

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
BRIAN McGRAIN
CAROL KOENIG
DEB NOLAN
DON VICKERS
STEVE DOUGAN

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, NOVEMBER 14, 2011
AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S.
CEDAR, LANSING.

NOTE: CHANGE IN LOCATION

Agenda

Call to Order

Approval of the [October 17, 2011 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Human Services Committee - Resolution to Authorize a [Cooperative Cash Match Agreement](#) with the Michigan Department of Licensing and Regulatory Affairs - Michigan Rehabilitation Services
2. Health Department
 - a. Resolution to Authorize an Amendment to the Administrative Services Agreement with [Blue Cross Blue Shield](#) for Services at the Ingham County Jail
 - b. Resolution Authorizing Extension of Training Agreement with Michigan State University [Extension Services](#)
 - c. Resolution to Amend an Agreement with [Capital Area Community Services](#) to Serve Early Head Start Children Through the Family Outreach Services Program
 - d. Resolution to Authorize Contracts with Four [Local Health Departments](#) to Carry Out Social Justice Dialogue Projects
 - e. Resolution to Authorize Acceptance of Funds Related to the Development of a Patient Centered [Medical Home](#) and to Authorize a New Position
 - f. Resolution Honoring [Cheryl Merriott](#)
3. Controller/Administrator
 - a. Resolution Authorizing 2012 Agreements for [Community Agencies](#)
 - b. Resolution Approving [Various Contracts](#) for the 2012 Budget Year

Announcements **PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC**
Public Comment **DEVICES OR SET TO MUTE OR VIBRATE TO AVOID**
Adjournment **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 17, 2011
Minutes

Members Present: Todd Tennis, Brian McGrain, Carol Koenig, Deb Nolan, Don Vickers, Steve Dougan, and Board Chairperson Grebner

Members Absent: None

Others Present: Mary Lannoye, Dean Sienko, Renee Canady, Deb Brinson, Mike Bell, David Fedo, Curt Baughan, Jim Pranh, Cliff Skuge, Randy Lamers, Joyce de Jong, Marcus Cheatham, Robin Turner, Jayson Welter, Rich Estill, Chuck Gray, Brian Mishler, and others

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

Approval of the October 3, 2011 Minutes

The October 3, 2011 Minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

Robin Turner, CHC Board, discussed the County FQHC, and upcoming opportunities including the Patient Center Medical Home. She noted that 33% more patients will be coming into the system. She welcomed the Commissioners to attend their meetings.

Chuck Gray, UAW Chairman expressed his concern of hiring people above a Step 1 and will continue to express his concerns. He noted that he does not have the option to start employees above a Step 1, and referred to Items 1c, f, and g.

(Comm. Koenig arrived at 6:35 p.m.)

Ms. Lannoye highlighted the terms of the managerial plan in comparison to the UAW process.

Mr. Gray stated that he will miss working with Dr. Sienko and congratulated Dr. Canady on her new position.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. KOENIG, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Health Department
 - b. Resolution to Authorize an Agreement with the Tri County Planning Commission to Work on the Complete Streets Initiative

- d. Resolution to Authorize a Professional Services Agreement with Dentists for Services at the Jail
- e. Resolution to Amend the Fee for Special Transitory Food Unit License Renewals
- h. Resolution Appointing the Ingham County Health Officer

Change:

Add Dr. to Dean Sienko (1st and 3rd WHEREAS)
Add Dr. to Renee Canady (5th WHEREAS, 6th WHEREAS, and the
THEREFORE BE IT RESOLVED)

- i. Resolution Honoring Dean G. Sienko, M.D.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

- 1. Health Department
 - a. P2 Regulation Update (*No Materials*)

Mr. Wilson handed out a PowerPoint presentation in copy form and the answers to the Committee's questions that were submitted. Dr. Canady noted that most of the questions were related to the inspections, yet, most of the focus and work to date has been registration. Dr. Canady stated that Rene Franco, Herb Corey, and Pat Merrison are available to answer questions.

Mr. Wilson explained the process began with mailings, phone calls and making information available on the internet. Follow-up letters were sent in June 2011 when the regulation became law. There were two informational/technical assistance seminars held in May 2011 with over 60 participants representing 35 facilities.

Mr. Wilson stated that the primary focus has been on filling out status sheets and educating businesses about the regulation. The registration submissions were requested by September 1, 2011 noting this deadline has not been met. There has been a need to send back status sheets for completion, and then it is tracked through an excel spreadsheet. Generally smaller businesses have required on-site assistance because larger companies have staff with a working knowledge of what is required. He noted that payment is not accepted until the process is complete.

Ms. Wilson explained that the fees generated to date are primarily from reporting and the site evaluations will generate the majority of the program revenue. Site evaluations should begin in late November. He anticipates the annual revenue will be as projected.

Mr. Wilson and Dr. Canady shared the concerns of businesses and incidents where the P2 Regulation has been implemented.

Comm. Vickers expressed his concern over projections and actual revenue generated to date. Mr. Wilson explained there was not a projection for 2011, and the majority of revenue will come from inspections.

Comm. Vickers stated that he is in favor of the program protecting first responders and the community; however, has concerns over County time spent and another layer of costs/fees added to the businesses. Comm. Vickers asked if the business list had been updated. Dr. Sienko agreed to send Comm. Vickers an updated list of businesses. There was a discussion of SARA Title III along with the cities and townships leaders' knowledge of on-site hazardous materials.

c. Resolution to Authorize Service Contracts with Licensed Dentists for 2012

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE SERVICE CONTRACTS WITH LICENSED DENTISTS FOR 2012.

Chairperson Tennis reminded the Committee that Mr. Gray; UAW had concerns of the increase and asked for more information.

Dr. Sienko explained the difficulty recruiting and retaining dentists along with the need for a competitive wage. He stated that dentists generate revenue. Ms. Brinson agreed, stating this has been going on for several years and wages need to be closer to the market rate.

Board Chairperson suggested issuing a RFP for services and potentially selecting more than one provider. He stated the County's obligation is to the taxpayers and the people receiving service not the people providing services. The question should be how much the market requires the County to pay and not to pay more or less than then what the market requires. He expressed his opinion that not all pay is equal or fair. Ms. Brinson stated she consider a RFP.

Chairperson Tennis asked how many positions this request is for and what is the average length of service. Ms. Brinson stated approximately 5 FTE; some are full-time, part-time and three-quarter time. She explained she has found those near the end of their careers stay longer than those beginning their careers. Comm. Vickers asked if any of the 5 FTE's will work at the jail. Ms. Brinson answered, no; the positions are for Healthy Smiles and adult clinic. Comm. Vickers asked if there was a problem with dentist working with the County because of the pay. Ms. Brinson answered yes. Comm. Nolan expressed her concern that over the past years on this Committee there has always been a dentist completeive wage problem and is a 3% increase enough. Comm. Nolan asked why the difference between the jail dentist and this request. Ms. Brinson explained the jail is a different environment than a traditional dentist's office. Mr. Welter noted that the jail dentist does not have an assistant. Ms. Brinson explained that she has reviewed other FQHC's and this request would bring the County to the bottom of the competitive range.

Comm. Dougan asked if the dentist who works in the jail find more severe dental problems or complications than those who do not work in the jail. Ms. Brinson explained that the degree of severity or complications is not different just the environment. She further explained the concern

is people who do not have access to preventative care have greater problems. Dr. Sienko stated that Americans speaking broadly do not necessarily have good dentition explaining how soldiers can not be deployed until their dental issues are resolved. Comm. McGrain expressed his concern that people who need this service have the access to receive it. Comm. Koenig mentioned a severe case in New York City that happened about a month ago where a young man in his early 30's died of a tooth infection.

MOTION CARRIED with Comm. Vickers Voting "no".

- f. Resolution to Appoint Dr. Joyce DeJong to the Position of Chief Medical Examiner and to Amend the Existing Agreement with Sparrow Hospital for Medical Examiner Services

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO APPOINT DR. JOYCE DEJONG TO THE POSITION OF CHIEF MEDICAL EXAMINER AND TO AMEND THE EXISTING AGREEMENT WITH SPARROW HOSPITAL FOR MEDICAL EXAMINER SERVICES.

Dr. Sienko introduced Dr. Joyce deYoung and Mr. Randy Lamers.

Dr. Sienko overviewed the process with Sparrow Hospital, the number of autopsies and the budget. During his oversight Sparrow Hospital was ordering more autopsies than what he felt was necessary and asked if there was another way to do business. Dr. Sienko found that other counties were paying on investigations. This resolution will not be dependent on the number of autopsies rather investigations. Additionally, Dr. Sienko explained that because of his retirement it would be necessary to find medical examiner services and he approach Dr. de Jong, who accepted the position.

Chairperson Tennis asked what has been the trajectory over the years. Dr. Sienko stated it has been in the mid- 500's or so and felt that was setting the bar high. Dr. Sienko stated they could not explain spikes in the average. Dr. de Jong explained she can not control how often there are calls, and only responds to calls; she does not solicit autopsies for revenue because she is busy with nine counties. Dr. de Jong stated the contract addresses the highs and lows in the number of autopsies.

Comm. Nolan asked who would be the point of contact or person monitoring the autopsies. Dr. Canady will provide the Committee with the point of contact or person monitoring Dr. de Jong from the County. Dr. de Jong stated that she appreciates one point of contact.

Comm. McGrain asked how this affects the current budget. Ms. Lannoye explained there was no appropriation; therefore, it is her understanding it is being absorbed in the Health Department budget just like they will have to absorb the Medical Director.

The Committee discussed the number of autopsies to be performed, and the length of the contract.

Comm. Dougan asked for clarification of the calculation to arrive at the fee for service, and is there a range of increase. There was a discussion of the range in the number of deaths and the increased dollars per calendar year. The Committee asked that the Resolution be reviewed by the Attorneys for clarification in identifying the increase per year in dollar increments through the year 2015.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. KOENIG, TO AMEND THE RESOLUTION BY STRIKING “UP TO” IN THE 4TH WHEREAS AS FOLLOWS:

BE IT FURTHER RESOLVED, that Ingham County will reimburse Sparrow Hospital ~~up to~~ \$355,000 per year for this service based upon 715 deaths investigated per year, with the increased cost associated with this amendment to come from the Health Department’s existing 2012 general fund budget.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

Dr. de Jong informed the Committee she typically does a presentation annually, however, she is willing to do so anytime at the request of the Committee.

g. Resolution to Implement the Patient Centered Medical Home Model of Care

Chairperson Tennis stated there would be a discussion prior to a motion. He stated that he wanted the Committee to hear the opinions of both Ms. Lannoye and Dr. Sienko.

Dr. Sienko explained after attending a couple of medical conferences last week it is clear that Health Care is changing. There is an emphasis on Patient Center Medial Home Care, accountability and coordination of care with various providers. Payers and particularly federal payers have the expectation that a person’s care is not just treated but is managed. He noted some doctors feel it’s in their best interest when a patient does not take care of themselves.

Ms. Brinson explained this is an investment combined with the need to meet requirements and establish certifications. Ms. Brinson explained in the past three months a team from the Health Department has been looking at three different things to prepare for Health Care Reform.

The first phase of eligibility for the meaningful use dollars is providers who implement electronic medical records. She noted that the County will implement the electronic medical records in January 2011. Additionally, there will be approximately 5 opportunities over the next five years to recapture the money for implementing the electronic medical records. The first step is through registering providers who then get money back into the system. The interesting piece is the physicians and nurse practitioners get the money back not the system that implements the electronic medical records. For the past six months there have been discussions with the Human Services Director and County Attorneys on how to get the physicians and nurse practitioners to sign off on the dollars coming in.

Ms. Brinson explained the second phase of being eligible for the meaningful use dollars is based on the use of the electronic medical records and the County measuring or tracking the delivery of care.

Ms. Brinson stated at the same time as going through meaningful use procedures the Patient Center Medical Home Care had been coming up, however, it has been coming up in the FQHC's for the past four years. She expressed her concern when compared to a handful of other FQHC's the County does not have the required certifications for the Patient Centered Medical Home Model of Care. She explained that the certification it is a lengthy process that would allow the County to capture more dollars and more importantly it is the way to move forward into the delivery of outcome based care in year five. Ms. Brinson explained she is currently working on a contract database to measure compliance which will help identify incentives based on level of care.

Ms. Brinson explained why a quality assurance position will be required to track patient care outcomes. When building the electronic medical records it was discovered there was not anyone who really was experienced to work with the providers in the field and around the systems. Additionally, all of the plans require a robust credentialing process, as well as, track all patients to providers which can influence incentive money. She noted that there must be a review every six months that looks at providers and contractual doctors, dentists, nurse practitioners and any licensing.

Mr. Welter explained that the Patient Care Medical Home is a NCQA Certification which is complex and is meant to oversee quality from how phones are answered to providing health care. It takes 24 to 36 months to complete the 6 levels of certification. He further explained the amount of reimbursement is based on the level of certification completion which is broken down into steps. There are a number of steps during the certification process so money is left on the table before full reimbursement is received upon certification.

Mr. Welter explained A Patient Care Medical Home will have the same procedures regardless of provider. He stressed the importance of the electronic health record and a person who understands technology and the health industry. He stressed that if meaningful use measures are not met by 2015 there will be Medicare penalties.

Ms. Brinson explained in August 2011 they received a notice from HRSA that Ingham County is not certified as a Patient Center Medical Home and the County may be eligible for a grant. She stated the County applied for the grant which required a statement of how the money would be used and the focus was on a quality assurance person. Ms. Brinson further explained that about a month earlier CMS was looking for pilot demonstrations around Medicare patients and they would do a per month increase, if, the County were interested. Ms. Brinson stated they applied. Ms. Brinson stated she did not expect these dollars but the grant was awarded and the pilot demonstration was awarded and this is why this facilitated this discussion.

Ms. Brinson noted that the doctors have agreed to sign over their "meaningful use" dollars; however, the nurse practitioners have yet to do so.

Ms. Lannoye asked that the Committee review Mr. Cypher's "Staff Review Summary". She explained while Mr. Cypher may have reviewed and asked question about the revenue sources he did not agree with all of them. She stated that the Controller's Office is not supportive of the 2.5 FTE's as written; however, would support 1 new FTE based on the funding sources. The only funding sources that are compelling are the 3 year demonstration grant from CMS and the one-time grant from HRSA. The other funding sources are speculative, but regardless, the single concern is that this was done outside of the County established budget process.

Ms. Lannoye expressed her concern that when the Health Department was describing the events this was all happening for months and brought before the Liaison Committees in August and September. She stated what the Health Department is really doing is requesting 2.5 new FTE, two weeks into a new fiscal year (the department's fiscal year starts October 1, 2011) and before the budget is adopted. She stated this sends a bad message to departments to hold back on new revenues that are known and maximize the general fund contribution.

Ms. Lannoye stated that the Controller's Office is supportive of receiving the CMS and HRSA grants and the establishment of 1 new FTE. She believes that that if a department receives a grant for a specific purpose, to enhance a specific service, then that represents a legitimate mid-year budget adjustment. She explained that they have just gone through the budget hearings and the Health Department repeatedly objected that the Controller's budget increased the Medicaid revenues. She suggested first using the increased revenue which they perceived as a shortfall. She also stated that there are unbudgeted costs for the Medical Director, Medical Examiners Contract, and an ongoing dispute with Correction Deputies. She stated her primary concern is not allowing Departments after the budget has been established to cherry pick revenues and argue line items. Ms. Lannoye pointed out that last year this Board approved a Resolution for the Electronic Medical Records in the Health Department memo pledging the use of meaningful use revenues to cover the ongoing maintenance costs.

Ms. Lannoye stated she understands that the Department needs to move in this direction but they should make use of their 156 FTE's. She requested the Resolution be "Tabled" so the controller can continue to work with the Health Department.

Comm. Nolan stated that most Commissioners have jobs and/or other work and heavily depend on the Staff for budgeting and recommendations. She stated she was in agreement with the Controller that there is a budget process to follow. Board Chairperson Grebner supports the Controller in this situation and asked the Health Department to work this out with the Controller. Comm. McGrain thanked all staff for doing their jobs and prefers to hold off since budget is not approved at this time. Comm. Dougan stated he would like this revised by the Health Department. Comm. Vickers asked how long the revenue streams would be coming in for these programs. Ms. Brinson answered consistently because more revenues will come in once certified. Comm. Vickers stated he was not in support of tabling the resolution and would like to move forward. Comm. Koenig expressed that she would prefer this to go through the proper process.

Chairperson Tennis summarized that all indications signify this will move forward, however, understands there is a process. He stated that if it is necessary to take money from the contingency fund to make the books right that should be considered.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DOUGAN, TO TABLE THE RESOLUTION.

MOTION CARRIED with Comm. Vickers Voting “no”.

The Committee requested that the Controller and Health Officer have additional conversations regarding the Resolution.

2. Board Referral – Memo from State of Michigan Department of Human Services (with Attachment) Regarding the Review of the Ingham County Department of Human Services Child Care Fund

The Board Referral was received and placed on file.

Comm. Dougan suggested someone communicate with Mr. Rauch that Comm. Grebner is now the Board Chairperson noting the “cc:” in the memo.

Announcements

Chairperson Tennis stated that he did not want the Committee to amend the “Resolution to Implement the Patient Centered Medical Home Model of Care” because it is a package deal, and he wanted the Health Department to reformulate the proposal with the Controller’s Office. He stated that the October 31, 2011 meeting will be cancelled, however, if there is something that can be worked out a special meeting will be held.

Comm. McGrain asked if the Board Referral was to address minor findings and would it be reviewed again in six months. Ms. Lannoye stated that was her understanding.

Chairperson Tennis recognized that it is possible this is Dr. Sienko’s last meeting and thanked him for being an asset to the County. He also congratulated Dr. Renee Canady on her new position. The Committee echoed Chairperson Tennis.

Public Comment

Brian Mishler expressed his disappointment that the Committee did not discuss dental care or jail care, only wages. He also expressed his concern that the County was giving up grant funding.

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

Respectfully submitted,

Julie Buckmaster

NOVEMBER 14, 2011 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Assistant Deputy Controller is recommending approval of the following resolutions:

1. *Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of Licensing and Regulatory Affairs - Michigan Rehabilitation Services*
This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with the Michigan Department of Licensing and Regulatory Affairs – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. and no county funds will be used. See the attached memorandum for more details.
- 2a. *Resolution to Authorize an Amendment to the Administrative Services Agreement with Blue Cross Blue Shield for Services at the Ingham County Jail*
This resolution amends the Administrative Services Agreement with BCBS of Michigan for Services to the Jail Inmates. The scope of service will be clarified by provide for monthly and quarterly reports on billings that were not received in the past, and claims funding transfers through the Parent Agreement, the Monthly Wire Agreement, the Schedule A and the Non-disclosure Statement. The administrative service fee will remain at 11%. The 2011-2012 claims funding amount is established at \$660,000, based on ICHD's claims experience.
- 2b. *Resolution Authorizing Extension of Training Agreement with Michigan State University Extension Services*
The attached resolution authorizes a third amendment to the 2007 Training Agreement for MSU Extension to provide a third Facilitator Training. The Amendment will authorize new social justice facilitator training activities in the amount of up to \$9,000, which will be supported by the W.K. Kellogg grant, which will expire on December 31, 2011.
- 2c. *Resolution to Amend an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Family Outreach Services Program*
This resolution authorizes an agreement with Capital Area Community Services (CACS) to expand home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program. CACS is proposing to expand its agreement with Ingham County with funds from the American Recovery and Reinvestment Act (ARRA) of 2009, utilizing \$20,089 to support an existing position at the Health Department. The term of this proposed agreement is October 1, 2011 to March 31, 2012. The agreement requires the Department to provide in-kind support valued at \$5,023 (October 1, 2011 thru March 31, 2012) in the form of supervisor salary and benefits, indirect costs, and facilities.
- 2d. *Resolution to Authorize Contracts with Four Local Health Departments to Carry Out Social Justice Dialogue Projects*
This resolution authorizes contracts in the amount of \$40,000 each to: Genesee County Health Department, Kent County Health Department, and Washtenaw County Public Health, and a contract in the amount of \$41,200 to the Berrien County Health Department utilizing a W.K. Kellogg Foundation grant to fund social justice dialogue processes in other health departments in Michigan.

2e. *Resolution to Authorize Acceptance of Funds Related to the Development of a Patient Centered Medical Home and to Authorize a New Position*

This resolution authorizes the acceptance of \$35,000 from Health Resources and Services Administration (HRSA) and \$65,000 per year over three years from The Centers for Medicare and Medicaid Services (CMS), to assist the ICHD CHCN achieve Patient Centered Medical Home (PCMH) recognition. The resolution also creates a Billing and Customer Service Coordinator position (ICEA Pro 8 - \$94,254.00).

3a. *Resolution Authorizing 2012 Agreements for Community Agencies*

This resolution approves community agency funding for FY 2012. Each application was evaluated based on the “meeting basic needs” criteria as approved in Board of Commissioners resolution #11-199. For 2012, twenty nine agencies applied for funding, and those agencies requested a total of \$192,720. The 2012 budget allocates \$185,720 for community agencies. This resolution includes funding for 20 of the 29 applicant agencies, totaling \$145,320. The nine agencies that have a \$0 recommendation for 2012 submitted applications that did not satisfy the “meeting basic needs” criteria. As we did last year, we would support returning any unallocated funds to the Contingency Fund.

3b. *Resolution Approving Various Contracts for the 2012 Budget Year*

This resolution will approve the attached list of contracts for the 2012 budget year. The list consists only of contracts that are included in the 2012 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees. Based on the policy on cost increases for service related contracts authorized by Board Resolution 10-357, expenditure contracts with a 2012 increase of 1% or less are the only ones included in this resolution. Please see the attached memorandum for more details.

HONORARY:

2f. Resolution Honoring Cheryl Merriott

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Assistant Deputy Controller

RE: Cash Match Agreement with Michigan Department of Licensing and Regulatory Affairs – Michigan Rehabilitation Services

DATE: November 3, 2011

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with the Michigan Department of Licensing and Regulatory Affairs – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc.

This agreement is similar to another agreement the Board of Commissioners approved in 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern.

The agreement will not exceed \$333,333 (\$90,000 local match). The agreements with Michigan Department of Licensing and Regulatory Affairs – Michigan Rehabilitation Services and United Way, Peckham, Inc., and Capital Area Center for Independent Living will be for the time period of October 1, 2011 through September 30, 2012.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT WITH THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS - MICHIGAN REHABILITATION SERVICES

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

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

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

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

WHEREAS, Ingham County was identified as an appropriate pass through entity to help maintain this agreement, and the agreement was authorized through Resolution 08-265; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed \$333,333 (\$90,000 local match) with Michigan Department of Licensing and Regulatory Affairs – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this agreement is contingent upon Ingham County's local match portion (\$90,000) being provided by Peckham, Inc., and no county funds will be used for this purpose.

BE IT FURTHER RESOLVED, the term of this agreement shall be October 1, 2011 through September 30, 2012.

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

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Renee B. Canady, PhD., Health Officer

Date: November 8, 2011

Subject: Resolution to Amend the Administrative Services Agreement with BCBS of Michigan for Services to the Jail Inmates

Ingham County entered into an Administrative Services Agreement with Blue Cross Blue Shield of Michigan, effective December 1, 1996, to pay health care providers for health care services to Ingham County Jail inmates. This agreement was amended per Resolution #10-056, which executed the Schedule A Attachments.

This year, Blue Cross and Blue Shield of Michigan and the Ingham County Health Department (ICHHD) have agreed to amend the Parent Agreement and clarify the scope of service and claims funding transfers through the Parent Agreement, the Monthly Wire Agreement, the Schedule A and the Non-disclosure Statement. The administrative service fee will remain at 11%. The 2011-2012 claims funding amount is established at 660,000, based on ICHHD's claims experience.

The Health Officer recommends that the Board of Commissioners authorize the proposed Parent Agreement, Monthly Wire Agreement, Schedule A and Non-disclosure Statement with BCBSM to continue processing jail medical claims.

Attachment

c: Debra A. Brinson, w/ attachment
Barb Mastin, w/attachment
John Jacobs, w/attachment
Jayson Welter, w/attachment
Carolyn Redman, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE
ADMINISTRATIVE SERVICES AGREEMENT WITH BLUE CROSS BLUE SHIELD
FOR SERVICES AT THE INGHAM COUNTY JAIL**

WHEREAS, Ingham County has an Administrative Services Agreement with Blue Cross Blue Shield of Michigan to support medical services for Jail inmates, dating from December 1, 1996; and

WHEREAS, Blue Cross and Blue Shield of Michigan and the Ingham County Health Department (ICHHD) have agreed to amend the Administrative Services Agreement by amending the Parent Agreement to provide for monthly and quarterly reports on billings that were not received in the past, providing clarity to the scope of service, and claims funding transfers through the Parent Agreement, the Monthly Wire Agreement, the Schedule A and the Non-disclosure Statement; and

WHEREAS, the administrative service fee will remain at 11%; and

WHEREAS, the 2011-2012 claims funding amount is established at \$660,000, based on ICHD's claims experience; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize these agreements as amendments to the BCBSM Administrative Services Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Administrative Services Agreement for services provided to Ingham County Jail inmates by adopting the amended Parent Agreement, Monthly Wire Agreement, Schedule A and Non-disclosure Statement.

BE IT FURTHER RESOLVED, that the Parent Agreement, Monthly Wire Agreement, Schedule A and Non-disclosure Statement shall be effective upon execution and shall continue in effect until amended or terminated by the two parties.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Canady, Ph.D., Health Officer

DATE: November 3, 2011

RE: Recommendation to Authorize a Training Agreement Amendment with MSU Extension

An objective of the ICHD Social Justice Project is to expand our community's capacity to facilitate dialogue on issues of health equity and social justice. In 2007, following a competitive bidding process, ICHD contracted with MSU Extension Services to provide the first Social Justice Facilitator Training with funds from two grants from the W.K. Kellogg Foundation. MSU Extension provided a second Facilitator Training in 2010 through an amendment to the original Training Agreement, again with funds from the W.K. Kellogg Foundation.

The attached resolution authorizes a third amendment to the 2007 Training Agreement for MSU Extension to provide a third Facilitator Training. The Amendment will authorize new training activities in the amount of up to \$9,000, which will be supported by the W.K. Kellogg grant, which will expire on December 31, 2011.

I recommend that the Board of Commissioners authorize a third amendment to the Training Agreement.

c: John Jacobs w/attachment
Doak Bloss w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING EXTENSION OF TRAINING AGREEMENT WITH
MICHIGAN STATE UNIVERSITY EXTENSION SERVICES**

WHEREAS, the Health Department has identified health equity as one of its core values; and

WHEREAS, in 2004 and 2006, the Health Department received grant support from the W. K. Kellogg Foundation (Resolutions #04-074 and #06-015) to launch a social justice initiative to advance health equity; and

WHEREAS, in 2007, following a competitive bidding process, the Health Department entered into a Training Agreement with MSU Extension to develop and deliver a Social Justice Train-the-Facilitator program to develop the Health Department's capacity to facilitate dialogues and workshops focusing on health equity and social justice; and

WHEREAS, staff from MSU Extension successfully completed the services described in the Training Agreement in 2008, and a subsequent Facilitator Training as described in a 2010 Amendment to the Training Agreement in Resolution #10-137; and

WHEREAS, there is a growing demand for trained facilitators to continue to provide these workshops and dialogues both internally within the Health Department and in the community; and

WHEREAS, the Project Manager for the W.K. Kellogg Foundation Grant has approved the use of current grant funds to further expand and improve the capacity of the Health Department's Social Justice Facilitator Team to facilitate health equity dialogues and workshops; and

WHEREAS, the new Facilitator Training will be fully funded through the existing W.K. Kellogg Foundation Grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Health Department's Training Agreement with MSU Extension to provide a third Social Justice Facilitator Training to Health Department staff and community members, the total amount authorized by the amendment being up to \$9,000.

BE IT FURTHER RESOLVED, that the amendment will authorize the completion of new training activities by December 31, 2011.

BE IT FURTHER RESOLVED, the grant period authorized in Resolutions #04-074 and #06-015 is hereby extended through December 31, 2011.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's Budget in order to implement this resolution.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renee Branch Canady, Ph.D., Health Officer

DATE: November 7, 2011

RE: Resolution to Amend the Agreement with Capital Area Community Services to Provide Additional Early Head Start Home Visits

This is a recommendation to authorize an amendment to our agreement with Capital Area Community Services (CACS) to expand home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program.

CACS has developed programming for low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program's inception. Our 2011-12 agreement with CACS was authorized in resolution #11-281.

CACS is proposing to expand its agreement with Ingham County with \$20,089 in funds from the American Recovery and Reinvestment Act (ARRA) of 2009. These funds will be used to support an existing position at the Health Department. The additional services will be delivered between October 1, 2011 and March 31, 2012. We have been told that these funds are likely to be followed by additional funding for the period April 1, 2012 to September 30, 2012.

The amendment requires the Department to provide in-kind support valued at \$5,023 in the form of a portion of a supervisor's salary and benefits, indirect costs, and facilities. This requirement is identical to previous contracts. Experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the amendment.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES
TO SERVE EARLY HEAD START CHILDREN THROUGH THE FAMILY OUTREACH
SERVICES PROGRAM**

WHEREAS, Ingham County Health Department provides services to high risk families; and

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start Program to provide education and support to high risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002, CACS has contracted with Ingham County to incorporate an Early Head Start home visiting outreach component to the programming provided by Family Outreach Services (FOS); and

WHEREAS, the current agreement with CACS was authorized in Resolution #11-281; and

WHEREAS, CACS has proposed to utilize American Recovery and Reinvestment Act funds to provide additional Early Head Start services through FOS during the period of October 1, 2011 to March 31, 2012; and

WHEREAS, these funds will be used to support an existing position; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the expansion of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with Capital Area Community Services authorized in Resolution #11-281 to provide additional home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that CACS will provide Ingham County with up to \$20,089 to support home visiting outreach services between October 1, 2011 and March 31, 2012.

BE IT FURTHER RESOLVED, that the Health Department is required by the amendment to provide, as a non-federal share, an in-kind match in an amount of at least \$5,023 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the amendment after review by the County Attorney

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renee B. Canady, Ph.D., Health Officer

DATE: November 3, 2011

RE: Recommendation to Authorize Agreements with Berrien County Health Department, Genesee County Health Department, Kent County Health Department, and Washtenaw County Public Health

The Ingham County Health Department Social Justice Project has developed significant expertise in health equity and social justice. This expertise has received broad recognition at the state and national level. In 2009, the W.K. Kellogg Foundation awarded a grant to the Health Department to fund social justice dialogue processes in other health departments in Michigan. In August 2011, the County issued a Request for Proposals for grants in the amount of \$40,000 each (plus an additional amount to cover travel and lodging costs for departments located more than 60 miles from Lansing). Health Department staff have reviewed and scored the six proposals received, and recommended awarding the funds to health departments in Berrien, Genesee, Kent, and Washtenaw Counties.

The attached resolution authorizes contracts in the amount of \$40,000 each to: Genesee County Health Department, Kent County Health Department, and Washtenaw County Public Health, and a contract in the amount of \$41,200 to the Berrien County Health Department.

The additional \$1,200 awarded to Berrien County is covered by the W.K. Kellogg grant, and will be used to allow staff to attend a four-day workshop and four grant meetings in Lansing.

I recommend that the Board of Commissioners adopt the attached resolution to authorize these contracts.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACTS WITH
FOUR LOCAL HEALTH DEPARTMENTS TO CARRY OUT
SOCIAL JUSTICE DIALOGUE PROJECTS**

WHEREAS, health equity – which is the elimination of the root causes of health disparity is one of the core values for the Ingham County Health Department; and

WHEREAS, in 2004 and 2006 the Health Department received grant support from the W. K. Kellogg Foundation (Resolutions #04-074 and #06-015) to launch a social justice network to advance health equity; and

WHEREAS, the Health Department has been awarded additional funding by the W. K. Kellogg Foundation (Resolution #09-198) to expand the social justice network to other local health departments in Michigan and allow four additional health departments to explore the use of dialogue as a vehicle for transforming public health practice within a health equity framework; and

WHEREAS, in August 2011, the Ingham County issued a Request for Proposals to Michigan local health departments; and

WHEREAS, proposals received from local health departments were reviewed and scored by Health Department staff, who in turn recommended the awarding of contracts in the amount of \$40,000 each to Genesee County Health Department, Kent County Health Department, and Washtenaw County Public Health, and a contract in the amount of \$41,200 to Berrien County Health Department.

THEREFORE BE IT RESOLVED, that subcontracts utilizing grand funding from the W. K. Kellogg Foundation in the amount of \$40,000 each, are authorized with Genesee County Health Department, Kent County Health Department, Washtenaw County Public Health, and a subcontract in the amount of \$41,200 is authorized with Berrien County Health Department to carry out social justice dialogue processes.

BE IT FURTHER RESOLVED, that these dialogues shall take place between November 1, 2011, and December 31, 2012.

BE IT FURTHER RESOLVED, the grant period authorized in Resolution #09-198 is hereby extended through December 31, 2012.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign these contracts after review by the County Attorney.

MEMORANDUM

To: Human Services Committee
Finance Committee
County Services Committee

From: Renee B. Canady, PhD., Health Officer

Date: November 1, 2011

Subject: Resolution to authorize acceptance of funds related to the development of a Patient Centered Medical Home and to authorize a new position

The Patient Centered Medical Home (PCMH) certification provides for a standardized reimbursement structure, which takes into account administrative and operational structures in conjunction with outcomes. Qualification as a PCMH is extensive with different levels of certification and can take years to achieve the highest level of certification. As a health center achieves higher levels of certification, reimbursement also increases. As a Federally Qualified Health Center (FQHC), the ICHD CHCN is strongly encouraged by the Health Resources and Services Administration (HRSA) to achieve PCMH recognition. HRSA recently issued an opportunity for supplemental funding for current Section 330 grantees to improve the quality of care, access to services, and reimbursement opportunities for health centers by supporting the costs associated with enhancing quality improvement (QI) systems and becoming PCMHs. The ICHD CHCN responded to this opportunity and was awarded one time funding of \$35,000 effective November 1, 2011.

The Centers for Medicare and Medicaid Services (CMS) feel the PCMH certification is so vital that it joined with HRSA to conduct a three year Demonstration project to evaluate the effect of the advanced primary care practice model, commonly referred to as PCMH, in improving care, promoting health, and reducing the cost of care provided to Medicare beneficiaries served by FQHCs. The ICHD CHCN applied to participate in this Demonstration. The Demonstration will provide an estimated \$65,000 for three years to help the ICHD CHCN achieve PCMH recognition.

In order to successfully achieve the outcomes of these two projects, the ICHD CHCN requests that the Board of Commissioners authorize the creation of one full time Billing and Customer Service Coordinator position at (ICEA Pro 8) – 1.0 FTE - \$94,254.00.

The ICHD CHCN Board of Directors, as the Board of Commissioners co-applicant Board, has approved the acceptance of the funds for the above listed projects and the creation of a Billing and Customer Service Coordinator position.

I recommend that the Board of Commissioners authorize the acceptance of \$35,000 from HRSA and authorize the participation of ICHD CHCN in the CMS Demonstration. I also recommend the creation of a Billing and Customer Service Coordinator position at (ICEA Pro 8) – 1.0 FTE - \$94,254.00. Due to the time sensitive nature of these funds, I recommend that the hiring freeze and hiring delay are waived for this position.

cc: Debra Brinson, M.P.A., Deputy Health Officer, w/attachment
John Jacobs, C.P.A., Chief Financial Officer, w/attachment
Lynn Kiter, Billing and Collections Manager, w/attachment
Barbara Mastin, M.A., Chief Operating Officer, w/attachment
Carolyn Redman, Project Specialist, w/ attachment
Jayson Welter, J.D., Director of Policy, Programs and Compliance, w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ACCEPTANCE OF FUNDS RELATED TO THE DEVELOPMENT OF A PATIENT CENTERED MEDICAL HOME AND TO AUTHORIZE A NEW POSITION

WHEREAS, the Patient Centered Medical Home (PCMH) certification provides for a standardized reimbursement structure, which takes into account administrative and operational structures in conjunction with outcomes; and

WHEREAS, qualification as a PCMH is extensive with different levels of certification, which can take years to achieve the highest level of certification; and

WHEREAS, as a health center achieves higher levels of certification, reimbursement increases; and

WHEREAS, as a Federally Qualified Health Center (FQHC), the ICHD CHCN is strongly encouraged by the Health Resources and Services Administration (HRSA) to achieve PCMH recognition; and

WHEREAS, HRSA recently issued an opportunity for supplemental funding for current Section 330 grantees to improve the quality of care, access to services, and reimbursement opportunities for health centers by supporting the costs associated with enhancing quality improvement (QI) systems and becoming PCMHs; and

WHEREAS, the ICHD CHCN responded to this opportunity and was awarded one time funding of \$35,000 effective November 1, 2011; and

WHEREAS, the Centers for Medicare and Medicaid Services (CMS) feel the PCMH certification is so important that it joined with HRSA to conduct a three year Demonstration project to evaluate the effect of the advanced primary care practice model, commonly referred to as PCMH, in improving care, promoting health, and reducing the cost of care provided to Medicare beneficiaries served by FQHCs; and

WHEREAS, the ICHD CHCN applied to participate in this Demonstration; and

WHEREAS, ICHD CHCN was chosen to participate; and

WHEREAS, the Demonstration will provide an estimated \$65,000 for three years to help the ICHD CHCN achieve PCMH recognition; and

WHEREAS, in order to successfully achieve the outcomes of these two projects, the ICHD CHCN requests that the Board of Commissioners authorize the creation of one full time Billing and Customer Service Coordinator position at ICEA Pro 8 – 1.0 FTE; and

WHEREAS, the ICHD CHCN Board of Directors, as the Board of Commissioners co-applicant Board, has approved the acceptance of the funds for the above listed projects and the creation of the Billing and Customer Service Coordinator position; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of \$35,000 from HRSA and authorize the participation of ICHD CHCN in the CMS Demonstration, which will provide approximately \$65,000 over three years; and

WHEREAS, the Health Officer recommends the creation of the Billing and Customer Service Coordinator position at ICEA Pro 8 – 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts up to \$35,000 in supplemental funding from the Health Resources and Services Administration to improve the quality of care, access to services, and reimbursement opportunities by supporting the costs associated with enhancing quality improvement (QI) systems and becoming a PCMH.

BE IT FURTHER RESOLVED, that the Board of Commissioners accepts up to \$65,000 for three years to help the ICHD CHCN achieve PCMH recognition.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the creation of a Billing and Customer Service Coordinator position at ICEA Pro 8 – 1.0 FTE.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign these contracts after review by the County Attorney.

INGHAM COUNTY JOB DESCRIPTION

Billing and Customer Service Coordinator, Health Dept

General Summary: Under the direction of the Billing and Collections Manager, responsible for coordinating the enrollment and credentialing activities for the community health center network. Provides support for administrative functions within front office operations of the community health center network, including customer support. Responsible for enrolling health care professionals with various insurance plans, maintaining credentialing and enrollment status for all providers and will work with internal and external vendors to secure and maintain group insurance participation contracts. Assist with completing cost related reports and UDS. Perform site enrollment with Medicaid, Medicare and commercial carriers. Supervises Billing & Reporting and Patient Management staff and serves as primary contact in the absence of the Billing and Reporting Manager.

Essential Functions

1. Initiates and maintains group practice contracts with various insurance companies, negotiating favorable terms and compensation. Maintains good relationships with carriers.
2. Enrolls and maintains health care professionals' participation with various insurance companies. Processes all provider additions, changes and terminations; ensuring complete information and accurate and timely updates of health care professional files. Inputs and maintains provider database to provide timely access to current network status and participation.
3. Maintains licensing keys and related data bases for health center staff, contractors and serves as liaison with licensing entities.
4. Responsible for the credentialing initially and annually of providers by assuring required documentation on practice and site visits are complete and accurate. Serves as primary contact for primary source credential verification. Interacts with state agencies and NCQA to stay current on licensing and full credentialing requirements, where applicable. Incorporates credential verification data into provider paperwork file and/or provider database; quality review for completion; submit applications for approval or further investigation when needed.
5. Responsible for working with contract providers to ensure all credentialing and enrollment requirements are met and documentation is secured and maintained.
6. Assists with developing and monitoring of billing and front office processes to determine improvement opportunities and encourages team based results. Including coordinating on-going trainings and development of training materials. Works with staff on ways to improve customer service.
7. Assists with special projects, such as enrollment and reporting of Patient Centered Medical Home and FQHC Advanced Primary Care Practice activities and EPM related activities.
8. Assists with completing reports for funding and cost settlement.
9. Initiates and maintains site enrollment with Medicaid, Medicare, and Commercial Carriers.
10. Supervises Billing & Reporting and Patient Management staff. Interviews, trains and disciplines staff as needed.
11. Conducts and develops administrative reviews and related processes.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required. Preference for Business Administration, Medical Office Management or a related field.

Experience: A minimum of two years experience in medical insurance billing including Medicaid, Medicare and commercial insurances is required.

Other Requirements: Experience with FFS, HMO, PPO, POS and capitation. Experience with patient financial service operations with a specific focus in outpatient managed care and commercial payers. Experience with CPT, CDT and ICD9 codes. Experience with provider credentialing and enrollment process.

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

Physical Requirements:

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

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperatures rises.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING CHERYL MERRIOTT

WHEREAS, Cheryl Merriott began her career with Ingham County in June, 1980 as a Clinic Aide in the Ingham County Health Department; and

WHEREAS, in 1981, she was promoted to a Clinic Assistant in the Maternal and Infant Care Division; and

WHEREAS, in 1983, she transferred to the Family Planning Unit; and

WHEREAS, in 1987, she was reclassified as a Clinic Assistant Technician I; and

WHEREAS, in 1992, she was transferred to work in the Health Department's satellite clinics; and

WHEREAS, in 2006, she was reclassified as a Clinic Assistant Technician II in the St. Lawrence Clinic.

THEREFORE BE IT RESOLVED that Cheryl has been a dependable, personable, polite and courteous employee as she has interacted with staff and patients. Cheryl has been a team player by demonstrating flexibility in covering clinic operations when needed.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby honors Cheryl Merriott for her 31 years of dedicated service to the community and for the contributions she has made to the Ingham County Health Department.

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

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Assistant Deputy Controller

RE: Resolution Authorizing 2012 Agreements for Community Agencies

DATE: November 3, 2011

Attached is the resolution approving community agency funding for FY 2012. Each application was evaluated based on the “meeting basic needs” criteria as approved in Board of Commissioners resolution #11-199.

For 2012, twenty nine agencies applied for funding, and those agencies requested a total of \$192,720. The 2012 budget allocates \$185,720 for community agencies. This resolution includes funding for 20 of the 29 applicant agencies, totaling \$145,320. The nine agencies that have a \$0 recommendation for 2012 submitted applications that did not satisfy the “meeting basic needs” criteria. As we did last year, we would support returning any unallocated funds to the Contingency Fund.

Binders containing the applications of each agency have been previously distributed to you. Please bring those with you to the meeting, as they will provide helpful information for your discussions.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING 2012 AGREEMENTS FOR COMMUNITY AGENCIES

WHEREAS, the 2012 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2012 budget includes \$185,720 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #11-199.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2012 through December 31, 2012, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, any funds included in the 2012 budget for community agencies that are not allocated through this resolution will be re-appropriated to the 2012 contingency fund, and the Controller/Administrator is authorized to make the necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary documents after review by the County Attorney.

ORGANIZATION	PROGRAM	2012 REQUEST	2011 AMT. RECEIVED	2012 CONTROLLER RECOMMENDATION	2012 HUMAN SERVICES COMMITTEE RECOMMENDATION	2012 FINANCE COMMITTEE RECOMMENDATION
Addiction Relief & Supported Recovery, Inc.	ARSR Support Services: Assist recovering homeless addicts and alcoholics by providing safe, sober housing and support services.	\$5,000.00	\$5,000.00	\$5,000.00		
Advent House Ministries (formerly New Way In, Inc.)	Weekend Day shelter Program: Food, shelter, educational and employment services to homeless people.	\$5,000.00	\$3,012.00	\$5,000.00		
Boys & Girls Club of Lansing	Food Program: To provide Food to Youth throughout the year. Also, Lansing School District's "summer Food Nutrition Program" to provide school lunches for 5 weeks in the summer. Emergency food packages to families on Fridays for weekend food.	\$5,200.00	\$3,948.00	\$5,200.00		
Capital Area Community Services, Inc.	Low Income Heating Assistance: Direct home heating assistance for low income individuals in rural Ingham County with an emphasis on seniors 60+ in age.	\$8,500.00	\$8,500.00	\$8,500.00		
Capital Area Literacy Coalition	Literacy Services for Adults and Children: Free, confidential literacy diagnosis, children's books, mentoring and one-on-one tutoring resulting in increased literacy skills.	\$3,500.00	\$2,250.00	\$0.00		
Cristo Rey Community Center	Roots & Wings Strengthening Families: Program Supplies for six sessions for 120 parents and youth, of structured intervention and educational program for families with DHS and/or CPS and adolescents in the juvenile justice system or at risk of behavioral problems including substance abuse.	\$1,800.00	\$1,000.00	\$0.00		
Cristo Rey Community Center	Prescription Assistance Program: Guide low income, uninsured individuals to access needed medications for chronic diseases free of charge from pharmaceutical companies' patient assistance programs, and vouchers for emergency medications.	\$4,000.00	\$4,000.00	\$4,000.00		
EVE, Inc.	Services for Victims of Domestic Violence and Their Children: Meeting basic needs of domestic violence victims including shelter, food, clothing, transportation, legal protections, crisis intervention, emotional support, access to safe housing resources, and utilities.	\$14,000.00	\$14,000.00	\$14,000.00		
Gateway Community Services	Crossroads Homeless Youth Shelter: Personnel costs associated with the Crossroads Shelter for homeless teenagers.	\$15,300.00	\$15,300.00	\$15,300.00		

Greater Lansing Food Bank - Garden Project	Gardening and Gleaning Program: 600 Low-income households in the Lansing area grow their own vegetables in home gardens and community plots, low-income residents receive fruits and vegetables through gleaning efforts.	\$6,500.00	\$6,500.00	\$6,500.00		
Habitat for Humanity of Greater Ingham County	Construction Truck: Purchase a reliable truck for construction.	\$7,500.00	\$10,000.00	\$0.00		
Haven House	Emergency Shelter for Homeless Families with Children: Temporary shelter for homeless families with children, providing a place to sleep, job and housing search assistance, food, goal setting, and referrals to community services.	\$8,000.00	\$8,000.00	\$8,000.00		
Lansing Area Aids Network	HIV/AIDS Care and Prevention Services: Funding to supplement current program funding levels and to continue the level of medical case management, client assistance, support services, early intervention services and prevention services that have been provided in the past.	\$5,000.00	\$5,000.00	\$5,000.00		
Lansing Area Parents' Respite Center, Inc.	Lifespan Respite Programs: Provide 421 hours of respite for caregivers to sustain the provision of respite services and enhance the quality of life for family members and care-givers of individuals affected by life altering conditions.	\$8,000.00	\$3,000.00	\$0.00		
Lansing Area Safety Council	Infant Car Seats for Low-income Expectant Mothers: Infant carseats for expectant mothers in Ingham County.	\$2,400.00	\$1,500.00	\$0.00		
Leslie Outreach, Inc.	Food Pantry: Provide services to low-income families including food assistance, medical referrals/assistance, blankets, clothing, housing referrals/assistance, transportation and other services.	\$1,000.00	\$1,000.00	\$1,000.00		
Listening Ear of East Lansing, Inc.	Ongoing Crisis Intervention: Ongoing crisis intervention counseling; short term, paraprofessional counseling and advocacy for survivors of sexual assault and their significant others.	\$7,000.00	\$3,175.00	\$0.00		
MSU Detroit College of Law Clinical Programs - Rental Housing Clinic	Affordable Housing Initiatives for Economically Disadvantaged People in Ingham County: legal services, insuring compliance with locals, monitoring new laws for housing, understand ing of law.	\$10,000.00	\$5,500.00	\$0.00		

Northwest Initiative / dba Northwest Lansing Healthy Communities	NWI ARRO Outreach Assistance Program: Continue to offer supportive wrap-around services to any ex-offender living in or returning to Ingham County from a correctional facility.	\$7,500.00	\$6,500.00	\$7,500.00		
Refugee Development Center	Bridges: Adult Vocational English as a Second Language program, Teen weekend programming, and Basic Needs Outreach and Referral.	\$8,000.00	\$7,914.00	\$8,000.00		
Retired Senior and Volunteer Program	Capital Area Interfaith Respite (CAIR): Serves families of the frail elderly and chronically ill seniors by providing free in-home respite and friendly visiting.	\$2,700.00	\$1,350.00	\$0.00		
Rural Family Services of Ingham County	2011 Rural Family Services Grant: Emergency food, personal needs, and emergency shelter and utility payments for low-income county residents.	\$12,000.00	\$12,000.00	\$12,000.00		
Southside Community Coalition	Providing Basic Needs to Low Income Families: Food, clothing, housing.	\$6,000.00	\$6,000.00	\$6,000.00		
Southside Community Kitchen	Feeding the Hungry: Provide nutritious lunches, free of charge, four days per week to anyone who is hungry.	\$3,500.00	\$3,000.00	\$3,500.00		
St. Vincent Catholic Charities	St. Vincent Catholic Charities: Mental health counseling to homeless people in the Permanent Supportive Housing Program.	\$5,000.00	\$5,000.00	\$5,000.00		
Stockbridge Community Outreach	Stockbridge Outreach: Ingham County Grant: Food, utility payments, assistance, prescriptions, and transportation.	\$3,000.00	\$2,000.00	\$3,000.00		
Westside Community YMCA	"Y" Achievers Program: Assisting youth in making a successful transition from high school to college.	\$4,500.00	\$1,000.00	\$0.00		
TOTAL:		\$192,720.00	\$168,269.00	\$145,320.00	\$0.00	\$0.00

DATE: November 3, 2011
TO: Finance and Liaison Committees
FROM: Mary A. Lannoye, Controller/Administrator
RE: Resolution Approving Various Contracts for the 2012 Budget Year

Commissioners:

This resolution will approve the attached list of contracts for the 2012 budget year. The list consists only of contracts that are included in the 2012 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

In the past, a limited amount of contract renewals have been included in the annual appropriations resolution. With the amendment of the county contract approval process authorized by Resolution 09-095, which reduced the maximum amount allowed for short form authorizations from \$25,000 to \$5,000, it was decided two years ago to expand this list and have the Board of Commissioners consider these contracts as a separate resolution. The liaison committees may decide that there are some contracts included on the list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on the policy on cost increases for service related contracts authorized by Board Resolution 10-357, expenditure contracts with a 2012 increase of 1% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2012 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2012 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part for in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

HUMAN SERVICES COMMITTEE

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECTED	Proj. Increase over 2011	% Increase over 2011	Funding Source
1	Ingham County Health Department	Capital Area United Way	Annual Renewal of Contract for Central Michigan 2-1-1 Services	Jan-12	Dec-12	\$ 33,750	\$ 33,750	\$0	0%	General Fund
2	Health Department	Volunteers of America	Homeless Day Center	Oct-11	Sept-12	\$ 30,000	\$ 30,000	\$0	0%	General Fund
3	Health Department	Our Savior Lutheran Church	Food Pantry Operation - 1515 W. Holmes Rd	Oct-11	Sept-12	\$ 7,200	\$ 7,200	\$0	0%	General Fund
TOTALS:						\$ 70,950	\$ 70,950	\$0	0%	

Revenue Contracts

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECTED	Proj. Increase over 2011	% Increase over 2011
1	VA	Michigan Veterans Trust Fund	Services Provided for Ingham County Trust Fund	Oct-11	Sep-12	\$ 7,800	\$ 7,800	\$0	0%
2	VA	Clinton County	Services Provided to Clinton County	Jan-12	Dec-12	\$ 40,007	\$ 45,211	\$5,204	13%
TOTALS:						\$ 47,807	\$53,011	\$5,204	11%