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VICTOR CELENTINO

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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 THURSDAY, SEPTEMBER 20, 2012 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

**NOTE CHANGE IN DATE**

### Agenda

Call to Order

Approval of the [September 4, 2012](#) Minutes

Additions to the Agenda

Limited Public Comment

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](#)

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

September 4, 2012

### Minutes

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

Members Absent: None

Others Present: Board Chairperson Copedge, Jared Cypher, Teri Morton, Beth Hamilton, Mary Lannoye, John Neilsen, Chuck Gray, Vince Dragonetti, Deb Brinson, Renée Branch Canady, John Jacobs, Mindy Smith, Julie Anderson, Tom Curtis, Amanda Masters, Jack Midgley, Mary Meirndorf, Joe Wald, Karen Weidner, Robin Turner, Zoe Lyons, Marion Owen, Dee Lamb, Gary VanNorman, Kasey Edwards, Robin Zeiter, Lin Hirai, Lori Noyer, Lori Brasic, Karen Jennings, and others

The meeting was called to order by Chairperson Nolan at 6:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

#### Approval of the August 20, 2012 Minutes

The August 20, 2012 Minutes were approved as submitted.

#### Additions to the Agenda

None.

#### Limited Public Comment

Robin Turner, Community Health Center, thanked the Commissioners for their budget support over the years. Tom Curtis, Community Health Center, echoed Ms. Turner then expressed their concern that the following should be considered: Dental Electronic Health Record, Patient Portal, and Patient Centered Medical Home. Mr. Curtis described drawing down incentive payments. Ms. Turner noted this is one time funding for health reform.

(Comm. Tennis arrived at 6:03 pm)

Jack Midgley, Bethlehem Lutheran Church expressed concern of eliminating the Food Bank call center too soon after the consolidation. Comm. Schor asked if the calls could be taken by the Capital Area United Way 2-1-1. Amanda Masters, Capital Area United Way 2-1-1, stated there is the potential; however, more time is needed. Mr. Joe Wald, Greater Lansing Food Bank, explained that this was not part of the consolidation discussions with the County and it may take a year for the transition of the call center. He described the number of calls, as well as, volunteers, management, food purchased and distribution. The Committee briefly discussed the cost of the call center.

Chairperson Nolan asked the Department Heads who are accepting of their 2012 Controller's Recommended Budget to please stand and state their approval. The following were present and accepted the recommended budget:

1. Budget Hearings
  - a. Central Michigan 2-1-1 Alliance, Amanda Masters
  - c. Community Mental Health, Bob Sheehan
  - d. Cooperative Extension, Donald Lehman
  - e. Department of Human Services, Zoe Lyons
  - g. Medical Care Facility, Mark Stevens
  - h. Medical Examiner, Renée Branch Canady
  - i. Substance Abuse, Gary Van Norman
  - k. Tri-County Aging Consortium, Marian Owen
  - l. Veteran Affairs, Randy Marwede

The Committee accepted the following:

- b. Community Agencies
- j. Transportation Millage

Comm. Dougan suggested that Ms. Owen have the opportunity to introduce her staff. Ms. Owen introduced the Finance Director, Assistant Director, Director of Advocacy and Director of Nutrition.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR THE FOLLOWING DEPARTMENTS:

1. Budget Hearings
  - a. Central Michigan 2-1-1 Alliance
  - c. Community Mental Health
  - d. Cooperative Extension
  - e. Department of Human Services
  - g. Medical Care Facility
  - h. Medical Examiner,
  - i. Substance Abuse
  - k. Tri-County Aging Consortium
  - l. Veteran Affairs
  - b. Community Agencies
  - j. Transportation Millage

MOTION CARRIED UNANIMOUSLY.

1. Budget Hearings
  - f. Health Department

Dr. Branch Canady introduced the new Deputy Health Officer stating it was her first day on the job.

Dr. Branch Canady stated with her full respect of the Controller she is declining the Health Department budget. Dr. Branch Canady provided a handout "Health Department Response to 2013 Controller's Recommended Budget". Dr. Branch Canady provided an explanation of the positions and elimination revisions.

The Committee discussed occupied and vacant positions, retirements, position salaries, general funds and grant funding. Ms. Lannoye reiterated that this was not part of the Health Department's 10% reduction plan and grant funded positions are terminated when the grant can no longer support the position. The Committee also discussed the Food Bank call center transition period.

Ms. Brinson overviewed the Dental Electronic Medical Record, Patient Portal, and Patient Centered Medical Home including capturing federal incentives, grant opportunities and other potential revenue.

Ms. Lannoye asked if the meaningful use funds were part of the Health Department's revenue request. Mr. Jacobs answered no because this is only if the County qualifies. Ms. Brinson explained the money is only available if the Dental Electronic Health Records is secured. Comm. Nolan asked for clarification that the meaningful use funds are based on five dentists. Ms. Brinson answered yes. Comm. Nolan asked what percentage of dental patients use the IHP (Ingham Health Plan). Ms. Brinson will provide the Committee with the percentage of IHP Dental patients. Comm. Tennis noted that the Medicaid population has a higher reimbursement than the IHP. Ms. Brinson explained Meaningful Use eligibility.

Ms. Brinson explained that the Patient Portal is the next step of Meaningful Use and Patient Centered Medical Home (PCMH). The Portal connects to the Electronic Medical Records allowing patients to access their records and schedule appointments. Ms. Brinson explained that most insurance carriers including Medicaid are moving toward the PCMH and by 2016 most companies will only contract with those who are PCMH certified. She noted there are incentives for being certified and Meaningful Use will also require certification. She noted these things need to be done.

Ms. Brinson explained that each site needs to become PCMH certified and not the Health Department as an entity. She then explained open access to patients and need for restructuring. Ms. Brinson stated there are three things that need to be done whether there is money left on the table or not.

Mr. Jacobs stated the changes in reporting requirements have increased and the Health Department is trying to the best that they can to keep pace. He noted this is the opportunity to open conversations of things to come. Ms. Lannoye commended the Health Department on finding ways to increase revenues and making use of various resources; however, she would like the ability to fully vet the new revenue sources.

Comm. Dougan suggested suspending the meeting and resuming September 12, 2012 prior to the Finance Committee meeting so the Controller and this Committee has an opportunity to review the Health Department's response to their budget. The Committee discussed the suggestion and made the decision to continue with the meeting further suggesting all the Health Department revisions be put on the "Z" list. This will give the Controller time for review prior to the Finance Committee meeting and that Committee can rank the collective "Z" List. Comm. Vickers stated that he prefers to have budget information prior to the meeting and would like to have prioritized the "Z" list items rather than leave it for the Finance Committee. Additionally, he would like the Controller to have time to provide the Committee with an opinion of these revisions. Comm. McGrain noted that he prefers not to use all of the "Z" list funds or any reserves.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. TENNIS TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET WITH THE HEALTH DEPARTMENT'S REVISED SUBTRACTIONS AND ADDITIONS AS PROVIDED IN THE HANDOUT THUS ADDING \$285,000 TO THE "Z" LIST TO BE OUTLINED AS INDIVIDUAL ITEMS WITH THE CORRESPONDING COSTS TO FACILITATE THE FINANCE COMMITTEE BUDGET HEARING.

The Committee asked Dr. Branch Canady to work with the Controller's Office on the revisions and provide a ranking of the "Z" listed items as soon as possible so that the Commissioners may be informed.

Mr. Nielsen stated that the following has been added to the "Z" List: Law Enforcement Committee, a detective and deputy position and County Services Committee, a Parks Position. He noted that Law Enforcement approved using the fund balance to keep the Jail Post open. The Judiciary Committee meets tomorrow evening.

Ms. Morton stated that she intends on having the "Z" list items available to all the Commissioners late Thursday afternoon.

The Committee discussed cuts to the General Funds, Meaningful Use Funds, P2 revenues, Jail Medical and execution of the Dental Electronic Health Records. Dr. Branch Canady will provide Comm. Vickers more information on the P2 fees collected.

MOTION TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET, AS AMENDED, CARRIED with Comm. Vickers Voting "no".

2. Final Ranking

The Health Department will provide their preferred ranking as soon as possible and prior to the Finance Committee Budget Hearing.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 8:10 p.m.

Respectfully submitted,

Julie Buckmaster

## **SEPTEMBER 20, 2012 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

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

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

This resolution authorizes the second amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2011 through December 31, 2015; specifically the scope of services which will be effective from October 1, 2012 through September 30, 2013. For the period October 1, 2012 through September 30, 2013 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$3,159,496 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$645,000 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$112,327 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2013 Fiscal Year. These amounts include the additional .12 mills authorized by voters in the August 2012 primary election.

2. *Resolution to Amend the Agreement with Michigan State University for Educational Services Provided by Michigan State University Extension to Add a 4-H Coordinator Position to the Agreement*

This resolution amends the 2012 Memorandum of Agreement (MOA) for Michigan State University Extension to add a 4-H Program Assistant position to the agreement. The 4-H Program Assistant is currently a County position, and it is vacant. For the 2013 budget, it is recommended that this position be folded into the MOA, and be employed by MSU. If approved, this resolution makes that position a part of the MOA for the final quarter of FY 2012 at a cost of \$14,000. Funds are available in the 2012 budget, as MSU Extension will more than meet their hiring delay target.

3a. *Resolution to Authorize a Contract with Armor Correctional Health Services, Inc. for Medication Passing Services at the Ingham County Jail*

This resolution authorizes a contract with Armor Correctional Health Services for medication passing services at the Ingham County Jail. Armor will provide medication passing services six hours per day for a total of 42 hours per week at a rate not to exceed \$88,000 per year. The existing FY 2012/2013 Jail Medical budget will be managed to allow for payment of this contract. The recommended budget for 2013 proposes to contract for all jail medical services. However, this contract will not be implemented until January 1, 2013 at the earliest. Significant discussion with the vendor will be necessary should the final budget be adopted to include the full jail medical contract. At some point, it would then be necessary to invoke the contract's early termination clause. The attached memorandum from the Health Department provides more specific details and history behind the issue of medication passing.

3b. *Resolution to Authorize an Amendment to Resolution #12-106 to Authorize a Subcontract with the Nurse Family Partnership Program*

This resolution authorizes a subcontract with the Nurse Family Partnership Program in the amount of \$45,000 for technical support, training and materials specific to the Nurse Family Partnership model. Funds for this agreement were provided by CPBC Amendment #2 in Resolution #12-106.

3c. *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*

This resolution authorizes the 2012-2013 Agreement for the Delivery of Public Health Services under the Comprehensive Agreement Process (formerly known as the Comprehensive Planning, Budgeting and Contracting (CPBC) Process). The agreement serves as the vehicle for accepting slightly more than \$5.0 million in state and federal grant and formula funding to support a number of public health services. Please see the attached memorandum for more details.

**HONORARY RESOLUTIONS:**

3d. *Resolution Honoring Employees of the Adult Dental Center*

3e. *Resolution Honoring Mary Meirndorf*

**Agenda Item 1**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE SECOND AMENDMENT TO THE AGREEMENT WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2011 THROUGH DECEMBER 31, 2015**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2015; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, in August 2012, the electorate approved an additional 12/100 (.12) of one mill to ensure that the current level of service can still be provided; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2012 through September 30, 2013 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board and the County Clerk are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.



## **EXHIBIT “A”**

### **SCOPE OF SERVICES**

**For October 1, 2012, through September 30, 2013**

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$645,000 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$3,159,496 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing Spec-Tran.
4. The amount of \$112,327 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County’s 2013 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.

**MEMORANDUM**

TO: Board of Commissioners

FROM: Don Lehman  
MSU Extension District 8 Coordinator

DATE: September 6, 2012

RE: Amendment to Resolution #11-390

There have been agreements between MSU and Michigan counties for nearly a century. Through the standard base agreement for fiscal year 2012, the Assessment Fee of \$115,269 was reduced by \$50,278 to offset the County paid 4-H Program Assistant. Due to the resignation of the 4-H Program Assistant in May, it has created an option to transfer this position to an employee of Michigan State University. This change has been included in the 2013 budget but the need for additional 4-H Program support leads us to request a change in the Assessment in the 2012 budget year.

For the period January 1, 2012 to December 31, 2012, the County shall pay to MSUE \$150,191 which is the cost of the assessment plus any additional personnel costs. The increase in the assessment of \$14,000 results in the transfer of the County 4-H Program Assistant position to MSU Extension for the period of 10/1-12/31/2012. The Assessment Fee consists of \$78,991 (\$115,269 minus County Paid 4-H staff salary & fringe amount of \$36,278) and \$71,200 for additional personnel, as described in Exhibit A (Annual Work Plan-Amendment 1).

Introduced by the Human Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**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**

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

WHEREAS, a written agreement, including the annual work plan, was approved through Resolution #11-390, that outlines the provision that each party will provide for the continued operation of the Michigan State University Extension Office in Ingham County for the next five years; and

WHEREAS, the resignation of a County employee who provided 4-H programming support to Michigan State University Extension Office in Ingham County in accordance with the agreement, has created an option of transferring the 4-H Program responsibility to an employee of Michigan State University; and

WHEREAS, it is believed by both parties that amending the annual work plan to accomplish this provides financial and organizational benefits to both organizations; and

WHEREAS, with a start date of October 1, 2012, 1.0 FTE 4-H Program Coordinator will be hired by MSUE to provide these services for an increase of \$14,000 for the period of October 1 through December 31, 2012.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the amended Annual Work Plan (Exhibit A) that includes a county assessment of \$150,191 with MSU Extension for the period of January 1, 2012 through December 31, 2012 for delivery of Extension services and education.

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

**EXHIBIT A: 2012 Annual Work Plan – Amendment #1 (September 6, 2012)**

A. Specific Contributions by MSUE:

1. At least 1.0 FTE extension educator whose primary office of operation will be the county Extension office included in assessment.
2. .8 FTE additional extension educator (Horticulture) at \$71,200 (FTE \* rate).
3. 1.5 FTE 4-H program coordinator(s) included in assessment whose primary office of operation will be the county Extension office at \$14,000 (FTE \* prorated).
4. No additional 4-H program coordinators/other paraprofessional at \_\_\_\_\_ (FTE \* rate).
5. Administrative oversight included in annual assessment.
6. Access to extension educators with expertise in each of the MSUE Institutes included in annual assessment.
7. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
8. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must have access to high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in appendix A. The office space must be at least comparable to the average office space used by County employees.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media.
3. Operating expenses for the office and Personnel.
4. The Assessment Fee of \$78,991 (\$115,269 minus County Paid 4-H staff salary & fringe amount of \$36,278) and \$71,200 for additional personnel, as described above in Section A.

C. Assessment to County:

For the period January 1, 2012 to December 31, 2012, the County shall pay to MSUE \$150,191 which is the cost of the assessment plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to CANR Budget and Finance, 210 Ag Hall, Michigan State University, East Lansing, MI 48824.

**MICHIGAN STATE UNIVERSITY**

**INGHAM COUNTY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Daniel T. Evon, Director,  
Contract & Grant Administration

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix A**

### **Technical Standards for County Internet Connections**

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

It is our goal to provide the safest computing environment we can. Besides employing CISSP and Microsoft certified technicians to manage our systems, IT providers who work with us can be assured that best practices are followed in data security at each step.

MSUE does support and encourage the use of technologies that others may not, including social media applications. We view communication with our constituents through channels such as Facebook, Twitter, and Second Life to be critical to our work. However, networks that support our employees are not expected to see traffic from gaming within some of these applications – most notably, services such as “Mafia Wars” or “Farmville”, which can be resource intensive. MSUE staff and others can refer to the standing Social Media Policy for more details.

The easiest way to allow access to necessary applications needed by Extension personnel is to allow the full MSU Internet Protocol Range access to and from your network, as well as opening social media sites to the addresses used by MSUE staff at your location. The MSU-owned ranges are:

NetRange	35.8.0.0 - 35.10.255.255
CIDR	35.10.0.0/16 35.8.0.0/15

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

- 35.9.160.36 (1935,443) (authentication)
- 35.8.201.221 (10020) (ProofPoint)
- 35.9.83.132 (all) (vpn.msu.edu)
- 35.9.121.194 (443) (SharePoint)
- 35.9.121.211 & 212 (443) (Exchange)
- 35.8.10.135 (adobe connect)

The following clients are necessary on all computers – Outlook (preferably 2010, MSUE provides Office 2010 licensing), Lync 2010 Client, SAP client, VPN client. (IE 7.0 or higher)

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

Questions may be directed to [support@anr.msu.edu](mailto:support@anr.msu.edu), where they will be routed to the best person to assist you.

**Appendix B**  
**Specification of the Allocation of Costs**

Annual assessment funds will cover

- salary and fringe for 4-H Coordinators
- travel required by academic educator and/or paraprofessional staff, including the 4-H Coordinators
- computer
- cell phone costs
- expenses associated with programmatic work

County will be expected to provide

- office space
- utilities for office space
- at least one landline for phone service
- high speed internet access
- any computer needs of the clerical staff
- any travel the clerical staff may need to carry out as part of their work assignment
- other expenses associated with direct constituent service requests

## MEMORANDUM

TO: Law Enforcement  
Human Services Committee  
Finance Committee

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

DATE: September 5, 2012

RE: Resolution to Authorize a Contract with Armor Correctional Health Services, Inc. for Medication Passing Services at the Ingham County Jail

This is a recommendation to authorize a contract with Armor Correctional Health Services, Inc. for medication passing services at the Ingham County Jail. In November 2011, the Ingham County Sheriff's Office requested that the responsibility of passing medications to the inmates at the Ingham County Jail transition from the deputies in the Ingham County Sheriff's Office to the Health Department as medication errors were the majority of discipline matters among Fraternal Order of Police bargaining unit members.

The Health Department concluded that the only efficient way to provide medication passing services was through a contract to ensure appropriate coverage at all times. The Health Department's current 24/7/365 staffing pattern of the Jail Nurses does not allow for medication passing unless Jail Nurse duties focus solely on medication passing and not on providing medical care to the inmates. The Health Department explored its ability to hire permanent staff to provide medication passing services but due to the need for 24/7/365 coverage, this option was not cost effective because of the overtime hours that would result with the use of part time employees. The Health Department worked in conjunction with the Ingham County Purchasing Department to release a Request for Proposals for medication passing at the Ingham County Jail in November 2011.

At that time, the Health Department received responses from two vendors: Armor Correctional Health Services, Inc. and Optimal Staffing Solutions, Inc. The Health Department's Chief Operating Officer, Medical Director, and Community Health Center Supervisor evaluated the two responses and unanimously agreed to recommend Optimal Staffing Solutions, Inc. for the contract due to the fact that they could guarantee 24/7/365 coverage, their cost was the lowest and they were a local vendor.

In Resolution #12-114, the Ingham County Board of Commissioners approved a contract with Optimal Staffing Solutions, Inc. Unfortunately, Optimal Staffing Solutions, Inc. was unable to agree to a contract. In July 2012, the Health Department issued a Request for Proposals Re-Bid. This request returned responses from Armor Correctional Health Services, Inc., ASAP MedStaff and Personnel World. Again, the Health Department's Chief Operating Officer, Medical Director, and Community Health Center Supervisor evaluated the proposals. Armor Correctional Health Services, Inc. was not the lowest bidder but they had comparable pricing, the most experience and references, and they carry medical malpractice insurance. The lowest bidder but did not have experience or references with respect to medication passing, nor do they carry medical malpractice insurance.



Reference checks confirm that Armor Correctional Health Services, Inc. has extensive experience providing correctional health services. Armor Correctional Health Services, Inc. proposed to provide medication passing services during two three hour shifts per day at a rate of \$39.51 per hour for a part time (.38 Full Time Equivalent (FTE)) Licensed Practical Nurse and \$23.84 per hour for a part time (.68 FTE) Medical Assistant. They propose to provide these services for a total of 42 hours per week at a rate not to exceed \$82,101 per year.

The Health Department seeks approval for up to \$88,000 for this service to allow for overtime as needed. This contract will be paid using funds from the FY 2012/2013 Jail Medical Budget.

If the Sherriff's Office chooses to reopen a post, medication passing services may require more than three hours per shift. If costs exceed \$88,000 per year, the Health Department will seek funds from bed rental payments in any reopened posts.

I recommend that the Ingham County Board of Commissioners authorize an agreement with Armor Correctional Health Services, Inc.

c: Debra A. Brinson, w/ attachment  
John Jacobs, w/ attachment  
Barbara Mastin, w/ attachment  
Jonathon MacGowen, w/ attachment  
Carolyn Redman, w/ attachment  
Greg Harless, w/attachment  
Sam Davis, w/attachment  
Kathy Cole, w/attachment

**MEMORANDUM**

TO: Human Services, Law Enforcement, and Finance Committees  
 FROM: Jim Hudgins, Purchasing Director  
 DATE: September 6, 2012  
 SUBJECT: Medication Passing Services Proposal Summary

Project Description:

This project solicited proposals from qualified and experienced firms for the provision of medication passing services to inmates at the Ingham County Jail. The Contractor will provide appropriate staff 24/7/365, inclusive of holidays, to pass medications to the inmates two times each day in full compliance with the conditions defined in the RFP, contract, and with all governing federal, state and local laws, statutes, rules and regulations.

Proposal Summary:

Vendors contacted: 6            Local: 3  
 Vendors responding: 2        Local: 1

Company	Total Annual Cost	Local
Personnel World <sup>1</sup>	\$68,240	N – Lansing (Eaton Co.)
Armor Correctional Health Services	\$82,101	N – Miami, FL
ASAO MedStaff	\$132,480	Y - Lansing

Vendors not responding:

1. Correct Care Solutions, Nashville, TN – Staffing only programs are a challenging business model for CCS; rather, CCS specializes in comprehensive health programs.
2. CE&A Professional Services, Mason – CE&A’s core business is geared more to drug and alcohol testing.
3. Aerotek, Okemos – Due to the nature of the position and the job duties involved, its corporate policy would not be able to insure individual contractors in the prison environment.

Recommendation:

The Evaluation Committee recommends awarding a 1-year contract with an option to renew for two additional years to Armor Correctional Health Services. Armor carries medical malpractice insurance, has the most experience and references (19 current contracts to pass medications) of all respondents, and has qualified and experience staff who would work on this contract.

<sup>1</sup>Personnel World does not have any experience or references with respect to medication passing and, as such, is not being recommended for the award of this contract.

Advertisement:

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

Introduced by the Law Enforcement, Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH ARMOR CORRECTIONAL HEALTH SERVICES, INC. FOR MEDICATION PASSING SERVICES AT THE INGHAM COUNTY JAIL**

WHEREAS, the Ingham County Health Department assumed the responsibility of providing and managing medical services for Ingham County Jail inmates January 1, 2007; and

WHEREAS, the Health Department and the Sheriff's Office are committed to providing high quality and efficient health care services to jail inmates; and

WHEREAS, medication passing is a necessity in the delivery of health care services to jail inmates; and

WHEREAS, the Ingham County Sheriff's Office requested that the passing of medications to the inmates at the Ingham County Jail transition from the Sheriff's Office to the Ingham County Health Department; and

WHEREAS, the Ingham County Purchasing Department issued a Request for Proposals Re-Bid in July 2012 for medication passing to support the health care needs of the inmates at the Ingham County Jail; and

WHEREAS, the responses were evaluated by the Health Department's Chief Operating Officer, Medical Director, and Community Health Center Supervisor; and

WHEREAS, the group unanimously agreed that Armor Correctional Health Services, Inc. presented the best response and their proposal showed extensive correctional health care experience; and

WHEREAS, the Health Officer recommends a contract with Armor Correctional Health Services, Inc. for medication passing services at the Ingham County Jail; and

WHEREAS, the proposed rate of service is \$39.51 per hour for a part time (.38 Full Time Equivalent (FTE)) Licensed Practical Nurse and \$23.84 per hour for a part time (.68 FTE) Medical Assistant; and

WHEREAS, Armor Correctional Health Services, Inc. will provide medication passing services six hours per day for a total of 42 hours per week at a rate not to exceed \$88,000 per year.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Armor Correctional Health Services, Inc. for medication passing services at the Ingham County Jail.

BE IT FURTHER RESOLVED, the period of the agreement shall commence October 1, 2012 through September 30, 2013 with the option to automatically renew from year to year unless terminated as set forth in the agreement.

BE IT FURTHER RESOLVED, that Armor Correctional Health Services, Inc. shall provide medication passing services at a rate of \$39.51 per hour for a part time (.38 Full Time Equivalent (FTE)) Licensed Practical Nurse and \$23.84 per hour for a part time (.68 FTE) Medical Assistant, not to exceed \$88,000 per year, to be managed from within the FY 2012/2013 Jail Medical Budget.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and County Clerk to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

**MEMORANDUM**

TO: Human Services Committee

FROM: Renée B. Canady, PhD, MA, Health Officer

DATE: September 6, 2012

RE: Authorization to Amend Resolution #12-106

In Resolution #12-106, the Board of Commissioners authorized Amendment #2 to the Comprehensive, Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

In this Amendment, we received new funding for the Nurse Family Partnership Program (NFP). NFP is an intensive maternal and child health program offered to select local health departments by MDCH. The NFP model is thoroughly researched and the results show measurable improvements in maternal and child health outcomes.

A subcontract is required by the NFP to provide service support to the Health Department NFP program. Unfortunately, Resolution #12-106 did not include authorization for this subcontract.

I recommend that the Board of Commissioners adopt the amended resolution to authorize the subcontract with the Nurse Family Partnership Program.

c: John Jacobs w/attachment  
Regina Traylor w/attachment  
Debbie Edokpolo w/attachment  
Nancy Hayward w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #12-106 TO AUTHORIZE A SUBCONTRACT WITH THE NURSE FAMILY PARTNERSHIP PROGRAM**

WHEREAS, in Resolution #12-106, the Board of Commissioners authorized Amendment #2 to the Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health; and

WHEREAS, the Amendment provided additional funding for the Nurse Family Partnership Services Program; and

WHEREAS, Resolution #12-106 did not include specific authorization for a subcontract with the Nurse Family Partnership Program; to provide technical support, training and materials specific to the Nurse Family Partnership model; and

WHEREAS, the Health Officer recommends an amendment to Resolution #12-106 to authorize a subcontract with the Nurse Family Partnership Program for the period of June 1, 2012 through September 30, 2012.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a subcontract with the Nurse Family Partnership Program in an amount not to exceed \$45,000 for the period of June 1, 2012 through September 30, 2012.

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

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #12-106 remain unchanged.

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: September 9, 2012

RE: 2012-2013 Agreement for the Delivery of Public Health Services under the Comprehensive Agreement Process (formerly known as the Comprehensive Planning, Budgeting and Contracting (CPBC) Process)

Under the Public Health Code, the State of Michigan and the 83 counties share responsibility for the protection of the public health of the citizens of Michigan. The agreement for the delivery of public health services under the Comprehensive Agreement Process (formerly known as the Comprehensive Planning, Budgeting and Contracting (CPBC) Process) is the principal mechanism for clarifying the role and responsibilities of the state and local governments. The agreement serves as the vehicle for accepting slightly more than \$5.0 million in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this Agreement include Essential Local Public Health Operations, Community Health Assessment activities and categorical programs including:

- AIDS/HIV Prevention and Care
- Bioterrorism Emergency Preparedness
- Breast and Cervical Cancer Control
- Building Healthy Communities
- Children's Special Health Care Services
- Communicable Disease Prevention
- Family Planning
- Food Vendor and Restaurant Inspection
- Immunizations
- Lead Safe Homes
- Maternal and Child Health Programs
- Tobacco Reduction
- Tuberculosis Control
- Sexually Transmitted Disease Control
- Vision and Hearing Screening
- Well and Septic Inspection
- The WIC Program

The attached resolution will authorize the 2012-2013 Agreement. The Michigan Department of Community Health has set grant and formula funding levels based on its appropriation act for FY 2013. These levels are included in the Health Department's FY 2013 budget. The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Program and Nurse Family Partnership programs. These all consist of state and federal funds and are included in the Department's FY 2013 budget request.

The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medical Services
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Translation

This strategy of contracting for outreach services is a key part of the Health Department's 2012 budget request. During 2004-2005 the State promulgated a Medicaid policy to establish the procedures for utilizing this outreach funding arrangement. The Medicaid policy guides the way in which the department builds relationships with neighborhood and community agencies. The contracts are established in conformance with the state policy and reporting is required to demonstrate that services are consistent.

The Comprehensive Agreement process—and all contracts with the Michigan Department of Community Health—are entirely electronic. Therefore, in the proposed resolution, the Board authorizes Renee Canady, PhD, Health Officer and John Jacobs, Chief Financial Officer to submit the 2012-2013 grant electronically.

This resolution and the corresponding Agreement represent important financial support for the Health Department programs established through the County budget process. I recommend the adoption of this resolution and the authorization of the Agreement, contracts and subcontracts. The MDCH will propose future amendments to the Agreement should appropriation levels and/or formulas change.

Attachment

c: John Jacobs w/attachment  
Bob Townsend w/attachment



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

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

WHEREAS, the Michigan Department of Community Health and Ingham County have historically entered into contracts to clarify the role and responsibility of each party in protecting the public's health; and

WHEREAS, the Michigan Department of Community Health is in the process of establishing tentative grant funding levels for 2012-2013; and

WHEREAS, the Michigan Department of Community Health has proposed a 2012-2013 Agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relationships; and

WHEREAS, the Health Officer recommends that the 2012-2013 Comprehensive Agreement be authorized and executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2012-2013 Agreement with the Michigan Department of Community Health for the delivery of public health services under the Comprehensive Agreement Process.

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 scope of services included in this Agreement shall include Essential Local Public Health Services, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that approximately \$5.0 million of state/federal funds will be made available to Ingham County through the Comprehensive Agreement, and that Ingham County's contribution to expenditures associated with the Agreement and budget shall not exceed levels appropriated in the County's 2013 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the period October 1, 2012 through September 30, 2013 with specialty physicians, laboratories, and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Program in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Oakland and Washtenaw Counties, which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract for the period October 1, 2012 through September 30, 2013 with the Nurse Family Partnership Program; to provide technical support, training and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County, W. K. Kellogg Foundation and Medicaid Administration (Federal Share). The braided service contracts shall be authorized up to the amounts identified below for the period October 1, 2012 through September 30, 2013:

- Allen Neighborhood Center \$115,487
- NorthWest Initiative \$115,487
- Carefree Medical Clinic \$10,800
- South Lansing Community Development Association \$24,952
- South Side Community Coalition \$103,086
- Capital Area Community Services \$4,000
- Child Abuse Prevention Services \$52,250
- Catholic Charities St. Vincent Home \$128,250
- Cristo Rey \$61,750
- Family and Community Development Services \$105,000
- Greater Lansing African American Health Institute \$77,904

BE IT FURTHER RESOLVED, that the Health Officer, Renee Branch Canady, PhD, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit the 2012-2013 Comprehensive Agreement grant documents electronically through the Mi-E Grants system.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2013 Budget as necessary upon its adoption in order to implement this Resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts and lease agreements associated with the CPBC agreement after review by the County Attorney.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING EMPLOYEES OF THE ADULT DENTAL CENTER**

WHEREAS, the Adult Dental Center began providing dental services to the medically underserved residents of Ingham County in 1956; and

WHEREAS, the Adult Dental Center is operated by a team of dedicated individuals who are steadfast in their commitment and passionate about serving medically vulnerable adults in Ingham County; and

WHEREAS, in 2011, these dedicated employees provided quality oral health care services to 3,840 patients over 5,696 visits; and

WHEREAS, most recently, the Adult Dental Center is collaborating with local emergency room departments to address the immediate dental needs of the community by triaging patients in the waiting room each morning to minimize their wait times for oral health services and to ensure patients with the highest needs are served first.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors all employees of the Adult Dental Center for their continued service to the residents of Ingham County.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING MARY MEIRNDORF**

WHEREAS, Mary Meirndorf began her career with Ingham County in June, 1981 as a part-time Food Distribution Coordinator in the Community Food Bank Program; and

WHEREAS, in May 1982, the position became full time; and

WHEREAS, in March, 1983 the Food Bank Project was reorganized and Mary Meirndorf was established as the Food Bank Coordinator; and

WHEREAS, Mary Meirndorf has been very involved in the Greater Lansing Food Bank's efforts to raise money to support the volunteer food banks in Ingham County; and

WHEREAS, in 2002, she served on the grant team for the Capital Area United Way. This team was responsible for making recommendations to fund programs in our community to provide basic necessities in emergencies; and

WHEREAS, under Mary Meirndorf's leadership, Ingham County has provided food assistance to families need, and increased from feeding 100 families a month under the Task Force on Hunger to over 2,100 families a month under the Ingham County Food Bank; and

WHEREAS, Mary Meirndorf is a competent, dedicated employee. As the Food Bank Coordinator, she consistently has worked many hours per week beyond those for which she was compensated, in order to provide staff support and coordination to the emergency food effort in the Lansing area.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Mary Meirndorf for her 31 years of dedicated, highly respected service to the community and for the many contributions she has made to the Ingham County Health Department.

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