Lead OBGYN, stated that she worked with Sparrow in collaboration with the Health Department, and she was the lead OBGYN. She further stated that she had been there two and a half years now.

Dr. Laws-Barker stated that her experience had been very similar. She further stated that it was very difficult to serve a population that was the sickest in the County, that had translation issues, multiple co-morbidities, and, in their department, it was a mother and child.

Dr. Laws-Barker stated that they were serving two patients in a period of 20 minutes. She further stated that many of the nurse practitioners come right out of school so they had the most inexperienced people taking care of the sickest people. She further stated that the electronic health records system was very difficult to use compared to EPIC and others.

Dr. Laws-Barker stated that the difficulty of entering the information, left stacks of charts that piled up. She further stated that they had transformed their schedule into four ten-hour days, but that they spent that fifth day charting.

Dr. Laws-Barker stated that they were spending their days and nights charting; she had pictures of herself going into surgery with an IV in her arm charting, going to her vacation on the plane, she was charting. She further stated that that was the reality of what these providers were living with.

Dr. Laws-Barker stated that it had been said that wanted to give quality care and compassionate care to these individuals, and she thought they had to let the providers tell what was like and this experience. She further stated that they needed to be a part of this experience.

Dr. Laws-Barker stated that she did not work for the Health Department, but she was afraid that her nurse practitioners were going to leave when their two years were up and they found somewhere else to work that paid them better, treated them better and listened to what they have to say. She further stated her nurse practitioners were new, and they were doing primary care, and there was nowhere to send a patient with thyroid issues or diabetes some of the things that they should not be taking care of.

Dr. Laws-Barker stated that they were trying to take care of the patient so their health did not worsen. She further stated that she came here to support them in their journey and get them a better work environment.

Priti Pathak, CHC Physician, stated that she was a family physician that had been working for the County for 17 years. She further stated that she loved this place because the Ingham Community Health Centers provided excellent care.

Dr. Pathak stated that she had worked at different places and she loved her job and her patients. She further stated that she thought they had a perfect team and the quality care that they provided to the patient was comparable to any clinic like Cleveland or UCLA.

Dr. Pathak stated that she was very interested in bringing up the quality of care to that level. She further stated that she had seen people come and go.

Dr. Pathak stated that, when she started, she worked in four different places, all different. She further stated that to start with they had three female physicians, now she was the only female.



Dr. Pathak stated that they developed a rapport with the patient and with the staff and everyone worked like team and that provided the best care for the patient. She further stated that recently she had seen something happening that was concerning, where patients came to her and said, “You are my third doctor in the last year, everybody who takes me as a new patient leaves, when are you going to leave?”

Dr. Pathak stated that she had told them, “I will never ever leave you” and that they lost trust in the system. She further stated that they thought that people were just leaving and they could not function well if they did not have a team, and she also was interested in developing a new system and she wanted to do additional projects, but how could she do that if her colleagues were leaving all the time.

Dr. Pathak stated that she highly recommended and agreed with what her colleagues have said tonight.

Jeffrey Brown, CHC Board member, stated that he was one of the CHC Board members, and he was also a patient and he wanted to come because the Health Center had changed his life as he was able to access care, but also because of the circumstance that he found himself in because of the challenges being discussed before the Committee. He further stated that his father was a 75-year-old Vietnam veteran who needed dental work.

Mr. Brown stated that he brought him to the Health Center to get dental work and dentures and they brought him in and extracted all of his teeth on the top and they said “I’m sorry but we only have 20 minutes,” and they sent his dad home and told him they could not get him back in for three months because they did not have enough time. He further stated that his father as a respectable man, and for him to go three months without top teeth just to get back in so they could pull more teeth, and then another three months not even get the dentures.

Mr. Brown stated that the providers did not have enough time; they did not have enough providers because they were not even close to being competitive. He further stated that, when there was such a gap in disparity, they had to be able to sustain their family.

Mr. Brown stated that they talked about hiring newly graduated students, but they had student loans too. He further stated that he found his father in the community, and now his weight is going down and he is down to 130 pounds.

Mr. Brown stated that his primary nurse practitioner retired and he had to establish a new care and that was going to be another 60-90 days until he could see his primary care provider. He further stated that he found himself coming in here and he did not know how, but he ended up with a blood sugar level of 600.

Mr. Brown stated that he almost went into a coma. He further stated that he tried to come in and get care and when he got care, the provider said, “I’m sorry you’re diabetic and there are other things going on with you, complications with that, but I don’t have time to tell you the rest, I have other patients, and we’re short staffed and I only get 20 minutes.”

Mr. Brown stated that he found himself as a CHC Board member supporting a health center that he was having the most challenging times of his life at. He further stated that he had talked to people in his community and they asked him why he continued to serve.

Mr. Brown stated that he thought they had a great leader and providers, and that they were doing everything that they could. He further stated that he had private insurance, and they were getting paid off of his health care as well.

Mr. Brown stated that it was not just where the County should increase the pay of providers and be further in debt, but also to make an investment to make a further impact to have a sustainable operation. He further stated that they have people who care, it was not just the providers trying to get paid.

Discussion.

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

1. Parks Department – Resolution to Authorize a Contract with Brock & Associates Inc. for a New Dock at Lake Lansing South Park
2. Health Department
  - a. Resolution to Authorize Amendment #2 to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services
  - b. Resolution to Authorize an Agreement with Verity Stream, Inc. to Provide Verification of Professional Credentials of Physicians and Allied Health Professionals

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

Commissioner Tennis stated that, to wrap up the public comment, he would ask that the Controller and Community Health Centers Executive Director sit down and discuss this issue and the history of this issue and come back and report to this Committee at a later date.

MOVED BY COMMISSIONER TENNIS, SUPPORTED BY COMMISSIONER STIVERS, TO DIRECT INTERIM CONTROLLER CYPHER TO SIT DOWN WITH THE COMMUNITY HEALTH CENTER DIRECTOR AND DISCUSS THE RECENT PROVIDER ISSUES AND REPORT BACK TO THE COMMITTEE AT A LATER DATE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Commissioner Stivers stated that she would like to have a discussion about this.

Discussion.

Chairperson Trubac stated that he wished to discuss this matter when the Controller came back to report after that meeting.

Linda Vail, Health Officer, stated that she would be willing to discuss this matter further.

Ms. Vail stated that Anne Scott, CHC Executive Director, had been working hard on this issue, and that they had just met a week ago with a proposal for a salary restructure. She further stated that she was hoping to have that in front of the Committee soon.

Ms. Vail stated that salary was a big part of it, a huge part of it. She further stated that there were also IT and electronic health record issues.

Ms. Vail stated that the Community Health Centers had a lot of great things going on, that the County could offer a loan repayment program that others could not, but they had to keep the positive factors ahead of the detracting factors. She further stated that she was going to meet with the interim Controller and Sue Graham, Human Resources Director, soon, and thanked Ms. Scott.

Ms. Vail stated that they were relying on Michigan Primary Care Association (MPCA) for a lot of information and that they were working with that information as well. She further stated that she believes it will help resolve this situation.

Ms. Vail stated that Vanessa Kramer was a nurse here not long ago and worked here while she went to school. She further stated that she got her Nurse Practitioner degree while still here, but was clearly struggling.

Ms. Vail stated that Dr. Laws-Barker was one of the best known OBGYNs in the County. She further stated that when she said that she heard people were leaving, she listened.

Ms. Vail stated that Dr. Gulick was a legendary renowned physician and one of the reasons that his program was successful was that continuity of care. She further stated that when they could not do that too, they were speaking a non-truth to the Ryan White program.

Ms. Vail stated that this was very critical and priority issue for her Department. She further stated that she would be back with a proposal in the next few meetings with more information.

Chairperson Trubac stated that he wished to wait to have further discussion on this matter until there was an agenda item for debate.

2. Health Department

c. Jail Medical Update (*Discussion*)

Ms. Vail stated that, likewise with the CHC provider issue, they were on the verge of bringing a proposal to the Committee regarding Jail Medical. She further stated that mainly, the first issue she had was that they continue to not be able to hire nurses.

Ms. Vail stated that they just hired two nurses, so they only had one vacancy currently. She further stated that they have to address the salary for those nurses as well, for fear of rapid turnover.

Ms. Vail stated that she worked with Human Resources and found that that job description was 19 years old, and did not accurately reflect the job anymore. She further stated that they got that rewritten and revised and worked with Ms. Graham and Human Resources to get that together.

Ms. Vail stated that their Jail Medical provider would fit in with the other nurse practitioner and physicians assistants. She further stated that as soon as the other nurse practitioner and physician's assistant salaries were raised, the Jail Medical salaries would increase alongside it.

Ms. Vail stated that she had information right now, and in the next meeting or two she should be in front of the Committee with a recommendation for the Jail Nurse position and the Medication Associate II position, which was a per diem position.

Chairperson Trubac asked if it was two positions that the Committee would be asked to make changes to.

Ms. Vail stated that there were two separate and aside from the other issue. She further stated that the provider in the jail would be either a nurse practitioner or a physician's assistant, and when they addressed the structure across the board, they could not make changes in the provider salaries at the health centers, but leave the jail alone.

Chairperson Trubac asked how many people there were in those two positions.

Ms. Vail stated that there were currently five FTE Registered Nurse positions, four filled and one vacant. She further stated that there were several in the other position.

Discussion.

Commissioner Stivers stated that earlier, the Committee heard that they were 20% lower pay than competing positions. She further asked if that number was in the right ballpark.

Ms. Vail stated that that would not stand up to the MCPA averages that they would provide to Committee. She further stated that they know they were never going to compete with them.

Ms. Vail stated that they offered a different benefit and a quality of work that was just different. She further stated that if you looked at Sparrow salaries, it was very difficult to pay at that level.

Commissioner Slaughter asked what, outside of compensation, were some of the other concerns offered by providers.

Ms. Vail stated that one concern was the electronic health record system, connectivity and usability, as Dr. Laws-Barker mentioned, was challenging, and was a huge driver of burnout. She further stated that the vacancy in the Medical Director position was a big problem too.

Ms. Vail stated that they had to move on and hire a full-time Medical Director. She further stated that they would not be able to do that until they addressed the salary.

Commissioner Slaughter asked if Ms. Vail had heard about problems with culture.

Ms. Vail stated that when they got issues related to salary, IT, and electronic health records, the result was losing providers and then they must take those providers' patients and spread them among other providers. She further stated that it was not good for morale and culture and that they could not keep doing that to the other providers without expecting them to feel like they were taking the brunt of this situation.

Commissioner Naeyaert stated that while this was not directly related, but was mentioned; the issue about the job descriptions being a few decades old is of concern. She further stated that the County has had to update a few positions, but that she thought there should be a discussion about a rotation of looking at these job descriptions.

Commissioner Naeyaert stated that these were part of the problem and that it was unacceptable.

Discussion.

Ms. Vail stated that department heads had responsibility as well. She further stated that every time her department had a vacancy, the job description was reviewed.

Ms. Vail stated that the problem was that whenever the position was not vacant, they could not rewrite the job description without the employee rewriting the job description and requesting a reclassification themselves.

Discussion.

Commissioner Stivers stated that a year ago, the Committee had a discussion about privatizing Jail Medical. She further stated that she thought that at that time the Committee talked about revisiting the job descriptions and she thought looking at the job descriptions would be implicit in that.

Commissioner Stivers stated that she felt like a year later, this was not just a problem with Jail Medical, but also for the providers who provided services to some of the poorest and least advantaged people in our community and she was frustrated that the County did not have a system that required the County to routinely review job descriptions. She further asked why that job description was not looked at in the last year, as it seemed like the County could have come with a reorganization or a reclassification before it got to where they were now, where they had a crisis.

Discussion.

Commissioner Stivers asked why Ms. Vail did not look at that job description sooner.

Ms. Vail stated that the County did approve a reorganization.

Discussion.

Ms. Vail stated that what they did not know at the time was why they were not able to recruit and retain nurses. She further stated that the manager had 5% of her time allocated to Jail Medical.

Ms. Vail stated that they needed to get a full time manager in place and task that person with recruitment and retention and see where they got with that over time. She further stated that now, she and Ms. Scott were getting ready at the 1 year mark to go back and reevaluate, as they were not recruiting and retaining nurses well.

Ms. Vail stated that when they looked at the jail nurse position, they realized that that position required more autonomy as it was in an environment that was chaotic and critical. She further stated that the County's health center nurses seemed stay longer.

Ms. Vail stated that the salaries were similar, but when they were working they were surrounded by the team present tonight. She further stated that the nurses at the jail did not have that team and support around them.

Ms. Vail stated that they had to take a hard look at them and put a job description together and discover that indeed it was a much more complex job. She further stated that she hoped that it would be a good resolution.

Ms. Vail stated that she was working with the Ingham County Employees Association (ICEA) Professionals Union. She further stated that she did not think it would be a problem with the union since it was a favorable change.

Ms. Vail asked how long you let something go before you decided to address it again.

Commissioner Stivers stated that she appreciated Ms. Vail's methodology, but that the County knew a year ago that being a jail nurse was harder than a health center nurse.

Ms. Scott stated that the positions had people in them. She further stated that the process to change them with people in them was a reclassification and, at the time, their goal was to get a reorganization.

Ms. Scott stated that they did not take the time at that time to do a reclassification. She further stated that she made the decision to put a reorganization in front of the Committee.

Ms. Scott stated that she thought there were some good recommendations that they were putting forward now and that they would have to continually refine the setup, structure, adjusting the provider salary and they were working hard to make the operation successful.

Chairperson Trubac stated that he looked forward to seeing more.

Public Comment

None.

Announcements

None.

Adjournment

The meeting was adjourned at 7:27 p.m.

# MARCH 16, 2020 HUMAN SERVICES AGENDA

## STAFF REVIEW SUMMARY

### ACTION ITEMS:

#### **The Interim Controller/Administrator is recommending approval of the following resolutions**

1. Fair Office – Resolution to Implement an Online Ticketing System for the Ingham County Fair

This resolution approves entering into a contract with Tix, Inc. for a term of three years with an option to renew for an additional 2-year period. It also authorizes the Ingham County Fair to purchase 1 Boca Systems Ticket Printer with the cost of \$1,500 being deducted from the amount owed to the fair by the vendor at the conclusion of the ticket sales. Tix, Inc. will collect a \$1 fee on each ticket as well as 5% per transaction which will be passed on to the purchaser.

2. Parks Department

a. *Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Bunker Road Landing*

This resolution authorizes submission of a Michigan Natural Resources Trust Fund Application for \$50,000 for park and accessibility improvements at Bunker Road Landing, and further resolves to make available its financial obligation amount of \$62,000 from the Parks 208 fund balance (55%) of a total \$112,000 project cost, during the 2021 fiscal year.

b. *Resolution to Authorize an Application for a Michigan Natural Resources Trust Fund Grant for Accessibility Improvements to Lake Lansing Park South*

This resolution authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000 for park and accessibility improvements at Lake Lansing Park South, and further resolves to make available its financial obligation amount of \$335,200, which includes \$59,000 from the Trails and Parks Millage Fund Balance previously authorized in Resolution #19-119, \$11,500 from 2019 CIP line item 228-75999-97400-9P14, and an additional \$264,700 from the Trails and Parks Millage Fund Balance, (53%) of a total \$635,200 project cost during the 2020 fiscal year.

c. *Resolution to Authorize a Contract with E.T. Mackenzie Company*

This resolution approves a contract with E.T. MacKenzie Company for the base bid in the amount of \$27,464 and a contingency of \$4,000 for a total amount not to exceed of \$31,464 for the purpose of constructing a pervious concrete walkway at Hawk Island County Park.

d. *Resolution to Authorize Contracts for Police Patrols in Ingham County Parks*

This resolution approves entering into a contract with the City of Lansing in an amount not to exceed \$10,000, Meridian Township in an amount not to exceed \$10,000, and continue to work with and utilize the services of the Ingham County Sheriff's Office in an amount not to exceed \$10,000 for police patrols in Ingham County Parks.

3. Health Department

a. *Resolution to Authorize an Agreement with Michigan Public Health Institute*

This resolution authorizes a contract with Michigan Public Health Institute in the amount of \$12,960 to develop a web application for creating a more streamlined referral process and client tracking workflow. After the initial website development, there will be a \$2,460.00 website hosting fee which will be charged annually. The costs associated with this agreement are included in the FY' 20 Budget.

b. *Resolution to Amend Resolution #20-031 to Add 1.0 FTE Behavioral Health Consultant to Support Collaborative Care Model*



This resolution to amend Resolution #20-031 by expanding the Collaboration, Services and Referral agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton, Ingham Counties to add 1.0 FTE Behavioral Health Consultant for providing case management, assessment and behavioral health services as part of a Collaborative Care Model for the CHCs.

*c. Resolution to Amend the Ingham Community Health Center Board Bylaws*

This resolution makes changes to the Ingham Community Health Center Bylaws, making minor corrections to address outdated references. The revised Bylaws also includes changes that support board recruitment and retention objectives, including the addition of ex-officio members through a Committee of Community Excellence and establishing a transition period for officer-elects.

*d. Resolution to Authorize an Agreement with Crossroads Nutrition Therapy, LLC*

This resolution authorizes an agreement with Crossroads Nutrition Therapy, LLC for medical nutrition services by a registered dietitian for an amount not to exceed \$10,816.00 annually effective April 1, 2020 through September 30, 2020, and to auto renew annually, contingent upon sustained funding.

*e. Resolution to Authorize Agreements with Licensed Medical Providers*

This resolution provides authorization to contract with licensed medical providers (Physicians, Nurse Practitioners, and Physician Assistants) for limited temporary coverage or equivalent staff position vacancies effective January 1, 2020 through December 31, 2020 and will auto-renew annually.

*f. Resolution to Authorize an Agreement with MSU Health Team for Establishing a Collaborative Care Model for Psychiatry Services*

This resolution an agreement with MSU Health Team for 0.3 FTE of Dr. Zakia Alavi's services to support implementation of a Collaborative Care Model to expand access to psychiatry services through the CHCs effective April 1, 2020 through March 30, 2021 at the rate of \$190.00 per hour.

*h. Resolution to Convert Jail Medical Nurse Positions ICEA County Pro Jail Nurse Scale to ICEA County Pro Grade 8*

This resolution to convert the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale into a 1.0 FTE ICEA County Pro Grade 8 for a total increased cost of \$39,490 annually effective April 1, 2020.

*i. Resolution Honoring Angela Fay Travis*

This resolution honors Angela Fay Travis for her many years of dedicated service to Ingham County Health Department and for the many contributions she has made to the clients and staff in Ingham County.

*j. Resolution Honoring William Weiman*

This resolution honors William Weiman for his 8 years and 8 months of dedicated service and extends its sincere appreciation for the many contributions he has made to Ingham County.

*k. Resolution Honoring Dr. Steven Pittel*

This resolution hereby honors Dr. Steven Pittel for his 11 years of dedicated service to Ingham County Health Department and extends its sincere appreciation to Dr. Pittel.

**OTHER ITEMS:**

3. Health Department

*g. Jail Medical Update (Discussion)*

## **Agenda Item 1**

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Lindsey McKeever, Fairgrounds Events Director  
**DATE:** March 3, 2020  
**SUBJECT:** Online Ticketing Service for the Ingham County Fair

### **BACKGROUND**

In addition to Ingham County Fair tickets being sold in advance at the Fair office; the Fair also plans to sell tickets online. The online tickets will be sold at a discounted rate in comparison to buying tickets at the gate. Tickets for Grandstand shows will also be available online in advance at a discounted rate.

### **ALTERNATIVES**

The Ingham County Fairgrounds could continue to sell tickets in advance at the Fair office, but not online. An RFP was put out to bid and sent to twelve ticketing services and there was one qualified response.

### **FINANCIAL IMPACT**

The advertising plan for the Fair will be mostly digital and having online tickets available will allow people to view the ad and immediately purchase tickets. This will have a positive financial impact on the fairgrounds as it is expected to increase overall attendance to the fair and increase Grandstand ticket sales. Tix, Inc will collect a \$1 fee on each ticket as well as 5% per transaction which will be passed on to the purchaser. Rentals or purchases made by the Fair to further the uses of Tix, INC include a ticket printer and multiple ticket scanners. Costs associated with these purchases will be deducted from the total amount owed by Tix, INC to the Fair at the conclusion of ticket sales.

### **STRATEGIC PLANNING IMPACT**

This resolution supports the long term objective providing recreational opportunities.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to allow the Fair to impose fees for special events.

## Agenda Item 1

TO: Lindsey McKeever, Fair Events Director

FROM: James Hudgins, Director of Purchasing

DATE: January 14, 2020

RE: Memorandum of Performance for RFP No. 6-20 Online Ticketing System for the Ingham County Fairgrounds Main Arena

Per your request, the Purchasing Department sought proposals for a turnkey online ticketing system for the Ingham County Fair in support of fair week and with an opportunity for future program expansion and growth. The scope of work includes, but is not limited to, all services, software, equipment, and technical support.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	12	0
Vendors responding	1	0

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

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

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

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

# Proposed Costs



## Solution Pricing:

Tix utilizes a per-ticket fee model for pricing. Our fees are as follows:

Tix Per-Ticket Fees Type	Online <sup>1</sup>	Tix Call Center <sup>2</sup>	Box Office <sup>3</sup>
Ticket – Priced at \$0.00 (free/complimentary)	\$1.00	\$3.50	\$0.10
Ticket – Priced from \$0.01 to \$9.99	\$1.00	\$3.50	\$0.25
Ticket – Priced \$10.00 and up	\$1.50	\$3.50	\$0.25
Other Item <sup>4</sup> – Priced at \$0.00 (free/complimentary)	\$1.00	\$3.50	\$0.10
Other Item <sup>4</sup> – priced from \$0.01 to \$9.99	\$1.00	\$3.50	\$0.25
Other Item <sup>4</sup> – Priced \$10.00 and up	\$1.50	\$3.50	\$0.25
Tix Ticket Printing and Mailing <sup>5</sup> – Fee Per Order	\$3.00	\$3.00	\$3.00

<sup>1</sup>Online – Applies to orders entered into the Tix System by the Customer (web site orders).

<sup>2</sup>Tix Call Center – Applies to orders entered into the Tix System by the Tix Call Center. Use of the Tix Call Center is optional and only available upon request by the Client.

<sup>3</sup>Box Office – Applies to orders that are entered into the Tix System by the Client (phone, mail, walkup sales).

<sup>4</sup>Other Item – Applies to the sale of items other than Tickets that are sold through the Tix system. This may include Donations, Memberships, Merchandise, etc.

<sup>5</sup>Tix Ticket Printing and Mailing – Applies to orders in which Tix is printing and mailing Tickets to Customers via First Class mail. This fee only applies once per order and not per Ticket. The use of Tix printing and mailing services are optional and only available upon request by the Client.

## Credit Card Processing Fees

Tix does not charge credit card processing fees to organizations using their own merchant account for credit card processing. All credit card processing fees, including merchant and gateway fees, are paid to their merchant account and gateway providers directly.

Use of the Tix merchant account for Tix charges an additional 5% of the ticket price for credit card sales when using the Tix merchant account for credit card processing.

**Setup, Implementation and Training**

Tix does not charge any fees for setup, implementation and training.

**Support Fees**

Tix does not charge any fees for technical support. Support is available 24/7, 365 days a year.

**Maintenance Fees**

Tix does not charge any fees for system maintenance.

**Software License Fees**

Tix does not charge any software licensing fees.

**Hardware Fees**

Purchase costs for optional hardware (approximate):

- Boca Systems Ticket Printer such as the Lemur, Lemur-C, or Lemur-S (1-sided printing), 44 Series firmware.  
Cost: \$1,500.00 each
- Bluefin PAX S300 P2PE Card Reader or MagTek Card Reader  
Purchase Cost: \$375 (Bluefin) or \$55 (MagTek)
- Handheld Ticket Scanners  
iPhone/iPod Touch running iOS 11 or higher and/or Android running OS 4.4 or higher running the TixScan mobile scanning app.  
Purchase Cost: Dependent on model purchased.
- Desktop Ticket Scanner  
Newland HR2160-S0 Wired USB Barcode Scanner.  
Purchase Cost: \$95 each

Rental fees for optional hardware:

- Boca Systems Ticket Printer such as the Lemur, Lemur-C, or Lemur-S (1-sided printing), 44 Series firmware.  
Rental Cost: \$500 per printer, per month
- Handheld Ticket Scanners (optional)  
iPhone/iPod Touch running iOS 11 or higher and/or Android running OS 4.4 or higher running the TixScan mobile scanning app.  
Rental Cost: \$75 per week, per scanner
- Desktop Ticket Scanner (optional)  
Newland HR2160-S0 Wired USB Barcode Scanner.  
Rental Cost: \$25 per scanner, per week

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO IMPLEMENT AN ONLINE TICKETING SYSTEM FOR THE  
INGHAM COUNTY FAIR**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey online ticketing company for the Fair; and

WHEREAS, an online ticketing system will allow for discounted tickets to be sold in advance of the fair; and

WHEREAS, an online ticketing system will streamline and make our operations more efficient; and

WHEREAS, after careful review and evaluation of the proposal received, the Fair Board recommends that a contract be awarded to Tix, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Tix, Inc. for a term of three years with an option to renew for an additional 2-year period, effective upon the execution of the contract.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Ingham County Fair to purchase 1 Boca Systems Ticket Printer with the cost of \$1,500 being deducted from the amount owed to the fair by the vendor at the conclusion of the ticket sales.

BE IT FURTHER RESOLVED, that Tix, Inc. will collect a \$1 fee on each ticket as well as 5% per transaction which will be passed on to the purchaser.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** February 28, 2020  
**SUBJECT:** Bunker Road Landing Grant Application  
For the meeting agenda of 3/16/20 Human Services and 3/19/20 Finance

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**BACKGROUND**

The Parks Department has identified a need for park and accessibility improvements at Bunker Road Landing. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2020.

This grant application includes the following as detailed in the attached documents:

- Proposed gravel parking lot to be expanded, including improving the existing drive and a drop-off area for vans/trailers with canoes.
- Proposed concrete walks/paving for access.
- Replace existing stepped canoe/kayak launch.

**ALTERNATIVES**

A public meeting was held on February 24, 2020 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

**FINANCIAL IMPACT**

The project funding is proposed to request \$50,000 from the DNR Trust Fund grant and request \$62,000 from the Parks 208 Fund Balance, for a total project amount of \$112,000.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 24, 2020 meeting.

**RECOMMENDATION**

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

**PRELIMINARY ESTIMATE OF COST  
BUNKER ROAD LANDING IMPROVEMENTS, Phase 1  
INGHAM COUNTY, MI**

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**Trust Fund Grant - GRAND TOTAL** \$102,000.00

**Non-Grant Funded Expenses**

Construction Administration (minimal)	\$5,000.00
Topographical Survey (included in other grant projects)	\$5,000.00

**GRAND TOTAL FOR ENTIRE PROJECT** **\$112,000.00**

	<u>Grant Funds</u>	<u>Parks Dept. Fund Balance</u>	<u>Total Project Cost</u>
<u>TRUST FUND GRANT:</u>	\$50,000.00	\$52,000	\$102,000
Match Percentage:	(49%)	(51%)	
 <u>OTHER COSTS:</u>			
Construction Administration	\$0.00	\$5,000	\$5,000
Topographical Survey	\$0.00	\$5,000	\$5,000
 <b>PROJECT TOTALS:</b>	 \$50,000	 \$62,000	 \$112,000

**Local Match / Funding Sources:**

Ingham County CIP:	\$0
Millage (already committed):	\$0
Parks Dept Fund Balance:	\$62,000
Millage Request:	\$0
 <b>County's All-In Cost:</b>	 \$62,000



**PRELIMINARY ESTIMATE OF COST  
BUNKER RD LANDING IMPROVEMENTS  
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
<b><u>PHASE 1</u></b>					
1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$3,500.00
3.	420	Cu. Yd.	Site Preparation/Excavation/Rough Grading	\$25.00	\$10,500.00
4.	1,400	Sq. Ft.	Concrete Paving, 4" thick <i>(includes 8' wide walk at drop off area and access to existing launch)</i>	\$8.00	\$11,200.00
5.	240	Sq. Ft.	Replace Existing Wood Stepped Launch	\$50.00	\$12,000.00
6.	1,240	Sq. Yd.	8" Crushed Limestone, 22A, C.I.P.	\$15.00	\$18,600.00
7.	1,920	Sq. Yd.	2" Crushed Limestone, 22A, C.I.P. <i>(replenish ex. parking and drive)</i>	\$7.00	\$13,440.00
8.	1	Lump Sum	Site Restoration & Cleanup (In-kind)	Lump Sum	\$2,500.00
9.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
10.	1	Lump Sum	Construction Staking	Lump Sum	\$3,500.00
<b>SUBTOTAL, Phase 1</b>					<b>\$80,540.00</b>
<b>Contingency</b>					<b>\$8,160.00</b>
<b>Engineering (Design, Grant Admin, Bidding) (15%)</b>					<b>\$13,300.00</b>
<b>TOTAL PRELIMINARY ESTIMATE OF COST , Phase 1</b>					<b>\$102,000.00</b>

**PHASE 2**

1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$12,000.00
3.	430	Cu. Yd.	Site Preparation/Excavation/Rough Grading	\$25.00	\$10,750.00
4.	1	Lump Sum	ADA Canoe/Kayak Launch	Lump Sum	\$40,000.00
5.	2,900	Sq. Ft.	Concrete Paving, 4" thick <i>(includes 8' wide walks, access to new launch, picnic table pad, paved fishing access, porta-john pad and hand pump pad)</i>	\$8.00	\$23,200.00
6.	25	Lin. Ft.	Concrete Curb <i>(at paved fishing access)</i>	\$35.00	\$875.00
7.	22	Ton	Paved Parking, HMA, 3" depth	\$150.00	\$3,300.00
8.	1	Lump Sum	Signage & Striping	Lump Sum	\$2,500.00
9.	1	Lump Sum	Water Hand Pump On Ex. Well	Lump Sum	\$5,000.00
10.	1	Lump Sum	Boulder Barrier around Parking Lot	Lump Sum	\$25,000.00

**PRELIMINARY ESTIMATE OF COST  
BUNKER RD LANDING IMPROVEMENTS  
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
11.	1	Each	Entrance Sign	\$15,000.00	\$10,000.00
12.	1	Each	Picnic Table	\$2,500.00	\$2,500.00
13.	1	Each	Bench	\$2,000.00	\$2,000.00
14.	1	Lump Sum	Bio-Swale / Drainage / Native Plant Seeding	Lump Sum	\$10,000.00
15.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$5,600.00
16.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
17.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$7,600.00
<b>SUBTOTAL, Phase 2</b>					<b>\$165,625.00</b>
<b>Contingency</b>					<b>\$16,575.00</b>
<b>Engineering (15%)</b>					<b>\$27,300.00</b>
<b>TOTAL PRELIMINARY ESTIMATE OF COST , Phase 2</b>					<b>\$209,500.00</b>

# PARK IMPROVEMENTS BUNKER ROAD LANDING



Ingham County Parks  
<http://pk.ingham.org>

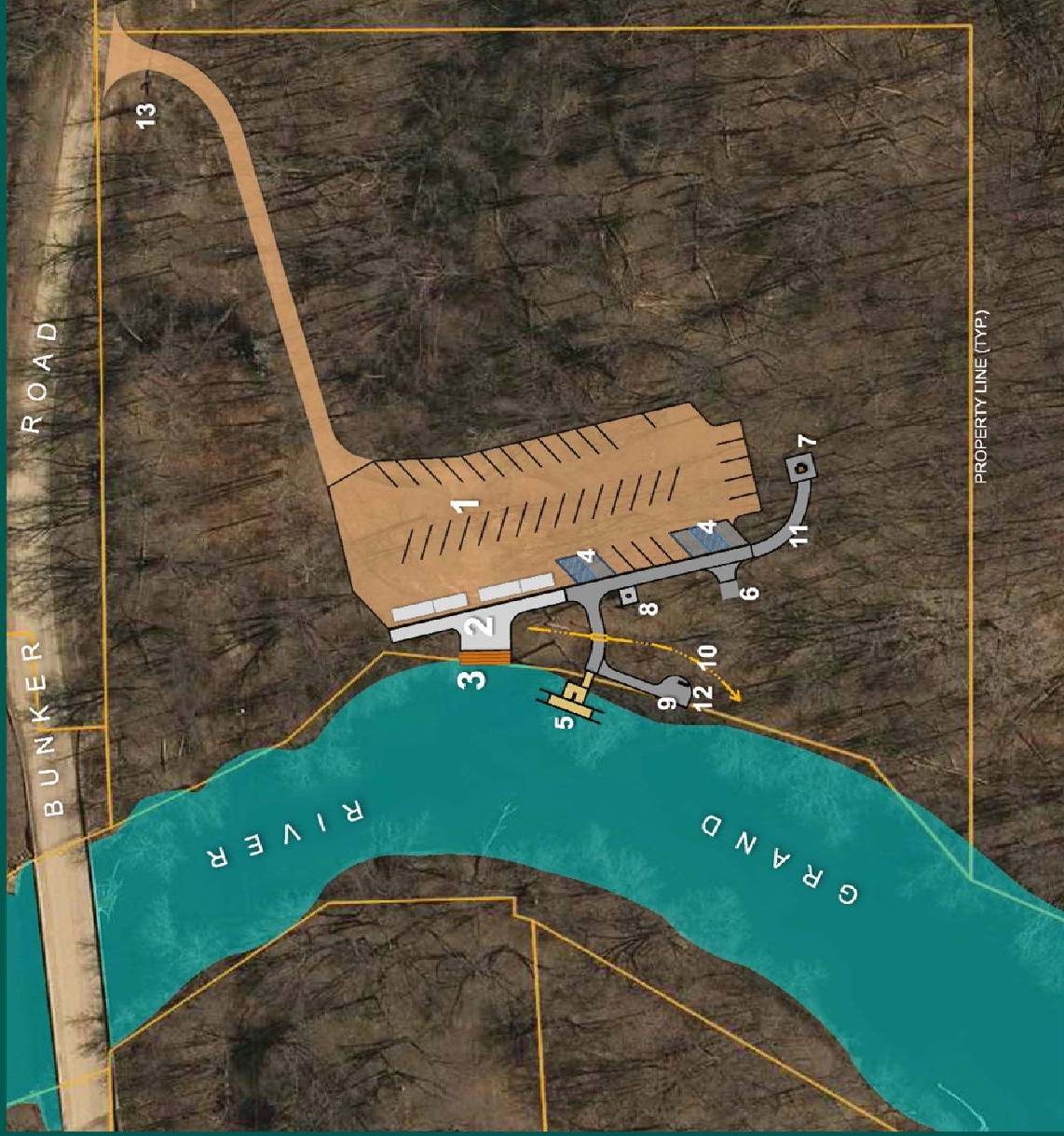
## GENERAL NOTES:

### 2020 DNR GRANT PROJECT:

1. PROPOSED GRAVEL PARKING LOT TO BE EXPANDED, INCLUDING IMPROVING THE EXISTING DRIVE AND A DROP-OFF AREA FOR VANS/TRAILERS W/ CANOES.
2. PROPOSED CONCRETE WALKS / PAVING FOR ACCESS.
3. REPLACE EXISTING STEPPED CANOE / KAYAK LAUNCH.

### FUTURE IMPROVEMENTS:

4. PROPOSED (3) ADA PAVED PARKING SPACES.
5. PROPOSED ADA ACCESSIBLE CANOE / KAYAK LAUNCH.
6. PROPOSED VAULT TOILET.
7. PROPOSED ADA ACCESSIBLE PICNIC TABLE.
8. PROPOSED WATER HAND PUMP OVER EXISTING WELL.
9. PROPOSED PAVED FISHING ACCESS W/ CURBED EDGE AT RIVER.
10. PROPOSED BIO-SWALE WITH NATIVE PLANTINGS.
11. PROPOSED CONCRETE WALKS / PAVING FOR ACCESS.
12. PROPOSED BENCH W/ (1) ARMREST AND COMPANION SEATING.
13. PROPOSED ENTRANCE SIGN.



DATE: 2/19/2020  
JOB # 126747SG2019

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[www.spicargroup.com](http://www.spicargroup.com)



## DOCUMENTATION OF SITE CONTROL FOR MICHIGAN NATURAL RESOURCES TRUST FUND

## GRANT APPLICATIONS (FOR DEVELOPMENT PROJECTS ONLY)

*This information is requested by authority of Part 19 of Act 451 of 1994, to be considered for a MNRTF grant.*

**1. SITE DESCRIPTION:** Describe the project site (all areas to be developed) below and attach a legal description:  
Bunker Road Landing is a 5-acre park with over 500 LF of frontage on the Grand River in Eaton County. The park has an existing canoe launch, gravel parking lot, and picnic area.

**2. SITE CONTROL:** Indicate the type of control the applicant has over the site. Refer to the MNRTF application guidelines booklet for guidance on control requirements for grant applications. If there is more than one type of control or multiple leases or easements covering the project area, please provide a separate form for each lease or easement included in the project area.

TYPE OF CONTROL	PORTION OF SITE	DOCUMENTATION ATTACHED
<b>Fee Simple Title</b> <input type="checkbox"/> Current <input type="checkbox"/> Proposed	<input type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application	<input type="checkbox"/> For proposed fee simple title, a written commitment signed by landowner and the applicant to transfer ownership to applicant by a specific date <input type="checkbox"/> Include Copy of the Deed (required for current ownership)
<b>Less than Fee Simple Title</b> <input type="checkbox"/> Current <input type="checkbox"/> Proposed	<input type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application	<input type="checkbox"/> For proposed less than fee simple title, a written commitment signed by landowner and the applicant to transfer ownership to applicant by a specific date <input type="checkbox"/> Other:
<b>Lease</b> <input checked="" type="checkbox"/> Current <input type="checkbox"/> Proposed	<input checked="" type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application	<input checked="" type="checkbox"/> Copy of Current Lease <input type="checkbox"/> Copy of Draft Lease <input type="checkbox"/> Written commitment signed by landowner and applicant to enter into an unconditional lease for a specified timeframe <input type="checkbox"/> Other:
<b>Easement</b>	<input type="checkbox"/> Entire Site <input type="checkbox"/> That portion of the site described below and as highlighted on a boundary map submitted with your application	<input type="checkbox"/> Copy of Current Easement <input type="checkbox"/> Copy of Draft Easement <input type="checkbox"/> Written commitment signed by landowner and applicant to grant an unconditional easement <input type="checkbox"/> Other:

**3. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:**

- a) For property owned or to be owned by the applicant, describe all easements or encumbrances.
- b) For property to be controlled through other methods, describe any conditions or limitations in current or proposed leases, easements or use agreements, including restrictions on the applicant's use of the site or the rights to be reserved by the landowner, that may in any way impact the applicant's ability to complete the project in a timely manner and provide for public recreational use in perpetuity:

☒ No limitations, conditions or encumbrances

**4. CERTIFICATION:** (For projects on property owned in fee simple by the applicant, the form must be signed by the applicant's attorney or another local unit official capable of certifying that the information provided is accurate. For leases, easements or other less than simple control, the form must be signed by the applicant's attorney).

*I hereby certify that the information provided above and attached is accurate to the best of my knowledge. I understand that site control is an application eligibility requirement and an evaluation factor.*

NAME (Printed/Typed) \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ Attorney's Ph# \_\_\_\_\_

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS TO BUNKER ROAD LANDING**

WHEREAS, the Parks and Recreation Commission supports the submission of an application titled Bunker Rd Landing Improvements, TF20-0040 to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Bunker Road Landing, Eaton Rapids, Michigan; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2020; and

WHEREAS, a public meeting was held on February 24, 2020 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$62,000 matching funds from the Parks 208 Fund Balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$50,000 for park and accessibility improvements at Bunker Road Landing, and further resolves to make available its financial obligation amount of \$62,000 from the Parks 208 fund balance (55%) of a total \$112,000 project cost, during the 2021 fiscal year.

BE IT FURTHER RESOLVED, that the County Attorney is hereby authorized to sign the Documentation of Site Control for Michigan Natural Resources Trust Fund Grant Applications Form PR5750-4.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** February 28, 2020  
**SUBJECT:** Lake Lansing Park South Grant Application  
For the meeting agenda of 3/16/20 Human Services and 3/19/20 Finance

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**BACKGROUND**

The Parks Department has identified a need for park and accessibility improvements at Lake Lansing Park South. Board of Commissioners Resolution #18-108 authorized the submittal of a Recreation Passport Grant Application for park and accessibility improvements at Lake Lansing Park South in 2018. The grant was not awarded. Board of Commissioners Resolution #19-119 authorized the submittal of a Natural Resources Trust Fund Grant Application for park and accessibility improvements at Lake Lansing Park South in 2019. The grant was not awarded. We were encouraged to resubmit as the Trust Fund Board said it was a good project. We are reapplying for this project under a Natural Resources Trust Fund Grant Application. The Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2020.

This grant application includes an accessible canoe/kayak launch, asphalt paving of the parking lot with ADA accessible parking spaces, and drainage improvements around the newly paved parking area, including a bio-swale with native plantings.

**ALTERNATIVES**

A public meeting was held on February 24, 2020 to allow citizens the opportunity to provide input for the proposed project. If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience. The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

**FINANCIAL IMPACT**

The project funding is proposed to request \$300,000 from the DNR Trust Fund and a total of \$335,200 matching funds from the County as detailed below and in the attached documents:

- \$11,500 from 2019 CIP line item 228-75999-97400-9P14
- \$59,000 from the Trails and Parks Millage Fund Balance, previously approved in Resolution 19-119
- \$264,700 additional new request from the Trails and Parks Millage Fund Balance

The total project amount is \$635,200.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 24, 2020 meeting.

**RECOMMENDATION**

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

**PRELIMINARY ESTIMATE OF COST  
LAKE LANSING PARK SOUTH IMPROVEMENTS  
INGHAM COUNTY, MI**

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<b>Trust Fund Grant - GRAND TOTAL</b>	<b>\$630,200.00</b>
<b><u>Non-Grant Funded Expenses</u></b>	
Topographical Survey (included in other grant projects)	<u>\$5,000.00</u>
<b>GRAND TOTAL FOR ENTIRE PROJECT</b>	<b>\$635,200.00</b>

	<b><u>Grant Funds</u></b>	<b><u>Trails &amp; Parks Millage</u></b>	<b><u>Total Project Cost</u></b>
<b><u>TRUST FUND GRANT:</u></b>	\$300,000.00	\$330,200	\$630,200
Match Percentage:	(48%)	(52%)	
<b><u>OTHER COSTS:</u></b>			
Topographical Survey	\$0.00	\$5,000	\$5,000
<b>PROJECT TOTALS:</b>	\$300,000	\$335,200	\$635,200

**Local Match / Funding Sources:**

Ingham County CIP:	\$11,500
Millage (already committed):	\$59,000
Millage Request:	<u>\$264,700</u>
<b>County's All-In Cost:</b>	<b>\$335,200</b>



**PRELIMINARY ESTIMATE OF COST  
LAKE LANSING PARK SOUTH  
INGHAM COUNTY, MICHIGAN**

Item No.	Estimated Quantity	Unit	Description	Unit Price	Amount
1.	1	Lump Sum	Permits	Lump Sum	\$5,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$5,000.00
3.	1	Lump Sum	Site Preparation/Excavation/Rough Grading	Lump Sum	\$40,000.00
4.	1	Lump Sum	Remove Ex. Concrete Walks	Lump Sum	\$1,500.00
5.	1	Lump Sum	ADA Canoe/Kayak Launch	Lump Sum	\$40,000.00
6.	1,000	Sq. Ft.	Concrete Path, 6' Wide, 4" thick	\$12.00	\$12,000.00
7.	1,735	Ton	Paved Parking, HMA, 3.5"	\$120.00	\$208,200.00
8.	8,430	Sq. Yd.	8" Crushed Limestone Base, 22A, C.I.P. (Parking)	\$15.00	\$126,450.00
9.	1	Lump Sum	Signage & Striping	Lump Sum	\$12,000.00
10.	1	Lump Sum	Bio-Swale / Drainage / Native Plant Seeding	Lump Sum	\$30,000.00
11.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$6,900.00
12.	1	Each	DNR Recognition Plaque	\$300.00	\$300.00
13.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$10,800.00
<b>SUBTOTAL</b>					<b>\$498,150.00</b>
<b>Contingency</b>					<b>\$49,850.00</b>
<b>Engineering (15%)</b>					<b>\$82,200.00</b>
<b>TOTAL PRELIMINARY ESTIMATE OF COST</b>					<b>\$630,200.00</b>

# PARK IMPROVEMENTS LAKE LANSING PARK SOUTH



**Ingham County Parks**  
<http://pk.ingham.org>

## GENERAL NOTES:

1. PROPOSED PAVING OF EXISTING GRAVEL PARKING LOT.
2. PROPOSED (2) ADA PAVED PARKING SPACES.
3. PROPOSED ADA ACCESSIBLE CANOE / KAYAK LAUNCH, ATTACHED TO DOCK TO BE CONSTRUCTED IN SPRING 2020.
4. PROPOSED BIO-SWALE WITH NATIVE PLANTINGS.

**PREVIOUSLY FUNDED 2018-2019 DNR GRANTS:**

5. OVERFLOW PARKING WITH (8) ADA PARKING SPACES.
6. PAVED PATHS TO CONNECT PARK FEATURES.
7. PAVED ADA PARKING (10) SPACES.
8. NEW BATHHOUSE.
9. RELOCATED SUNRISE SHELTER.
10. DOCK WITH BOAT SLIPS AND FISHING.



DATE: 2/18/2020  
JOB # 126747SG2019

**spicer**  
group  
[www.spicergroup.com](http://www.spicergroup.com)

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPLICATION FOR A MICHIGAN NATURAL RESOURCES  
TRUST FUND GRANT FOR ACCESSIBILITY IMPROVEMENTS  
TO LAKE LANSING PARK SOUTH**

WHEREAS, the Parks and Recreation Commission supports the submission of an application titled Lake Lansing Park South Improvements, TF20-0039 to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Lake Lansing Park South, Haslett, Michigan; and

WHEREAS, the Michigan Department of Natural Resources Trust Fund application includes an accessible canoe/kayak launch, asphalt paving of the parking lot with ADA accessible parking spaces, and drainage improvements around the newly paved parking area, including a bio-swale with native plantings; and

WHEREAS, the proposed application is supported by the Community's 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this years' grant cycle through April 1, 2020; and

WHEREAS, a public meeting was held on February 24, 2020 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Board of Commissioners is hereby making a financial commitment to the project in the amount of \$335,200 matching funds, which includes \$59,000 from the Trails and Parks Millage Fund Balance previously authorized in Resolution #19-119, \$11,500 from 2019 CIP line item 228-75999-97400-9P14, and an additional \$264,700 from the Trails and Parks Millage Fund Balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for \$300,000 for park and accessibility improvements at Lake Lansing Park South, and further resolves to make available its financial obligation amount of \$335,200, which includes \$59,000 from the Trails and Parks Millage Fund Balance previously authorized in Resolution #19-119, \$11,500 from 2019 CIP line item 228-75999-97400-9P14, and an additional \$264,700 from the Trails and Parks Millage Fund Balance, (53%) of a total \$635,200 project cost, during the 2020 fiscal year.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes reallocating/carry over \$59,000 previously authorized for this project in Resolution #19-119 from the Trails and Parks Millage Fund Balance for this grant application and reallocating/carry over \$11,500 from 2019 CIP line item 228-75999-97400-9P14.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an additional \$264,700 from the Trails and Parks Millage fund balance.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** February 25, 2020  
**SUBJECT:** Contract with E.T. MacKenzie Company  
For the meeting agenda of 3/16/20 Human Services and 3/18/20 Finance

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**BACKGROUND**

The Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to construct a pervious concrete walkway at Hawk Island County Park.

**ALTERNATIVES**

Failure to address the identified need in the County Park's action program to provide accessible and environmentally friendly permeable concrete pathway as a model would mean it would delay the action item as identified in the Parks Master Plan.

**FINANCIAL IMPACT**

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to E.T. MacKenzie Company for the base bid \$27,464, and a contingency of \$4,000 for a total amount not to exceed of \$31,464. We have these funds available in the 2020 Board approved CIP Parks Budget in line item 228-75999-974000-20P13.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - maintain and improve existing parkland, facilities, and features and Section E. 4 Facilities and Infrastructure: provide user friendly, accessible facilities and quality infrastructure, by considering environmentally-friendly construction strategies.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their February 24, 2020 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with E.T. MacKenzie Company.

## Agenda Item 2c

TO: Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: February 11, 2020

RE: Memorandum of Performance for RFP No. 20-20 Construction of Pervious Concrete Walkway.

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors for the purpose of entering into a contract to construct a pervious concrete walkway at Hawk Island County Park.

The scope of work includes, but is not limited to, excavating soil, preparation and paving of pervious concrete walkway 8' x 340' that transitions to existing asphalt trail and concrete pad. Work is to be ADA compliant.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	63	20
Vendors responding	2	0

A summary of the vendors' costs.

Vendor Name	Local Pref	Total Costs
E.T. MacKenzie Company	No, Grand Ledge MI	\$27,464.00
TL Contracting Inc.	No, Lansing MI (Eaton County)	\$33,758.00

*A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.*

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

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

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH E.T. MACKENZIE COMPANY**

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced contractors for the purpose of entering into a contract to construct a pervious concrete walkway at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to E.T. MacKenzie Company.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with E.T. MacKenzie Company for the base bid in the amount of \$27,464, and a contingency of \$4,000 for a total amount not to exceed of \$31,464 for the purpose of constructing a pervious concrete walkway at Hawk Island County Park.

BE IT FURTHER RESOLVED, that this agreement shall be effective the date of execution through August 1, 2020.

BE IT FURTHER RESOLVED, that there are funds available in line item 228-75999-974000-20P13 for the project.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** February 25, 2020  
**SUBJECT:** Sheriff Patrols for Ingham County Parks  
For the meeting agenda of 3/16/20 Human Services and 3/18/20 Finance

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**BACKGROUND**

The County Parks budget allocates \$30,000 annually to fund either part-time deputies, or full time deputies on overtime for patrols in the Parks. For the past three years the Ingham County Sheriff's Office (ICSO) has not been able to fill the part-time spots for many reasons, mostly due to the hours (all weekends and holidays) and lack of qualified applicants. During these years, ICSO would post OT on each of the requested days, but not force employees to work them. If no one signed up for OT, there would be no one specifically assigned to the park. In 2019 the Sheriff's office scheduled approximately 452 hours of patrols on 63 days. Part of the requested dates and time went unfilled the past three years. This resolution authorizes dividing up the patrols between three agencies: the City of Lansing, Meridian Township, and ICSO to help provide coverage.

**ALTERNATIVES**

The alternative is to continue with the patrols as we have the last three years, with the potential for less coverage than what is proposed in this resolution.

**FINANCIAL IMPACT**

This year we are proposing to divide up the \$30,000 between the three police agencies. \$10,000 each to the City of Lansing, Meridian Township and ICSO. Each respective agency will be responsible for posting the county park OT in their jurisdiction, then billing the county parks department for their OT costs. There is \$30,000 available in line item #208-75200-823100.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A.

**OTHER CONSIDERATIONS**

The Ingham County Park Commission supported this resolution at their February 24, 2020 meeting.

**RECOMMENDATION**

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 CONTRACTS FOR POLICE PATROLS  
IN INGHAM COUNTY PARKS**

WHEREAS, Ingham County Parks is requesting police patrols in the parks; and

WHEREAS, for 2020 the Parks Department will work with the County legal department to contract with the City of Lansing, Meridian Township, and to continue to work with Ingham County Sheriff's Office to provide patrols.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Lansing in an amount not to exceed \$10,000, Meridian Township in an amount not to exceed \$10,000, and continue to work with and utilize the services of the Ingham County Sheriff's Office in an amount not to exceed \$10,000 for police patrols in Ingham County Parks.

BE IT FURTHER RESOLVED, that the agencies will be reimbursed for services as the County Parks are invoiced for services provided.

BE IT FURTHER RESOLVED, that the contracts shall be effective the date of execution through December 31, 2020.

BE IT FURTHER RESOLVED, that there are funds available in line item #208-75200-823100.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 25, 2020  
**SUBJECT:** Resolution to enter agreement with Michigan Public Health Institute (MPHI)

For the meeting agendas of March 16, and March 18, 2020

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**BACKGROUND**

Ingham County Health Department's (ICHD) Maternal and Child Health Division (MCHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) to develop a web application for creating a more streamlined referral process and client tracking workflow for MCHD's four home visiting programs. Staff at MPHI have extensive experience creating data systems that reduce the burden of data collection while increasing the ability to monitor and report on key metrics. MPHI will charge ICHD \$12,960 to develop the web application. After the initial web application is developed, there will be a \$2,460.00 website hosting fee due annually. This agreement will be effective March 24, 2020 through March 23, 2021 and will auto-renew on an annual basis.

**ALTERNATIVES**

Continue with the current system that is in place.

**FINANCIAL IMPACT**

ICHD will subcontract with MPHI in the amount of \$12,960 to develop a web application for creating a more streamlined referral process and client tracking workflow. After the initial website development, there will be a \$2,460.00 website hosting fee which will be charged annually. The costs associated with this agreement are included in the FY' 20 Budget.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with MPHI to develop a web application for ICHD's Maternal Child Health Department for creating a more streamlined referral process and client tracking workflow, effective March 24, 2020 through March 23, 2021 and will auto-renew annually.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
MICHIGAN PUBLIC HEALTH INSTITUTE**

WHEREAS, Ingham County Health Department's (ICHHD) Maternal and Child Health Division (MCHD) wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) to develop a web application for creating a more streamlined referral process and client tracking workflow for MCHD's four home visiting programs; and

WHEREAS, staff at MPHI have extensive experience creating data systems that reduce the burden of data collection while increasing the ability to monitor and report on key metrics; and

WHEREAS, MPHI will charge ICHHD \$12,960 to develop the web application; and

WHEREAS, after the initial web application development there will be a \$2,460.00 website hosting fee due annually; and

WHEREAS, this agreement will be effective March 24, 2020 through March 23, 2021 and will auto-renew on an annual basis; and

WHEREAS, that the costs associated with this agreement are included in the Fiscal Year 2020 Budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners approve entering into an agreement with MPHI for developing a web application to create a more streamlined referral process and client tracking workflow for \$15,420 the first year and \$2,460 each subsequent year, effective March 24, 2020 through March 23, 2021 and will auto-renew on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MPHI for developing a web application to create a more streamlined referral process and client tracking workflow for \$15,420 the first year and \$2,460 each subsequent year, effective March 24, 2020 through March 23, 2021 and will auto-renew on an annual basis.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 23, 2020  
**SUBJECT:** Amend Resolution #20-031 to add 1.0 FTE Behavioral Health Consultant to Support Collaborative Care Model  
For the meeting agenda of March 16<sup>th</sup> and March 18<sup>th</sup>, 2020

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHC) maintains a collaborative services and referral agreement with Community Mental Health Authority of Clinton, Eaton and Ingham County (CMH-CEI) for mental health therapist services, as authorized through Resolution #20-031. The CHCs seek to expand this agreement to include an additional 1.0 FTE Behavioral Health Consultant to provide case management, assessment and behavioral health services as part of the adoption of a Collaborative Care Model (CCM) for psychiatry services in the CHCs. CCM is an evidence-based model, which maximizes access to limited psychiatrist resources.

**ALTERNATIVES**

There are limited effective and sustainable alternatives to maximize limited psychiatry resources to meet the needs of CHC patients. The additional FTE is necessary to establish a CCM model without diverting services delivered through existing Behavioral Health Consultants.

**FINANCIAL IMPACT**

The amendment to the CMH CEI agreement would increase the total contract amount up to \$85,000.00 for costs of the 1.0 FTE Behavioral Health Consultant. The cost will be covered through the billable services performed by the contracted Behavioral Health Consultant.

**STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #20-031 by expanding the Collaboration, Services and Referral agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton, Ingham Counties to add 1.0 FTE Behavioral Health Consultant for providing case management, assessment and behavioral health services as part of a Collaborative Care Model for the CHCs.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #20-031 TO ADD 1.0 FTE BEHAVIORAL HEALTH CONSULTANT TO SUPPORT COLLABORATIVE CARE MODEL**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHC) maintains a collaborative services and referral agreement with Community Mental Health Authority of Clinton, Eaton and Ingham County (CMH-CEI) for mental health therapist services, as authorized through Resolution #20-031; and

WHEREAS, the CHCs wish to expand this agreement to include an additional 1.0 FTE Behavioral Health Consultant to provide case management, assessment and behavioral health services as part of the adoption of a Collaborative Care Model (CCM) for psychiatry services in the CHCs; and

WHEREAS, CCM is an evidence-based model, which maximizes access to limited psychiatrist resources; and

WHEREAS, the amendment to the CMH CEI agreement will increase the total contract amount up to \$85,000.00 annually for the costs of 1.0 FTE Behavioral Health Consultant; and

WHEREAS, the costs will be covered through billable services performed by the contracted Behavioral Health Consultant; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support amending the CMH-CEI Collaborative, Services and Referral Agreement to include an additional 1.0 FTE Behavioral Health Consultant to support a Collaborative Care Model for psychiatry services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to the Collaboration, Services and Referral Agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton, Ingham Counties to add 1.0 FTE Behavioral Health Consultant to provide case management, assessment and behavioral health services as part of a Collaborative Care Model for the Community Health Centers.

BE IT FURTHER RESOLVED, that the additional 1.0 FTE Behavioral Health Consultant shall increase the annual contract amount by up to \$85,000.00.

BE IT FURTHER RESOLVED, that this amendment will be effective April 1, 2020 and shall remain in effect through the duration of the term of the Collaborative, Services and Referral Agreement.

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

**TO:** Board of Commissioners Human Services Committee  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 23, 2020  
**SUBJECT:** Authorization to Amend the Ingham Community Health Center Board Bylaws  
For the meeting agenda of March 16th, 2020

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**BACKGROUND**

The Ingham County Health Department (ICHD) operates Ingham Community Health Centers (ICHC), which provide primary health care services to more than 24,000 medically underserved individuals annually. The Federally Qualified Health Center (FQHC) program as established through Section 330 of the Public Health Services Act, requires a governing board with a majority of members who are patients of the health center. The U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) has provided guidance that this requirement can be filled by a public entity FQHC through a co-applicant Community Health Center Board and a Board of Commissioners. The ICHC Board must have established Bylaws in order to ensure compliance with federal statute and programmatic requirements as stipulated by Section 330 of the Public Health Services Act. The ICHC Board has developed amended Bylaws, which makes minor corrections to address outdated references. The revised Bylaws also includes changes that support board recruitment and retention objectives, including the addition of ex-officio members through a Committee of Community Excellence and establishing a transition period for officer-elects. The Ingham County Health Officer recommends that the Board of Commissioners authorize this amendment to the ICHC Board of Directors Bylaws.

**ALTERNATIVES**

ICHD could leave the Bylaws as is. However, if Bylaws are not amended, the document would contain inaccurate references and not reflect needed updates to support board recruitment and retention goals.

**FINANCIAL IMPACT**

There is no cost associated with the recommended changes to the Bylaws.

**STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners support the adoption of the recommended changes to the Ingham Community Health Center Board of Directors Bylaws.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE INGHAM COMMUNITY HEALTH CENTER BOARD BYLAWS**

WHEREAS, the Ingham County Health Department (ICHD) operates Ingham Community Health Centers (IHC), which provide primary health care services to more than 24,000 medically underserved individuals annually; and

WHEREAS, the Federally Qualified Health Center program as established through Section 330 of the Public Health Services Act requires a governing board with a majority of members who are patients of the health center; and

WHEREAS, the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) has provided guidance that this requirement can be filled by a public entity FQHC through a co-applicant Community Health Center Board and a Board of Commissioners; and

WHEREAS, the IHC Board must have established Bylaws in order to ensure compliance with federal stature and programmatic requirements as stipulated by Section 330 of the Public Health Services Act; and

WHEREAS, the IHC Board has developed amended Bylaws to address outdated references and support Board Recruitment and Retention objectives, including the addition of ex-officio members through a Committee of Community Excellence committee and establishing a transition period for officer-elects; and

WHEREAS, the IHC Board has reviewed and supports this amendment to their Bylaws; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this amendment to the IHC Board of Directors Bylaws.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopt the amendment to the Bylaws developed by the IHC Board of Directors.

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:** March 2, 2020  
**SUBJECT:** Authorization to Enter and Agreement with Crossroads Nutrition Therapy, LCC  
For the meeting agenda of March 16<sup>th</sup> and March 18<sup>th</sup>

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**BACKGROUND**

Ingham County Health Department's (ICHHD) Community Health Center's (CHC) Ryan White Program serves people living with HIV within the Ingham County area. ICHHD seeks to enter into an agreement with Crossroads Nutrition Therapy, LLC, to provide oversight to Ryan-White funded medical nutrition services by a registered dietitian for people living with HIV. This agreement with Crossroads will help to ensure medical nutrition services are in accordance with the most current and evidence based medical nutrition knowledge, and will provide individual or group medical nutrition therapy to people living with HIV as needed.

**ALTERNATIVES**

The recommended contract is the most cost effective solution to secure medical nutrition services specific for people living with HIV for the limited number of hours required.

**FINANCIAL IMPACT**

Crossroads Nutrition Therapy, LLC, shall provide approximately four (4) hours a week of Registered Dietitian medical nutrition services at a rate of \$52.00 per hour, for a total amount not to exceed \$10,816.00 annually. The contract costs are budgeted and covered through Ryan White funding, accepted through Resolution #17-355 and Resolution #19-309, and continuation of the service agreement shall be contingent upon sustained funding.

**STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement with Crossroads Nutrition Therapy, LLC for medical nutrition services by a registered dietitian for an amount not to exceed \$10,816.00 annually effective April 1, 2020 through September 30, 2020, and to auto renew annually, contingent upon sustained funding.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
CROSSROADS NUTRITION THERAPY, LLC**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Center's (CHC) Ryan White Program serves people living with HIV within the Ingham County area; and

WHEREAS, ICHD seeks to enter into an agreement with Crossroads Nutrition Therapy, LLC, to provide oversight to Ryan-White funded medical nutrition services by a registered dietitian for people living with HIV; and

WHEREAS, this agreement with Crossroads will help to ensure medical nutrition services are in accordance with the most current and evidence based medical nutrition knowledge, and will provide individual or group medical nutrition therapy to people living with HIV as needed; and

WHEREAS, providing the medical nutrition services via a contract with Crossroads Nutrition Therapy, LLC is the most cost effective solution to secure medical nutrition services specific for people living with HIV for the limited number of hours required; and

WHEREAS, Crossroads Nutrition Therapy, LLC, shall provide approximately four (4) hours a week of Registered Dietitian medical nutrition services at a rate of \$52.00 per hour, for a total amount not to exceed \$10,816.00 annually; and

WHEREAS, the contract costs are budgeted and covered through Ryan White funding, accepted through Resolution #17-355 and Resolution #19-309, and continuation of the service agreement shall be contingent upon sustained funding; and

WHEREAS, the Ingham Health Center Board and the Health Officer recommend entering into an agreement with Crossroads Nutrition Therapy, LLC for medical nutrition services by a registered dietitian for an amount not to exceed \$10,816.00 annually effective April 1, 2020 through September 30, 2020, and this agreement will renew automatically on an annual basis contingent upon sustained funding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with Crossroads Nutrition Therapy, LLC for medical nutrition services by a registered dietitian for an amount not to exceed \$10,816.00 annually effective April 1, 2020 through September 30, 2020, and his agreement will renew automatically on an annual basis contingent upon sustained funding.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 2, 2020  
**SUBJECT:** Resolution to Authorize Agreements with Licensed Medical Providers

For the meeting agenda of March 16<sup>th</sup> and March 18<sup>th</sup>, 2020

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### **BACKGROUND**

Ingham County Health Department (ICHD) seeks authorization to contract with licensed medical providers (Physicians, Nurse Practitioners, and Physician Assistants) for limited temporary coverage or equivalent staff position vacancies. ICHD's Community Health Centers (CHCs) have experienced vacancies in medical provider positions, particularly Physician positions, throughout the Ingham CHC locations. Temporary and prolonged vacancies in medical provider positions affect access to care for patients and affect collaborative arrangements between Nurse Practitioner and Physician Assistant positions, which require a supervising Physician. Contracting for temporary partial service hours (less than full time status) from local licensed providers, particularly retired or former employees in good standing, offers an effective coverage alternative to costly Locum Tens services. The CHCs have been successful in covering Dentist vacancies through similar contracts. The same degree of flexibility to directly contract, in addition to existing recruiting efforts and Locum Tens service agreements, is needed in order to capture available provider services that can help maintain service delivery levels and revenue generation until permanent positions are successfully filled.

### **ALTERNATIVES**

The CHCs already utilize a Locum Tens service contract, which would be an alternative approach to temporarily filling vacancies. Proposals to address root causes of high provider turn over are also being presented for Board action, including increasing salary competitiveness.

### **FINANCIAL IMPACT**

Service contracts would be effective for Calendar Year 2020 (January 1, 2020 through December 31, 2020), and rates shall not exceed the hourly rate of the equivalent staff position salary:

Physicians (Internal Medicine or Family Medicine)	\$86.92/hour
Nurse Practitioners	\$46.34/hour
Physician Assistants	\$46.34/hour

The costs of medical provider temporary agreements will be covered through the total unexpended budget of vacant positions. Authorizations for these agreements shall renew each calendar year and rates adjust for salary increases with each year.

### **STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorization to contract with licensed medical providers (Physicians, Nurse Practitioners, and Physician Assistants) for limited temporary coverage or equivalent staff position vacancies effective January 1, 2020 through December 31, 2020 and will auto-renew annually.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH LICENSED MEDICAL PROVIDERS**

WHEREAS, Ingham County Health Department (ICHD) seeks authorization to contract with licensed medical providers (Physicians, Nurse Practitioners, and Physician Assistants) for limited temporary coverage or equivalent staff position vacancies; and

WHEREAS, ICHD's Community Health Centers (CHCs) have experienced vacancies in medical provider positions, particularly Physician positions, throughout the Ingham CHC locations; and

WHEREAS, temporary and prolonged vacancies in medical provider positions affect access to care for patients and affect collaborative arrangements between Nurse Practitioner and Physician Assistant positions, which require a supervising Physician; and

WHEREAS, contracting for temporary partial service hours (less than full time status) from local licensed providers, particularly retired or former employees in good standing, offers an effective coverage alternative to costly Locum Tens services; and

WHEREAS, the Health Centers require a contractual option, in addition to existing recruiting efforts and Locum Tens service agreements, in order to be flexible and capture available provider services that maintain service delivery levels and revenue generation until the time that the permanent positions can be successfully filled; and

WHEREAS, the CHCs have been successful in covering Dentist vacancies through similar contracts; and

WHEREAS, the same degree of flexibility to directly contract, in addition to existing recruiting efforts and Locum Tens service agreements, is needed in order to capture available provider services that can help maintain service delivery levels and revenue generation until permanent positions are successfully filled; and

WHEREAS, service contracts would be effective for Calendar Year 2020 (January 1, 2020 through December 31, 2020), and rates shall not exceed the hourly rate of the equivalent staff position salary:

Physicians (Internal Medicine or Family Medicine)	\$86.92/hour
Nurse Practitioners	\$46.34/hour
Physician Assistants	\$46.34/hour

WHEREAS, the costs of medical provider temporary agreements shall be covered through the total unexpended budget of vacant positions; and

WHEREAS, authorization for these agreements shall renew each calendar year and rates adjust for salary increases with each year; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes ICHC medical provider services contracts with licensed Physicians, Nurse Practitioners, and Physician Assistants for coverage or equivalent staff position vacancies effective January 1, 2020 through December 31, 2020 and will auto-renew annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHC medical provider services contracts with licensed Physicians, Nurse Practitioners, and Physician Assistants for coverage or equivalent staff position vacancies for calendar year 2020 (January 1, 2020 through December 31, 2020) at the following rates:

Physicians (Internal Medicine or Family Medicine)	\$86.92/hour
Nurse Practitioners	\$46.34/hour
Physician Assistants	\$46.34/hour

BE IT FURTHER RESOLVED, that total costs of ICHC Medical Provider service agreements shall not exceed unexpended budgeted amounts of vacant positions within the budget period.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 23, 2020  
**SUBJECT:** Authorization to Enter an Agreement with MSU Health Team for Establishing a Collaborative Care Model for Psychiatry Services  
For the meeting agendas of March 16<sup>th</sup> and March 18<sup>th</sup>, 2020

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### **BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHC) wish to enter an agreement with MSU Health Team for psychiatry services through Dr. Zakia Alavi. Currently, the CHCs provide very limited access to psychiatry services through a temporary locum-tens direct services agreement. The CHCs require expertise and technical support to expand and sustain psychiatry access for patients despite professional shortages in Lansing and across the State by establishing a Collaborative Care Model (CCM) for Psychiatry Services. CCM is an evidence-based model, which maximizes access to limited psychiatrist resources. Through this agreement with MSU Health Team, Dr. Alavi will provide consultation to develop and implement CCM through ICHD's CHCs and provide associated psychiatric services.

### **ALTERNATIVES**

There is a shortage of licensed psychiatrists across the state and in the greater Lansing area. There are limited effective and sustainable alternatives to maximize limited psychiatry resources to meet the needs of CHC patients.

### **FINANCIAL IMPACT**

Dr. Alavi will provide the equivalent of 12 hours a week of services (0.3 FTE) at the rate of \$190.00 per hour. The costs of this agreement are covered through the funds already budgeted for FY 2020 for contractual psychiatry services and through revenue generated through billable services associated with the contract.

### **STRATEGIC PLAN**

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

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorizes an agreement with MSU Health Team for 0.3 FTE of Dr. Zakia Alavi's services to support implementation of a Collaborative Care Model to expand access to psychiatry services through the CHCs effective April 1, 2020 through March 30, 2021 at the rate of \$190.00 per hour.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MSU HEALTH TEAM FOR ESTABLISHING A COLLABORATIVE CARE MODEL FOR PSYCHIATRY SERVICES**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) seeks to enter an agreement with MSU Health Team for psychiatry services through Dr. Zakia Alavi; and

WHEREAS, currently, the CHCs provide very limited access to psychiatry services through a temporary locum-tenens direct services agreement; and

WHEREAS, the CHCs require expertise and technical support to expand and sustain psychiatry access for patients despite professional shortages in Lansing and across the State by establishing a Collaborative Care Model (CCM) for psychiatry services; and

WHEREAS, CCM is an evidence-based model, which maximizes access to limited psychiatrist resources; and

WHEREAS, through this agreement with MSU Health Team, Dr. Alavi will provide consultation to develop and implement CCM through the Ingham Community Health Centers, and provide associated psychiatric services through the CCM; and

WHEREAS, there is a shortage of licensed Psychiatrists across the state and in the greater Lansing area; and

WHEREAS, there are limited effective and sustainable alternatives to maximize limited psychiatry resources to meet the needs of CHC patients; and

WHEREAS, the agreement will be for 12 hours a week (0.3 FTE) of Dr. Alavi's services at the rate of \$190.00 per hour; and

WHEREAS, the costs of this agreement are covered through the funds already budgeted for FY 2020 for contractual psychiatry services and through revenue generated through billable services associated with the contract; and

WHEREAS, the Ingham CHC Board and the Health Officer support entering this agreement with MSU Health Team for Dr. Zakia Alavi's services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MSU Health Team for Dr. Zakia Alavi's services to support implementation of a CCM to expand access to psychiatry services throughout the CHCs effective April 1, 2020 through March 30, 2021, and auto-renew annually.

BE IT FURTHER RESOLVED, that the costs of the agreement shall be for 0.3 FTE of Dr. Zakia Alavi's services at the hourly rate of \$190.00/hr.

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



## Agenda Item 3h

**TO:** Board of Commissioners Human Services, County Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** March 3, 2020  
**SUBJECT:** Resolution to convert Jail Medical Nurse Positions ICEA County Pro Jail Nurse Scale ICEA County Pro Grade 8  
For the meeting agenda of March 16, March 17<sup>th</sup> and March 18<sup>th</sup>, 2020

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### **BACKGROUND**

Ingham County Health Department's Jail Medical Center wishes to convert each of the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale into a 1.0 FTE ICEA County Pro Grade 8. Upon update of the Jail Nurse Job Description to align with current conditions and duties, the position was reclassified at an ICEA County Pro Grade 8 level. The associated salary increase will also support greater competitiveness in attracting candidates and retaining current staff.

### **ALTERNATIVES**

Maintaining the current job description and position grading at an ICEA County Pro Jail Nurse Scale will continue to hinder Ingham County's ability and capacity to meet 24 hour nurse coverage and hinder competitiveness in attracting nursing candidates.

### **FINANCIAL IMPACT**

Converting all five Jail Nurse Positions from a 1.0 FTE ICEA County Pro Jail Nurse Scale to 1.0 FTE ICEA County Pro Grade 8 will result in an increased total cost of \$39,490 per year. Below is the Jail Nurse Cost Analysis:

Jail Nurse Positions Affected	Present Salary ICEA Jail Nurse Step 5	Proposed Salary ICEA Prof	Salary Increase	Fringe Benefit Increase	Increased Cost/Position
301212	63,575	70,997	7,422	1,971	9,393
301213	63,575	70,997	7,422	1,971	9,393
301214	63,575	70,997	7,422	1,971	9,393
301215**	63,575	70,997	7,422	1,971	9,393
301216	63,575	70,997	7,422	1,971	9,393
<b>Total Increased Cost</b>			31,204	8,286	39,490

\*\*Present Position is redlined and is a filled position, when it becomes vacant is will be an ICEA Prof. Grade 8  
The increased costs will be covered in FY 2019 by cost savings from the duration positions were vacant.  
Ongoing, the increased costs will require an increase in General Fund allocation to Jail Medical.

### **STRATEGIC PLAN**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to convert the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale into a 1.0 FTE ICEA County Pro Grade 8 for a total increased cost of \$39,490 annually effective April 1, 2020.

TO: Linda Vail, Health Officer

FROM: Beth Bliesener, Human Resources Specialist

DATE: March 3, 2020

RE: Jail Nurse Job Description

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Human Resources can confirm the following information regarding the Jail Nurse positions:

1. Position numbers #301212, 301214 and 301216 were/are vacant. Human Resources has evaluated and updated the Jail Nurse Job description. After analysis, the classification has increased and we moved the Jail Nurse position to an ICEA County Pro 08 instead of its own separate scale.
2. ICEA County Professionals has been notified and supports the classification and salary placement.

*Please use this memo as acknowledgement of Human Resources' participation and analysis of the proposed re-classification. You are now ready to complete the final steps in the process: contact Budgeting, write a memo of explanation and prepare a resolution.*

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

**From:** [Desiree Cook](#)  
**To:** [Elisabeth Bliesener](#)  
**Cc:** [Joan Clous](#)  
**Subject:** Re: Jail Nurse  
**Date:** Tuesday, March 03, 2020 9:41:58 AM

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Had one finally get back with me. She agrees at least so I will approve the change.

On Feb 27, 2020 4:59 PM, Elisabeth Bliesener wrote:

Desiree,

Is the Union in agreement with the updated Jail Nurse job description and moving the position out of its own separate scale and it would become an ICEA County Pro 08?

Thank-you,

Beth Bliesener

Human Resources Specialist

Ingham County

Human Resources Department

5303 S. Cedar St, Building #2, Suite 2102

Lansing, MI 48911

517-887-4375 Phone

517-887-4396 Fax

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## INGHAM COUNTY JOB DESCRIPTION

### JAIL NURSE - RN

#### **General Summary**

Under supervision of the Corrections Administrator, with direction provided by the physician and head nurse, provides nursing service to the jail inmates. Assesses inmate medical needs and responds to medical emergencies. Dispenses medications. Contacts inmate's physician and family members as necessary to verify medical information. Maintains medical records and files and documents all medical related information regarding inmates.

#### **Essential Functions**

1. Assesses the medical needs of inmates. Reviews the medical screening forms and interviews inmates to complete medical assessment.
2. Contacts inmate's previous health care providers for medical regime verification.
3. Responds to medical emergencies and provides appropriate nursing care. Consults with the physician as necessary to address inmate's medical complaints.
4. Assists physicians and other medical professionals engaged in providing health care services to inmates. Schedules tests and appointments with other health care providers as directed.
5. Assists the physician in the examination of inmates. Performs necessary and appropriate tests as instructed.
6. Dispenses medications and maintains related records. Monitors signs and symptoms of side effects from medications. Reorders prescriptions as necessary.
7. Responds to telephone calls and inquiries from family members and corrections staff regarding inmate medical conditions.
8. Maintains documentation of all inmate related information including observations, interviews, phone contacts and other information deemed necessary to insure the inmate's physical and emotional welfare is maintained. Updates computer database as required.

#### **Other Functions**

9. 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.
10. Performs other duties as assigned

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

#### **Employment Qualifications**

**Education:** Completion of the curriculum as a Licensed Registered Nurse.

**Experience:** One year nursing experience in community health, psychiatry, medical-surgical, or a closely related area. Some prior work experience in a correctional setting desirable.

**Other Requirements:** Licensed as a Registered Nurse in the State of Michigan.

*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:** *[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]:*

Stooping and bending to conduct physicals, stock and retrieve supplies and other functions.

Ability to access medical and other office files.

Ability to enter and access information using a computer.

Ability to lift patient in emergency situations.

Ability to lift and carry supplies weighing up to 20 lbs.

Ability to access all areas of the jail including climbing stairs.

Prolonged standing while stocking inmate medications.

**Working Conditions:**

Works in clinic and office conditions.

Exposure to sharp needles and related equipment.

Regular exposure to inmates, who may be otherwise unsupervised in clinical setting.

Exposure to communicable diseases, blood and other bodily fluids.

**ICEA0222  
Jail Nurse-2211  
1/22/01**

# INGHAM COUNTY JOB DESCRIPTION

## JAIL NURSE

### **General Summary:**

Under the supervision of the Corrections Health Administrator the RN will provide skilled and diverse nursing care to the inmates. Perform health assessments and make independent nursing judgments about the inmate needs and provide treatment under the physician-approved protocols. Educates inmates on chronic issues, traumatic issues, and positive health care initiatives. The RN will evaluate the medications that the inmate is taking and process them according to the policy. This RN position works weekends and holidays.

### **Essential Functions:**

1. Independently performs and completes health assessments for all inmates within 14 days of admission.
2. Makes diagnostic and therapeutic decision for inmates going through drug and alcohol withdraw. Using the COW/CIWA scales, the RN will evaluate the severity of the withdrawal and relay information to the provider based on the protocol.
3. Evaluates patients in receiving and post area for high risk conditions such as drug and alcohol withdraw, mental health conditions, behavior situations, and suicide attempts or observations or injuries. Address the kite system to decide the urgency in which an inmate will be seen by the provider or RN. If needed will schedule appointments for inmates to see provider outside of the jail.
4. Administers treatments, medications and injections and performs testing based on the protocols. Verifies prescriptions with pharmacy and makes sure the medication is being used within the period of protocol and the medication is the correct medication. Enters medications into the medication module for the provider.
5. Performs specific tests such as pacemaker testing, vision tests and urine testing, will also perform lab blood draws. Conducts vital sign testing every two (2) hours for inmates placed in safety chair.
6. Assesses the immunizations status and in accordance with written protocols administers immunizations and documents.
7. Educates inmates on chronic care, self-health and any health issues the inmate may have.
8. Evaluate and assess patients to see if the inmate needs to be sent to the hospital for urgent and immediately care when the provider is no present. Coordinates care with the on-call provider related to the inmates health issues.
9. Arranges and completes paperwork for inmates who are going to forensics or for extradition.
10. Obtains discharge paperwork from the hospital or treatment center and enter information into the electronic health record.
11. Evaluates inmates and send referral for inmates to participate in the CATS program at the jail.
12. Evaluates inmates by performing an assessment for the work release program and coordinates with the inmate worker coordinator regarding the findings from the assessment for participation in the work release program.

13. Facilitates the medication administration record at the end of each month.

**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:** Graduation from an accredited school of nursing

**Experience:** A minimum of two years of nursing experience. Some prior work experience in a correctional setting is preferred.

**Other Requirements:**

- Possession of a current license to practice as a Registered Nurse in the State of Michigan
- 

*(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 exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
3. This position is exposed to noise levels which require shouting in order to be heard.
4. This position is exposed to communicable diseases, blood, other body fluids, etc.
5. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
6. This position is required to travel for meetings and appointments.
7. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, standing, walking typing, and enduring repetitive movements of the wrists, hands or fingers.



- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***ICEA County Pro 08  
March 2020***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT JAIL MEDICAL NURSE POSITIONS  
ICEA COUNTY PRO JAIL NURSE SCALE TO ICEA COUNTY PRO GRADE 8**

WHEREAS, Ingham County Health Department's Jail Medical Center wishes to convert each of the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) into a 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30); and

WHEREAS, upon update of the Jail Nurse Job Description to align with current conditions and duties, the position was reclassified at an ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) level; and

WHEREAS, the associated salary increase will also support greater competitiveness in attracting candidates and retaining current staff; and

WHEREAS, converting all five Jail Nurse Positions from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) to 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) will result in an increased total cost of \$39,490 per year; below is the Jail Nurse Cost Analysis:

Jail Nurse Positions Affected	Present Salary ICEA Jail Nurse Step 5	Proposed Salary ICEA Prof	Salary Increase	Fringe Benefit Increase	Increased Cost/Position
301212	63,575	70,997	7,422	1,971	9,393
301213	63,575	70,997	7,422	1,971	9,393
301214	63,575	70,997	7,422	1,971	9,393
301215**	63,575	70,997	7,422	1,971	9,393
301216	63,575	70,997	7,422	1,971	9,393
<b>Total Increased Cost</b>			31,204	8,286	39,490

\*\*Present Position is redlined and is a filled position, when it becomes vacant is will be an ICEA Prof. Grade 8; and

WHEREAS, the increased costs will covered in FY 2019 by cost savings from the duration positions were vacant and, ongoing, the increased costs will require an increase in General Fund allocation to Jail Medical; and

WHEREAS, the Health Officer and Ingham Community Health Center Board recommend converting the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) into a 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) for a total increased cost of \$39,490 annually effective April 1, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the five Jail Nurse Position(s) #301212, #301213, #301214, #301215 and #301216 (all position numbers are currently classified within their own scale) from a 1.0 FTE ICEA County Pro Jail Nurse Scale (\$45,736.56 to \$54,905.41) into a 1.0 FTE ICEA County Pro Grade 8 (\$59,140.99 to \$70,997.30) for a total increased cost of \$39,490 annually effective April 1, 2020.

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

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING ANGELA FAY TRAVIS**

WHEREAS, Angela (Angie) Fay Travis joined the Ingham County Health Department on October 31, 1988 as a temporary Clerk Typist II in the Family Planning Prenatal Clinic in Women's Health; and

WHEREAS, on November 23, 1988, Angie was hired full time in the Family Planning Clinic where she helped clients with Medicaid applications and the MOMS program; and

WHEREAS, on December 20, 1997 Angie's title changed to "Community Health Representative II"; and

WHEREAS, on July 25, 2008 Angie moved to the Registration & Enrollment as a Community Health Representative II where she helped clients who are uninsured navigate the process of obtaining health care coverage and many other resources in our community; and

WHEREAS, Angie's sense of humor, kindness, and caring spirit has enriched those fortunate enough to know and work with her; and

WHEREAS, Angie's positive interaction with clients and staff demonstrated her diverse knowledge of many topics and subjects which allowed her to not only perform her duties accurately and timely, but also allowed her to contribute to assisting many co-workers and colleagues in achieving the same; and

WHEREAS, Angie's skills, initiative, and positive support of her team members will be missed by her colleagues; and

WHEREAS, Angie will now have time to enjoy her many other interests such as gardening, her three boys and grandchildren; and

WHEREAS, after thirty-one years of service, Angela Fay Travis is retiring from her position in Registration & Enrollment at the Ingham County Health Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Angela Fay Travis for her many years of dedicated service to Ingham County Health Department and for the many contributions she has made to the clients and staff in Ingham County.

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING WILLIAM WEIMAN**

WHEREAS, William (Bill) Weiman began his career with Ingham County health Department (ICHHD) in Adult Health on June 6<sup>th</sup>, 2011; and

WHEREAS, Bill provided quality of care for Adults at the Adult Health Clinic for 6 years; and

WHEREAS, in July of 2013, Bill applied for the Charge Nurse position and was promoted to this position, where he began managing the Nursing Staff; and

Whereas, Bill managed the clinical side of the adult Health Clinic and served patients with expertise while sharing his experience drawn from the military hospitals that he had worked in; and

WHEREAS, Bill has worked tirelessly and has been committed to excellence in all his interactions with staff and patients throughout his career here at the ICHHD; and

WHEREAS, Bill's passion for patient care has always been evident through his work, and in his relationships with patients and co-workers; and

WHEREAS, Bill's sense of humor and jokes were always a pleasant part of his interaction with staff; and

WHEREAS, Bill's humor and kindness were woven into his work and his positivity and joy in serving patients will truly be missed.

WHEREAS, after 8 years and 8 months of service, Bill Weiman is retiring from Ingham County Health Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor William Weiman for his 8 years and 8 months of dedicated service and extends its sincere appreciation for the many contributions he has made to Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends its best wishes to Bill and in all of his future endeavors.

Introduced by Human Service Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DR. STEVEN PITTEL**

WHEREAS, Steven Pittel, D.D.S. began his career with Ingham County in February of 2009 as a Dentist with Ingham County Health Department's Community Health Centers; and

WHEREAS, in 2012 Dr. Pittel was promoted to Dental Director; and

WHEREAS, during Dr. Pittel's career serving Ingham County Health Department and the citizens of Ingham County, Dr. Pittel made a profound impact on the patients he served by providing skilled and compassionate dental care; and

WHEREAS, his commitment to providing outstanding oral health care service, his commitment to professional integrity and his generosity have each helped the Ingham Community Health Centers grow and improve Oral Health Programs under his leadership; and

WHEREAS, Dr. Pittel retired from his position as Dental Director on February 14, 2020; and

WHEREAS, the Ingham Community Health Center Board, on behalf of the Health Centers, and the Health Officer on behalf of the Health Department, wish to recognize Dr. Pittel's leadership and dedication.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Dr. Steven Pittel for his 11 years of dedicated service to Ingham County Health Department and extends its sincere appreciation to Dr. Pittel.

THEREFORE BE IT FURTHER RESOLVED, that Dr. Pittel is honored for his commitment and the many contributions he has made and for the positive impact he has had on the lives of the people in Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends its best wishes to Dr. Pittel on his retirement and hopes for continued success in all of his future endeavors.