

CHAIRPERSON
DALE COPEEDGE

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
VINCE DRAGONETTI

HUMAN SERVICES COMMITTEE
DEB NOLAN, CHAIR
TODD TENNIS
ANDY SCHOR
BRIAN McGRAIN
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, FEBRUARY 6, 2012 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [January 23, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Mid-South Substance Abuse Commission - Resolution Amending Resolution #11-166 Authorizing the Transfer of Funds to the Mid-South Substance Abuse Commission and a 2011 Contract for Accounting with [Respect Thereto](#)
2. Health Department
 - a. Resolution to Authorize Amendments to Agreements with the Michigan State University [College of Human Medicine](#)
 - b. Resolution to Amend Resolution #11-255 Authorizing an Amendment to the Health Care Services Agreement with the [Ingham Health Plan Corporation](#)
 - c. Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Lead the [Great Start](#) Collaborative Initiative in Shiawassee County
 - d. Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Provide [Early Head Start](#) Services in Shiawassee County
 - e. Discussion: Restoration of the [Dental Director Position](#)
 - f. Presentation: The Transformation of Health Care Delivery

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
January 23, 2012
Minutes

Members Present: Deb Nolan, Todd Tennis, Andy Schor, Brian McGrain, Don Vickers, Steve Dougan, and Board Chairperson Copedge

Members Absent: None

Others Present: Jared Cypher, Chuck Gray, Jonathon Roth, Reneé Branch Canady, Deb Brinson, and Peggy Roberts.

The meeting was called to order by Chairperson Nolan 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 December 5, 2011 Minutes

The December 5, 2011 Minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

Chuck Gray, UAW, stated he was in attendance regarding Item J, and requested the position be delayed while the UAW membership is looking at budget cuts and positions in limbo.

Mr. Gray expressed sadness that Patricia Trosky, Ingham County Health Department Registered Dietician, passed away last weekend stating the County lost a good employee.

Mr. Cypher noted a typographical error in Item 1d. In the 1st Be It Further Resolved change \$212,164 to \$214,164 and as follows:

BE IT FURTHER RESOLVED, that MCESA shall reimburse Ingham County up to **\$214,164** for these services.

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

1. Health Department
 - a. Resolution to Amend the Agreement with Ingham Intermediate School District Ingham Birth to Five Great Start Collaborative
 - b. Resolution to Authorize an Amendment to Resolution #11-308 - Authorization of the 2011-2012 AmeriCorps Grant
 - c. Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County

- d. Resolution to Authorize an Agreement with Midland County Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center - Central and Eastern Regions
- e. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2011-2012
- f. Resolution to Amend the Infectious Disease Physician Services Agreement with Michigan State University College of Osteopathic Medicine - Tuberculosis Program
- g. Resolution to Authorize an Amendment to the Pediatric Physician Agreement with the College of Osteopathic Medicine at Michigan State University
- h. Resolution Authorizing Contracts to Distribute County Urban Redevelopment Funds
- i. Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University to Provide Infectious Disease Physician Services within the Health Department's HIV Continuum of Care Program

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

1. Health Department

- j. Resolution to Authorize the Restoration of the Dental Director Position

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE THE RESTORATION OF THE DENTAL DIRECTOR POSITION.

Dr. Branch Canady explained this request was brought to her attention by the dental staff who expressed their need for a person to make decisive administrative decisions. She further explained there is no senior dental leadership plus this is a matter of safety, quality and costs.

Ms. Brinson clarified the director position was established in the late 1990's then in 2005 the position was vacated and at that time the decision was made to have the clinic coordinator oversee the Healthy Smiles and adult clinics.

Ms. Brinson overviewed the capacity solutions being taken to provide adult services including making appointments for adults at Healthy Smiles and letting go of the contract with U of M. She explained that U of M residents must be overseen by a dentist and the return was not advantageous. She outlined the growth in staffing, as well as, the number of patients and visits over the past years. Ms. Brinson mentioned the next phase of interest is a school based program.

Ms. Brinson explained the staff categorizes the dental director position much like the medical director who provides oversight and administrative duties throughout the network. The position is 32 hours of direct service and 8 hours of administrative service. Administrative duties will include being responsible for procedures in office and hospitals along with the knowledge of protocols. She stated there are specific guidelines for this position and Human Resources established the Step level.

Comm. Tennis noticed the position has been vacant for almost two years asking if that is an administrative decision or because of the difficulty filling the position. Ms. Brinson answered difficulty filling the position explaining compensation and staffing concerns plus the FQHC requirements. She further explained that a director may be able to help recruit dentists to fill the vacant positions.

Comm. Schor summarized the concerns of the County Services Committee including:

- Why not hire another dentist to decrease the backlog
 - Ms. Brinson explained this would not relieve the back log and 4 or 5 dentists would be needed to do that.
- Why a director and not an administrative position
 - Ms. Brinson explained the need to have a leader make decisive decisions
- Why is the County letting go the U of M Contract
 - Ms. Brinson explained the residents need oversight and work slower than the dentist.

Comm. Schor then reviewed the following asking that Dr. Branch Canady respond beyond the summary provided at the County Services meeting.

- Why increase the level if it is 32 hours of service and 8 hours of administrative work plus the Committee asked for the scoring. He noted this was the primary reason for tabling the resolution.
 - Mr. Parsons did not have the information available but would make the information available to the Committee.

Comm. Schor stressed this was *not* defeated it was tabled to obtain more information.

- Why was this not done during the budget process last year

Chairperson Nolan asked for a response to the concerns of budget process. Ms. Brinson explained this is not a position being eliminated it is a contract with U of M to serve as a replacement of funds. She provided the cost and examples of service. She explained the discussions have been ongoing for the past 6 months and after the budget was submitted. The discussions focused on how to increase capacity without adding additional dollars. Comm. Schor asked why the contract was not evaluated during the budget process if the Health Department

knew this was not working or was it unknown. Dr. Branch Canady explained the Health Department is balancing reporting requirements, funding opportunities, and writing grants during budget time and once in a while something is noticed after the required submission. She stated they will work on better planning and updates. Ms. Brinson stated she takes responsibility for not identifying the opportunity sooner and there are processes that need to be learned. She explained there will be many changes in the next 3 years with changing health care including her desire to save money, increase capacity and productivity.

Comm. Nolan stated that those employed as leaders are typically paid one step above the employees they supervise. Dr. Branch Canady described the added responsibility, scope of work, and provided examples of other positions overseeing employees. Ms. Brinson restated that this position was created 15± years ago and Human Resources had the responsibility to consider the scope of work when determining the step level; the Health Department did not establish the step level. Comm. Tennis agrees that a supervisor should be compensated for the position held.

Comm. Tennis asked when the Health Department submitted their budget. Ms. Brinson stated May/June of 2011. Comm. Tennis stated that it is his opinion it is more like 6 months into the budget and stated the Public Health Center Board approved this. Comm. Tennis made clear that this position earns the County money, creates reimbursement and pays for other positions, in addition to, addressing over capacity and quality of service. Comm. McGrain thanked the Health Department staff for being innovative.

Comm. Dougan asked to receive a “mini” table of organization, a budget before and after, in addition to, the work load before and after the change for his clarification. He noted the reason for this request is to better identify what is being given up in the 8 hours of administrator duties.

Comm. Vickers stated he would still like to pursue the lead employee idea. He also expressed his concern that the administrative duties can actually be completed in 8 hours, furthermore, there is no reference to the position being a 1/5 position in the job description to avoid any questions in the future.

Comm. Vickers questioned the 5 years experience. Ms. Brinson explained the 5 years constitutes someone who has a good understanding of how dental operations work. She explained that dentists with less years of experience are acceptable; however, a director needs the experience. They require knowledge of electronic medical records, interfacing payment systems, and someone with less than 5 years experience typically does not have the experience. Ms. Brinson provided the number of dentists, hygienist, dental assistants and office staff, in addition to, the number of patients seen in the past year and the number of visits. Comm. Dougan expressed his concern that the 5 year requirement is not a limitation of a predefined definition for a single candidate. Dr. Branch Canady stated she could speak with Human Resources about having it written as a range to further define an experience range rather than having it appear as an individual. Ms. Brinson stated this was written back in the late 1990’s. Ms. Brinson encourages both internal and external applications stating that there is not a person in mind for the position.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHOR TO TABLE, AGENDA ITEM 1J, RESOLUTION TO AUTHORIZE THE RESTORATION OF THE DENTAL DIRECTOR POSITION.

MOTION CARRIED with Comms. McGrain and Nolan Voting “no”.

Dr. Branch Canady echoed Mr. Gray in the loss of Patricia Trosky, and reminded the Committee of the loss last year of another peer. She expressed it is difficult losing two good peers in such a short time.

There was discussion of having a meeting while visiting the well child sites after February 13, 2012 and on a Monday or Friday for a couple of hours. Dr. Branch Canady stated they will be doing a presentation updating the Committee on Community Health Centers and as Ms. Brinson mentioned health care is changing.

Announcements

Comm. Schor asked if there was a review of the P2 Resolution that would allow those affected to discuss it. Comm. Tennis stated that had been done in October 2011. Dr. Branch Canady stated she will provide an updated status report.

Board Chairperson Copedge asked if there had been contact with Ms. Gunning. Dr. Branch Canady stated that she had sent a letter with her findings and copied Comm. Tennis and Comm. Schafer. She is unaware of a response. Dr. Branch Canady will resend the letter to Board Chairperson Copedge.

Board Chairperson Copedge strongly suggested the Committee attend the special meeting on Monday, January 31, 2012 at 6:00 p.m. regarding negotiations. He asked that they be direct with their opinions. He noted there will be a closed session.

Comm. McGrain thanked Dr. Branch Canady and the Health Department for their professionalism while handling a difficult situation.

Public Comment

None.

The meeting adjourned at approximately 7:17 p.m.

Respectfully submitted,

Julie Buckmaster

FEBRUARY 6, 2012 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

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

1. Resolution Amending Resolution #11-166 Authorizing the Transfer of Funds to the Mid-South Substance Abuse Commission and a 2011 Contract for Accounting with Respect Thereto

This resolution authorizes an amendment to the 2011 Mid-South Substance Abuse Contract. The 2011 agreement with the Mid-South Substance Abuse Commission was for an amount not to exceed \$780,538. The total distributions received from the state for 2011 require the County to provide Mid-South with \$830,807, thus necessitating a contract amendment.

2a. Resolution to Authorize Amendments to Agreements with the Michigan State University College of Human Medicine

This resolution combines two pediatric physician contracts into one in order to simplify administrative oversight. In order to accomplish this it is necessary to do two things:

- Extend the first contract for the 0.5 FTE pediatric physician through February 29, 2012 so that it expires at the same time as the second contract.
- Amend the agreement that begins on March 1, 2012 so that it is for 1.5 FTE. This would combine the 0.5 and 1.0 FTE contracts into one.

All other terms of the agreement remain unchanged.

2b. Resolution to Amend Resolution #11-255 Authorizing an Amendment to the Health Care Services Agreement with the Ingham Health Plan Corporation

This resolution amends the annual contract with the Ingham Health Plan Corporation through which they purchase health care services to serve low income residents. The Board of Commissioners authorized this year's agreement with IHPC in resolution #11-255. For the period of October 1, 2011 through September 30, 2012, the revenue available to IHPC from local hospitals has increased. This is one time funding opportunity will allow the IHPC to pay for additional health care services in the county. The IHPC proposes to purchase services for up to \$3,103,118 as opposed to the \$2,603,118 originally authorized. The higher rate is within the parameters anticipated in the 2012 budget.

2c. Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Lead the Great Start Collaborative Initiative in Shiawassee County

This resolution continues an agreement with the Shiawassee Regional Education Services District for six months, October 1, 2011 through March 31, 2012. The agreement supports .60FTE of an OYC Program Coordinator who will serve as Co-Coordinator of Shiawassee RESD's Great Start Collaborative Program. In addition, associated supplies and mileage costs are to be included. In this six month agreement, Shiawassee RESD will reimburse Ingham County up to \$32,500.

2d. Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Provide Early Head Start Services in Shiawassee County

This resolution authorizes an agreement with the Shiawassee Regional Education Services District to retain the services of the Office for Young Children to provide Early Head Start Services in Shiawassee County. Shiawassee RESD will reimburse up to \$38,544 for .50FTE of an OYC staff member to provide services as a Family Advocate in Shiawassee County. The Family Advocate will provide support to families accessing and transitioning into childcare and searching for a job or returning to school, provide home visits, and work with families to develop family goals. The term of the proposed agreement will be October 1, 2011 through September 30, 2012.

PRESENTATIONS/DISCUSSIONS:

2e. Resolution to Authorize the Restoration of the Dental Director Position

2f. The Transformation of Health Care Delivery

MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
RE: Amendment to Mid-South Substance Abuse Commission Contract
DATE: January 27, 2012

MCL 211.24(e), commonly known as the State Liquor Tax Law, allows Ingham County the option of retaining the entire amount of liquor tax revenue provided that these monies be used to offset property tax revenues by an equal amount, or the option of retaining one-half of the revenues and distributing the other half to the County's designated coordinating agency for substance abuse prevention and treatment; and

The Ingham County Board of Commissioners, during the 2011 budget process, chose to retain one-half of these liquor tax revenues for the General Fund and is required to distribute the other one-half of these revenues to the designated coordinating agency, the Mid-South Substance Abuse Commission, to use said funds for substance abuse prevention and treatment programs in Ingham County.

The 2011 agreement with the Mid-South Substance Abuse Commission was for an amount not to exceed \$780,538. The total distributions received from the state for 2011 require the County to provide Mid-South with \$830,807, thus necessitating a contract amendment.

Please contact me if you have any questions.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #11-166 AUTHORIZING THE TRANSFER OF FUNDS TO THE MID-SOUTH SUBSTANCE ABUSE COMMISSION AND A 2011 CONTRACT FOR ACCOUNTING WITH RESPECT THERETO

WHEREAS, MCL 211.24(e), commonly known as the State Liquor Tax Law, allowed Ingham County the option of retaining the entire amount of liquor tax revenue provided that these monies be used to offset property tax revenues by an equal amount, or the option of retaining one-half of the revenues and distributing the other half to the County's designated coordinating agency for substance abuse prevention and treatment; and

WHEREAS, the Ingham County Board of Commissioners, during the 2011 budget process, chose to retain one-half of these liquor tax revenues for the General Fund and is now required to distribute the other one-half of these revenues to the designated coordinating agency, the Mid-South Substance Abuse Commission, to use said funds for substance abuse prevention and treatment programs in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners adopted resolution #11-166 authorizing a FY 2011 contract with the Mid-South Substance Abuse Commission in an amount not to exceed \$780,538; and

WHEREAS, Ingham County has received such distributions from the state that Mid-South Substance Abuse Commission's share is actually \$830,807.

THEREFORE BE IT RESOLVED, that the 2011 contract with the Mid-South Substance Abuse Commission is increased by \$50,269 to reflect an amount not to exceed \$830,807.

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

BE IT FURTHER RESOLVED, that 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: Renée Branch Canady, Ph.D., M.P.A., Health Officer

Date: January 25, 2012

Subject: Authorization to Amend Agreements with Michigan State University's College of Human Medicine

Two provider contracts exist between the Health Department and Michigan State University's College of Human Medicine (MSU CHM):

- The first agreement is for a 0.5 FTE pediatric physician which expired December 31, 2011 (Resolution #08-324).
- The second agreement is for a 1.0 FTE physician. It expires February 29, 2012 (Resolution #09-124). Last year the Board of Commissioners authorized the execution of a *new* 1.0 FTE pediatric physician services agreement with MSU CHM from March 1, 2012 through February 28, 2016 (Resolution #11-93).

The Health Department would like to combine these two contracts into one in order to simplify administrative oversight. In order to accomplish this we would like to do two things:

- Extend the first contract for the 0.5 FTE pediatric physicians through February 29, 2012 so that it expires at the same time as the second contract.
- Amend the agreement that begins on March 1, 2012 so that it is for 1.5 FTE. This would combine the 0.5 and 1.0 FTE contracts into one.

All other terms of the agreement remain unchanged.

I recommend that the Board of Commissioners authorize an amendment to the MSU CHM 0.5 FTE pediatric physician agreement so that it will extend through February 29, 2012 and amend the contract which begins on March 1, 2012 so that it is for 1.5 FTE.

Attachment

c: Debra Brinson, w/attachment
John Jacobs, w/attachment
Barbara Mastin, 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 AMENDMENTS TO AGREEMENTS WITH THE
MICHIGAN STATE UNIVERSITY COLLEGE OF HUMAN MEDICINE**

WHEREAS, the Health Department has two pediatric physician service agreements with Michigan State University College of Human Medicine; and

WHEREAS, the first agreement, authorized in Resolution #08-324, is for a 0.5 FTE physician which expired December 31, 2011; and

WHEREAS, the second agreement is for a 1.0 FTE physician which expires on February 29, 2012 (Resolution #09-124); and

WHEREAS, the Board of Commissioners has authorized a new 1.0 FTE pediatric physician services agreement from March 1, 2012 through February 28, 2016 in Resolution #11-93; and

WHEREAS, the Health Officer has recommended that the two agreements can be combined by extending the first so that it expires at the same time as the second, and amending Resolution #11-93 so that it authorizes a contract for 1.5 FTEs; and

WHEREAS, the Community Health Center Board of Directors has approved the amendments.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #08-324 to extend the agreement from January 1, 2012 through February 29, 2012.

BE IT FURTHER RESOLVED, that the amount paid for physician services under the amended agreement originally authorized by Resolution #08-324 shall be \$16,606.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #11-93 to add 0.5 FTE physicians for a total of 1.5 FTE physicians.

BE IT FURTHER RESOLVED, all other terms of the agreement remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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 Branch Canady, PhD, MPA, Health Officer

DATE: January 25, 2012

RE: Amendment to Resolution #11-255

The Ingham Health Plan Corporation (IHPC) annually contracts with Ingham County Health Department to purchase health care services to serve low income residents. The Board of Commissioners authorized this year's agreement with IHPC in resolution #11-255.

For the period of October 1, 2011 through September 30, 2012, the revenue available to IHPC from local hospitals has increased. This is one time funding opportunity will allow the IHPC to pay for additional health care services in the county.

The IHPC proposes to purchase services for up to \$3,103,118 as opposed to the \$2,603,118 originally authorized. The higher rate is within the parameters anticipated in the 2012 budget.

I recommend that the Board of Commissioners adopt the amended resolution and authorize the revised agreement with the Ingham Health Plan Corporation

Attachment

c: John Jacobs, w/attachment
Deb Brinson, w/attachment
Robin Reynolds, w/attachment
Carolyn Redman, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #11-255 AUTHORIZING AN AMENDMENT TO THE HEALTH CARE SERVICES AGREEMENT WITH THE INGHAM HEALTH PLAN CORPORATION

WHEREAS, in Resolution #11-255 the Ingham County Board of Commissioners authorized a health care services agreement under which the Ingham Health Plan Corporation will purchase health care services from the Ingham County Health Department; and

WHEREAS, the Ingham Health Plan Corporation has subsequently agreed to pay an increased amount for services for the period of October 1, 2011 through September 30, 2012; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment to the Public Health Services Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends resolution #11-255 and authorizes an amendment to the health care services Agreement, for up to \$3,103,118 with the Ingham Health Plan Corporation, through which the Corporation will pay for additional health care services in the county.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #11-255 remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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 B. Canady, Ph.D., MPA, Health Officer

DATE: February 1, 2012

RE: Authorization of an Agreement with Shiawassee Regional Education Services District –
Great Start Initiative – Program Coordinator

For the past several years, Shiawassee Regional Education Services District (RES D) has contracted with Ingham County to secure the services of the Office for Young Children to implement the Great Start Initiative. The agreement between the County and Shiawassee RES D was originally authorized in Resolution #06-248. This agreement has been extended in Resolutions #08-261 and #09-309, and #10-398.

Shiawassee RES D has proposed to continue this agreement for 2012. The currently proposed contract period is for six months, October 1, 2011 through March 31, 2012. This will support .60FTE of an OYC Program Coordinator who will serve as Co-Coordinator of Shiawassee RES D's Great Start Collaborative Program. In addition, associated supplies and mileage costs are to be included. In this six month agreement, Shiawassee RES D will reimburse Ingham County up to \$32,500. This is exactly half of last year's one year agreement. It is anticipated that this agreement will be amended April 1, 2012 through September 30, 2012 to continue to provide these services to RES D for the remainder of the fiscal year. There are no Ingham County general funds supporting this activity.

The Health Department's 2012 budget anticipated continuance of the agreement with Shiawassee RES D.

I recommend that the Board of Commissioners adopt the attached resolution and authorize an agreement with the Shiawassee Regional Education Services District.

Attachment

c: John Jacobs w/attachment
Barb Monroe w/attachment
Lori Noyer w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE SHIAWASSEE REGIONAL
EDUCATION SERVICES DISTRICT TO RETAIN THE SERVICES OF THE OFFICE FOR YOUNG
CHILDREN TO LEAD THE GREAT START COLLABORATIVE INITIATIVE
IN SHIAWASSEE COUNTY**

WHEREAS, Resolution #06-248, authorized an agreement with the Shiawassee Regional Education Services District (RESD) to retain the services of the Office for Young Children (OYC) to lead the Great Start Collaborative Initiative in Shiawassee County; and

WHEREAS, Ingham County Office for Young Children, as continued to provide these services through September 30, 2011; and

WHEREAS, the Shiawassee RESD has proposed a new Agreement to extend services from October 1, 2011 through March 31, 2012; and

WHEREAS, Ingham County will be reimbursed up to \$32,500 for the cost of the services made available through this Agreement; and

WHEREAS, the Health Department's 2012 budget anticipated a continuation of Shiawassee RESD services and funding; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Shiawassee Regional Education Services District to retain the services of the Office for Young Children to lead the Great Start Collaborative Initiative in Shiawassee County.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2011 through March 31, 2012, and that the Shiawassee RESD shall reimburse Ingham County up to \$32,500 for .60 FTE of an OYC Program Coordinator and expenses related to the scope of services.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: February 1, 2012

RE: Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District – Early Head Start – Family Advocate

In resolution #10-399, an agreement was authorized with Shiawassee Regional Education Services District (RES D) whereby a staff person from the Office for Young Children served as a Family Advocate to the Early Head Start Program in Shiawassee County. The period of the agreement was January 1, 2011 through September 30, 2011. Shiawassee RES D is proposing to continue this arrangement through a new agreement for 2012.

Shiawassee RES D will reimburse up to \$38,544 for .50FTE of an OYC staff member to provide services as a Family Advocate in Shiawassee County. The Family Advocate will provide support to families accessing and transitioning into childcare and searching for a job or returning to school, provide home visits, and work with families to develop family goals. This level of service and the scope of work are consistent with the previous agreement as is the reimbursement by the RES D. No Ingham County general funds support this activity.

The term of the proposed agreement will be October 1, 2011 through September 30, 2012.

The Health Department's 2012 budget anticipated continuance of the agreement with Shiawassee RES D.

I recommend that the Board of Commissioners adopt the attached resolution and authorize an agreement with the Shiawassee Regional Education Services District.

Attachment

c: John Jacobs w/attachment
Karen Jennings w/attachment
Barb Monroe w/attachment
Lori Noyer w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE SHIAWASSEE REGIONAL EDUCATION SERVICES DISTRICT TO RETAIN THE SERVICES OF THE OFFICE FOR YOUNG CHILDREN TO PROVIDE EARLY HEAD START SERVICES IN SHIAWASSEE COUNTY

WHEREAS, Resolution #10-399 authorized an agreement with Shiawassee Regional Education Services District (RES D) to retain staff support from Office for Young Children (OYC) to establish Early Head Start services in Shiawassee County; and

WHEREAS, Shiawassee RES D has proposed a new agreement to extend these services from October 1, 2011 through September 30, 2012; and

WHEREAS, Ingham County will be reimbursed up to \$38,544 for the cost of the services made available through this Agreement; and

WHEREAS, the Health Department's 2012 Budget anticipates a continuation of Shiawassee RES D services and funding; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Shiawassee Regional Education Services District to retain the services of the Office for Young Children to provide Early Head Start services in Shiawassee County.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2011 through September 30, 2012, and that the Shiawassee RES D shall reimburse Ingham County up to \$38,544 for .50 FTE of an OYC staff member to provide services as a Family Advocate in Shiawassee County.

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

To: Human Services Committee
 From: Travis Parsons, Human Resources Director
 Date: January 30, 2012
 Re: Dental Director/Dentist Information

At the County Services Meeting on January 17, 2012, there was discussion regarding the re-establishment of a Dental Director/Dentist position and the placement of the position at MCF 15 in the salary plan. Below for your review is the brief background of the position, the Job Point Evaluation completed for the January 17th request to re-establish the position and the original Job Points Evaluation.

Background

In late 2004, the County eliminated the position of Dental Director/Dentist, and the dental centers have since been under the supervision of a Community Health Center Supervisor (CHCS). The Health department believes that with the reporting requirements of an FQHC, the increase in demand for dental services within our community for the uninsured and underinsured, the expansion of our pediatric oral health services into local elementary schools, and quality assurance adherence, it has become imperative that dental services include the knowledge and expertise of a Dental Director/Dentist (similar to a Medical Director who provides medical leadership to clinical staff within the Community Health Centers). The Dental Director/Dentist would provide leadership of the dental centers with the Community Health Center Supervisor.

Job Point Evaluation Table (New)

| POSITION | 1 Knowledge & Education | 2 Work Experience | 3 Interpersonal & Comm Skills | 4 Guidance & Direction | 5 Supervisory/Managerial | 6 Visual Concentration | 7 Job Complexity | 8-1 Job Impact-Financial | 8-2 Job Impact--Well Being of Others | 9 Physical Effort | 10 Unpleasant Working Conditions | 11 Accident for Health Hazards | TOTAL PTS | GRADE | 2011 SALARY RANGE |
|-------------------------|----------------------------|----------------------|----------------------------------|---------------------------|-----------------------------|---------------------------|---------------------|-----------------------------|-----------------------------------------|----------------------|-------------------------------------|-----------------------------------|--------------|--------|----------------------|
| Dental Director/Dentist | 290 | 225 | 200 | 160 | 155 | 70 | 190 | 85 | 220 | 10 | 10 | 55 | 1670 | MCF 15 | \$85,145-\$102,200 |

Job Point Evaluation Table (Original)

| POSITION | Knowledge & Education | Work Experience | Interpersonal & Comm Skills | Guidance & Direction | Supervisory/Managerial | Visual Concentration | Job Complexity | Job Impact-Financial | Job Impact--Well Being of Others | Physical Effort | Unpleasant Working Conditions | Accident for Health Hazards | TOTAL PTS | GRADE |
|-------------------------|-----------------------|-----------------|-----------------------------|----------------------|------------------------|----------------------|----------------|----------------------|----------------------------------|-----------------|-------------------------------|-----------------------------|-----------|--------|
| | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8-1</u> | <u>8-2</u> | <u>9</u> | <u>10</u> | <u>11</u> | | |
| Dental Director/Dentist | 290 | 225 | 200 | 160 | 165 | 70 | 190 | 85 | 220 | 10 | 10 | 55 | 1680 | MCF 15 |

Conclusion

Human Resources evaluated the proposed job description and concluded the position of Dental Director/Dentist should be compensated at an MCF 15 salary grade. To accomplish this, and upon approval, position #601418 would be converted from a Dentist position compensated at an MCF 14 with a salary range of \$78,756 - \$94,530 to a Dental Director/Dentist position compensated at an MCF 15 salary range of \$85,145 - \$102,200.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: January 5, 2012

RE: Resolution to Authorize the Restoration of the Dental Director Position

This is a recommendation to authorize the restoration of the Dental Director position. This position was originally authorized in Resolution #00-219. In 2005 however, the position was eliminated as a cost saving measure. Since 2005, the number of dental patients has grown by more than 3,000 patients as the dental health centers have expanded their service areas to include both local elementary schools and community events.

Both the Community Health Center supervisor and Dental Health Center staff have requested the supervision of a Dental Director to direct the dental health center staff. A dental professional is needed to respond to clinical oral health concerns such as the appropriate course of treatment or proper infection control measures. The restoration of this position will result in an increase in productivity and a consistent standard of care across the health center network.

The Human Resources Department approves the restoration of this position and concludes that the position should be compensated at an MCF 15 salary grade. To accomplish this, and upon approval of the Ingham County Board of Commissioners, a current Dentist position (#601418), which has been vacant since May 28, 2010, would be converted from a Dentist, compensated at MCF 14, to a Dental Director/Dentist position, compensated at MCF 15.

The Dental Director position will be paid using the vacant Dentist position (#601418) and \$34,906 from the Contractual Services line item (22160110 818000 02065) of the FY 12 Healthy Smiles Dental Center budget, which was formally dedicated to the University of Michigan School of Dentistry (UMSD) program. The Health Department terminated this agreement with UMSD effective August 31, 2011 due to lack of physical space for the interns to work within the dental centers.

The Ingham Community Health Center Board of Directors has reviewed and approved this request.

I recommend the restoration of the Dental Director/Dentist position and the conversion of the Dentist position (#601418), compensated at MCF 14, to a Dental Director/Dentist position, compensated at MCF 15. I also request that the hiring freeze and hiring delay be waived for this position.

c: Debra Brinson, w/attachment; John Jacobs, w/attachment; Barbara Mastin, w/attachment
Carolyn Redman, w/ attachment

DISCUSSION DRAFT

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RESTORATION OF THE
DENTAL DIRECTOR POSITION**

WHEREAS, the Health Department established a Dental Director position in Resolution #00-219; and

WHEREAS, in 2005, the Health Department eliminated the position as a cost saving method; and

WHEREAS, since 2005 the need for urgent/emergent oral health services to the un/under insured has vastly grown as the dental health centers served approximately 3,000 more patients in 2010 than was served in 2005; and

WHEREAS, since 2005, the dental health centers have also expanded their pediatric oral health services and programs into local elementary schools and community events; and

WHEREAS, the need for a dental professional to direct these services and supervise dental staff as to the appropriate course of treatment or proper infection control measures has emerged; and

WHEREAS, the restoration of this position will result in an increase in productivity and a consistent standard of care across the health center network; and

WHEREAS, the health center dentists have requested supervision from a Dental Director; and

WHEREAS, the Ingham Community Health Center Board has reviewed and approved the recreation of the Dental Director position; and

WHEREAS, the Health Officer recommends that the Dental Director position is restored.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the restoration of the Dental Director position, compensated at MCF 15 effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of a current Dentist position (#601418, MCF 14) to the Dental Director/Dentist position, compensated at MCF 15.

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 hiring freeze and hiring delay are hereby waived for this position.

**INGHAM COUNTY
JOB DESCRIPTION**

**DENTAL DIRECTOR/DENTIST
COMMUNITY HEALTH CARE SERVICES**

General Summary: Under the direction of the Deputy Health Officer for Community Health Care Services and in collaboration with the Medical Director for Community Health Care Services and Community Health Center Supervisor, provides direct patient care and oversees all dental services within the Community Health Center Network. Works in accordance with licensing, state and federal funding sources and the policies and procedures established by the Community Health Board Center and the Ingham County Health Department. Represents the Network in community-wide efforts to improve oral health within the community. Develops and maintains relationships with providers in the community. Serves as a resource for community and school activities that promote oral health of school-age children with appropriate follow-up, treatment, and education.

Essential Functions:

1. Diagnose dental disease or injury, establish treatment plans, perform general dental procedures, record patient-dentist interactions as they occur, and make appropriate referrals.
2. Provide leadership and clinical oversight of all dental care and services within the Community Health Care Network and at schools and community events. Assume quality of care for all dental patients. Evaluate current practice on an ongoing basis and make recommendations.
3. Ensure dental centers and individual providers comply with quality risk measures, credentialing requirements, and other performance standards such as Meaningful Use, Patient Centered Medical Home, Uniform Data System, etc.
4. Provide clinical supervision of Dental Hygienists and Dental Assistants and guide the practice of other directly-employed and contractual Dentists, in addition to interns/students.
5. Assist in the achievement of productivity standards and provide leadership within the health care team to achieve those standards.
6. Establish standards of care and maintain clinical policies and guidelines for the dental centers. Update clinical guidelines, protocols, and procedures in compliance with the most current and accepted standards, and work to ensure that clinical staff adheres to and carries out such protocols and procedures.
7. Participate in the recruitment, selection and training process of dental staff. Facilitate training opportunities for dental students/interns.
8. Assist in planning, implementing, and facilitating school programs and community activities.
9. Serve as a resource for community and school activities to ensure dental/oral health screening for school-age children with appropriate follow-up, treatment, and education.

10. Serve as a liaison to and maintain affiliations with the dental community at-large including local dental organizations, dental schools, and local providers. Represent the needs of the medically underserved and vulnerable populations.

Other Functions:

1. Perform other duties as assigned.
2. Must adhere to departmental standards relative to HIPAA and other privacy issues.
3. During a public health emergency, may be required to perform duties similar to, but not limited to, those in this job description.

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

Employment Qualifications:

Education: DDS or DMD from an accredited school of dentistry. A Master's of Public Health is preferred.

Experience: A minimum of five years of experience in areas such as a community dentistry program or Federally Qualified Health Centers.

Other Requirements: License to practice as a dentist in Michigan.

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

Physical Requirements:

1. Ability to sit, stand, walk, bend, and stretch in order to retrieve supplies and operate standard office equipment.
2. Ability to lift, hold, and carry objects weighing up to 25 pounds.
3. Ability to communicate and respond to inquiries both in person and over the phone.
4. Ability to operate a PC/laptop/tablet and other office equipment.
5. 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 physical requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

Works in clinical and office conditions. Exposure to communicable diseases, blood, and other body fluids.