

CHAIRPERSON  
DALE COPEDEGE

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 27, 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 [February 6, 2012 Minutes](#)  
Additions to the Agenda  
Limited Public Comment

1. MSU Extension - Resolution Authorizing a MSU Extension 4-H Program Jump into [Foods and Fitness Grant](#) to Target Nutrition Education to Underserved Youth in Ingham County and Lansing
2. Health Department
  - a. Resolution to Authorize a Contract with [GAV Associates](#) to Write Up Preliminary Construction Documents for Alterations and Renovations at Willow Health Center
  - b. Discussion: Possible Tour of the Willow Health Center
  - c. Presentation: Regarding the Greater Lansing Food Bank (*No Materials*)

Announcements  
Public Comment  
Adjournment

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

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

HUMAN SERVICES COMMITTEE  
February 6, 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, Reneé Branch Canady, Deb Brinson, and Cassandre Larrieux.

The meeting was called to order by Chairperson Nolan at 6:32 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the January 23, 2012 Minutes

The January 23, 2012 Minutes were approved as amended:

Announcements:

Change “Gunning” to “Gutting” and add “who had contacted the Health Department regarding a septic inspection problem”, as follows:

Board Chairperson Copedge asked if there had been contact with Ms. **Gutting who had contacted the Health Department regarding a septic inspection problem**. 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.

Change “Committee” to “Commissioners” and add “County Services” after special, as follows:

Board Chairperson Copedge strongly suggested the **Commissioners** attend the special **County Services** 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.

Change “difficult” to “constituent” and add “for him” after situation, as follows:

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

Additions to the Agenda

3. Late - Calendar of Events

Limited Public Comment

None.

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

Dr. Branch Canady explained proposal dates.

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

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

2. Health Department
  - e. Discussion: Restoration of the Dental Director Position

Dr. Branch Canady provided a handout to the Committee. Mr. Cypher stated that the “Job Point Evaluation Table (New)” is located in the agenda packet.

Comm. Tennis expressed his concern of the meeting order specifically that the County Services Committee had not yet removed the resolution from the table. Comm. Schor stated that he is on the County Services Committee and has had time to review the points; therefore, he is comfortable with the resolution. Comm. Vickers who is also on County Services Committee stated after receiving the information he was comfortable with moving forward.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO REMOVE THE RESOLUTION FROM THE TABLE.

MOTION CARRIED UNANIMOUSLY.

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

The Committee asked Dr. Branch Canady to add a “WHEREAS” identifying the 80/20 position time and responsibilities. She agreed to do so.

MOTION CARRIED UNANIMOUSLY.

f. Presentation: The Transformation of Health Care Delivery

Dr. Branch Canady provided a handout detailing the concepts that have been discussed in the recent past. She stated the content targets on Patient Centre Medical Home (PCMH), Electronic Medical Records (EMR), Medical Coding, Medicaid eligibility, Dual Diagnosed Patients, and Accountable Care Organizations.

Dr. Branch Canady explained the goal of the PCMH is to assure patients are receiving quality care in a way that facilitates partnerships between the patient and provider with the understanding it is driven by incentive payments and penalties. She also noted that HRSA requires all 330e Grantees (FQHCs) to be certified by 2014.

Ms. Brinson explained the impact of incentive based payments in the next three years summarizing the value of same day appointments, access to records, patient portals, measuring outcomes and communication.

Ms. Brinson explained the changes and challenges with the electronic medical records. She discussed in general a patient’s chart, follow-ups, referrals, prescriptions, as well as, insurance carriers, Medicaid and Medicare. She expressed her concern that the ICD Codes have been revised from approximately 1,800 codes to 100,000 codes. She explained that because of the changes she expects there will be a need for on-going training providing the example of doctors who use the system approximately once a month and resident turnover. Dr. Branch Canady noted that the providers are also working with different software at different locations. There was a discussion of software compatibility with different entities, the state and nationally. Dr. Branch Canady explained the need and struggle with software patches to enable compatibility stating the process is complex. Ms. Brinson noted there have been licensing and programming challenges.

Comm. Schor asked if the DISH payment is being reduced and is it part of the health care law. Ms. Brinson answered yes and explained costs and reimbursement.

Dr. Branch Canady advised the Committee there is a delay in appointments because of capacity and with the anticipated increase in population she has considered increasing hours; however, at some point there will be a need to expand location.

Ms. Brinson explained that dual diagnose patients are the most complex patients in the system because of the coordination of two payment sources and the need to partner with CMH. She clarified that although complex it is a better model to co-manage patients and the State Medicaid Office is looking to combine the two payments into one. She advised the Committee that in the next three months they would be reading about this in the newspaper; however, nothing has been worked out at this time.

Ms. Brinson explained the Accountable Care Organizations (ACOs) is a network of providers held accountable for the cost and quality of care delivered to patients, in addition to, being paid differently for coordinating care. The payment goes through the network and is distributed based on outcome. She noted that FQHCs would not be considered an ACO although it is something the County should monitor and Sparrow would likely take the lead as ACO.

Comm. McGrain stated that he would like to see more information in this format in future presentations and asked the Health Department to keep the Commissioners up to date on the changes going into 2014. Comm. Dougan asked if the electronic medical records would be retroactive expressing his concern of a massive amount of data entry or scanning. Ms. Brinson explained that the most vital and relevant information would be scanned into the EMR giving the examples of diagnosis, medication and health history. She agreed it is a massive amount of scanning and it will take approximately two years. Dr. Branch Canady stated this transition is ongoing while providing quality care.

Comm. Tennis expressed his concern of the expenses associated with the EMR component of the Affordable Care Act and asked if eventually money would be saved. Ms. Brinson stated it does not change the structure model but how records are kept. She explained the staff will have a different skill set to facilitate the use of the EMR. She explained the efficiency will be found by not duplicating tests such as a MRI and medications prescribed. There was a discussion of the coding.

Chairperson Nolan stated she specifically chose to be on this Committee and is excited about the forthcoming changes. She asked the Committee to bear through a whole education process that will include PowerPoints, tours of clinics, and meetings with consultants on Federal Law. Ultimately it translates to a better understanding the needs of the Health Department so that the Committee is knowledgeable to communicate to fellow Commissioners.

### 3. Calendars

The Human Services Committee will meet February 21, 2012 from 4:30 pm to 6:00 pm in Conference Room D & E of the Human Services Building for a presentation by Ms. Cindy Prokof, Federal Consultant.

The Human Services Committee will meet at the Well Child Center located near Pennsylvania and Mt. Hope on Friday, March 23, 2012 at 10:00 am then travel to the adult center located at Sparrow (approximately 11:00 am). Ms. Brinson will provide a room at Sparrow for questions and answers after the tours.

Ms. Brinson will send Ms. Bennett an itinerary of the events to forward to the Commissioners.

### Announcements

Comm. McGrain informed Ms. Brinson he had been out of town and will respond to her email tomorrow and confirm.

Ms. Brinson stated that the Cristo Rey Clinic will be shutting down in 90 days because of financial problems.

Comm. Dougan noted that Board Chairperson Copedge made a good point that the tours and presentation should be posted as open meetings. Chairperson Nolan agreed.

Public Comment

None.

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

Respectfully submitted,

Julie Buckmaster

## **FEBRUARY 27, 2012 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

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

1. *Resolution Authorizing a MSU Extension 4-H Program Jump Into Foods and Fitness Grant to Target Nutrition Education to Underserved Youth in Ingham County and Lansing*

This resolution accepts a grant in the amount of \$7,300.65 from Michigan State University for the time period of October 1, 2011 through September 30, 2012. The grant will be used to provide nutrition education using the *Jump into Foods and Fitness* (JIFF) 4-H curriculum. JIFF programs will take place in after school and summer camp programs throughout Lansing, including summer program sites for Lansing Parks and Recreation.

- 2a. *Resolution to Authorize a Contract with GAV Associates to Write Up Preliminary Construction Documents for Alterations and Renovations at Willow Health Center*

This resolution authorizes a contract with GAV Associates to write up the preliminary construction documents for the alterations and renovations at Willow Health Center. GAV Associates has other relevant experience working on projects of similar size and scope and has previous experience working with the County, most notably, the renovation of Ingham Academy. The amount of the contract will not exceed \$16,150 for the time period of March 1, 2012 through February 28, 2013. Funds for this renovation are available through the School Based Health Center Capital Grant accepted by Resolution 11-315.

### **PRESENTATION:**

- 2b. *Possible Tour of the Willow Health Center*
- 2c. *Greater Lansing Food Bank*

**Agenda Item 1**

TO: Ingham County Board of Commissioners  
FROM: Betty Jo Nash, MSU Extension  
DATE: February 8, 2012  
RE: MSU Extension authorization to receive nutrition grant

Please find attached a resolution from Ingham County MSU Extension's 4-H program requesting authorization to receive a grant in the amount of \$7,300.65 from Michigan State University. The grant will be funded by the Supplemental Nutrition Assistance Program Education (SNAP-ED) and will be used to provide nutrition education using the *Jump into Foods and Fitness* (JIFF) 4-H curriculum. JIFF programs will take place in after school and summer camp programs throughout Lansing, including summer program sites for Lansing Parks and Recreation. Grant funds will be used to cover the expenses of supplies and 4-H staffing for the program.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A MSU EXTENSION 4-H PROGRAM JUMP INTO FOODS AND FITNESS GRANT TO TARGET NUTRITION EDUCATION TO UNDERSERVED YOUTH IN INGHAM COUNTY AND LANSING**

WHEREAS, obesity is an epidemic in the United States and the State of Michigan; and

WHEREAS, Ingham County has identified as one of the goals for local MSU Extension programs to “Facilitate the development of knowledge and skills and provide opportunities that will cause residents of all ages to make sound nutritional choices and increase physical activity”; and

WHEREAS, the Ingham County MSU Extension Office provides Ingham County youth with safe, structured activities during non-school hours; and

WHEREAS, the 4-H program will provide an educational experience targeted at elementary age children to build foundational knowledge about nutrition and exercise; and

WHEREAS, the Supplemental Nutrition Assistance Program Education (SNAP-ED) through Michigan State University Extension agrees to provide funding through a grant from campus to the county office in the amount of \$7,300.65 for the delivery of nutrition education through after school and summer programs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement in the amount of \$7,300.65 for program delivery from Michigan State University to support after-school and summer 4-H youth programming.

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

**FW: JIFF 2011-12 AWARD LETTER**

Reuter, Stephanie [cp\_reuter@ingham.org]

**Sent:** Wednesday, February 01, 2012 5:35 PM

**To:** Nash, Betty Jo [cp\_nash@ingham.org]

Let me know if you have any questions. This award letter is based on a proposed budget that was done in November or December, so things would be a little different structurally, but the amount would be the same. The time frame and sites may just be different.

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**From:** Sadler, B'Onko [sadlerbo@anr.msu.edu]

**Sent:** Thursday, January 05, 2012 11:29 AM

**To:** Reuter, Stephanie

**Cc:** Lehman, Don

**Subject:** JIFF 2011-12 AWARD LETTER

Dear Stefanie,

Thank you for your involvement with the Supplemental Nutrition Assistance Program Education for 4-H Jump Into Foods and Fitness project, which runs through September 30, 2012. As you know, JIFF is a hands-on nutrition and fitness program designed to help youth ages 8 to 11 make healthier nutrition and physical activity choices; this puts JIFF programming in strong alignment with the MSUE strategic priority area of "promoting healthy lifestyles." We have a strong history of working with teens as teachers of younger youth around the JIFF curriculum concepts.

Here's the initial information you shared regarding your involvement:

**Project Contact Person:** Stephanie Reuter

**Project Delivery Sites and Estimated Reach** (project audiences must be from schools with 50% or greater free and reduced lunch or in communities in census tracts where greater than 50% of the population is below the 185% poverty level):

Wexford Community School – 15-20 youth

TLC Group Home – 10 youth

Lansing Parks and Rec

(Foster Community Center after-school program with students from Bingham Fairview, & Post Oak School 40 youth

Gier Community Center after-school program with students from Gier Park School – 15-20 youth

South Side Community Center – 20 youth

Letts Community Center– 20 youth)

Cavanaugh Elementary; Cumberland Elementary; Wainright Elementary;– 80 youth

S. Side Community Coalition – 50- 60 youth

Boys and Girls Club South – 20-40 youth

**County Mini-Grant to Support Programming:** \$7,300.65 (which could be used to support project implementation costs such as educational supplies and stipends for teen health educators)

At the state level, we will provide JIFF training, mini-grants, evaluation support, connections to other curricula,

<https://mail.collegemail.msu.edu/OWA/?ae=Item&t=IPM.Note&id=RgAAAAAX0eOBMP...> 2/7/2012

and ongoing technical support.

Please keep the following in mind as we move ahead:

**Audience:** Please feel free to work with additional project audiences using the resources (in-kind and mini-grant) allocated for this project as long as the audiences fall within these guidelines: project audiences must be from schools with 50% or greater free and reduced lunch or in communities in census tracts where greater than 50% of the population is below the 185% poverty level. We will be asking you to report on your work with these audiences. (See "Reporting" below.)

**Teens as educators:** We've had good experiences involving teens as teachers of the JIFF curriculum, and we are putting together some guidelines for recruiting and supporting teens in this role. In the past, some counties have opted to use a portion of their mini-grants to pay the teens. See the "Project Expenses" section below for information on the best method for paying teens.

**4-H Participation Fee:** Because this program focuses on low-income audiences, Julie Chapin has given permission to waive the 4-H participation fee for participants.

**Evaluation:**

- **For 8- to 11-year-olds:** As you work with the JIFF audience, **please** use the "JIFF Sound-Off Survey" that's included on pages 138-139 of the *Jump Into Foods and Fitness* curriculum. Plan to have the kids complete the survey as a pre-survey at the beginning of their JIFF experience and as a post-survey at the end of their experience. As soon as you have a set of completed pre- and post-surveys, mail them to B'Onko so our student can input the data. Please enclose your name, county and the name of the group. We'll provide an evaluation summary for you with your results.
- **For younger youth:** If you are working with youth younger than age 8, consider using the "Secret Messages for JIFF the Joey" activity on pages 140-144 to assess their learning.
- **For teens:** Over the past two years, we've done end-of-project phone interviews with a sample of teens who worked as educators for JIFF and we've asked them about impacts related to both nutrition/fitness knowledge and behaviors and life skills knowledge and behaviors. We will be asking you for contact information for these teens as the year goes on. You should submit their name, phone number and best time to reach them.

**Project conference calls:** We would like you to plan to participate in project conference calls scheduled for the following dates and times (specific information will be sent prior to the calls):

February, 2012 (specific date TBA – topics: training and questions related to project continuation or start-up; volunteer hours; ongoing support in promoting health and well-being; dates/times for future conference calls

July 2012 (specific date TBA) – topics: project evaluation; summer programming; FY13 opportunities

August 2012 (specific date TBA) – topics: project wrap-up; future opportunities

**Reporting:** For each of your sites, we will need you to keep track of the following information for project reporting: location and type of delivery site; description of targeted audience; total number of participants / percentage qualifying for free/reduced lunch; description of educational methods; a project success story. The template for this report is attached. Please submit your report when you have completed your total project (and no later than **September 30, 2012**).

**Project expenses:**

Your county's mini-grant amount is listed above. This mini-grant can be used on materials and supplies to support your project programming and to pay teen educators if you opt to do that. Here's what the mini-grant

can cover:

- **Food:** perishables for food demonstrations, only sample or tasting size portions, no meal size portions. In other words, please make use of grant dollars to provide healthy snack food samples that are associated w/ the nutrition education in JIFF; funding for a pizza meal at a meeting would need to come from another source.
- **Supplies:** may be “project supplies” but not “office supplies” since SNAP-Ed does not pay for general office supplies, only those items used specifically for SNAP-Ed project, which may include paper, toner, etc., in order to provide SNAP-Ed handouts or SNAP-Ed reports
- **Literature/materials:** such as the purchase of food or fitness guide MyPlate materials for kids/families

The mini-grant cannot be used for items including bottle deposits, equipment and phones. If in doubt, contact B'Onko.

Your county should make any purchases up front and campus will reimburse your county office. Please submit a Direct Payment Voucher Form, along with originals of receipts. (The form can be downloaded at <http://ctrl.msu.edu/Download.aspx>.) Have your CED sign and date the DPV in **blue ink**. Keep a complete copy of the form and receipts for your file. Send the original form and receipts to B'Onko.

**Paying teens:** Because we've had some challenges getting teen educators paid through this grant in the past, we have been advised to have counties pay teens as on-call temporary employees.

B'Onko S. Sadler M.S.  
ASSOCIATE PROGRAM LEADER  
CHILDREN AND YOUTH INSTITUTE  
4-H YOUTH DEVELOPMENT  
MICHIGAN STATE UNIVERSITY  
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**JOIN THE REVOLUTION**  
**OF RESPONSIBILITY**

MSU EXTENSION: <http://msuc.anr.msu.edu/>  
MICHIGAN 4-H YOUTH DEVELOPMENT : <http://4h.msuc.msu.edu/>  
OPERATION: MILITARY KIDS : <http://www.operationmilitarykids.org>

Ingham County Proposed JIFF Program Budget for 2011-12

Staff	Supplies	Total
<p><b>School year program</b>                      8 weeks, 3 hours per site, 3 sites a week                      x 2 rounds of 8 week programs</p> <p>Proposed Sites: (TLC Group Home, Foster Community Center, Wexford Elementary or S. Side CommunityCoalition, Allen Neighborhood Center, LaRoy Froh Housing Commission, Crossroads Youth Homeless Shelter)</p>	<p>\$20/program = \$480</p>	<p>\$10.50x72hrs= \$831.60 (includes fringe) x 2 staff = \$1663.20</p> <p>\$4,286.40</p>
<p><b>Summer Program</b>                      6 weeks, 2.5 hours per site, 9 sites a week</p> <p>Proposed Sites: (8 parks and Rec sites plus S. Side Community Colalition)</p> <p>Incentive for coming a majority of the programs- \$3 x 125 youth (approximately 60% of participants)</p>	<p>\$20/program= \$1080</p>	<p>\$10.50 x 135 hrs = 1559.25 (includes fringe)</p> <p>\$2,639.25</p> <p>\$375</p>
<b>Total Request</b>		<b>\$7,300.65</b>

**MEMORANDUM**

**TO:** Human Services, County Service and Finance Committees  
**FROM:** Jim Hudgins, Director, Purchasing Department  
**DATE:** January 26, 2012  
**SUBJECT:** Architectural and Engineering Services Proposal Summary for Renovations and Alterations to Willow Health Center

Project Description:

Proposals were sought from qualified and experienced architectural and engineering (A/E) firms for the purpose of entering into a contract to provide complete designing, engineering, construction administration services for modernizing, improving and reconfiguring interior arrangements of Willow Health Center (Center), in strict compliance with the Health Resources and Services Administration’s School Based Health Centers Capital Grant awarded to the Ingham County Health Department.

The Ingham County Health Department currently operates three child and adolescent health center programs as part of its Community Health Center Network: Otto Community Health Center, Sexton Health Center and Willow Health Center. These programs provide primary medical care to Ingham County’s child and adolescent population.

In July 2011, the U.S. Department of Health and Human Services, Health Resources and Services Administration announced a Notice of Grant Award in the amount of \$499,599 for the period of July 1, 2011 through June 30, 2013 to the Ingham County Health Department. The Notice of Grant Award approved the following projects: Alteration and Renovation of Willow Health Center, Alteration and Renovation of Otto Community Health Center and an Equipment Project. This project, however, deals only with Willow Health Center.

The County is currently under a five-year lease agreement through December 31, 2014 for the use of the 7,500 square feet building and 400 square feet of storage. The County has a signed letter dated January 5, 2011 from the owner of Willow Health Center consenting to the proposed alternation and renovation project.

Proposal Summary:

Vendors contacted: 17            Local: 6  
Vendors responding: 3            Local: 1

<b>Company</b>	<b>Preliminary Design Cost</b>	<b>Construction Admin. Cost</b>	<b>Total Cost</b>	<b>Local</b>
GAV Associates	\$7,700	\$8,450	\$16,150	N – Flint
Century A&E	\$6,770	\$18,115	\$24,885	N – Grand Rapids
Hobbs & Black	\$10,990	\$22,470	\$33,460	Y – Lansing

A total of 7 vendors attended the mandatory Pre-proposal meeting.

Local vendors not responding:

- 1) C2AE – Busy working on other projects.
- 2) DLZ – Doesn't remember seeing the solicitation. Contact information on file was verified.
- 3) Keystone – Doesn't remember seeing the solicitation. Contact information on file was verified.

Recommendation:

The Evaluation Committee recommends awarding a contract to GAV in an amount not to exceed \$16,150. In addition to submitting the lowest bid, GAV is licensed and insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County, most notably, the renovation of Ingham Academy.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department Web Page.

**MEMORANDUM**

To: Human Services Committee  
County Services Committee  
Finance Committee

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

Date: February 9, 2012

Subject: Request to Enter into Contract with GAV Associates to Write up Preliminary Construction Documents for the Alterations and Renovations Project at Willow Health Center

In Resolution #11-315, the Ingham County Board of Commissioners authorized the acceptance of the School Based Health Center Capital Grant award in the amount of \$499,599 from the Department of Human Services, Health Resources and Services Administration to complete three projects: alter and renovate Willow Health Center, alter and renovate Otto Community Health Center and purchase equipment at each of the Health Department's Child and Adolescent Health Centers.

In order to complete the alteration and renovation project at Willow Health Center the Community Health Center Network of the Health Department worked with the Ingham County Purchasing Department to solicit proposals. Seventeen vendors were contacted directly and the RFP was advertised in the Lansing State Journal, El Central and posted on the Purchasing Department webpage. Seven vendors attended the mandatory pre-proposal meeting and three vendors responded.

Both the Health Department and the Purchasing Department evaluated the proposals and recommend awarding a contract to GAV Associates to write up the preliminary construction documents for the alterations and renovations at Willow Health Center. In addition to submitting the lowest bid of \$16,150, GAV Associates has other relevant experience working on projects of similar size and scope and has previous experience working with the County, most notably, the renovation of Ingham Academy.

The Health Department budgeted \$172,000 to complete the entire alterations and renovations at Willow Health Center. The Community Health Center Board of Directors has reviewed the proposals and recommends the contract with GAV Associates.

I recommend that the Board of Commissioners authorize a contract between the Health Department and GAV Associates to write up the preliminary construction documents for the alterations and renovations at Willow Health Center.

Attachment

c: Debra A. Brinson, w/ attachment  
John Jacobs, w/ attachment  
Barbara Watts Mastin, w/ attachment  
Carolyn Redman, w/ attachment



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH GAV ASSOCIATES TO WRITE UP  
PRELIMINARY CONSTRUCTION DOCUMENTS FOR ALTERATIONS AND RENOVATIONS AT  
WILLOW HEALTH CENTER**

WHEREAS, in Resolution #11-315, the Ingham County Board of Commissioners authorized the acceptance of the School Based Health Center Capital Grant award in the amount of \$499,599 from the Department of Human Services, Health Resources and Services Administration to complete three projects: alter and renovate Willow Health Center, alter and renovate Otto Community Health Center and purchase equipment at each of the Health Department's Child and Adolescent Health Centers; and

WHEREAS, in order to complete the alterations and renovations of Willow Health Center, the Ingham County Purchasing Department solicited proposals from qualified and experienced architectural and engineering firms pursuant to County guidelines; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing Department and the Health Department and both are in agreement that the lowest bidder meets all specifications and requirements; and

WHEREAS, the Health Department and the Purchasing Department recommend awarding a contract to GAV Associates to write up the preliminary construction documents for the alterations and renovations project at Willow Health Center in an amount not to exceed \$16,150; and

WHEREAS, the Health Department has budgeted \$172,000 for the alterations and renovations project at Willow Health Center; and

WHEREAS, the Ingham County Community Health Center Board, as the Board of Commissioners' Federally Qualified Health Center Co-applicant Board, recommends a contract with GAV Associates.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes entering into a contract with GAV Associates in an amount not to exceed \$16,150 to provide complete design, engineering, and construction administration services for modernizing, improving and reconfiguring interior arrangements of Willow Health Center.

BE IT FURTHER RESOLVED, the period of this agreement shall be from March 1, 2012 through February 28, 2013.

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.