

CHAIRPERSON
DALE COPEEDGE

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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, OCTOBER 1, 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 [September 20, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. MSU Extension - Resolution Recognizing “[World Food Day](#)” on October 16, 2012, “[National Food Day](#)” on October 24, 2012 and the Related Local Events of “[Food Fest 2012](#)” in Ingham County

2. Health Department
 - a. Resolution to Amend the Agreements with the [Michigan Primary Care Association](#) for Medicaid and Chip Outreach and Enrollment Services
 - b. Resolution to Authorize 2012-2013 Public Health Service Agreement with the [Ingham Health Plan Corporation](#)
 - c. Resolution to Amend the Contract with [JoHo Technologies, Inc.](#)
 - d. Resolution to Authorize an Extended Agreement with [Midland County Educational Services Agency](#) for Services Associated with the Great Start Regional Child Care Resource Center
 - e. Resolution Honoring [Carolyn Redman](#)
 - f. Resolution Honoring Employees of the [Otto Community Health Center](#)
 - g. Resolution to Amend Resolution #10-394 to Extend the Cooperative Operational Agreement with the Ingham Community [Health Center Board](#) of Directors

3. Controller’s Office - Resolution Authorizing [Adjustments](#) to the 2012 Ingham County Budget

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
September 20, 2012
Minutes

Members Present: Deb Nolan, Todd Tennis, Andy Schor, Brian McGrain, and Steve Dougan

Members Absent: Don Vickers

Others Present: Board Chairperson Copedge, Jared Cypher, Deb Brinson, Nancy Holly, John Jacobs, Renée Branch Canady, Dr. Pittel, Nancy Holley, Cheryl Gildner, Kyle Norman, Jim Wilson and others

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 September 4, 2012 Minutes

The September 4, 2012 Minutes were approved as submitted.

Additions to the Agenda

1. Substitute- Resolution Authorizing the Second Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 Through December 31, 2015

Limited Public Comment

None.

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

1. Special Transportation Millage - Resolution Authorizing the Second Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 Through December 31, 2015
2. MSU Extension - Resolution to Amend the Agreement for Michigan State University Extension Services Between Michigan State University and Ingham County to Add a 4-H Program Coordinator Position to the Agreement
3. Health Department
 - a. Resolution to Authorize a Contract with Armor Correctional Health Services, Inc. for Medication Passing Services at the Ingham County Jail
 - b. Resolution to Authorize an Amendment to Resolution #12-106 to Authorize a Subcontract with the Nurse Family Partnership Program
 - c. Resolution to Authorize a 2012-2013 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Agreement
 - d. Resolution Honoring Employees of the Adult Dental Center
 - e. Resolution Honoring Mary Meirndorf

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Vickers

Presentation: Adult Dental Center

Presenters: Deb Brinson, Dr. Pittel, Nancy Holley, Cheryl Gildner, Kyle Norman

Dr. Pittel stated that the adult dental service is located in the Human Service Building #3 and the children's clinic is located on Pennsylvania.

Dr. Pittel overviewed the number of full-time dentists, hygienists, and dental assistants. Chairperson Nolan asked if there is a back log in scheduling appointments. Dr. Pittel estimated a 2 to 2½ month wait.

Dr. Pittel overviewed the services the adult center provides including: preventative dental care, restorative, emergent, and referrals. He explained that the clinic does not do any complex dentistry; however, does use the most up-to-date materials to keep the patients teeth together so they are able to save enough money to have the work done. He described emergency dental problems sometimes result in emergency room visits and how referrals from the local hospitals are handled by the clinic. He stated that he is very pleased with the referral system and the goal of the clinic is to make sure every emergency is seen that day or scheduled the next day. The Committee discussed hours of operation and the number of patients seen per day. Ms. Brinson noted that the hospitals have been very impressed with the team and as a result has made a difference in their relationship. Ms. Gildner stated that the current customer service is a dramatic shift from years past and patients now know they will be seen and find pain relief.

Dr. Pittel reviewed the dental patients' unduplicated, dental care visits duplicated and payor mix. He expressed his concern that the number one problem in community dentistry is keeping a dentist for more than three years further expressing his concerns of increased capacity, physical space, having one center for both adults and children, expanded dental services, and the fee structure. He explained that the fee structure is very low compared to other FQHC's in the country suggesting that could be another presentation. Ms. Brinson stated the Human Resources and Purchasing Department are working on a request for proposal with the purpose of hiring a firm to do a study on physician/dentist compensation. Chairperson Nolan asked for the status of the study. Ms. Brinson expected to have the study sometime in the Spring 2013.

Comm. McGrain questioned how the program is funded for those without insurance. Ms. Brinson explained enhanced reimbursement. Comm. Schor asked why the IHP was such a low number. Ms. Brinson explained under Plan "A" the patients could be going elsewhere for dental care and Plan "B" dental care is not a covered service.

Chairperson Nolan asked if the Committee could expect a presentation on the fee scale. Ms. Brinson stated it is the intent to do that in a couple of months. Chairperson Nolan asked about the need for space. Ms. Brinson explained she is working with the Treasurer, as well as, the potential opportunity of partnering with Sparrow. Comm. Schor asked Mr. Norman if he has heard conversations in the schools regarding healthier meal choices at lunch. Mr. Norman stated occasionally there have been conversations but nothing is established.

Chairperson Nolan thanked the Dr. Pittel, Nancy Holley, Cheryl Gildner, Kyle Norman for their service and tonight's presentation.

Announcements

Comm. Schor informed the Committee he, Comm. Dougan and Comm. Bahar-Cook are selling Tri-County Office on Aging, Meals on Wheels, raffle tickets. \$1.00 each or 6 for \$5.00

Public Comment

Dr. Branch Canady invited the Commissioners to attend a potluck honoring Mary Meirndorf tomorrow 12:00 (noon) at the HSB, Conference Room A. Dr. Branch Canady acknowledged Ms. Meirndorf's sacrifices over the past years and commended her work with the area's food banks.

The Committee asked if Ms. Meirndorf will be attending the Regular Board Meeting on Monday. Dr. Branch Canady stated she would ask. The Committee asked Dr. Branch Canady to follow-up with Ms. Becky Bennett if Ms. Meirndorf is attending.

The meeting adjourned at approximately 7:00 p.m.

Respectfully submitted,

Julie Buckmaster

OCTOBER 1, 2012 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

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

2a. Health Department - *Resolution to Amend the Agreement with Michigan Primary Care Association for Medicaid and Chip Outreach and Enrollment Services*

This resolution amends Resolution #11-393 to authorize the extension of the terms of the existing agreements with the Michigan Primary Care Association (MPCA) for the provision of outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or the Children's Health Insurance Program (Medicaid/CHIP). The resolution extends the main agreement and the related Business Associate Agreement through August 17, 2013. MPCA will pay \$18,826 for the period from August 18, 2012 through August 17, 2013.

2b. Health Department - *Resolution to Authorize 2012-2013 Public Health Service Agreement with the Ingham Health Plan Corporation*

This resolution authorizes a Public Health Service Agreement for 2012-2013 with the Ingham Health Plan Corporation (IHPC). The IHPC will contract with Ingham County to purchase public health services provided to low income residents of Ingham County. The IHPC proposes to purchase services for up to \$2,581,683.00. The purchased services include: Public Health Nursing, Adult Dental, Outreach and Enrollment, and Support for the Ingham Community Health Center Network

2c. Health Department - *Resolution to Amend the Contract with JoHo Technologies, Inc.*

This resolution extends the existing agreement with JoHo Technologies through September 30, 2015. JoHo Technologies provides complete electronic document imaging storage and retrieval solutions for information management. Ingham County will pay JoHo Technologies \$300.00 per week, for volumes up to 700 images, and \$0.43 per page for images in excess of 700 per week.

2d. Health Department - *Resolution to Authorize an Extended Agreement with Midland County Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center*

Through these proposed agreements, MCESA will pay Ingham County Health Department up to \$196,255. The terms of the extension and Agreement shall be April 1, 2012 – April 30, 2012 (\$35,360) and May 1, 2012 through September 30, 2012 (\$160,895). The budget and work plan for these agreements were finalized with MCESA and ECIC in late August 2012. The Health Department's FY2012 budget anticipated the provision of these services and receipt of these funds.

3. Controller's Office - *Resolution Authorizing Adjustments to the 2012 Ingham County Budget*

This resolution authorizes 3rd quarter budget adjustments for the 2012 fiscal year. A major adjustment this quarter is related to the transfer of jail medical services from the Health Department to a contract in the Sheriff's Office, which is included in the 2013 Budget as Recommended by the Finance Committee. Since the Health Department is on an October to September fiscal year and the General Fund (which includes the Sheriff's budget) is on a calendar fiscal year, an extra three months of expenses will be incurred. The 2013 budget includes funding for jail medical services in the Sheriff's Office beginning January 1, 2013. Because the Health Department's year will end on September 30, 2012, there is currently no budget for this service from October 1 to December 31, 2012.

Three months of funding for this service will have a net cost of approximately \$400,000. This resolution would authorize the transfer of \$400,000 from the 2012 contingency account (current balance: \$502,013) to a separate activity in the general fund to cover this cost in 2012. It should be noted that when the transition of jail medical services from the Sheriff's Office to the Health Department occurred in 2007, there were three months in cost savings incurred by the general fund due to a shortened year.

OTHER/HONORARY:

1. MSU Extension - Resolution Recognizing “World Food Day” on October 16, 2012, “National Food Day” on October 24, 2012 and the Related Local Events of “Food Fest 2012” in Ingham County

2e. Health Department - Resolution Honoring Carolyn Redman

2f. Health Department - Resolution Honoring Employees of the Otto Community Health Center

2g. Health Department - Resolution to Amend Resolution #10-394 to Extend the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors

This resolution extends the County’s Cooperative Operational Agreement with the Ingham County Community Health Center Board through September 30, 2013. The Health Department’s memorandum that is attached to the resolution explains why such an agreement is necessary. The resolution also authorizes a process to revise the existing operational agreement to include clearly defined responsibilities for carrying out governance functions. The expectation is that the next time the agreement is renewed, the revision process will have been completed and that the proposed revision includes items recommended by the HRSA financial consultant, such as a clearly defined financial relationship between the County and the CHC Board, among other things.

MEMO

Date: September 18, 2012

To: Human Services Committee
From: Randy Bell, MSU Extension

Re: Resolution supporting Food Fest 2012, World Food Day and National Food Day efforts in Ingham County

The attached resolution seeks your support for a variety of food-related events being organized by the Food Systems Workgroup between October 16 and 24, 2012.

World Food Day on October 16, 2012, is designated by the Food and Agriculture Organization of the United Nations. It focuses on achieving food security by supporting and investing in cooperatives, allowing farmers world-wide to increase food production, market their goods and create jobs, thus improving their livelihood and increasing global food security.

National Food Day on October 24, 2012, is a national celebration and a movement for healthy, affordable and sustainable food.

The Food Systems Workgroup is using these two events as “bookends” anchoring many food-related events in the community such as open houses, special restaurant celebrations, food drives, urban farm tours and more. The Food Fest 2012 name reflects our attempt to capture all of these food-related activities into a cohesive effort.

The goal of the local, national and worldwide events is to draw attention to food security and justice challenges and provide recognition to individuals, groups, businesses and others who are working to overcome these challenges.

We appreciate your support of the efforts of the Food Systems Workgroup as we continue to identify and address critical food needs of the residents of Ingham County.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING “WORLD FOOD DAY” ON OCTOBER 16, 2012, “NATIONAL FOOD DAY” ON OCTOBER 24, 2012 AND THE RELATED LOCAL EVENTS OF “FOOD FEST 2012” IN INGHAM COUNTY

WHEREAS, The Food and Agriculture Organization of the United Nations has designated October 16, 2012 as World Food Day; and

WHEREAS, nearly 900 million people are hungry on our planet; and

WHEREAS, World Food Day 2012 focuses on achieving food security by supporting and investing in cooperatives, allowing farmers world-wide to increase food production, market their goods and create jobs, thus improving their livelihood and increasing global food security; and

WHEREAS, the Center for Science in the Public Interest has designated October 24, 2012 as National Food Day; and

WHEREAS, Food Day is a national celebration and a movement for healthy, affordable and sustainable food; and

WHEREAS, Food Day supports the belief that all Americans, regardless of their age or race or income or geographic location, should be able to select healthy diets and avoid obesity, heart disease and other diet-related conditions; and

WHEREAS, the Food Systems Workgroup, a food council working in Ingham County, has as its vision that everyone has access to safe, healthy and affordable food; and

WHEREAS, the Food Systems Workgroup is coordinating a variety of food-related community events called Food Fest 2012 between October 16 and 24, 2012; and

WHEREAS, the goal of the local, national and worldwide events is to draw attention to food security and justice challenges and provide recognition to individuals, groups, businesses and others who are working to overcome these challenges.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby supports the goals of World Food Day, National Food Day and Food Fest 2012.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners recognizes the efforts of the Food Systems Workgroup to engage Ingham County residents in these designated days and their associated activities.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: September 19, 2012

RE: Request to amend Resolution #11-393 and amend the agreements with Michigan Primary Care Association for the provision of outreach and enrollment services to children on Medicaid/CHIP

This is a request to amend Resolution #11-393 to authorize the extension of the terms of the existing agreements with the Michigan Primary Care Association (MPCA) for the provision of outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or the Children's Health Insurance Program (Medicaid/CHIP).

The term of the original agreement expired August 17, 2012. MPCA would like to extend the agreement and the related Business Associate Agreement through August 17, 2013. MPCA will pay \$18,826 for the period from August 18, 2012 through August 17, 2013.

The Ingham Community Health Center Board of Directors recommends extending the term of both agreements through August 17, 2013.

Consequently, I recommend that the Board of Commissioners approve the attached resolution and authorize extending the terms of the existing agreement and Business Associate Agreement with the Michigan Primary Care Association for the purpose of providing outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or CHIP.

Attachment

cc: Debra A. Brinson, w/attachment
John Jacobs, w/attachment
Barbara Watts Mastin, w/attachment
Jayson Welter, w/attachment
Jonathon MacGowen, w/attachment
Carolyn Redman, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGREEMENT WITH MICHIGAN PRIMARY CARE ASSOCIATION FOR MEDICAID AND CHIP OUTREACH AND ENROLLMENT SERVICES

RESOLUTION #11-393

WHEREAS, the Ingham County Health Department Community Health Center Network (ICHD CHCN) requests authorization to enter into an agreement with the Michigan Primary Care Association (MPCA) to provide outreach and enrollment services to children who are uninsured or fail to complete their redetermination application for Medicaid or the Children's Health Insurance Program (Medicaid/CHIP); and

WHEREAS, MPCA received grant funding through the Children's Health Insurance Program Reauthorization Act (CHIPRA) to contract with Federally Qualified Health Centers throughout Michigan, including the ICHD CHCN, to focus on ensuring families understand how and when to apply for coverage and to remind families to reapply for coverage as their renewal date approaches; and

WHEREAS, this agreement requires a Business Associate Contract, which will allow for the secure exchange of beneficiary information for the Medicaid/CHIP patients served by the ICHD CHCN; and

WHEREAS, ICHD CHCN staff will provide quality on-site and over-the-phone assistance to clients (children) in relation to their redetermination applications for Medicaid/CHIP including completing redetermination applications, answering redetermination questions and facilitating redetermination troubleshooting; and

WHEREAS, ICHD CHCN staff will also provide initial on-site enrollment assistance to clients (children) who are uninsured or fail to complete their redetermination application to ensure continuity in coverage; and

WHEREAS, the term of this agreement shall be September 12, 2011 through August 17, 2012; and

WHEREAS, MPCA will pay the ICHD CHCN \$15,066 for the work outlined above and will be used to provide staff wages in completing the work; and

WHEREAS, the Health Officer recommends that the Board of Commissioners adopt the attached resolution and authorize an agreement and Business Associate Contract with the Michigan Primary Care Association for the purpose of providing outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or CHIP.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement and Business Associate contract with the Michigan Primary Care Association for the purpose of providing outreach and enrollment services to children who are uninsured or fail to complete their redetermination application with Medicaid or CHIP.

RESOLUTION #11-393

BE IT FURTHER RESOLVED, the term of the agreement will be from September 12, 2011 through August 17, 2012.

BE IT FURTHER RESOLVED, the Michigan Primary Care Association will pay the Ingham County Health Department ICHD CHCN \$15,066 to provide these services and will be used to provide staff wages in completing the work.

BE IT FURTHER RESOLVED, 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 the documents on behalf of the County after approval as to form by the County Attorney.

HUMAN SERVICES: Yeas: Tennis, McGrain, Koenig, Nolan, Vickers, Dougan
Nays: None **Absent:** None **Approved 12/5/11**

FINANCE: Yeas: Schor, Tsernoglou, Nolan, Bahar-Cook, McGrain, Dougan
Nays: None **Absent:** None **Approved 12/7/11**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE AGREEMENTS WITH THE MICHIGAN PRIMARY CARE ASSOCIATION FOR MEDICAID AND CHIP OUTREACH AND ENROLLMENT SERVICES

WHEREAS, the Michigan Primary Care Association (MPCA) has provided funding to the Ingham County Health Department's Ingham Community Health Centers (Ingham CHC) to provide outreach and enrollment services to children who are uninsured or fail to complete their redetermination application for Medicaid or the Children's Health Insurance Program (Medicaid/CHIP); and

WHEREAS, the Board of Commissioners authorized an agreement and Business Associate Agreement with MPCA to provide these services in Resolution #11-393; and

WHEREAS, MPCA has requested to provide additional funding under the agreement and to extend the time period for both agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with MPCA to support outreach and enrollment services to children who are uninsured or fail to complete their redetermination for Medicaid/CHIP.

BE IT FURTHER RESOLVED, that the Board of Commissioners accept up to \$18,826 of additional funding bringing the total amount of the agreement up to \$33,892.

BE IT FURTHER RESOLVED, that the agreements are extended through August 17, 2013.

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 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: September 20, 2012

Subject: Resolution to Authorize Public Health Service Agreement with Ingham Health Plan Corporation

This is a recommendation to authorize a Public Health Service Agreement for 2012-2013 with the Ingham Health Plan Corporation (IHPC).

The IHPC will contract with Ingham County to purchase public health services provided to low income residents of Ingham County. The IHPC proposes to purchase services for up to \$2,581,683.00. The purchased services include:

Public Health Nursing
Adult Dental
Outreach and Enrollment
Support for the Ingham Community Health Center Network

I recommend that the Board of Commissioners adopt the attached resolution and authorize the proposed agreement with the Ingham Health Plan Corporation.

Attachment

cc: Deb Brinson, w/attachment
John Jacobs w/attachment
Holly Wilson w/attachment
Jayson Welter w/attachment
Jonathon MacGowen, w/attachment
Carolyn Redman, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE 2012-2013 PUBLIC HEALTH SERVICE AGREEMENT WITH THE
INGHAM HEALTH PLAN CORPORATION**

WHEREAS, the Ingham Health Plan Corporation (IHPC) has historically contracted with Ingham County to purchase services to serve low-income populations in Ingham County; and

WHEREAS, the IHPC proposes to contract with Ingham County to purchase services from the Ingham County Health Department during the period October 1, 2012 through September 30, 2013; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a Public Health Services Agreement with the Ingham Health Plan Corporation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Public Health Services Agreement, for up to \$2,581,683.00, with the Ingham Health Plan Corporation, through which the IHPC will purchase from Ingham County the following public health services:

Public Health Nursing
Adult Dental
Outreach and Enrollment
Support for the Ingham Community Health Center Network

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2012 through September 30, 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.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: September 20, 2012

RE: Resolution to amend the agreement with JoHo Technologies, Inc.

The Ingham County Health Department's Health Plan Management Services (HPMS) provides administrative services to support the operation of 14 county health plans. Services include requesting and receiving provider refund checks for County Health Plan members who received Medicaid and other coverage retroactively. JoHo Technologies provides complete electronic document imaging storage and retrieval solutions for information management that has substantially improved the efficiency of this project since 2006.

The most recent agreement expires September 30, 2012. HPMS and JoHo Technologies, Inc. have agreed to extend all terms and conditions of the agreement through September 30, 2015, with an out clause in the event business requirements change and services are no longer needed.

I recommend that the Board of Commissioners approve the attached resolution and authorize the extension of this agreement.

cc: Debra Brinson, MPA, Chief Executive Officer
John Jacobs, CPA, Chief Financial Officer
Barb Mastin, MA, Chief Operating Officer
Jonathon MacGowen, CPA, MBA, Finance Coordinator
Jayson Welter, JD, Director of Policy, Programs and Compliance
Carolyn Redman, Project Specialist

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE CONTRACT WITH JOHO TECHNOLOGIES, INC.

RESOLUTION #09-306

WHEREAS, the Ingham County Health Department Health Plan Management Services (HPMS) provides administrative support to the Ingham Health Plan Corporation and to 16 other County Health Plans; and

WHEREAS, services include requesting and receiving provider refund checks for County Health Plan members who receive Medicaid and other coverage retroactively; and

WHEREAS, Resolution #06-201 authorized the Health Department to enter into an agreement with JoHo Technologies, Inc. for the time period of October 1, 2006 through September 30, 2009; and

WHEREAS, HPMS has utilized JoHo Technologies, Inc. to provide document imaging, storage, and retrieval services to make the refund check process more efficient and electronic; and

WHEREAS, JoHo Technologies, Inc. has agreed to extend all terms and conditions of the current agreement for the time period of October 1, 2009 through September 30, 2012; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment for the time period of October 1, 2009 through September 30, 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the services contract with JoHo Technologies, Inc. of Grand Ledge, Michigan.

BE IT FURTHER RESOLVED, that the amendment shall extend all terms and conditions of the current agreement and shall be for the time period October 1, 2009 through September 30, 2012.

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

HUMAN SERVICES: Yeas: Tennis, McGrain, Schor, Dougan, Vickers

Nays: None **Absent:** Davis **Approved 9/14/09**

FINANCE: Yeas: Grebner, Bahar-Cook, Tennis, Davis, Dougan

Nays: None **Absent:** Nolan **Approved 9/16/09**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH JOHO TECHNOLOGIES

RESOLUTION #06-201

WHEREAS, the Bureau of Health Plan Management supports the operation of 17 county health plan organizations; and

WHEREAS, services include requesting and receiving provider refund checks for health plan members who receive Medicaid retroactively; and

WHEREAS, this is currently an inefficient, manual process; and

WHEREAS, the Bureau has identified a vendor that provides customers with complete document imaging, storage, and retrieval solutions for information management that could substantially improve the efficiency of the process; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a contract with JoHo Technologies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with JoHo Technologies of Grand Ledge, Michigan to provide document imaging, storage, and retrieval services to the Health Department.

BE IT FURTHER RESOLVED, that the contract shall be for the period beginning October 1, 2006 and ending September 30, 2009.

BE IT FURTHER RESOLVED, that Ingham County will pay JoHo Technologies \$300.00 per week, for volumes up to 700 images, and \$0.43 per page for images in excess of 700 per week.

BE IT FURTHER RESOLVED, that the Health Department's 2007 budget shall include \$15,000 in revenue from county health plans and \$15,000 in contractual expenses to implement this resolution.

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

HUMAN SERVICES: Yeas: Grebner, Bahar-Cook, Hertel, Dedden, Schor, Severino
Nays: None **Absent:** None **Approved 7/17/06**

FINANCE: Yeas: Hertel, Grebner, Dedden, Weatherwax-Grant, Dougan
Nays: None **Absent:** Thomas **Approved 7/19/06**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE CONTRACT WITH JOHO TECHNOLOGIES, INC.

WHEREAS, the Ingham County Health Department Health Plan Management Services (HPMS) provides administrative support to the Ingham Health Plan Corporation and to 14 other County Health Plans; and

WHEREAS, services include requesting and receiving provider refund checks for County Health Plan members who receive Medicaid and other coverage retroactively; and

WHEREAS, Resolution #06-201 authorized the Health Department to enter into an agreement with JoHo Technologies, Inc. for the time period of October 1, 2006 through September 30, 2009; and

WHEREAS, Resolution #09-306 authorized the extension of all terms and conditions of the agreement for the time period of October 1, 2009 through September 30, 2012; and

WHEREAS, HPMS has utilized JoHo Technologies, Inc. to provide document imaging, storage, and retrieval services to make the refund check process more efficient and electronic; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment for the time period of October 1, 2012 through September 30, 2015; and

WHEREAS, all other terms and conditions remain unchanged.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the services contract with JoHo Technologies, Inc. of Grand Ledge, Michigan.

BE IT FURTHER RESOLVED, that the amendment shall extend all terms and conditions of the current agreement and shall be for the time period October 1, 2012 through September 30, 2015.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady PhD, MPA, Health Officer

DATE: September 20, 2012

RE: Resolution to Authorize Agreements with the Midland County Educational Services Agency for Services Associated with the Great Start Regional Child Care Resource Center

Since 2009, the Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) to services to develop the Great Start Central Region Child Care Quality Implementation Plan. Resolution #12-14 continued the agreement with MCESA for six months of FY2012 (October 1, 2012 – March 31, 2012) under which OYC continued to administer the agreement. An extension and new agreement are proposed by MCESA for the period of April 1, 2012 – April 30, 2012 and May 1, 2012 through September 30, 2012 to continue the scope of services in the Central Region.

The scope of work shall include the following services:

- Coordinate program communication and outreach
- Perform the duties and responsibilities of the Central Region Program Director
- Coordinate professional development opportunities for licensed and registered child care providers and relative and day care aide (unlicensed) providers
- Provide support services and resources to childcare providers
- Provide assistance in families choosing quality childcare
- Provide assistance in families searching for childcare and to providers updating records on the Great Start Connect database
- Provide data and evaluation reports as specified in the agreement

The services listed in the scope of work will be funded by a Great Start Regional Child Care Resource Center grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through these proposed agreements, MCESA will pay Ingham County Health Department up to \$196,255. The terms of the extension and Agreement shall be April 1, 2012 – April 30, 2012 (\$35,360) and May 1, 2012 through September 30, 2012 (\$160,895). The budget and work plan for these agreements were finalized with MCESA and ECIC in late August 2012.

The Health Department's FY2012 budget anticipated the provision of these services and receipt of these funds. I recommend the Board of Commissioners adopt the attached resolution and authorize these agreements with Midland County Educational Services Agency.

c: John Jacobs w/ attachment
Nancy Hayward w/attachment
Karen Jennings w/attachment
Barb Monroe w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENDED AGREEMENT WITH MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY FOR SERVICES ASSOCIATED WITH THE GREAT START REGIONAL CHILD CARE RESOURCE CENTER

WHEREAS, since 2009 an agreement was authorized with Midland County Educational Services Agency (MCESA) to develop the Great Start Central Region Child Care Quality Implementation Plan (the Plan); and

WHEREAS, in Resolution #12-14 an agreement was authorized to continue administration of the Central and Eastern Regions through March 31, 2012; and

WHEREAS, MCESA has proposed a 30 day extension (April 1 – 30, 2012) to continue the administration of the Central Region; and

WHEREAS, MCESA has proposed a new agreement (May 1 – September 30, 2012) to continue the administration of the Central Region; and

WHEREAS, MCESA shall pay Ingham County up to \$196,225 (\$35,360 + \$160,895) for this work; and

WHEREAS, the terms of the Extension and Agreement shall be April 1 through April 30, 2012 and May 1, 2012 through September 30, 2012; and

WHEREAS, the Health Department's 2012 Budget anticipates providing these services and receiving these funds; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize agreements with Midland County Educational Services Agency (MCESA) for the periods April 1 through April 30, 2012, and May 1, 2012 through September 30, 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the agreements with Midland County Educational Services Agency (MCESA) to administer the Central Region Child Care Quality Implementation Plans.

BE IT FURTHER RESOLVED, that MCESA shall reimburse Ingham County up to \$196,255 for these services.

BE IT FURTHER RESOLVED, that the terms of the Extension and Agreement shall be April 1 through April 30, 2012 and May 1, 2012 through September 30, 2012.

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING CAROLYN REDMAN

WHEREAS, Carolyn Redman began her career with Ingham County in March, 1989 as a part-time clerk, typist at the Ingham County Health Department; and

WHEREAS, in November 1992, she was promoted to full time status; and

WHEREAS, in September 1994, she was reclassified to an Immunizations Clerk; and

WHEREAS, Carolyn transferred to Health Department Administration in July 1999 where she worked as a part-time secretary/ health administrator; and

WHEREAS, she was reclassified to a full time Plan Management Assistant in December 2002; and

WHEREAS, she was then reclassified to a Plan Management Assistant III in May 2009; and

WHEREAS, Carolyn's most recent position was a Project Specialist for the Ingham Community Health Centers; and

WHEREAS, Carolyn has served as a mentor and role model to many Health Department employees; and

WHEREAS, Carolyn is highly regarded and respected by her coworkers, supervisors and staff; and

WHEREAS, Carolyn Redman has given the Ingham County Health Department and the residents of Ingham County more than 23 years of devoted service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Carolyn Redman for her many years of steadfast service to the County of Ingham and for contributions she has made to the Health Department and the Ingham Community Health Centers.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes Carolyn continued success.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING EMPLOYEES OF THE
OTTO COMMUNITY HEALTH CENTER**

WHEREAS, the Otto Community Health Center began providing school-based, primary care services to students of C.W. Otto Middle School and community members in 1996; and

WHEREAS, employees of the Otto Community Health Center fill the need for access to health care and exposure to positive health behavior messages for the young, at-risk student population; and

WHEREAS, a team of individuals who are committed to serving youth provide primary and behavioral health care services to patients of the Otto Community Health Center; and

WHEREAS, to provide a full range of services to youth and community members, employees of the Otto Community Health Center maintain strong collaborative relationships with agencies throughout the community; and

WHEREAS, in 2011, these dedicated employees provided quality primary health care services to 1,076 patients in 3,090 visits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors all employees of the Otto Community Health Center for their continued service to the youth and community members in Ingham County.

MEMORANDUM

TO: Human Services/Finance Committee

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

DATE: September 20, 2012

RE: Resolution to amend Resolution #10-394 to extend the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors

Per Resolution #10-394, the Ingham County Board of Commissioners authorized the execution of a cooperative operational agreement with the Ingham County Community Health Center Board of Directors for the period of January 1, 2011 through December 31, 2011.

As a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration, the Ingham County Health Department (Health Department) is required by section 330 of the Public Health Service (PHS) Act as amended by Public Law 104-299, the Health Centers Consolidation Act of 1996 to maintain a governing board composed of individuals, a majority of who are being served by the center and, who as a group, represent the individuals being served by the center in terms of demographic factors such as race, ethnicity and sex. As a public entity, the Health Department may fulfill this requirement with co-applicant boards. The health center board must meet all the selection and composition requirements and perform all the responsibilities expected of governing boards except that the public entity may retain the responsibility of establishing fiscal and personnel policies. The health center board should be a formally incorporated entity; it and the public entity board are co-applicants for the health center program. When there are two boards, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governance functions are clearly understood. Per section 330(k)(3)(H) of the PHS Act and 42 CFR Part 51c.304, at a minimum, the health center governing board must:

- select the services to be provided by the center;
- determine the hours during which such services will be provided;
- approve the center's annual budget and grant application, and
- approve the selection and dismissal of the chief executive of the health center.

Since the Health Department has a separate health center board, it must meet this requirement through a cooperative operational agreement between the Ingham County Board of Commissioners and the Ingham Community Health Center Board of Directors. The most recent cooperative operational agreement ended December 31, 2011, which means the Health Department is currently out of compliance with this requirement. In order to maintain compliance, the term of this agreement must be extended.

The Ingham Community Health Center Board of Directors was advised by the Health Resources and Services Administration that the cooperative operational agreement must be updated. It must be revised to clearly define each board's responsibilities. I recommend that the Board of Commissioners authorize the process to revise the cooperative operational agreement.

To maintain compliance while these revisions are made, I recommend that the Board of Commissioners authorize an amendment to Resolution #10-394 to extend the term of the current agreement through September 30, 2013.

cc: Debra Brinson, MPA, Chief Executive Officer/ Director
John Jacobs, CPA, Chief Financial Officer
Barb Mastin, MA, Chief Operating Officer
Jonathon MacGowen, CPA, MBA, Finance Coordinator
Carolyn Redman, Project Specialist

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #10-394 TO EXTEND THE COOPERATIVE OPERATIONAL AGREEMENT WITH THE INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS

WHEREAS, the Ingham County Board of Commissioners authorized the execution of a cooperative operational agreement with the Ingham County Community Health Center Board of Directors for the period of January 1, 2011 through December 31, 2011 in Resolution #10-394; and

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration, the Ingham County Health Department is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board composed of individuals, a majority of who are being served by the center and, who as a group, represent the individuals being served by the center in terms of demographic factors such as race, ethnicity and sex; and

WHEREAS, as a public entity health department, the Ingham County Health Department may fulfill this requirement with two separate boards; and

WHEREAS, when two boards exist, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governance functions are clearly understood; and

WHEREAS, the health center board's functions must, at a minimum, include the:

- selection of services to be provided by the center;
- determination of hours during which such services will be provided;
- approval of the center's annual budget and grant application, and
- approval of the selection and dismissal of the chief executive of the health center; and

WHEREAS, the Health Department fulfills this requirement through a cooperative operational agreement between the Board of Commissioners and the Ingham Community Health Center Board of Directors; and

WHEREAS, the most recent cooperative operational agreement ended December 31, 2011, and

WHEREAS, in order to maintain compliance, the term of this agreement must be extended; and

WHEREAS, the Ingham Community Health Center Board of Directors was advised by the Health Resources and Services Administration that the existing cooperative operational agreement needs to be updated and must be revised to include clearly defined roles and responsibilities of each Board in order to meet the requirements of Section 330 of the PHS Act; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the process to revise the cooperative operational agreement; and

WHEREAS, to maintain compliance while these revisions are made, the Health Officer and the Ingham Community Health Center Board recommend that the Board of Commissioners authorize an amendment to Resolution #10-394 to extend the term of the current agreement through September 30, 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an amendment to Resolution #10-394 to extend the term of the current agreement through September 30, 2013.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize the process to revise the existing cooperative operational agreement to include clearly defined responsibilities for carrying out the governance functions.

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.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE COOPERATIVE OPERATIONAL AGREEMENT WITH THE
INGHAM COMMUNITY HEALTH CENTER BOARD**

RESOLUTION #10-394

WHEREAS, Ingham County operates a network of community health centers that provide outpatient ambulatory primary care health care services to approximately 25,000 low-income and at-risk persons, including about 10,000 persons enrolled in the Ingham Health Plan and about 8,000 persons enrolled in Medicaid HMO's; and

WHEREAS, the Community Health Centers operated by Ingham County Health Department have been designated by the Centers for Medicare and Medicaid Services as Federally Qualified Health Centers (FQHC) with the initial designation award in September 2003; and

WHEREAS, Congress has enacted preferential payment policy for FQHCs that helps ensure adequate reimbursement for care provided to Medicare and Medicaid beneficiaries, thus allowing federal and other grant funds to be used to provide care to the uninsured; and

WHEREAS, the Health Center Clusters Programs (i.e. FQHC), as established through Section 330 of the Public Health Service Act, requires that a Community Health Center's governing board be comprised of a majority of members who are patients of the health center; and

WHEREAS, the U.S. Department of Health and Human Services has indicated that a FQHC operated within a local unit of government may fulfill this governance requirement through a co-applicant Community Health Center Board; and

WHEREAS, the Board of Commissioners adopted Resolutions #02-293 and #02-294 that authorized the establishment of the Ingham Community Health Center Board (ICHCB), this body's By-Laws, and a Cooperative Operational Agreement that defined the ICHCB's authority as it relates to the Health Department's FQHC operation; and

WHEREAS, the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the ICHCB has been renewed on an on-going basis since January 1, 2003 with the current agreement set to expire on December 31, 2010; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize execution of the Cooperative Operational Agreement for the period of January 1, 2011 through December 31, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of a Cooperative Operational Agreement with the ICHCB for the period of January 1, 2011 through December 31, 2011.

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

HUMAN SERVICES: Yeas: McGrain, Tennis, Koenig, Vickers
Nays: None **Absent:** Davis, Nolan **Approved 12/6/10**

MEMORANDUM

September 21, 2012

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: 3rd Quarter 2012 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2012. The total increase to the General Fund is \$347,000.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

A major adjustment this quarter is related to the transfer of jail medical services from the Health Department to a contract in the Sheriff's Office, which is included in the 2013 Budget as Recommended by the Finance Committee. Since the Health Department is on an October to September fiscal year and the General Fund (which includes the Sheriff's budget) is on a calendar fiscal year, an extra three months of expenses will be incurred. The 2013 budget includes funding for jail medical services in the Sheriff's Office beginning January 1, 2013. Because the Health Department's year will end on September 30, 2012, there is currently no budget for this service from October 1 to December 31, 2012.

Three months of funding for this service will have a net cost of approximately \$400,000. This resolution would authorize the transfer of \$400,000 from the 2012 contingency account (current balance: \$502,013) to a separate activity in the general fund to cover this cost in 2012. It should be noted that when the transition of jail medical services from the Sheriff's Office to the Health Department occurred in 2007, there were three months in cost savings incurred by the general fund due to a shortened year.

Another major adjustment is the recognition of higher than budgeted property tax revenue. An additional \$540,000 is expected due to the 2012 taxable value being higher than projected when the budget was developed last year. This increase is offset by decreases in other revenues including Court Equity Funding (\$80,000) and indirect cost reimbursement (\$200,000) for Friend of the Court and the Family Division due to a change in cost allocation methodology. There is also an expected decrease in cost for Circuit Court indigent attorney fees (\$170,000) based on current spending trends. This resolution would also recognize the cost savings (\$150,000) resulting from the suspension of step increases until collective bargaining agreements are in place and the additional cost (\$480,000) due to unrealized savings from employee concessions that were included in the 2012 Adopted Budget. The net surplus from these revenue and expenditure changes is \$100,000, which is recommended to be added to the 2012 contingency account.

In anticipation of lower than budgeted revenues, the Parks Department has recommended several budget adjustments that would bring their expenses in line with their current revenue projections. The net decrease to the Parks fund would be \$68,381.

This resolution would also authorize the transfer of \$16,217 from Lansing Police Department Forfeitures to cover the cost of an Assistant Prosecuting Attorney position from October 1 to December 31. The D.A.R.T. grant will end September 30 and was not renewed for the next fiscal year. This will allow the retention of a current employee until another position becomes vacant. The grant funded position will be eliminated effective January 1, 2013.

There are also some increases for replacement computer equipment where costs are recouped through chargebacks to user departments. Finally, an adjustment is recommended for the Department of Transportation and Roads to move \$180,000 from salaries to road maintenance materials. This transfer requires Board approval as funds are being moved from the personnel cost category.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$502,013. If this resolution is passed as recommended, that amount will be decreased to \$202,013. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$494,888.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2012 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2012 Budget on October 25, 2011 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2012 BUDGET 9/15/12</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$72,218,873	\$347,000	\$72,565,873
201	Transportation and Roads	21,607,480	0	21,607,480
208	Parks	1,880,873	(68,381)	1,812,492
266	Anti-Drug Grant	420,631	16,217	436,848
636	MIS	3,741,277	5,169	3,746,446
664	Mach. & Equip. Revolving	1,015,931	4,121	1,020,052

GENERAL FUND REVENUES

	2012 Budget – <u>9/15/12</u>	Proposed <u>Changes</u>	2012 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	41,337,809	540,000	41,877,809
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	25,000		25,000
Unpaid Personal Property Tax	(50,000)		(50,000)
Industrial Facility Tax	394,000		394,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	4,600,000		4,600,000
Convention/Tourism Tax - Liquor	1,838,957		1,838,957
Court Equity Funding	1,650,000	(80,000)	1,570,000
Use of Fund Balance	2,000,000		2,000,000
Department Generated Revenue			
Animal Control	642,810		642,810
Circuit Court - Family Division	835,674	(140,000)	695,674
Circuit Court - Friend of the Court	543,238	(60,000)	483,238
Circuit Crt - General Trial	2,256,280		2,256,280
Controller	3,170		3,170
Cooperative Extension	27,860		27,860
County Clerk	612,800		612,800
District Court	2,386,188		2,386,188
Drain Commissioner/Drain Tax	384,400		384,400
Economic Development	49,346		49,346
Elections	78,250		78,250
Emergency Operations	120,582		120,582
Equalization /Tax Mapping	10,100		10,100

Facilities	146,433		146,433
Financial Services	10,000		10,000
Health Department	0	87,000	87,000
Human Resources	55,028		55,028
Probate Court	277,178		277,178
Prosecuting Attorney	816,510		816,510
Register of Deeds	1,567,708		1,567,708
Remonumentation Grant	85,400		85,400
Sheriff	5,424,878		5,424,878
Treasurer	4,094,387		4,094,387
Tri-County Regional Planning	61,740		61,740
Veteran Affairs	368,147		368,147
Total General Fund Revenues	72,218,873	347,000	72,565,873

GENERAL FUND EXPENDITURES

	2012 Budget - <u>9/15/12</u>	Proposed <u>Changes</u>	2012 Proposed <u>Budget</u>
Board of Commissioners	570,384		570,384
Circuit Court - General Trial	8,006,188	(170,000)	7,836,056
District Court	2,335,068		2,335,068
Circuit Court - Friend of the Court	1,287,725		1,287,725
Jury Board	1,123		1,123
Probate Court	1,360,695		1,360,695
Circuit Court - Family Division	4,620,442		4,620,442
Jury Selection	98,700		98,700
Elections	453,693		453,693
Financial Services	664,176		664,176
County Attorney	416,334		416,334
County Clerk	576,430		576,430
Controller	749,294		749,294

Equalization/Tax Services	645,575		645,575
Human Resources	521,054		521,054
Prosecuting Attorney	5,719,463		5,719,463
Purchasing	206,925		206,925
Facilities	1,857,915		1,857,915
Register of Deeds	450,021		450,021
Remonumentation Grant	85,400		85,400
Treasurer	561,281		561,281
Drain Commissioner	1,006,975		1,006,975
Economic Development	112,687		112,687
Community Agencies	178,595		178,595
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	102,900		102,900
Jail Maintenance	268,100		268,100
Sheriff	17,576,562		17,576,562
Community Corrections	123,192		123,192
Animal Control	1,274,755		1,274,755
Emergency Operations	223,863		223,863
Board of Public Works	300		300
Drain Tax at Large	348,295		348,295
Health Department	9,600,681	487,000	10,087,681
Community Health Centers	978,005		978,005
Medical Examiner	305,375		305,375
Substance Abuse	926,878		926,878
Community Mental Health	1,764,500		1,764,500
Department of Human Services	1,828,137		1,828,137
Tri-County Aging	76,225		76,225

Veterans Affairs	440,033		440,033
Cooperative Extension	530,849		530,849
Parks and Recreation	1,221,663		1,221,663
Contingency Reserves	502,013	(300,000)	202,013
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,585,286		1,585,286
Personnel Costs (to be spread across departments)	0	330,000	330,000
Total General Fund Expenditures	72,218,873	347,000	72,565,873

General Fund Revenues

Property Tax	Increase property tax revenue \$540,000 due to higher than projected 2013 taxable value.
Court Equity Funding	Decrease Court Equity Funding \$80,000 consistent with current revenue projection.
Circuit Crt – FOC	Decrease Indirect Cost revenue \$60,000 due to change in cost allocation plan methodology.
Circuit Crt – Family Div.	Decrease Indirect Cost revenue \$140,000 due to change in cost allocation plan methodology.
Prosecuting Attorney	Transfer \$16,217 from Lansing Police Department Forfeitures to cover cost of Assistant Prosecuting Attorney from October 1 to December 31. The D.A.R.T. grant will end September 30 and was not renewed for the next fiscal year. Grant revenue will be decreased by \$16,217 for 2012, and the grant funded position will be eliminated effective January 1, 2013.
Health Department	Establish Jail Medical Budget for October 1 through December 31. The 2012 budget for Jail Medical is included in the Health Fund through September 30. In the 2013 recommended budget, Jail Medical begins as a contract in the Sheriff's Office January 1. Revenues totaling \$87,000 for this service need to be added to the 2012 budget for the last three months of 2012.

General Fund Expenditures

County-wide Personnel	Decrease wages and fringes \$150,000 due to suspension of step increases until collective bargaining agreements are in place. Increase wages and fringes \$480,000 due to unrealized savings from employee concessions included in the 2012 Adopted Budget.
Circuit Crt – General Trial	Decrease attorney fees budget \$170,000 consistent with current expenditure projection.
Health Department	Establish Jail Medical Budget for October 1 through December 31. The 2012 budget for Jail Medical is included in the Health Fund through September 30. In the 2013 recommended budget, Jail Medical begins as a contract in the Sheriff's Office January 1. Expenses totaling \$487,000 for this service need to be added to the 2012 budget for the last three months of 2012.
Contingency	Decrease contingency \$400,000 to cover one time transition cost of Jail Medical Services from the Health Fund (October to September fiscal year) to General Fund (calendar fiscal year). Increase contingency \$100,000 to reflect net changes in revenue and expenditure projections. Net reduction is \$300,000.

Non-General Fund Adjustments

Transportation and Roads (F201)	Transfer excess funds from salaries, available due to vacancies, to materials to be used for road maintenance (\$180,000).
Parks (F208)	Adjust revenue budget reflective of current projections as follows: Decrease Parking Fees \$44,553, Passport Revenue \$5,000, Use of Fund Balance \$23,000, and Miscellaneous Revenue \$2,428. Increase Revenue Control \$500, Special Event Fees \$5,300 and Donations \$800. Adjust expenses to offset revenue reductions as follows: Decrease Temporary Wages \$18,638, Permanent Wages \$2,805, Overtime \$1,670, Meeting Fees \$4,000, Maintenance Supplies \$20,445, Other Controllable Expenses \$20,312, Utilities \$1,000, and Vehicle Replacement Charge \$12,729. Increase Gas/Grease/Oil \$13,000 and MIS Chargebacks \$218. Net reduction in revenues and expenses is \$68,381.
Anti-Drug Grant (F266)	Transfer funds from Lansing Police Department Forfeitures to general fund to cover cost of Assistant Prosecuting Attorney from October 1 to December 31. (\$16,217).
MIS (F636)	Increase revenues and expenditures to purchase three replacement laptops (\$5,169).
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase the following replacement equipment: one CPU for Probate Court (\$1,113), one CPU for Facilities (\$1,350), 7 CPUs for Circuit Court - Family Division, one printer for Circuit Court (\$1,133), and three monitors for the Clerk (\$525).

2012 CONTINGENCY

Adopted Contingency Amount	\$494,888
R11-363: Unallocated Community Agency Funding	14,125
R11-398: Emergency Allocation Nat'l Council on Alcoholism	(7,000)
Proposed 3 rd Qtr Adj: One time transition cost for Jail Medical	(300,000)
Current Contingency Amount	\$202,013