

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, NOVEMBER 4, 2019
AT 6:30 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S.
CEDAR, LANSING.

Agenda

Call to Order

Approval of the [October 14, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Veterans Affairs Committee – Interviews
2. MSU Extension Office – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual [Work Plan for 2020](#)
3. Facilities Department – Resolution to Authorize an Agreement with Laux Construction LLC for the Renovations at [New Hope Community Center](#) and the Health Department's Administration
4. Parks Department
 - a. Resolution to Submit to the Electorate a Special Millage Renewal Question for a [Countywide System](#) of Trails and Parks
 - b. Resolution to Authorize the [Application](#) to the Ingham County Trails and Parks Millage Fund for Three Projects within the Ingham County Parks
 - c. Resolution to Authorize a New [Park Ranger](#) Position
5. Human Services Committee
 - a. Resolution to Submit to the Electorate a Special Millage Renewal Question for a Countywide Transportation System Primarily for the [Disabled and Elderly](#)
 - b. Resolution to Submit to the Electorate a Special Millage Question Authorizing Funding for [Elder Persons Services](#) and Certifying Ballot Language
 - c. Resolution to Submit to the Electorate a Special Millage for Continuing [Health Services](#) for Low Income, Uninsured Families and Adults Living in Ingham County

6. Health Department
- a. Resolution to Authorize [Amendment of Resolution #19-351](#)
 - b. Resolution to Authorize a 2019-2020 [Americorps](#) State Grant
 - c. Resolution to Authorize an Administrative Service Agreement with [Blue Cross Blue Shield](#) of Michigan at the Ingham County Jail
 - d. Resolution to Convert [Medical Assistant](#) Position
 - e. Resolution to Extend [Curis Consulting](#) Agreement
 - f. Resolution to Authorize an Agreement with [Family and Community](#) Development Services
 - g. Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for [Refugee Health Promotion](#)
 - h. Resolution to Authorize Agreement with Michigan Department of Health and Human Services for [Refugee Health Screenings](#)
 - i. Resolution to Authorize [Amendment #1](#) to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - j. Resolution to Extend Agreement with Michigan State University Department of [Psychiatry](#)
 - k. Resolution to Authorize an Agreement with [Feldesman, Tucker, Leifer, and Fidell, LLP](#)
 - l. Resolution to Authorize the [Amendment to Resolution #19-309](#)
 - m. Resolution to [Amend Resolution #18-083](#) with Walmart Pharmacy
 - n. Resolution to Authorize Agreement with [St. Vincent Catholic Charities](#)
 - o. Resolution to Accept the FY20 Grant Agreement with Michigan Department of Health and Human Services – [Tobacco Use Reduction](#) for People Living with HIV– 2020
7. Board Referral – Letter from Brett Kaschinske, [Lansing Parks and Recreation](#) Department Director, Requesting an Increase in Budget for the Grand River North Section, Moore River Drive Trail, and Overlay and Reconstruction

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.

HUMAN SERVICES COMMITTEE

October 14, 2019

Draft Minutes

Members Present: Tennis, Trubac, Morgan, Naeyaert, Sebolt, Slaughter, and Stivers

Members Absent: None

Others Present: Jared Cypher, Tim Morgan, Anne Scott, Linda Vail, Michelle Wright, and others

The meeting was called to order by Chairperson Tennis 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 September 30, 2019 Minutes

CHAIRPERSON TENNIS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE SEPTEMBER 30, 2019 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Additional Information –

2. Health Department
 - b. Resolution to Convert Charge Nurse Position

Limited Public Comment

None.

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

1. Parks Department – Resolution Approving the Scoring Criteria for the Trails and Parks Millage Grants
2. Health Department
 - a. Resolution to Authorize an Agreement with Larder Data Consulting, LLC
 - b. Resolution to Convert Charge Nurse Position
3. Controller's Office – Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming as Authorized by the Justice Millage
4. Michigan Department of Health and Human Services – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

THE MOTION CARRIED UNANIMOUSLY.

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

2. Health Department

- c. Resolution to Authorize an Agreement with Michigan State University Department of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail

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

Commissioner Sebolt stated he had been confused how a vendor had still been paid with no contract or Board resolution.

Chairperson Tennis asked if Commissioner Sebolt had seen the email sent to all of the Commissioners' County email addresses that had explained for the error happened.

Commissioner Sebolt said the emailed explanation had not been satisfactory to him. He further stated there had been people that were let into a County facility when there was no contract that allowed them in.

Commissioner Sebolt stated that he had not understood how MSU had been able to come to the facility without a contract in place and how they had been let into the facility.

Commissioner Sebolt stated that just because MUNIS had not been utilized that the situation might have been remedied. He further stated that anything paid without MUNIS checked first had been very concerning.

Commissioner Sebolt stated that the email explained what happened but not why it had happened and how to prevent it. He further stated another issue was that someone had been let into the County facility without a contract and performed services.

Anne Scott, Ingham Community Health Centers Executive Director and Deputy Health Officer, stated that the contract initially had been held in the Sheriff's Office for the first year and was supposed to have been renewed November 1, 2018. She further stated that it had not been renewed at that time.

Ms. Scott stated that at that same time the conversation had started about Jail Medical reorganization and psychiatric services had been a part of that package. She further stated that she thought that Major Darin Southworth and Undersheriff Andy Bouck stated it had gotten lost on their radar and had not followed up on it.

Ms. Scott stated that she had come into the picture in April after the Jail Medical reorganization had been approved by Resolution #19-090. She further stated that the budget for psychiatric services was supposed to have gone over to the Health Department.

Linda Vail, Health Officer, stated that they had thought that the contract at that time had been with the Sheriff's Office.

Ms. Scott further stated that they had a meeting with the Sheriff's Office and the MSU Department of Psychology and had talked through the scope of services and what had happened with the understanding that the Health Department would have been overseeing Jail Medical including the psychiatric services. She further stated that they had walked away from that meeting with the understanding of what needed to happen.

Ms. Scott stated that she had thought they needed to do a resolution because they planned on transferring the agreement to the Health Department. She further stated that the response from the Chief Financial Officer was that it was already General Fund money and that there was already a contract, so no new resolution was needed and that they had just needed to pay the costs that were already there.

Ms. Scott stated that she has had bi-monthly meetings with MSU regarding all of their contracts. She further stated that to MSU's knowledge they had thought they had a contract in process.

Ms. Scott stated that after she had heard for a couple of months that the contract had still been in process she had asked them to send her what they had. She further stated that at the same time she had been looking for the resolution that would have authorized for 2018 to create the contract for 2019, so terms would be the same.

Ms. Scott stated that while she had been searching the database for the resolution, she had found the resolution authorizing the contract for 2017 but not 2018. She further stated that what MSU had sent her had been a draft contract which they had signed but it had not been an approved contract.

Ms. Scott stated that MSU thought the entire time that they had an agreement. She further stated that normally if someone was providing a service and there was no contract, they would have been banging on the door, which would have been the first trigger.

Ms. Scott stated that the second trigger would have been non-payment. She further stated that she had made an assumption that the Sheriff's Office had done a resolution and had a contract for services at the time they had stepped in to have taken over the psychiatric services agreement.

Ms. Scott stated that a multitude of things had fallen through the cracks and that she thought that the payments that had occurred through the Sheriff's Office but stated that she could not speak to that. She further stated that she had thought it had been a fall down on multiple fronts and that there had been no good explanation.

Ms. Scott stated that once she became aware there was no resolution, she had reached out to Jared Cypher, Deputy Controller. She further stated that she had told him that they had needed to do something in order to have MSU paid legitimately since they had rendered services in good faith.

Ms. Scott stated that MSU needed compensation for those services provided. She further stated that certainly they had needed to address the situation moving forward with a new year of contracting with them.

Commissioner Sebolt stated that he appreciated the explanation.

Ms. Scott stated that she had not known if she had left anything out that she had previously mentioned at the Law and Courts Committee meeting.

Chairperson Tennis asked if the contract had been approved in the past for the services.

Ms. Scott stated there had been a contract approved from 2017 to 2018.

Chairperson Tennis asked if there had been any problems with the previous resolution.

Ms. Vail stated that there were no problems with the previous resolution, but that the contract had been between the Sheriff's Office and MSU.

Chairperson Tennis asked if the oversight of the services had been transferred from one department to another was also when the contract had been up for renewal.

Ms. Scott stated that the contract had expired October 31, 2018 and that the reorganization of the resolution had not been approved until March 2019.

Ms. Vail stated that they had been under the impression that the Sheriff's Office had sent a resolution and contract through to have been signed. She further stated that they had operated under the assumption that there had been a contract.

Ms. Vail stated that after the reorganization had been processed, and Ms. Scott was trying to figure out how to incorporate psychiatric services into the Health Department's budget and pay for the services, she had thought a resolution would fix that. She further stated that Ms. Scott had been told that they had not needed a resolution because it was all in the General Fund and a transfer could be made to reimburse the Sheriff's Office for the services.

Ms. Vail stated that it had been at that time where it had been discovered that there had been no resolution or officially completely signed contract.

Commissioner Naeyaert asked if in MUNIS when requests were filled for payment, a person could see the active contract for the year they were making payment for as an image.

Mr. Cypher stated that MUNIS had a contract module that was only as good as it was used. He further stated that it was on every department to have uploaded their contracts into the MUNIS system.

Mr. Cypher stated that there had been instances in the County where contracts had not been updated in MUNIS. He further stated that if contracts had not been entered into the MUNIS system, that the system had no way to catch errors.

Mr. Cypher stated that a contract updated in MUNIS would flag the system if there had been an approval for more than the allowed payment. He further stated that he had been glad the error happened with a trusted vendor that had provided a legitimate service.

Mr. Cypher regretted if his email had left the impression that he had not taken the issue seriously. He further stated that the issue was very serious but that he thought that the people who had been involved had been well intentioned and had not intentionally made any kind of effort to personally benefit.

Commissioner Sebolt apologized if it had seemed that he had not thought Mr. Cypher was serious. He further stated that he had thought that the level of detail they had gotten at the meeting was more helpful.

Commissioner Sebolt asked if nobody had checked to see if there was a resolution and had just kept paying.

Mr. Cypher stated that nobody had checked and they had kept paying because there had been an assumption made on the part of the person that had signed the invoices that there had been a contract in place even though there had been no new resolution.

Commissioner Sebolt asked if it had been checked in MUNIS with nothing there, it would have been a flag.

A discussion ensued regarding the MUNIS system.

Commissioner Sebolt stated that he had wished someone from the Sheriff's Office was at the meeting. He further asked if anyone had known the thought process of the Sheriff's Office.

Commissioner Sebolt asked if the Sheriff's Office might have thought that they could have retroactively had the contract restart pending the Board of Commissioners' approval at a later time. He further asked if the Sheriff's Office had thought that the contract for 2018 should have been renewed by October 31, 2018 but the Board of Commissioners had gotten to the Jail Medical privatization discussion in November, so they had thought the Board of Commissioners could retroactively approve the contract, if they had just not planned to provide that service or had not known what would have happened, or had just forgotten not to do it.

Ms. Vail stated that the Sheriff's Office had sent a draft of the 2018 contract to MSU with the understanding that it would have just gone through. She further stated that the contract had not gotten proper Board of Commissioners authorization or proper signatures.

Commissioner Sebolt asked if the Sheriff's Office had forgotten to go back and do it or check on it.

Ms. Scott and Ms. Vail stated that they could not speak to that, and Commissioner Sebolt would need to talk to the Sheriff's Office.

THE MOTION CARRIED UNANIMOUSLY.

5. Discussion – Tobacco and Smoke Free Campus

Ms. Vail provided a history and background of the Tobacco and Smoke Free Campus initial thoughts and facts. She further went over data provided by the Tobacco-Free Campus Survey Summary and Implementation Timeline.

Ms. Vail stated that the implementation would make all County Campuses smoke free. She further stated that there would be a comprehensive program to help people that smoked to adjust their habits or stop smoking.

Ms. Vail stated the implementation was planned to start at the beginning of the year but it was being pushed back as it was complicated. She further stated that she had called every one of the County-wide elected officials and both Chief Judges, and she did get a resounding resistance from Chief Judge Richard Garcia.

Ms. Vail stated that Prosecuting Attorney Carol Siemon had thought that the initial draft of the policy was a little heavy-handed, but otherwise the elected officials had been supportive. She further stated that the enforcement section of the policy would be removed, and she believed if she had another conversation with Prosecutor Siemon, she would not think it was as heavy-handed.

A discussion ensued regarding the Tobacco-Free Campus Survey Summary.

Commissioner Stivers stated that she was a huge fan of the policy and that it would protect her and her children.

Commissioner Naeyaert stated that she had been a fan of the policy as well. She also stated that although she was not a smoker, she had been brought up in a heavily smoked-in house and stated that smoke was allergy inducing.

Commissioner Naeyaert admitted that when she had gone into smoke free places and had to walk through smoke outside that it was pointless.

Chairperson Tennis asked if the policy would be enforced at the Community Mental Health (CMH) Facility as well.

Ms. Vail stated that the policy would include the CMH Facility.

Chairperson Tennis asked how they planned on dealing with persons in the facility that had been dealing with substance use issues or mental health issues who smoked.

Ms. Vail stated that the facility was working on that. She further stated that CMH staff had approached her about the policy, and it was not being imposed on them.

Ms. Vail stated that the CMH Facility had been aware that issues could arise in regards to their patients. She further stated that the facility had been fortunate to have been in close proximity to the sidewalk

Chairperson Tennis stated that he had concerns due to when he had been early in his sobriety he had been a smoker. He further stated that he had gotten advice and had been told not to quit smoking until he had years of sobriety under his belt.

Chairperson Tennis stated that he feared that the smoke-free policy would be contraindicative of some medical advice.

Ms. Vail stated that they would have worked with nicotine replacement therapy so patients would not have had to go through that.

Chairperson Tennis stated that the nicotine replacement therapy was not the same when someone's head was in confusing place. He further stated that he was concerned if the enforcement would be on a case-by-case basis which might have brought resentment.

Chairperson Tennis stated that even if that had not been someone patrolling, people would feel that they were tattled on or smokers who did follow the policy might get mad if some did not get caught. He further stated that he did not think soft enforcement was the way to go.

Ms. Vail stated that she had not mean to indicate enforcement would have been spotty but hard to carry through. She further stated that they had used the Los Angeles County Health Department's policies and tool kit to develop the County policy.

Ms. Vail stated that the LA County policy put the enforcement upon the employees to report to supervisors but had not wanted employees in that spot. She further stated that it would be incumbent upon supervisors to know that they had to enforce the policy fairly and uniformly throughout the County.

Commissioner Stivers stated that CMH had always put patient needs above all other priorities. She further stated that most of the problems had been with employees, where employees in scrubs were standing out there too close to the building.

Commissioner Stivers stated that at the very least the policy would have been an improvement for them even if they had not been able to crack down hard on patients due to those kinds of mental health issues.

Chairperson Tennis asked about the timeframe for implementation of the policy.

Ms. Vail stated that the updated timeline had them implementing a policy in April. She further stated that no policy had been provided yet, but it was a discussion item at the moment.

Ms. Vail stated that she would provide the Commissioners with a policy. She further stated that the Health Department had been looking at November or December for starting to announce plans County wide and to staff. She further stated that they would then work with cessation programs, quit lines, and how to get nicotine replacement therapy.

Ms. Vail stated when the policy did go into effect, they would then work with employees if they needed to be referred to the Employee Assistance Program. She further stated that they had been looking towards the end of the year to get plans out to employees and clients.

Ms. Vail stated that they would start to post the policy and would get to a launch date of April.

Commissioner Slaughter asked if the communication of the policy to the employees would have separate communications to managers or supervisors in terms of their roles in enforcement or their supervisory role.

Ms. Vail stated that she would imagine there be a communication widely to employees. She further stated that employees already knew the Health Department was looking into a policy but will have to work with leadership to work with the policy.

Commissioner Slaughter stated that he thought Ms. Vail might need buy-in from leadership.

Chairperson Tennis stated that Ms. Vail would need buy in from the collective bargaining's leadership as well.

Tim Morgan, Parks Director, stated that he talked to his supervisors and they had a possible concern regarding people smoking in their cars in the parking lot and if that would be allowed with the new incoming policy. He further stated that if individuals at parks could not smoke in their cars but had to be so far away from the area it could have made it tougher to manage without policing it.

Ms. Vail stated that she had known some areas of the County might be more difficult, like the 911 Center, where workers had long shifts and could not just get in cars and leave to go smoke. She further stated that they did put in the policy the ability for any department head to seek some type of a deviation to be approved by the Controller.

Commissioner Sebolt stated that he would rather have the policy uniform with no deviation. He asked if, to get around some of the situations, it should become an ordinance instead of just a

policy with some type of enforcement where the Board of Commissioners could choose to have tickets issued, even as a possible threat, as MSU did on campus.

Chairperson Tennis stated that it sounded as though Ms. Vail already had a written policy.

Ms. Vail stated that there was a draft of the policy. She further stated she could come back to the next Committee meeting and could bring the draft policy to discuss the exception clause or she could mail or email out the policy.

Chairperson Tennis stated that he would like to see the draft policy before the next meeting.

Mr. Cypher stated that the next Human Services meeting was the Community Agency night. He further stated that Chairperson Tennis might be looking at the November 18, 2019 meeting to discuss the draft policy.

Chairperson Tennis stated he would not be in attendance for the November 18, 2019 meeting.

Ms. Vail asked if she should stop or keep moving with the policy.

Chairperson Tennis stated that he did not support the policy but it had sounded as though the Committee was supportive of the general support of concept. He further stated that they could at least discuss it.

Chairperson Tennis stated that the Committee would like to see the policy draft first and then try to put it on the agenda for discussion.

Commissioner Slaughter asked Ms. Vail if there had been an update on the Eastern Equine Encephalitis (EEE) outbreak.

Ms. Vail stated that Commissioner Slaughter had asked for an update previously. She further stated that there had been an outbreak across the state.

Ms. Vail stated that numbers of those affected by EEE are above normal. She further stated that there had been no cases in Ingham County.

Ms. Vail stated that the vast majority of those affected by EEE had no symptoms or had mild flu like illness. She further stated that in her opinion, with no cases and frost coming soon, it would be too expensive and not work to do an aerial spraying.

Ms. Vail stated that a spraying could potentially trigger health problems, like asthma, and hurt the bee population. She further stated that there had been no community spraying programs created in Ingham County and stated that they would watch for EEE next year.

A discussion ensued regarding EEE.

Commissioner Trubac stated that he was somewhat sympathetic to some of the concerns expressed by the Parks Director. He further stated that before he became a Commissioner, he had worked at a County facility, and was accustomed to the way things were now 50 feet from the door.

Commissioner Trubac stated that his interpretation from this discussion was that they had wanted to take the 50 feet from the door policy to the next level. He further stated that he could understand the necessity of that, and why it was important to people, but was not sure if he could go all the way to driving away in a car.

Commissioner Trubac stated that he was not sure he could get behind the policy.

6. Board Referral – Resolution 2019-08-89 from the Eaton County Board of Commissioners to Request Waiver of Health and Rehabilitation Services Medicaid Audit Takeback

Chairperson Tennis placed the resolution on file.

Commissioner Announcements

None.

Public Comment

None.

Adjournment

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

NOVEMBER 4, 2014 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. MSU Extension Office – *Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2020*

This resolution authorizes the base agreement for extension services for 2020. For the period January 1, 2020 to December 31, 2020, the County shall pay to MSUE \$219,869 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$134,297 and \$85,572 for additional personnel, as described in the agreement. Payment will be made the first month of each quarter of the county fiscal year.

3. Facilities Department – *Resolution to Authorize an Agreement with Laux Construction LLC for the Renovations at New Hope Community Center and the Health Department's Administration*

This resolution authorizes an agreement with Laux Construction, LLC for the renovations of New Hope Community Center and the Health Department's Administration. The total construction cost is \$80,505.00 for New Hope with an \$8,000.00 contingency for uncovered conditions that will not exceed \$88,505.00 using line item # 511-61515-931000-02099 with \$51,000.00 of the cost grant funded and the remaining balance for this project will be paid from current operations.

The total construction cost is \$48,295 for the Health Department's Administration with a \$5,000.00 contingency for uncovered conditions that will not exceed \$53,295.00 using approved CIP line item # 631-2331-976000-9F25 which has an amount available of \$41,800.00. The remaining balance for this project will be paid by the Health Department 221 Operations Fund.

4. Parks Department

- b. *Resolution to Authorize the Application to the Ingham County Trails and Parks Millage Fund for Three Projects within the Ingham County Parks*

This resolution authorizes three Trails and Parks Millage applications to be made by the Parks Department. The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$450,000 from the Trails and Parks Millage fund balance, if these projects are selected for funding in the upcoming round of grant applications. The \$450,000 includes the following: Hawk Island Planning Grant in the amount of \$200,000, Lake Lansing South Shovel Ready Grant in the amount of \$125,000, and Burchfield Shovel Ready Grant in the amount of \$125,000.

- c. *Resolution to Authorize a New Park Ranger Position*

This resolution authorizes the establishment of a new park ranger position. The long term annual cost would be \$80,375. Funding for the position would come from the Trails and Parks Millage.

6. Health Department

- a. *Resolution to Authorize Amendment of Resolution #19-351*

This resolution authorizes an amendment to Resolution #19-351 to authorize an additional CHW to participate in CHW training effective September 1, 2019 through December 31, 2019, in an amount not to exceed \$20,886.55.

- b. *Resolution to Authorize a 2019-2020 Americorps State Grant*

This resolution accepts \$163,860 for the AmeriCorps State Grant for 2019-2020.

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

This resolution authorizes an administrative services agreement with Blue Cross Blue Shield of Michigan (BCBSM). Ingham County and BCBSM entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of the Ingham County Jail. The agreement is updated annually by executing Schedule A – Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements).

d. *Resolution to Convert Medical Assistant Position*

This resolution authorizes converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019. Both positions are UAW Grade D, so there is not a cost difference.

e. *Resolution to Extend Curis Consulting Agreement*

This resolution extends the agreement with Curis Consulting through December 31, 2020. CURIS Consulting works with ICHD's Community Health Centers (CHCs) to provide assessment, training, and solutions to meet clinical quality and cost efficiency goals of value-based care. The cost of the 12 month contract will be \$51,000 plus travel and expenses for the consultant's on-site services and training which will not exceed \$10,000. The total cost of this contract and associated consultant travel totaling \$61,000 shall be paid through 2019 Health Center Quality funds.

f. *Resolution to Authorize an Agreement with Family and Community Development Services*

This resolution authorizes an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020. The cost of this agreement shall not exceed \$126,000. ICHD will cover up to \$69,404 of services which support client services within non-health center and public health programs through the Fiscal Year 2020 general budget. The remaining cost of \$56,596 will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs.

g. *Resolution to Authorize an Agreement with Michigan Department of Health and Human Services for Refugee Health Promotion*

This resolution authorizes an agreement with MDHHS for Refugee Health Promotion in an amount not to exceed \$47,100 effective October 1, 2019 through August 31, 2020.

h. *Resolution to Authorize Agreement with Michigan Department of Health and Human Services for Refugee Health Screenings*

This resolution authorizes an agreement not to exceed \$200,000 with MDHHS for Refugee Health Screenings effective October 1, 2019 through September 30, 2020.

i. *Resolution to Authorize Amendment #1 to the 2019-2020 Comprehensive Agreement with the Michigan Department of Health and Human Services*

This resolution authorizes Amendment #1 with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2019 through September 30, 2020. This amendment increases funding for the regional perinatal care system from \$0 to \$50,000.

j. *Resolution to Extend Agreement with Michigan State University Department of Psychiatry*

This resolution authorizes extending the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services effective November 1, 2019 through October 31, 2020. The General Fund budget for Jail Medical is \$61,984 and is budgeted to fund the continuation of this contract.

k. *Resolution to Authorize an Agreement with Feldesman, Tucker, Leifer, and Fidell, LLP*

This resolution authorizes an agreement not to exceed \$6,000 with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020 to provide legal services as follows:

- Overview of the HRSA Compliance Manual requirements as it pertains to governance for co-applicant boards
- Overview of legal implications of incorporation/non-profit status for a co-applicant board
- Provide legal review and advisement to the authorities designated to each of the co-applicant board authorities and with regard to the co-applicant agreement

l. *Resolution to Authorize the Amendment to Resolution #19-309*

This resolution authorizes amendment of Resolution #19-309 to allow the Ingham County Health Officer to sign BCCCNP site/facility MOAs.

m. *Resolution to Amend Resolution #18-083 with Walmart Pharmacy*

This resolution amends resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 21, 2020. Walmart Pharmacy is part of the 340B savings program for uninsured patients. Resolution #18-083 included a dispensing fee of \$25 for each eligible brand drug claim processed. This amendment will increase the dispensing fee to \$26 for each eligible brand drug claim processed, will add two fill locations and will automatically renew the agreement with Walmart on an annual basis. The costs include a \$200 a month access fee and a \$26 prescription filling fee (dispensing fee). The overall cost is offset by the 340B program savings, which are projected to net \$4,500/month or \$54,000 annually.

n. *Resolution to Authorize Agreement with St. Vincent Catholic Charities*

This resolution authorizes entering into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management effective October 1, 2019 through September 30, 2020. The term of the agreement shall not exceed \$128,000. ICHD will cover up to \$70,537 of services which support client's services through non-health center/public health programs throughout the Fiscal Year 2020 general fund budget. The remaining cost (\$57,463) will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs.

o. *Resolution to Accept the FY20 Grant Agreement with Michigan Department of Health and Human Services – Tobacco Use Reduction for People Living with HIV– 2020*

This resolution accepts an MDHHS grant up to \$249,970.10 which will enable the Health Department to continue coordinating the Ingham Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH).

SPECIAL MILLAGES:

4. *Parks Department*

- a. *Resolution to Submit to the Electorate a Special Millage Renewal Question for a Countywide System of Trails and Parks*

5. *Human Services Committee*

- a. *Resolution to Submit to the Electorate a Special Millage Renewal Question for a Countywide Transportation System Primarily for the Disabled and Elderly*
- b. *Resolution to Submit to the Electorate a Special Millage Question Authorizing Funding for Elder Persons Services and Certifying Ballot Language*
- c. *Resolution to Submit to the Electorate a Special Millage for Continuing Health Services for Low Income, Uninsured Families and Adults Living in Ingham County*

OTHER ITEMS:

1. *Veterans Affairs Committee – Interviews*

Agenda Item 2

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: October 8, 2019

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County
For the meeting agendas of November 4 and November 6

BACKGROUND

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2019, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets each county's share of the cost of maintaining the network of Extension Educators.

ALTERNATIVES

N/A

FINANCIAL IMPACT

For the period January 1, 2020 to December 31, 2020, the County shall pay to MSUE \$219,869 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$134,297 and \$85,572 for additional personnel, as described in the agreement. Payment will be made the first month of each quarter of the county fiscal year.

STRATEGIC PLANNING IMPACT

This resolution supports the 5-year action plan Goal C, strategy C7, implementation task B: Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission and the environmental health division of the Health Department. It also supports the overarching long-term objective of assisting in meeting basic needs.

OTHER CONSIDERATIONS

N/A.

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 AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY
APPROVING THE ANNUAL WORK PLAN FOR 2020**

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of \$219,869 with MSU Extension for the period of January 1, 2020 through December 31, 2020 for delivery of Extension services and education.

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

AGREEMENT FOR EXTENSION SERVICES

This AGREEMENT FOR EXTENSION SERVICES (“Agreement”) is entered into on _____ by and between Ingham County, Michigan (“County”), and the BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY (“MSU”) on behalf of MICHIGAN STATE UNIVERSITY EXTENSION (“MSUE”).

The United States Congress passed the Smith-Lever Act in 1914 creating a National Cooperative Extension System and directed the nation’s land grant universities to oversee its work; and,

MSUE helps people improve their lives by bringing the vast knowledge resources of MSU directly to individuals, communities and businesses; and,

For more than 100 years, MSUE has helped grow Michigan’s economy by equipping Michigan residents with the information needed to do their jobs better, raise healthy and safe families, build their communities and empower our children to succeed; and,

It is the mission of MSUE to help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities; and,

MSUE meets this mission by providing Extension educational programs in the following subject matter areas:

- Agriculture & Agribusiness
- Children & Youth Development, including 4-H
- Health & Nutrition
- Community, Food & Environment

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto mutually agree as follows:

A. MSUE will provide:

1. Access to programs in all four MSUE Institutes to residents in your County. This includes access to educators and program instructors appointed to the Institutes and MSU faculty affiliated with each Institute to deliver core programs.
2. Extension Educators and program staff as needed to implement programs within the County, housed at the county office.
3. A county 4-H program. **1.5** FTE 4-H Program Coordination.
4. Salary and benefits of MSUE Personnel and the cost of administrative oversight of Personnel.
5. Operating expenses, per MSU policy, for MSUE personnel (“Personnel”).

6. Supervision of MSU-provided academic and paraprofessional staff. Supervision of county employed clerical staff and/or other county employed staff, upon request.
7. Administrative oversight of MSUE office operations.
8. An annual report of services provided to the residents of the County during the term of this Agreement, including information about audiences served, and impact of Extension programs in the County.

B. The County will Provide:

1. An annual assessment that will be charged to the county and administered by MSUE. The assessment will help fund Extension services for the County, including operating expenses for certain Extension personnel and the operation of the County 4-H program.
2. Office and meeting space meeting the following requirements:
 - a. Sufficient Office space to house Extension staff as agreed upon between the County and the MSUE District Director.
 - b. Utilities, including telephone & telephone service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - c. High-speed Internet service sufficient to meet the needs of Personnel utilizing the MSUE office space.
 - d. Access to space for delivering Extension programs.
 - e. Access to the office building and relevant meeting spaces must be ADA compliant/accessible
3. Clerical support staff for the MSUE office as agreed upon between the County and MSUE District Director that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media. The clerical support staff will be either a County employed clerical staff, or the County will provide funding for an MSUE employed clerical staff.

2 FTE County employed Clerical Support Staff

Optional:

4. Funding for additional Extension educators at **\$52,888**. (0.5 FTE * \$105,775.) assigned to County and reporting to Agriculture and Agribusiness Institute.

5. Funding for additional 4-H program capacity **0.5** FTE
6. Funding for additional paraprofessional(s) at **0** FTE

7. Total Annual Assessment in the amount of \$219,869.

Payments due and payable under the terms of this Agreement shall be made on the first of the month, of the first month, in each quarter of the county fiscal year, unless otherwise requested and agreed as provided below.

Payment mailing address: MSU Extension Business Office, Justin S Morrill Hall of Agriculture, 446 W Circle Drive, Room 160, East Lansing, MI 48824

C. Staffing and Financial Summary

A. Base Assessment (includes 1.5 FTE 4-H Program Coordination)\$134,297.

1. ADDITIONAL PERSONNEL

B.0 FTE Clerical Support Staff to be employed by MSU \$0.

**C. 0.5 FTE
Educator (Program Area: Horticulture) \$52,888.**

D.0.5 FTE Additional 4-H Program Coordination \$32,684.

**E. 0.5 FTE
Additional paraprofessional staff \$0.**

**2. TOTAL COUNTY ASSESSMENT PAYABLE TO MSU FOR FY 2020:
\$219,869.**

I. Term and Termination

The obligations of the parties under this Agreement will commence on January 1, 2020 the first day of the County budget year 2020 and shall terminate on the last day of such County budget year 2020. Either party to this Agreement may terminate the Agreement, with or without cause, with 120 days written notice delivered to Michigan State University Extension, Justin S. Morrill Hall of Agriculture, 446 W. Circle Drive, Room 160, East Lansing, MI 48824 if to MSUE and delivered to Ingham County Administrator's Office, 241 S Jefferson, PO Box 319, Mason, Michigan 48854, if to the County.

II. General Terms

1. **Independent Contractor.** The University is an independent contractor providing services to the County. The County and MSU do not have the relationship of legal partners, joint venturers, principals or agents. Personnel have no right to any of County's employee benefits.
2. **Force Majeure.** Each party will be excused from the obligations of this agreement to the extent that its performance is delayed or prevented by circumstances (except financial) reasonably beyond its control, including, but not limited to, acts of government, embargoes, fire, flood, explosions, acts of God, or a public enemy, strikes, labor disputes, vandalism, or civil riots.
3. **Assignment.** This agreement is non-assignable and non-transferable.

4. **Entire Agreement.** This Agreement, with its Appendix “A” is the entire agreement between MSU and the County. This Agreement supersedes all previous agreements, for the subject matter of this Agreement. The Agreement can only be modified in writing, signed by both MSU and the County.
5. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of MSU and the County and does not create any benefit or right for any other person, including residents of the County.
6. **Nondiscrimination:** The parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination. Neither party will discriminate against a person to be served or any employee or applicant for employment because of race, color, religion, national origin, age, sex, disability, height, weight, marital status, or any other factor prohibited by applicable law.

The individuals signing below each have authority to bind MSU and the County, respectively.

3. BOARD OF TRUSTEES OF
COUNTY MICHIGAN STATE UNIVERSITY

Ingham

By: _____

By: _____

Evonne Pedawi
Contract & Grant Administration

Print name: _____

Its: _____

Its: _____
(title)

Date: _____

Date: _____

Appendix A

Technical Standards for County Internet Connections

Michigan State University Extension (MSUE) employs the use of technology to meet the ever changing needs of our constituents. We strive to utilize standard, enterprise tools when appropriate, but also recognize the need to evolve with the times and utilize innovative tools to reach a broad array of people.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. MSUE staff are required to follow the MSU Acceptable Use Policy (AUP) <https://tech.msu.edu/about/guidelines-policies/aup/>.

We ask that our county partners provide Extension personnel access to a high-speed Internet connection. From that access, the easiest way to create a secure path to necessary applications is to open the full MSU Internet Protocol Range to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. MSUE is prepared to support end user needs if there is high-speed internet, networking to clients, and phone system support. MSU will provide firewall functionality and client support. To discuss this possibility please contact your MSUE District Director. To provide the needed services on county equipment review the following MSU-owned ranges:

The MSU-owned ranges are:

NetRange 35.8.0.0 - 35.9.255.255

CIDR 35.8.0.0/15

If you would like to narrow the scope further for additional protection, some of the addresses that will need to be allowable include:

35.9.15.43 (80) (search.msu.edu)

35.9.160.36 (1935,443) (authentication)

35.8.201.221 & 35.8.201.212 (10020) (ProofPoint)

35.9.83.132 (all) (vpn.msu.edu)

35.9.81.150 (zoom.msu.edu)

35.9.121.189 and 190 (443) (SharePoint)

35.8.200.57 (80 and 443) (SharePoint)

35.9.121.221, 223, and 225 (443) (Exchange)

35.8.200.56 (80 and 443) (Exchange)

35.8.200.2—35.8.200.7 (443 TCP, 3478 UDP, 50,000-59,999 TCP/UDP) (Lync)

35.8.201.200 (443 TCP) (Lync)

35.9.121.238 & 35.9.121.211 (TCP - 80, 443, 445 & TCP/UDP – 135, 137-139, 2701-2704, 49152-65535)

35.8.200.58 (80 and 443) (Lync)

35.9.14.169 (80 and 443) (D2L – Desire to Learn)

The following applications are necessary on all computers – MS Office (preferably 2013, MSUE provides MS licensing), Lync 2013 Client, Acrobat, Zoom Client, SAP client, VPN client, AntiVirus (SEP can be provided by MSUE). (IE 10 or higher, or most recent version of Chrome and Firefox)

Other notable web server/sites IP addresses:

CANR.msu.edu – 35.8.201.199

MSUE.anr.msu.edu – 35.8.201.199

Events.anr.msu.edu – 35.8.200.220

web2.canr.msu.edu | web2.msue.msu.edu -

35.8.200.220 Expression Engine – 35.8.201.215

Web Hosting environment (other ANR websites) –

35.8.201.217 Master Gardener (External) – 128.120.155.54

Extension.org (External) – 152.46.27.147

Msu.zoom.us (External) – 54.165.201.102

Some configuration changes are necessary to support services such as SharePoint, including modifications to Internet Explorer. These can always be found on the ANR Technology web site.

Questions may be directed to support@anr.msu.edu, where they will be routed to the best person to assist you.

Agenda Item 3

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

FROM: Rick Terrill, Facilities Director

DATE: October 22, 2019

RE: Resolution Authorizing an Agreement with Laux Construction, LLC for the Renovation of New Hope Community Center and Health Department's Administration

For the meeting agendas of: November 4, 5 & 6

BACKGROUND

The New Hope Community Center and Health Department's Administration are in need of renovations. At the New Hope Community Center four dental rooms will be converted into three counseling offices, this will include modifying electrical, mechanical, life safety systems as well as ceiling, wall and floor finishes. At the Health Department's Administration area three offices will be created which will include demolition of the existing area, installing new floors, walls and ceiling finishes. Laux Construction LLC a registered local vendor, submitted the lowest responsive and responsible proposal of \$80,505 for New Hope and \$48,295 for the Health Department's Administration.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

The total construction cost is \$80,505.00 for New Hope with an \$8,000.00 contingency for uncovered conditions that will not exceed \$88,505.00 using line item # 511-61515-931000-02099 with \$51,000.00 of the cost grant funded and the remaining balance for this project will be paid from current operations. The total construction cost is \$48,295 for the Health Department's Administration with a \$5,000.00 contingency for uncovered conditions that will not exceed \$53,295.00 using approved CIP line item # 631-2331-976000-9F25 which has an amount available of \$41,800.00. The remaining balance for this project will be paid by the Health Department 221 Operations Fund.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, both the Facilities Department and Health Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction, LLC for the renovations of New Hope Community Center and the Health Department's Administration.

Agenda Item 3

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: October 14, 2019

RE: Memorandum of Performance for RFP No. 170-19 Ingham County Health Department Renovations

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of renovating portions of the New Hope Community Health Center, Cedar Community Health Center - Women's Health, and the Health Department Administrative Offices.

The general scope of work for includes, but is not limited to:

- 1) Demolishing/removing portions of gypsum board walls, ceilings, flooring, casework, accessories, plumbing fixtures and electrical as may be necessary;
- 2) Modifying steel stud and gypsum board walls, suspended acoustical ceilings, lighting, HVAC, fire alarm and fire suppression system as may be necessary; and,
- 3) Providing new steel stud and gypsum board painted walls, new doors, frames and hardware, flooring, and new electrical receptacles.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	32	9
Vendors attending pre-bid/proposal meeting	13	7
Vendors responding	3	2

(Note: 1 local vendor withdrew their proposal due to errors reported prior to opening)

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

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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

[illegible]

Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LAUX CONSTRUCTION LLC FOR THE RENOVATIONS AT NEW HOPE COMMUNITY CENTER AND THE HEALTH DEPARTMENT'S ADMINISTRATION

WHEREAS, space at the New Hope Community Center and the Health Department's Administration needs to be renovated for additional offices; and

WHEREAS, it is the recommendation of the Facilities Department and the Health Department to enter into an agreement with Laux Construction LLC., a registered local vendor who submitted the lowest responsive and responsible proposal of \$80,505.00 New Hope Community Center and \$48,295.00 for the Health Department's Administration renovations; and

WHEREAS, the Facilities Department is requesting a contingency of \$8,000.00 for New Hope Community Center and \$5,000 for the Health Department's Administration for uncovered conditions; and

WHEREAS, the total cost including an \$8,000.00 contingency is \$88,505.00 for New Hope using line item # 511-61515-931000-02099 with \$51,000.00 being grant funded and the remaining balance for this project will be paid from current operations; and

WHEREAS, the total cost including a \$5,000.00 contingency is \$53,295.00 for Health Department's Administration using approved CIP line item # 631-2331-976000-9F25 which has an amount available of \$41,800.00 and the remaining balance for this project will be paid by the Health Department 221 Operations Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction Inc., 1018 Hogsback Road, Mason, Michigan 48854 for the renovations at New Hope Community Center for an amount not to exceed \$88,505.00 which includes a \$8,000.00 contingency and the Health Department's Administration for an amount not to exceed \$53,295.00 which includes a \$5,000.00 contingency.

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 22, 2019
SUBJECT: Trails and Parks Millage Renewal
For the meeting agenda of 11/4/19 Human Services and 11/6/19 Finance

BACKGROUND

In November 2014, the electorate approved a countywide trails and parks millage levy of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails. This resolution will renew the millage for an additional six years.

ALTERNATIVES

The alternative is to not to renew the millage, which would not allow for the continuation of the development of a county-wide regional trails and parks system.

FINANCIAL IMPACT

If the millage is renewed and levied in full, this millage will raise an estimated \$3,841,444.00 for the system of recreational trails and adjacent parks in the first calendar year of the levy based on state taxable valuation.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

N/A.

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 SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE RENEWAL
QUESTION FOR A COUNTYWIDE SYSTEM OF TRAILS AND PARKS**

WHEREAS, the Board of Commissioners desires to continue to fund the creation and maintenance of a system of recreational trails and adjacent parks within Ingham County; and

WHEREAS, this system may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, the millage funds were approved by the electorate in 2014 to create and maintain this system of recreational trails and adjacent parks within Ingham County and that millage authorization expires on December 31, 2019; and

WHEREAS, the current authorized millage adopted in 2014 is 0.5000 of one (1) mill and this current millage is needed to continue to provide for this program; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds at the same level as approved by the electorate in 2014 for a period of six (6) years to continue to support funding for the creation and maintenance of a system of recreational trails and adjacent parks within Ingham County.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the primary election to be held on March 10, 2020.

**COUNTYWIDE SYSTEM OF TRAILS AND PARKS
MILLAGE RENEWAL QUESTION**

For the purpose of renewing funding at the same millage level previously approved by the voters in 2014 for the creation and maintenance of a countywide system of recreational trails and adjacent parks, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 0.5000 mills, \$0.50 per \$1,000 of taxable value, be continued and renewed for a period of six (6) years (2020-2025) inclusive? If approved and levied in full, this millage will raise an estimated \$3,841,444.00 for the system of recreational trails and adjacent parks in the first calendar year of the levy based on taxable valuation.

YES []

NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposal to be stated on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 16, 2019
SUBJECT: Application to the Ingham County Trails and Parks Millage Fund for County Parks Projects
For the meeting agenda of 11/4/19 Human Services and 11/6/19 Finance

BACKGROUND

The Parks Department & Park Commission has identified three separate needs for improvements for the fifth round of the Trails and Parks Millage Fund Applications. Attached are the preliminary cost estimates for three grant applications.

The first proposed grant application will be for engineering for Hawk Island Dock/Boardwalk Replacement. The project includes the engineering work necessary to replace 2,200 LF of boardwalk around the east and north sides of the 35-acre lake at Hawk Island. The boardwalk is one of the most popular locations in the park and is used for fishing and wildlife viewing, as well as walking and access to the lake. The boardwalk is fully accessible for people of all abilities with the demand for these facilities to be kept safe and up to date. The project is needed because the existing boardwalk is showing its age with deterioration. The boardwalks currently provide access to the lake and without them, access to the lake along the north and east sides of the park would be difficult due to the steep bluffs. Without them access would be from the paved paths on the upper side of the bluffs which would make fishing difficult. Without grant assistance from the trails and park millage, this project will likely not take place. The size of the project is too expensive for the County to take on with its existing funding. Without grant assistance the County would continue to do minor repairs on these docks, as necessary, but eventually, the docks would be so deteriorated that their removal would be necessary.

The second proposed grant application will be a shovel ready project for Lake Lansing South Park. The project includes removal of existing green chain link fence along Lake Lansing Road from the Band Shell gate to the carousel building gate, and replacing it with 6-8' privacy fencing and a two car employee parking area to be constructed at end of privacy fence. Then going east from the carousel gate to the corner of the fence near the Lake, and then south along Shaw St. – replacing the chain link fence with a more modern style and aesthetically pleasing 36" landscaping boulders every 5-6'; incorporate the existing sidewalk entrance into design for signage and flow purposes, and redesign and replace gate areas (4 total) with rolling style wrought iron gates. The overall length of the fence to be replaced equals approximately 1000'. The project also includes the design and construction of an approved gated access drive to Lake Lansing off of Shaw St. to allow for emergency vehicles to access the south end of the lake and also a more efficient drop-off spot for the Special Assessment District (SAD) contractors to unload harvested weeds. The future plan is to have a permanent dock installed near the new access drive for boaters to moor and visit the commercial district as well as the park. The new access drive will connect a trailway and blueway. This project will remove a physical barrier (existing chain-link fence), provide multiple access points to the park for the public, and will improve connectivity and community involvement with the park.

The third proposed grant application will be a shovel ready project for McNamara Landing. Ingham County Parks is proposing parking lot upgrades at McNamara Landing. This will include asphalt paving for the remaining parking lot, adding one more ADA stall, pavement marking and signage, and create a bio-swale for water retention and sediment control from runoff to address environmental stewardship. McNamara Landing is a popular access point for recreational activities that include kayaking/canoeing, fishing, hiking, mountain biking, nature/wildlife viewing, and cross country skiing. Project improvements will increase accessibility to the trail systems, especially the Grand River Water Trail, and provide additional parking for vehicles with trailers.

Improved and increased parking will attract more visitors and have a positive economic impact to the area. In addition, asphalt paving will improve the overall appearance and safety of the site, decrease the maintenance of the facility from the costs associated with regular grading, adding gravel annually, and dust control measures. The proposed project will also alleviate drainage issues in the parking lot by collecting runoff in the bioswales to deter runoff into the river. This project will enhance the recently completed MNRTF grant project that included two paved designated ADA parking spots, a barrier-free bathroom, a universal accessible launch, an easy-use hand pump and improved walkways. The grant project has increased the use of this site and Ingham County Parks recognizes a need to add more parking to accommodate users. The improvements will especially help designate parking for vehicles with trailers, as there is currently no designated areas for vehicles with trailers.

ALTERNATIVES

The Parks Department is seeking funding for these applications to the current Trails and Parks Millage Application Round. Currently there are not park funds available to do these projects.

FINANCIAL IMPACT

The Parks Department is requesting the Ingham County Board of Commissioners to authorize the use of \$450,000 from the Trails and Parks Millage fund balance, if these projects are selected for funding in the upcoming round of grant applications. The \$450,000 includes the following: Hawk Island Planning Grant in the amount of \$200,000, Lake Lansing South Shovel Ready Grant in the amount of \$125,000, and Burchfield Shovel Ready Grant in the amount of \$125,000.

STRATEGIC PLANNING IMPACT

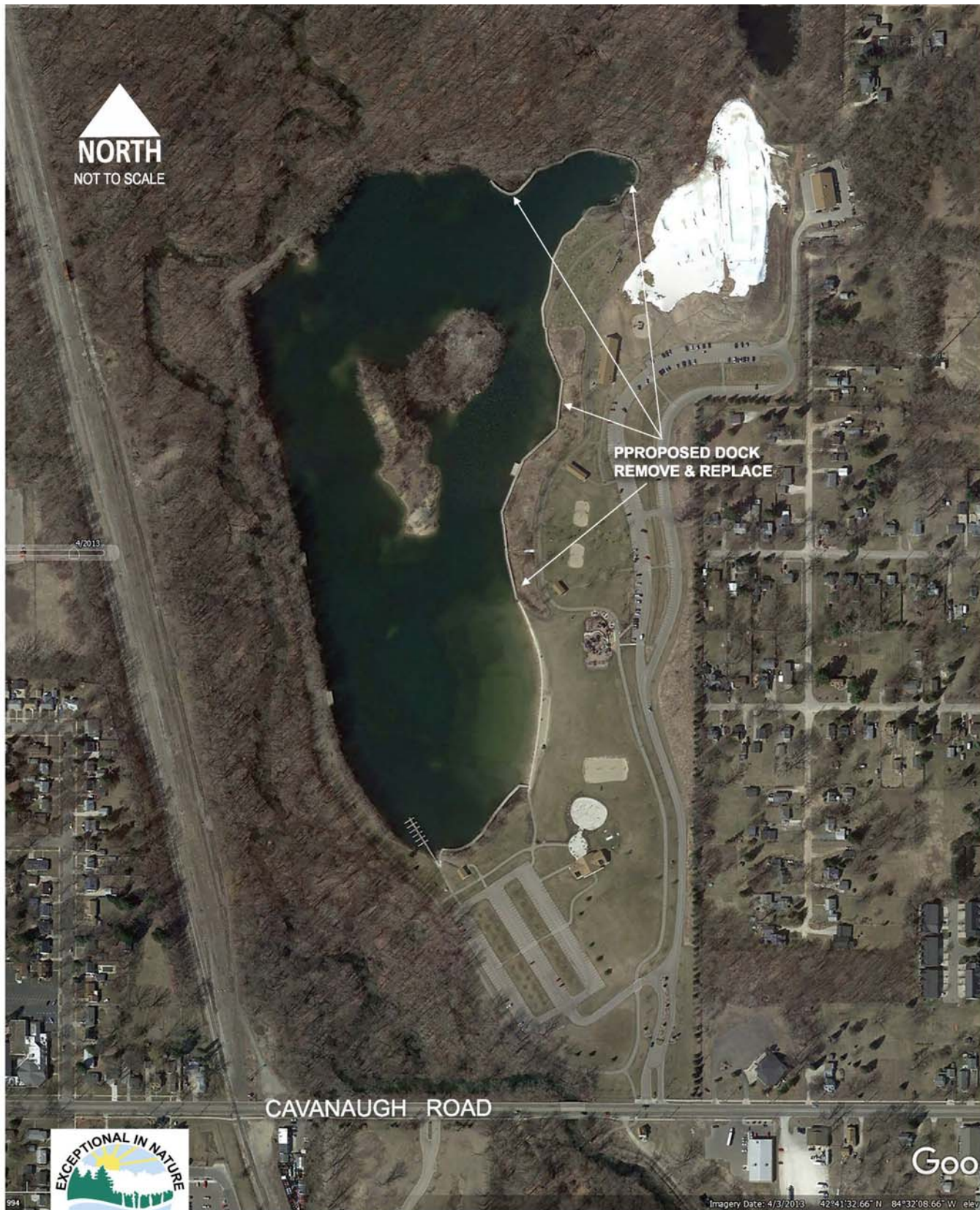
This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(g) of the Action Plan - Work to improve accessibility for visitors of all ages and abilities.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their September 23, 2019 meeting.

RECOMMENDATION

Based on the information presented and direction from the Park Commission, I respectfully recommend approval of the attached resolution.



DOCK IMPROVEMENTS

HAWK ISLAND PARK

9/19/19



JOB # 124334SG2017
AERIAL SOURCE: BING MAPS

PRELIMINARY ESTIMATE OF COST
Round 5 Millage Application
HAWK ISLAND PARK
INGHAM COUNTY, MICHIGAN

Item	Est.			Unit	
No.	Qty.	Unit	Description	Price	Amount
1.	1	Lump Sum	Permits	Lump Sum	\$6,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$15,000.00
3.	2,500	Lin. Ft.	Remove Existing Dock, 10' wide	\$160.00	\$400,000.00
4.	2,500	Lin. Ft.	New Dock, 10' wide	\$600.00	\$1,500,000.00
5.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$25,000.00
6.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$12,500.00
SUBTOTAL					\$1,958,500.00
Contingency					\$195,900.00
Planning and Design Engineering					\$200,000.00
Construction Engineering					\$123,160.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$2,477,560.00

HAWK ISLAND PARK
10/2/19



Photo C.
View of
the
boardwalk
on the
north side
of the lake.



FENCING / PARKING IMPROVEMENTS



JOB # 124334SG2017
AERIAL SOURCE: BING MAPS

LAKE LANSING PARK SOUTH

9/19/19

PRELIMINARY ESTIMATE OF COST
Round 5 Millage Application
LAKE LANSING PARK SOUTH
INGHAM COUNTY, MICHIGAN

Item	Est.			Unit	
No.	Qty.	Unit	Description	Price	Amount
1.	1	Lump Sum	Permits	Lump Sum	\$6,000.00
2.	1	Lump Sum	Soil Erosion and Sedimentation Control	Lump Sum	\$2,500.00
3.	1	Lump Sum	Excavation and Rough Grading	Lump Sum	\$2,500.00
4.	1	Lump Sum	Remove Ex. Fence	Lump Sum	\$2,500.00
5.	400	Lin. Ft.	Fence, 6' ht, privacy	\$75.00	\$30,000.00
6.	4	Ea	Gate, 20' wide, roll-away, decorative	\$5,000.00	\$20,000.00
7.	100	Ea	Boulders, 24" - 36"	\$150.00	\$15,000.00
8.	15	Ton	HMA, 13A, 4" thick, 2 lifts	\$150.00	\$2,250.00
9.	220	Sq. Yd.	Crushed Limestone, 22A, C.I.P.	\$15.00	\$3,300.00
10.	1	Lump Sum	Regulatory Signage & Striping	\$2,500.00	\$2,500.00
11.	1	Lump Sum	Drainage for Parking Spaces	\$5,000.00	\$5,000.00
12.	1	Lump Sum	Site Restoration & Cleanup	Lump Sum	\$5,000.00
13.	1	Lump Sum	Construction Staking & Material Testing, Allowance	Lump Sum	\$3,500.00
SUBTOTAL					\$100,050.00
Contingency					\$12,450.00
Engineering (15%)					\$16,500.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$129,000.00

McNamara Landing



**PRELIMINARY ESTIMATE OF COST
MCNAMARA LANDING PARKING LOT
INGHAM COUNTY PARKS
13-Sep-19**

Item No.	Quantity	Unit	Description	Unit Price	Amount
1.	1	Lsum	Site Clearing and Tree Removal	\$5,000.00	\$5,000.00
2.	2,200	Sy	21AA, 4"	\$16.00	\$35,200.00
3.	500	Ton	4" HMA 13A Paving	\$100.00	\$50,000.00
4.	1	Lsum	Pavement Marking	\$1,650.00	\$1,650.00
5.	1	Lsum	Bioswale Grading and Planting	\$4,500.00	\$4,500.00
6.	100	Feet	8" Storm Sewer	\$30.00	\$3,000.00
7.	1	Lsum	24" Yard Drain	\$750.00	\$750.00
8.	1	Lsum	Parking Signage	\$1,500.00	\$1,500.00
9.	1	Lsum	Site clean up	\$3,500.00	\$3,500.00
Sub-total Construction Cost					\$105,100.00
Engineering, Design and Permitting					\$19,900.00
TOTAL PRELIMINARY ESTIMATE OF COST					\$125,000.00

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE APPLICATION TO THE INGHAM COUNTY TRAILS AND PARKS MILLAGE FUND FOR THREE PROJECTS WITHIN THE INGHAM COUNTY PARKS

WHEREAS, the Ingham County Parks Department is eligible to apply for the Ingham County Trails and Parks Millage funds in round five of the Trails & Parks Millage applications; and

WHEREAS, the Ingham County Parks Commission supports the submission of three grant applications to the Ingham County Trails and Parks Millage Fund for submission of one planning grant for Hawk Island Park, one shovel ready grant at Lake Lansing South Park, and one shovel ready grant at Burchfield Park; and

WHEREAS, the proposed applications are supported by the Community's 5-year Parks Master Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the grant applications requires a financial commitment to the three projects in the amount \$450,000 total from the Trails and Parks Millage fund balance, if these projects are selected for funding in the upcoming round of grant applications. Broke out it would be as follows: Hawk Island Planning Grant \$200,000, Lake Lansing South Shovel Ready Grant \$125,000, and Burchfield Shovel Ready Grant \$125,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners herby authorizes the Ingham County Parks Department to submit a grant request to the Ingham Count Trails and Parks Millage Fund balance for \$450,000.00 total, if these projects are selected for funding in the upcoming round of grant applications. Broke out it would be as follows: Hawk Island Planning Grant \$200,000, Lake Lansing South Shovel Ready Grant \$125,000, and Burchfield Shovel Ready Grant \$125,000.

BE IT FURTHER RESOLVED, that the Controllor/Administrator is authorized to make the necessary budget adjustments consistent with this resolution, if selected for funding in the upcoming future round of grant applications.

TO: Board of Commissioners Human Services, County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 15, 2019
SUBJECT: Park Ranger

For the meeting agenda of 11/4/19 Human Services, 11/5/19 County Services, and 11/6/19 Finance

BACKGROUND

The Ingham County Parks Department is requesting a new position for a Park Ranger. See attached cost projection, justification for this position, and the job description. This was previously discussed at the Human Services Committee meeting on September 30th, and it was recommended that staff write a resolution to bring forward to be considered. The Human Service Committee also asked staff to include a contingency, that only upon the millage renewing in 2020, this position would be filled.

ALTERNATIVES

Creating a new position will address immediate needs within the department necessitated by the trails and parks millage, see attached justification for this position.

FINANCIAL IMPACT

The financial analysis of this request is attached, and the long term annual cost would be \$80,375. This resolution requests that the Board of Commissioners authorize funding this position from the trails and parks millage.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The Park Commission supported this resolution at their May 20, 2019 meeting.

RECOMMENDATION

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

2019 PERSONNEL COST PROJECTION

	ICEA Parks Step 1	Full Time ICEA Parks Step 5	Ranger
WAGES	\$40,629	\$47,893	
UNEMPLOYMENT	203	239	
FICA	3,108	3,664	
HEALTH	15,449	15,449	
DENTAL	936	936	
VISION	135	135	
LIFE	115	115	
RETIREMENT	3,917	4,617	
CURRENT RETIREE HLTH	3,585	3,585	
FUTURE RETIREE HLTH	1,828	2,155	
LIABILITY	554	653	
DISABILITY	53	62	
SEPARATION	711	838	
CARES	33	33	
TOTAL	\$71,256	\$80,375	

Justification for additional FT Ranger position:

- **Accessibility:** Distance problem – can take hours for them to reach other park if immediate need for them arises. The work list/job duties from the park they leave from suffer delays resulting in all parties' progress hindered causing frustration and stress in working relationships.
- **Scheduling projects:** Time sensitive needs – hard to schedule project development when the Lead on a project is the FT Ranger but is only available every other week. Projects are also susceptible to inclement weather delaying projects beyond a reasonable timeline. It is even a greater challenge to build new structures or complete bigger projects that require more than a week, since much of the time spent at each park is just to catch up on repairs. Many current projects/improvements could be done in a timely manner if a Ranger I was assigned at each location. Management will sometimes take lead on these projects and spend time planning, purchasing supplies, and initiate construction to get the Ranger I started. Other times these projects are started by a Ranger I, but completed by management with the help other seasonal staff because of the lack of Ranger I availability week to week. This takes away from other important managerial duties and park operations.
- **Scheduling conflicts:** Time sometimes does not end up being divided fairly between the two parks because of the FT Rangers personal time conflicts. For example, the FT Ranger is splitting time between two parks every other week, the one week he is scheduled he or a family member becomes ill and has to take off the week – the result could be he/she is not at the particular park for a three week period. Also holidays and vacation use affect the time spent at one park or the other.
- **Sense of ownership:** A person develops a sense of pride with ownership as they become more knowledgeable with the facilities and personalities. It is hard to establish those senses when he/she is bounced between facilities. Ranger I has to think about two separate parks all the time and often field questions about repairs or projects when they are at the other location.
- **Large combined coverage:** Currently the FT Ranger is responsible for two larger park areas totaling seven different smaller parks. Between the two areas, there is over 1000 acres, 20 miles of trail, and over 11 miles of river they are responsible for. Almost all of the facilities are over 30 years old and deteriorating quickly. These aging structures need more maintenance needs with every passing year. The work that is required to make repairs often takes skilled working knowledge in construction, electrical, masonry, and plumbing and would be very expensive to contract out. Our seasonal staff generally do not have the skill sets or experience to perform most of the building and infrastructure repairs.
- **Safety and customer service:** Safety and customer service- When items/structures break down, it's never at a convenient time. This often leads to the closure of a structure or a quick fix by assistant manager or manager until a Ranger I is back on the scheduled week. Time delays in repairs can increase risk exposure and sometimes result in customer complaints. The issue is compounded when the assistant or manager has to fill in the gaps by being in the field. This often takes time away from other administrative tasks and supervision of staff. This occurs on a regular basis due to biweekly scheduling.

INGHAM COUNTY JOB DESCRIPTION

PARK RANGER

General Summary:

Under the supervision of the Park Managers and Assistant Park Managers performs a variety of maintenance and repair tasks ranging from grounds maintenance to construction of new facilities as well as the details of analysis/design/build for a variety of new and rehabilitation projects in the parks. Operates heavy, and other equipment in completing assigned tasks. Displays proficiency in a number of skilled trade areas including cement and brick work, carpentry, plumbing, electrical repair, roofing and grounds maintenance. Supervises seasonal employees as well as project lead over full-time employees as assigned.

Essential Functions:

1. Performs park maintenance and repair activities and implements aspects of oversight and lead on items such as plumbing and electrical repairs, seasonal start-up and shut-down, and maintenance and repair of water and irrigation systems, dock installation and removal as directed.
2. Performs ground maintenance tasks such as mowing, tree trimming and removal, sign repair, aeration, fertilization, custodial duties, invasive species/natural area stewardship activities, and aquatic pesticide/herbicide application, etc.
3. Takes lead on design build as assigned in the construction of new buildings, signs, trails, bridges, and other structures. Performs a variety of skilled tasks such as painting, cement and brick work, finish carpentry (docks, boardwalks, stairs, etc.), roofing, plumbing, electrical work, etc.
4. Operates heavy equipment such as a back-hoe, snow cat, tractors, skid steers, bucket truck, fork lift, stump grinder, chipper, crack seal, etc.
5. Functions as a job leader on some work assignments, instructing and monitoring the work of seasonal employees.
6. Assists in the operation of the winter sports area. Performs maintenance tasks, assists the general public and monitors park activities.
7. Problem solving, analysis, and diagnoses of facilities and buildings develops plans and implements plans as assigned. Oversight of preparing materials lists and as appropriate ordering parts, supplies, and purchasing necessary materials to accomplish tasks as needed.
8. Performs other duties as required.

Other Functions:

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

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

Employment Qualifications:

Education: Possession of a high school diploma, or the equivalent, is required.

Experience: A minimum of three years' experience in the building trades.

Other Requirements:

- Ability to acquire a State of Michigan Pesticide Applicator License within six months of hire date.
- Must have a valid State of Michigan Motor Vehicle Operator's License

(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 outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to vibrations and oscillating movements.
8. 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, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping, handling, and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)



**April 2018
ICEA Parks**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A NEW PARK RANGER POSITION

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage levy of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, creating a new Park Ranger position will address immediate needs within the department necessitated by the trails and parks millage.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a new position titled Park Ranger in the ICEA Unit with a range of salary and total personnel costs including all benefits: \$71,256 for step one and \$80,375 for step five.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize funding this position from the Ingham County Trails and Parks Millage fund balance.

BE IT FURTHER RESOLVED, that this approval is contingent upon the millage renewing in 2020.

BE IT FURTHER RESOLVED, that the Park Ranger position will be posted and filled with the assistance of the Human Resources Department.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: October 23, 2019

SUBJECT: Resolution to Submit to the Electorate a Special Millage Question for a Countywide Transportation System Primarily for the Disabled and Elderly

For the meeting agendas of November 4 and November 6

BACKGROUND

It is necessary to put the Special Transportation Millage before the voters this fall, as the term of the millage expires.

ALTERNATIVES

There would be negative service impacts if the special transportation millages were not reauthorized. The County would likely need to find over \$100,000 from the general fund to continue transporting veterans to the VA hospital. There would be a loss of over \$4 million to CATA Spec-Tran and Rural Service operations.

FINANCIAL IMPACT

The total collection for the 2019 fiscal year is budgeted at over \$4 million. Over \$100,000 is retained by the County for the operation of a vehicle used to transport area veterans to VA hospitals in the region. The remainder is used to pay for the actual expenses of operating, administering and marketing CATA Rural Services, and to pay the actual expenses of operating, administering and marketing Spec-Tran.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective of Meeting Basic Needs.

OTHER CONSIDERATIONS

Ingham County and CATA have a 5-year master agreement for Spec-Tran and CATA Rural Services utilizing funds from the Special Transportation Millage. The scope of services is reauthorized annually.

RECOMMENDATION

The Controller's Office has historically taken a neutral position on millages.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE RENEWAL
QUESTION FOR A COUNTYWIDE TRANSPORTATION SYSTEM PRIMARILY FOR THE
DISABLED AND ELDERLY**

WHEREAS, the Board of Commissioners desires to continue to provide a transportation system at the same level of service, primarily for the elderly and disabled within Ingham County; and

WHEREAS, the millage funds were approved by the electorate to fund this transportation system, primarily for the elderly and disabled services, since prior to 2004, and the current authorized millage rate of (.60) of one (1) mill expires December 31, 2020; and

WHEREAS, the current Millage is needed to continue to provide the same level of necessary services; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds at the same level as approved by the electorate in 2016 for a period of six (6) years to continue to support funding for a transportation system to be used primarily by elderly and disabled persons in Ingham County.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the primary election to be held on March 10, 2020.

**PUBLIC TRANSPORTATION SYSTEM FOR
ELDERLY AND DISABLED MILLAGE RENEWAL QUESTION**

For the purpose of renewing funding at the same millage level previously approved by the voters in 2016 for a transportation system to be used primarily by elderly and disabled persons in Ingham County, shall the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 0.6000 mills, \$0.60 per \$1,000 of taxable value, be continued and renewed for a period of six (6) years (2021-2026) inclusive? If approved and levied in full, this Millage will raise an estimated additional \$4,609,732 for the transportation system in the first calendar year of the levy based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposal to be stated on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

Agenda Item 5b

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: October 23, 2019

SUBJECT: Resolution to Submit to the Electorate a Special Millage Question Authorizing Funding for Elder Persons Services and Certifying Ballot Language

For the meeting agendas of November 4 and November 6

BACKGROUND

The Health Services Millage Subcommittee has held several meetings. It was determined by the subcommittee that rather than include elder services in the health services millage, it would be better to put a separate millage on the ballot in 2020.

ALTERNATIVES

Ingham County would continue to fund Tri-County Office on Aging through dues and an annual appropriation to Meals on Wheels.

FINANCIAL IMPACT

The proposed levy of 0.3 mills will generate over \$2.3 million for services to elder residents of Ingham County.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective of Meeting Basic Needs.

OTHER CONSIDERATIONS

The majority of counties in Michigan have a similar millage.

RECOMMENDATION

The Controller's Office has historically taken a neutral position on millages.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION
AUTHORIZING FUNDING FOR ELDER PERSONS SERVICES AND CERTIFYING
BALLOT LANGUAGE**

WHEREAS, Act 29 of the Public Acts of 1976 (MCL 400.571 *et seq*) expressly authorizes the Board of Commissioners for Ingham County to levy taxes and appropriate funds for the purpose of planning, coordinating, evaluating, and providing activities and services to elder persons, being individuals sixty (60) years of age and older, residing within Ingham County; and

WHEREAS, the Board of Commissioners believes providing elder persons access to free or low-cost activities and services will improve the social, legal, health, housing, educational, emotional, nutritional, recreational, and mobility status of elder persons residing within Ingham County; and

WHEREAS, the Board of Commissioners has been advised that there is a need for additional funds to support activities and services for elder persons residing within Ingham County; and

WHEREAS, the Board of Commissioners has been advised that there is a need to eliminate wait lists and expand critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds at a millage rate of 0.3000 of one (1) mill for a period of four (4) years for the purpose of eliminating wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the election to be held on March 10, 2020:

INGHAM COUNTY ELDER PERSONS MILLAGE

For the purpose of authorizing funding to eliminate wait lists and expanding critical services such as in-home care, meals on wheels and crisis services to support the growing population of persons age sixty (60) and older residing in Ingham County, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 30/100 (0.3000) of one (1) mill, \$0.30 per thousand dollars of state taxable valuation, for a period of four (4) years (2020-2023) inclusive? If approved and levied in full, this Millage will raise an estimated \$2,304,866 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

TO: Board of Commissioners Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: October 23, 2019

SUBJECT: Resolution to Submit to the Electorate a Special Millage for Continuing Health Services for Low Income, Uninsured Families and Adults Living in Ingham County

For the meeting agendas of November 4 and November 6

BACKGROUND

Ingham County has had a health services millage since 2012. Originally approved for .52 mills, and since reduced to .35 mills, this millage has been utilized for contracts with Ingham Health Plan Corporation and Community Mental Health to provide basic health care and mental health services to low income residents.

The health services millage subcommittee met several times and puts forward this reauthorization, with the original language amended to reflect the services this millage is meant to cover. The most notable change is the change in the income requirement from \$28,000 to household income at or below 250%.

ALTERNATIVES

None.

FINANCIAL IMPACT

The proposed levy of 0.7 mills will generate over \$5.3 million for basic health care and mental health services in Ingham County.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective of Promoting Accessible Healthcare.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The Controller's Office has historically taken a neutral position on millages.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE FOR CONTINUING
HEALTH SERVICES FOR LOW INCOME, UNINSURED FAMILIES AND ADULTS LIVING
IN INGHAM COUNTY**

WHEREAS, the Board of Commissioners desires to continue to provide funding for healthcare services for low income, uninsured families and adults residing in Ingham County; and

WHEREAS, the Board of Commissioners has provided the financial stability necessary for sound planning through the facilitation of a local-federal funding match arrangement since 1998; and

WHEREAS, the current funds available through the federal funding are not sufficient to continue to provide access to medically necessary services for low income, uninsured residents in Ingham County; and

WHEREAS, the millage funds were approved by the electorate to provide funding for healthcare services for low income, uninsured families and adults residing in Ingham County in 2012 and 2014, and the current authorized Millage expires December 31, 2019; and

WHEREAS, health services for low income uninsured families and adults are of substantial benefit to the citizens of Ingham County; and

WHEREAS, a millage of 0.7000 of one (1) mill is needed to continue to provide for this program; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds at a millage rate of 0.7000 of one (1) mill for a period of four (4) years to continue to support funding for healthcare services for low income, uninsured families and adults residing in Ingham County.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate at the primary election to be held on March 10, 2020.

INGHAM COUNTY HEALTH SERVICES MILLAGE

For the purpose of reauthorizing funding for providing basic health care and mental health services to low-income Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose household income is at or below 250% of federal poverty guidelines and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, mental health services and essential care such as preventive testing and treatment for cancer, diabetes, heart disease and other serious illnesses, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 70/100 (0.7000) of one (1) mill, \$0.70 per thousand dollars of state taxable valuation, for a period of four (4) years (2020-2023) inclusive? If approved and levied in full, this Millage

will raise an estimated \$5,378,021 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 14, 2019
SUBJECT: Amendment of Resolution #19-351
For the meeting agendas of November 4, 2019 and November 6, 2019

BACKGROUND

Ingham County Health Department wishes to Amend Resolution # 19-351 which authorized an agreement with Michigan Community Health Worker Alliance (MiCHWA) and Detroit Health Department for Community Health Worker (CHW) Training. The original agreement authorized training for 16 CHWs. This amendment would allow for the addition of one more student to the training, allowing for 17 CHWs to become certified and will increase the total amount of the agreement by \$886.55. The cost of the amended agreement will be \$20,886.55 and will be effective September 1, 2019 through December 31, 2019.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The cost of this training has been accounted for in the FY 19 and FY 20 budgets.

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 amend Resolution 19-351 to allow for one additional CHW to take MiCHWA training.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT OF RESOLUTION #19-351

WHEREAS, Ingham County Health Department wishes to Amend Resolution #19-351 which authorized an agreement with Michigan Community Health Worker Alliance (MiCHWA) and Detroit Health Department for Community Health Worker (CHW) Training; and

WHEREAS, the original agreement authorized training for 16 CHWs. This amendment would allow for the addition of one more student to the training, allowing for 17 CHWs to become certified and will increase the total amount of the agreement by \$886.55; and

WHEREAS, the cost of the amended agreement will be \$20,886.55 and will be effective September 1, 2019 through December 31, 2019; and

WHEREAS, the Health Officer recommends approval of the amendment of Resolution 19-351 to allow for an additional CHW to participate in CHW training, effective September 1, 2019 through December 31, 2019, in an amount not to exceed \$20,886.55.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #19-351 to authorize an additional CHW to participate in CHW training effective September 1, 2019 through December 31, 2019, in an amount not to exceed \$20,886.55.

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: October 3, 2019
SUBJECT: Resolution to Authorize a 2019-2020 AmeriCorps State Grant
For the meeting agendas of November 4 and 6, 2019

BACKGROUND

The Michigan Department of Labor and Economic Opportunity (MDLEO) has granted Ingham County Health Department (ICHHD) a 2019-2020 AmeriCorps State Grant of \$163,860, as the first year of a new three year funding cycle. A total of 18 AmeriCorps members will be placed in host sites selected through an RFP process. These AmeriCorps members work to increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

This grant requires a local Match

	Amount	Percent
Grant	\$163,860	53.8%
Match	\$140,490	46.2%
Total	\$304,350	100%

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$133,595;
- 2) indirect costs used as match- \$6,895.

These items are included in ICHHD's 2019-2020 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.

This resolution also supports Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept \$163,860 for the AmeriCorps State Grant for 2019-2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2019-2020 AMERICORPS STATE GRANT

WHEREAS, Ingham County Health Department (ICHHD) will soon complete a successful fourth year of a grant cycle supporting the AmeriCorps State Program, funded by the Michigan Department of Health and Human Services, on behalf of the Michigan Community Service Commission (MCSC) as part of a four year funding cycle, and authorized by Resolution #18-349; and

WHEREAS, the Michigan Department of Labor and Economic Opportunity (MDLEO) has approved funding for ICHHD for a new grant cycle, in the amount of \$163,860 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, a non-federal local match of cash and/or in-kind contributions is required; and

WHEREAS, these items are included in ICHHD's 2019-2020 budget; and

WHEREAS, as a condition of this grant, the health department must, at a minimum, enter into agreements with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of \$163,860 with MDLEO for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that a non-federal match of \$140,490 is authorized and consists of indirect costs used as a match of \$6,895, and the remainder obtained through cash contributions of up to \$12,018 from each of the 18 AmeriCorps host sites, as selected through a Request for Proposal process.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 21, 2019
SUBJECT: Agreement with Blue Cross Blue Shield of Michigan
For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to update the Blue Cross Blue Shield of Michigan (BCBSM) agreement by executing Schedule A, Schedule A – Exhibit 1, Schedule A – Exhibit 2 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) effective December 1, 2019 through November 30, 2020. ICHD and BCBSM entered into an agreement in 1996 wherein BCBSM would pay the claims of health care services provided to inmates of the Ingham County Jail. The agreement is updated annually by executing Schedule A – Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements).

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) proposed through the attached resolution will cover the period of December 1, 2019 through November 30, 2020. Included in this year's agreement is an additional schedule (Schedule A – Exhibit 2) and an increase in the Additional Administrative Compensation from 9.0% to 9.5% are included in the agreement.

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 Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) to the Blue Cross Blue Shield of Michigan Service agreement effective December 1, 2019 through November 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Ingham County Health Department (ICHD) wishes to update the Blue Cross Blue Shield of Michigan (BCBSM) agreement by executing Schedule A, Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) effective December 1, 2019 through November 30, 2020; and

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

WHEREAS, that agreement is updated annually by executing a Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosure Inter-Plan Arrangements; and

WHEREAS, BCBSM has proposed a 2019-2020 Schedule A Administrative Service Contract, Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements; and

WHEREAS, there is one additional schedule (Schedule A- Exhibit 2) and one change (increase in the Additional Administration Compensation from 9.0% to 9.5%) to the proposed 2019-2020 Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1 and Schedule B (BlueCard Disclosures Inter-Plan Arrangements; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the 2019-2020 Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) for the inmates of Ingham County Jail.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize the Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosures Inter-Plan Arrangements) with BCBSM for paying claims for health care services provided to inmates of the Ingham County Jail.

BE IT FURTHER RESOLVED, that the Schedule A Administrative Service Contract (ASC), Schedule A – Exhibit 1, Schedule A – Exhibit 2, and Schedule B (BlueCard Disclosure Inter-Plan Arrangements) shall be effective December 1, 2019 through November 30, 2020.

BE IT FURTHER RESOLVED, that there is an additional schedule (Schedule A – Exhibit 2) and one change (increase in the Additional Administration Compensation from 9.0% to 9.5%) to the proposed 2019 -2020 Schedule A Administrative Service Agreement (ASC), Schedule 1 – Exhibit 1 and Schedule (BlueCard Disclosures Inter- Plan Arrangements.

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, County Services, and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 7, 2019

SUBJECT: Authorization to Convert Medical Assistant Position

For the meeting agendas of November 4, November 5, and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to convert Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019. This position is assigned to the New Hope Community Health Center and serves front office functions, including patient registration, and does not require any patient care duties. Recruiting and retaining trained and qualified MAs to perform patient care duties in the community health centers is critical. This conversion enables ICHD to employ alternative qualified candidates to fulfill front office and patient registration duties, while retaining those with MA training and qualifications for direct care roles. The UAW supports the conversion of position #601509 from a MA to a CHR II.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The MA and CHR II positions are both categorized as UAW Grade D, Step 1, therefore this conversion offers no cost difference or savings.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019.

Mon 10/7/2019 8:19 PM

Prehn, Bradley

Re: Conversion of position #601509

To: Scott, Anne

Anne,

I have no problem with this conversion of MA I to a CHR II at New Hope.

Brad Prehn

UAW Chairperson

From: Scott, Anne

Sent: Monday, October 7, 2019 4:54:56 PM

To: Prehn, Bradley; Prater, Dana

Subject: Conversion of position #601509

Hello:

Initially, we were going to convert this position to accommodate the transfer of Tiffany Miller. It is a Medical Assistant position, and to accommodate Tiffany we had to make it a CHR. However, since that didn't work out, HR is not proceeding with the conversion. However, I still have an interest to convert this position. The reason being that this role at New Hope really is exclusively front office with no patient care responsibilities. Because getting trained Medical Assistants for patient care positions is so hard, I hate to hire someone with those qualifications and then put them to work in a position when they can't really use those skills. There are many qualified people who are not MA's who can do the front office work exceptionally well, so that seems like a better fit for this position.

Here is the language I was going to include in a reso for this conversion, if you support. Thanks, and call if you want to discuss.

The Health Department wishes to convert position #601509, Medical Assistant I, to a Community Health Representative II. This position is assigned to the New Hope Community Health Center, and serves front office functions, including patient registration, and does not require any patient care duties. Because recruiting and retaining trained and qualified Medical Assistants to perform patient care duties in the health center is so critical, this conversion enables the Health Department to employ alternative qualified candidates to fulfill front office and patient registration duties, while retaining those with medical assistant training and qualifications for direct care roles. The UAW supports the conversion of position #601509 from a Medical Assistant I to a Community Health Representative II. Both positions are categorized as a UAW Grade D, Step 1, therefore this conversion offers no cost difference or savings.

Anne C. Scott, MPH

EXECUTIVE DIRECTOR/DEPUTY HEALTH OFFICER

Ingham Community Health Centers/Ingham County Health Department

Office: (517) 887-4361 • Fax: (517) 244-7172

Cell: (517) 282-5172

Pronouns: She/Her/Hers

Website: www.hd.ingham.org/chc



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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT MEDICAL ASSISTANT POSITION

WHEREAS, Ingham County Health Department (ICHD) wishes to convert Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019; and

WHEREAS, this position is assigned to the New Hope Community Health Center and serves front office functions including patient registration, and does not require any patient care duties; and

WHEREAS, this conversion enables ICHD to employ alternative qualified candidates to fulfill front office and patient registration duties, while retaining those with MA training and qualifications for direct care roles; and

WHEREAS, the UAW supports the conversion of position #601509 from a MA to a CHR II; and

WHEREAS, the MA and CHR II positions are both categorized as UAW Grade D, Step 1, therefore this conversion offers no cost difference or savings; and

WHEREAS, the Ingham Community Health Center Board of Directors supports converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 7, 2019
SUBJECT: Authorization to Extend Agreement with CURIS Consulting

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to extend the agreement with CURIS Consulting approved through resolution #18-535, effective January 1, 2020 through December 31, 2020. CURIS Consulting works with ICHHD's Community Health Centers (CHCs) to provide assessment, training, and solutions to meet clinical quality and cost efficiency goals of value-based care.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The cost of the 12 month contract will be \$51,000 plus travel and expenses for the consultant's on-site services and training which will not exceed \$10,000. The total cost of this contract and associated consultant travel totaling \$61,000 shall be paid through 2019 Health Center Quality funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize extending the agreement with CURIS Consulting, effective January 1, 2020 through December 31, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND CURIS CONSULTING AGREEMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with CURIS Consulting approved through resolution #18-535, effective January 1, 2020 through December 31, 2020; and

WHEREAS, CURIS Consulting works with ICHD's Community Health Centers (CHCs) to provide assessment, training, and solutions to meet clinical quality and cost efficiency goals of value-based care; and

WHEREAS, the cost of the 12 month contract will be \$51,000 plus travel and expenses for the consultant's on-site services and training which will not exceed \$10,000; and

WHEREAS, the total cost of this contract and associated consultant travel totaling \$61,000 shall be paid through 2019 Health Center Quality funds; and

WHEREAS, the Ingham Community Health Center Board of Directors supports extending the agreement with CURIS Consulting effective January 1, 2020 through December 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize extending the agreement with CURIS Consulting effective January 1, 2020 through December 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the agreement with CURIS Consulting effective January 1, 2020 through December 31, 2020.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 7, 2019
SUBJECT: Authorization to Enter Agreement with Family and Community Development Services
For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to enter into an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020. ICHHD has maintained an agreement with FCDS to assist Medicaid and Ingham Health Plan patients with limited English proficiency, many of whom arrived as refugees, asylum seekers, or immigrants to our community. Until Fiscal Year 2020 these services had been supported under Medicaid Outreach funds. Per State regulations, however, this is no longer an eligible expense under Medicaid Outreach. ICHHD and the CHCs find these services essential and critical to ensure patients are receiving necessary medical care, and are able to manage their health conditions.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The cost of this agreement shall not exceed \$126,000. ICHHD will cover up to \$69,404 of services which support client services within non-health center and public health programs through the Fiscal Year 2020 general budget. The remaining cost of \$56,596 will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FAMILY AND COMMUNITY DEVELOPMENT SERVICES

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020; and

WHEREAS, ICHD has maintained an agreement with FCDS to assist Medicaid and Ingham Health Plan patients with limited English proficiency, many of whom arrived as refugees, asylum seekers, or immigrants to our community; and

WHEREAS, until Fiscal Year 2020 these services had been supported under Medicaid Outreach funds; and

WHEREAS, per State regulations, however, this is no longer an eligible expense under Medicaid Outreach; and

WHEREAS, ICHD and the CHCs find these services essential and critical to ensure patients are receiving necessary medical care, and are able to manage their health conditions; and

WHEREAS, the cost of this agreement shall not exceed \$126,000; and

WHEREAS, ICHD will cover up to \$69,404 of services which support client services within non-health center and public health programs through the Fiscal Year 2020 general budget; and

WHEREAS, the remaining cost (\$56,596) will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement not to exceed \$126,000 with Family and Community Development Services (FCDS) to sustain interpreter/translator services and supportive case management effective October 1, 2019 through September 30, 2020.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 7, 2019
SUBJECT: Authorization to Enter Agreement with Michigan Department of Health and Human Services for Refugee Health Promotion

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) for Refugee Health Promotion effective October 1, 2019 through August 31, 2020. The Refugee Health Promotion program promotes health services to refugee communities in Michigan. MDHHS will pay ICHD \$47,100 for health promotion services completed in the Community Health Centers. This agreement has been in place since 2015 via resolutions #15-354, #16-403, and #18-383.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The maximum amount that MDHHS will pay ICHD under the term of the agreement for Refugee Health Promotion is \$47,100.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with MDHHS for Refugee Health Promotion effective October 1, 2019 through August 31, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN DEPARTMENT OF
HEALTH AND HUMAN SERVICES FOR REFUGEE HEALTH PROMOTION**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) for Refugee Health Promotion effective October 1, 2019 through August 31, 2020; and

WHEREAS, the Refugee Health Promotion program promotes health services to refugee communities in Michigan; and

WHEREAS, this agreement has been in place since 2015 via resolutions #15-354, #16-403, and #18-383; and

WHEREAS, MDHHS shall pay ICHD \$47,100 for health promotion services completed in the Community Health Center; and

WHEREAS, the maximum amount of payment that MDHHS shall pay ICHD under the term of the agreement for Refugee Health Promotion is \$47,100; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with MDHHS for Refugee Health Promotion effective October 1, 2019 through August 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with MDHHS for Refugee Health Promotion effective October 1, 2019 through August 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement not to exceed \$47,100 with MDHHS for Refugee Health Promotion effective October 1, 2019 through August 31, 2020.

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: October 7, 2019
SUBJECT: Authorization to Enter Agreement with Michigan Department of Health and Human Services for Refugee Health Screenings

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) for Refugee Health Screenings effective October 1, 2019 through September 30, 2020. The Refugee Health Screenings program provides health screenings to refugees in Michigan. MDHHS will pay ICHD \$200,000 for health screening services completed in the Community Health Centers. Through resolution 15-354, ICHD has provided health screenings since 2015.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The maximum that MDHHS will pay ICHD under the term of the agreement for Refugee Health Screenings is \$200,000.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with MDHHS for Refugee Health Screenings effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENT WITH MICHIGAN DEPARTMENT OF HEALTH
AND HUMAN SERVICES FOR REFUGEE HEALTH SCREENINGS**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) for Refugee Health Screenings effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Refugee Health Screenings program provides health screenings to refugees in Michigan; and

WHEREAS, through resolution 15-354, ICHD has provided health screenings since 2015; and

WHEREAS, MDHHS will pay ICHD a maximum of \$200,000 for health screening services completed in the Community Health Centers; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with MDHHS for Refugee Health Screenings effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with MDHHS for Refugee Health Screenings effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement no to exceed \$200,000 with MDHHS for Refugee Health Screenings effective October 1, 2019 through September 30, 2020.

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, Health Officer
DATE: October 15th, 2019
SUBJECT: FY 20 State of Michigan Comprehensive Agreement Amendment # 1
For the meeting agendas of November 4th, 2019 and November 6th, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the FY 20 State of Michigan Comprehensive Agreement with increased funding of \$50,000 to be used for a Regional Perinatal Care System effective October 1, 2019 through September 30, 2020. ICHD currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2019-2020 Comprehensive Agreement through Resolution #19-309.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$6,170,004 to \$6,220,004, an increase of \$50,000. The amendment makes the following specific changes in the budget;

Regional Perinatal Care System: increase of \$50,000 from \$0 to \$50,000

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objection 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 support Amendment # 1 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2019-2020 COMPREHENSIVE
AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the FY 20 State of Michigan Comprehensive Agreement with increased funding of \$50,000 to be used for a Regional Perinatal Care System effective October 1, 2019 through September 30, 2020; and

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

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

WHEREAS, MDHHS and ICHD have entered into a 2019-2020 Comprehensive Agreement authorized in Resolution #19-309; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2019-2020 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from \$6,170,004 to \$6,220,004, an increase of \$50,000.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

Regional Perinatal Care System: increase of \$50,000 from \$0 to \$50,000.

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

BE IT FURTHER RESOLVED, that the Health Officer, or her designee, is authorized to submit Amendment # 1 of the 2019-2020 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 7, 2019
SUBJECT: Authorization to Extend Agreement with Michigan State University Department of Psychiatry
For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to extend the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services, effective November 1, 2019 through October 31, 2020. Resolution #19-090 authorized the reorganization of the Ingham County Jail Medical, transferring the cost of maintaining psychiatric services to the Health Department budget. MSU's Department of Psychiatry will provide Ingham County Jail with a senior-level resident psychiatrist who will provide psychiatric services for inmates up to eight hours weekly and one attending psychiatrist who will supervise the resident psychiatrist or provide psychiatric services in the absence of a resident.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The General Fund budget for Jail Medical is \$61,984 and is budgeted to fund the continuation of this contract from November 1, 2019 through October 31, 2020. Through the residency program, MSU Psychiatry Department is able to make this high value service available to ICHD at a rate that is not attainable through other contract options.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize extending the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services effective November 1, 2019 through October 31, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND AGREEMENT WITH MICHIGAN STATE UNIVERSITY
DEPARTMENT OF PSYCHIATRY**

WHEREAS, Ingham County Health Department (ICHD) wishes to extend the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services effective November 1, 2019 through October 31, 2020; and

WHEREAS, Resolution #19-090 authorized the reorganization of the Ingham County Jail Medical, transferring the cost of maintaining psychiatric services to the Health Department budget; and

WHEREAS, MSU's Department of Psychiatry will provide Ingham County Jail with a senior-level resident psychiatrist who will provide psychiatric services to inmates up to eight hours weekly and one attending psychiatrist who will supervise the resident psychiatrist or provide psychiatric services in the absence of a resident; and

WHEREAS, the General Fund budget for Jail Medical is \$61,984 and is budgeted to fund the continuation of this contract from November 1, 2019 through October 31, 2020; and

WHEREAS, through the residency program, MSU Psychiatry Department is able to make this high value service available to ICHD at a rate that is not attainable through other contract options; and

WHEREAS, the Ingham Community Health Center Board of Directors supports extending the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services, effective November 1, 2019 through October 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize extending the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services, effective November 1, 2019 through October 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the agreement with Michigan State University's (MSU) Department of Psychiatry for psychiatric services, effective November 1, 2019 through October 31, 2020 in an amount not to exceed \$61,984.

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: September 25, 2019
SUBJECT: Agreement with Feldesman, Tucker, Leifer, and Fidell, LLP

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department's (ICHDs) Ingham Community Health Center (CHC) Board wishes to enter into an agreement with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020. Feldesman, Tucker, Leifer, and Fidell, LLP is a national authority on Health Center compliance, with expertise in co-applicants, and are best qualified to address CHC Board and Ingham County's needs. Our next Health Resources and Service Administration (HRSA) site visit, which will review all areas of compliance including governance, is scheduled for winter of 2020. This consultation and review are important in assuring that the co-application agreement and Health Center by-laws continue to serve both organizations as well as remain compliant with HRSA requirements. The scope of services provided are as follows:

- Overview of the HRSA Compliance Manual requirements as it pertains to governance for co-applicant boards
- Overview of legal implications of incorporation/non-profit status for a co-applicant board
- Provide consultation and advisement, in collaboration with county corporation counsel, to each of the co-applicant board authorities with regard to the co-applicant agreement.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The estimated hours required are 10 hours at the Federally Qualified Health Center Rate (FQHC) rate of \$525/hr. The estimated cost shall not exceed \$6,000 and will be covered by Quality Improvement Funds.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FELDESMAN, TUCKER, LEIFER,
AND FIDELL, LLP**

WHEREAS, Ingham County Health Departments (ICHDs) Ingham Community Health Center (CHC) Board wishes to enter into an agreement with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020; and

WHEREAS, Feldesman, Tucker, Leifer, and Fidell, LLP is a national authority on Health Center compliance, with expertise in co-applicants, and are best qualified to address the CHC Board's needs; and

WHEREAS, Our next Health Resources and Service Administration (HRSA) site visit, which will review all areas of compliance including governance, is scheduled for winter of 2020; and

WHEREAS, This consultation and review are important in assuring that the co-application agreement and Health Center by-laws continue to serve both organizations as well as remain compliant with HRSA requirements; and

WHEREAS, the scope of services provided are as follows:

- Overview of the HRSA Compliance Manual requirements as it pertains to governance for co-applicant boards
- Overview of legal implications of incorporation/non-profit status for a co-applicant board
- Provide consultation and advisement, in collaboration with county corporation counsel, to each of the co-applicant board authorities with regard to the co-applicant agreement; and

WHEREAS, the estimated hours required are 10 hours at the Federally Qualified Health Center Rate (FQHC) rate of \$525/hr; and

WHEREAS, the estimated cost shall not exceed \$6,000 and will be covered by Quality Improvement Funds; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement not to exceed \$6,000 with Feldesman, Tucker, Leifer, and Fidell, LLP effective November 1, 2019 through October 31, 2020.

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

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

TO: Board of Commissioners Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 15, 2019
SUBJECT: Resolution to Amend Resolution #19-309
For the meeting agendas of November 4 and November 5, 2019

BACKGROUND

Ingham County Health Department wishes to amend Resolution #19-309 to allow the Ingham County Health Officer to sign Memorandums of Agreement (MOAs) between ICHD and Breast and Cervical Cancer Control and Navigation Program (BCCCNP) screening sites/facility sites. Presently, BCCCNP has MOAs with more than twenty separate screening sites/facility sites throughout a nine county service area. In FY20, ICHD is working to bring on an additional 10-15 screening/facility sites in order to expand patient access to the program and reach caseload goals. Since funds are not exchanged between BCCCNP screening sites/facility sites and Ingham County, allowing the ICHD Health Officer to sign BCCCNP screening sites/facility MOAs would allow ICHD to meet BCCCNP program targets by streamlining the execution of these MOAs. This, will allow BCCCNP clients to receive testing and screening at more sites and in a timelier manner. These MOAs will be effective October 1, 2019 through September 30, 2020.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no financial impact for this amendment.

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 support the amendment of Resolution #19-309 to allow the Ingham County Health Officer to sign BCCCNP site/facility MOAs.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE AMENDMENT TO RESOLUTION #19-309

WHEREAS, Ingham County Health Department wishes to amend Resolution #19-309 to allow the Ingham County Health Officer to sign Memorandums of Agreement (MOAs) between ICHD and Breast and Cervical Cancer Control and Navigation Program (BCCCNP) screening sites/facility sites; and

WHEREAS, presently, BCCCNP has MOAs with more than twenty separate screening sites/facility sites throughout a nine county service area; and

WHEREAS, in FY20, ICHD is working to bring on an additional 10-15 screening/facility sites in order to expand patient access to the program and reach caseload goals; and

WHEREAS, since funds are not exchanged between BCCCNP screening sites/facility sites and Ingham County, allowing the ICHD Health Officer to sign BCCCNP screening sites/facility MOAs would allow ICHD to meet BCCCNP program targets by streamlining the execution of these MOAs; and

WHEREAS, this will allow BCCCNP clients to receive testing and screening at more sites and in a timelier manner; and

WHEREAS, these MOAs will be effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the amendment of Resolution # 19-309 to allow the Ingham County Health Officer to sign BCCCNP screening sites/facility sites MOAs, effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment of Resolution # 19-309 to allow the Ingham County Health Officer to sign BCCCNP screening sites/facility sites MOAs, effective October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Health Officer of Ingham County 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: October 14, 2019
SUBJECT: Authorization to Amend Resolution #18-083 with Walmart Pharmacy

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 31, 2020. Walmart Pharmacy is part of the 340B savings program for uninsured patients. Resolution #18-083 included a dispensing fee of \$25 for each eligible brand drug claim processed. This amendment will increase the dispensing fee to \$26 for each eligible brand drug claim processed, will add two fill locations and will automatically renew the agreement with Walmart on an annual basis.

Fill Location Store Number	Address
WAL-MART CENTRAL FILL 10-2670	608 Spring Hill Dr. #3 Suite 300, Spring, TX 77386
WAL-MART CENTRAL FILL 10-5997	9600 Parksouth Ct. Suite 100, Orlando, FL 32837

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The costs include a \$200 a month access fee and a \$26 prescription filling fee (dispensing fee). The overall cost is offset by the 340B program savings, which are projected to net \$4,500/month or \$54,000 annually.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 31, 2020 and shall automatically renew annually.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #18-083 WITH WALMART PHARMACY

WHEREAS, Ingham County Health Department (ICHD) wishes to amend resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 21, 2020; and

WHEREAS, Walmart Pharmacy is part of the 340B savings program for uninsured patients; and

WHEREAS, Resolution #18-083 included a dispensing fee of \$25 for each eligible brand drug claim processed; and

WHEREAS, this amendment will increase the dispensing fee to \$26 for each eligible brand drug claim processed, will add two fill locations and will automatically renew the agreement with Walmart on an annual basis

Fill Location Store Number	Address
WAL-MART CENTRAL FILL 10-2670	608 Spring Hill Dr. #3 Suite 300, Spring, TX 77386
WAL-MART CENTRAL FILL 10-5997	9600 Parksouth Ct. Suite 100, Orlando, FL 32837

; and

WHEREAS, the costs include a \$200 a month access fee and a \$26 prescription filling fee (dispensing fee); and

WHEREAS, the overall cost is offset by the 340B program savings, which are projected to net \$4,500/month or \$54,000 annually; and

WHEREAS, the Ingham Community Health Center Board of Directors supports amending resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 21, 2020 and shall automatically renew annually; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize amending resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 21, 2020 and shall automatically renew annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending resolution #18-083 with Walmart Pharmacy effective January 1, 2020 through December 21, 2020 and shall automatically renew annually.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 7, 2019
SUBJECT: Authorization to Enter Agreement with St. Vincent Catholic Charities

For the meeting agendas of November 4 and November 6, 2019

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management services effective October 1, 2019 through September 30, 2020. ICHD has maintained an agreement with SVCC for assisting refugees with access to health care and management of their health issues. Until Fiscal Year 2020, these services had been supported under Medicaid Outreach funds. Per the State regulations, however, this is no longer an eligible expense under Medicaid Outreach. ICHD's CHCs find these services essential and critical to ensure refugees receive the necessary medical care they need and are able to manage health conditions within the first 90 days of their arrival.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The term of the agreement shall not exceed \$128,000. ICHD will cover up to \$70,537 of services which support client's services through non-health center/public health programs throughout the Fiscal Year 2020 general fund budget. The remaining cost (\$57,463) will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize entering into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management effective October 1, 2019 through September 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENT WITH ST. VINCENT CATHOLIC CHARITIES

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management services effective October 1, 2019 through September 30, 2020; and

WHEREAS, ICHD has maintained an agreement with SVCC for assisting refugees with access to health care and management of their health issues; and

WHEREAS, until Fiscal Year 2020, these services had been supported under Medicaid Outreach funds; and

WHEREAS, per the State regulations, however, this is no longer an eligible expense under Medicaid Outreach; and

WHEREAS, ICHD's CHCs find these services essential and critical to ensure refugees receive the necessary medical care they need and are able to manage health conditions within the first 90 days of their arrival; and

WHEREAS, the term of the agreement shall not exceed \$128,000 and ICHD will cover up to \$70,537 of services which support client's services throughout non-health center/public health programs through the Fiscal Year 2020 general fund budget; and

WHEREAS, the remaining cost (\$57,463) will be covered through 340B savings as a reinvestment of funds to support enhanced patient care through the CHCs; and

WHEREAS, the Ingham Community Health Center Board of Directors supports entering into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement not to exceed \$128,000 with St. Vincent Catholic Charities (SVCC) to sustain interpreter/translation services and supportive case management effective October 1, 2019 through September 30, 2020.

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

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

TO: Board of Commissioners Human Services and Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 17, 2019
SUBJECT: Grant Agreement with Michigan Department of Health and Human Services –
Tobacco Use Reduction for People Living with HIV – 2020
For the meeting agendas of November 4, and November 6, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to enter into an agreement with Michigan Department of Health and Human Services (MDHHS) to accept grant funds up to \$249,970.10 which will enable ICHHD to continue coordinating the Ingham Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH). This program is designed to reduce the use of tobacco among people living with HIV by developing and coordinating projects and services designed to address populations disparately impacted by commercial tobacco use and second-hand smoke exposure. This agreement will be effective October 1, 2019 through September 30, 2020.

ALTERNATIVES

There are no other alternatives.

FINANCIAL IMPACT

This grant agreement will allow ICHHD to accept up to \$249,970.10 in grant funds.

STRATEGIC PLANNING IMPACT

This agreement supports the strategic plan objectives related to expanding access to health care for County residents, with an emphasis on the uninsured and underinsured, the LGBTQ community, rural residents, and other underserved and marginalized populations.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept a MDHHS grant up to \$249,970.10 which will enable ICHHD to continue coordinating the Ingham Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH).

Introduced by the Human Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY20 GRANT AGREEMENT WITH MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES – TOBACCO USE REDUCTION FOR PEOPLE LIVING WITH HIV – 2020

WHEREAS, Ingham County Health Department (ICHD) wishes to accept the agreement with Michigan Department of Health and Human Services (MDHHS) to accept grant funds up to \$249,970.10 which will enable ICHD to continue coordinating the Ingham Tobacco Use Reduction Program for People Living with HIV (TURP-PLWH); and

WHEREAS, the focus of this MDHHS TURP-PLWH program is to reduce the use of tobacco among people living with HIV by developing and coordinating projects and services designed to address populations disparately impacted by commercial tobacco use and second-hand smoke exposure; and

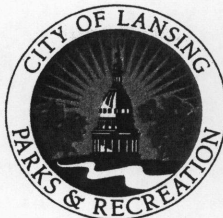
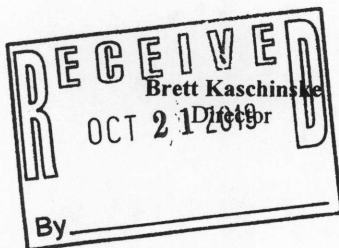
WHEREAS, this agreement will be effective October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of up to \$249,970.10 in grant funds effective October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of grant funds from MDHHS in the amount of \$249,970.10 effective October 1, 2019 through September 30, 2020.

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

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



Andy Schor, Mayor

Parks and Recreation Department
200 N. Foster Avenue
Lansing, Michigan 48911
PH: 517.483.4277 – FAX: 517.377.0180
TDD: 517.483.4473
www.lansingmi.gov/parks

October 16, 2019

Mr. Bryan Crenshaw, Chairperson
Board of Commissioners
P.O. Box 319
Mason, MI 48854

Mr. Timothy Morgan, Director
Ingham County Parks
P.O. Box 178
Mason, MI 48854

Ms. Melissa Buzzard
Trails & Parks Millage Coordinator
P.O. Box 178
Mason, MI 48854

Dear Chairperson Crenshaw, Ms. Buzzard and Mr. Morgan:

The City has been entrusted with grant funds from Ingham County and I want to ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration and provide a safe regional River Trail.

The purpose of this letter is to request an increase in our budget for the following projects Grand River North Section (TR-029), Moore River Drive Trail (TR-006), and overlay and reconstruction (TR001). The city is asking for additional funding over the awarded grant amounts to encompass the additional costs of the projects, which is estimated to be \$830,735. This amount is due to number of unforeseen circumstances related to the projects. There were additional DEQ permits and the threat to endangered aquatic species on the Moores River Drive project resulting in delays and further research studies. There were severe issues involving all of the projects along the riverbank that resulted in significant changes and additional costs for bank stabilization.

The additional funds requested for each project are as follows: TR001 \$291,465, TR-006 \$312,325 and TR-029 \$226,945.

I understand the request for additional funds is substantial; however, I do believe the funds are being used appropriately. While the extra work was unforeseen, I do see it as a necessity to provide a secure trail to safeguard the public and avoid deterioration in the near future.

Thank you for your consideration and I look forward to hearing from you should you have any questions or if I may provide any additional information.

Sincerely,

Brett Kaschinske, Director