

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
KARA HOPE
SARAH ANTHONY
BRIAN McGRAIN
DEB NOLAN
DON VICKERS
RANDY MAIVILLE

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, AUGUST 19, 2013 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 [July 15, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Special Transportation Millage - Resolution Authorizing the [Third Amendment](#) to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

2. Health Department
 - a. Resolution to Authorize a 2013-2014 [AmeriCorps](#) Grant and Establish a Position
 - b. Resolution to Authorize an Agreement with Capital Area Community Services to Serve [Early Head Start](#) Children through the Family Outreach Services Program
 - c. Resolution to Amend Resolution #12-285 and Authorize Subcontract Agreements and Computer Purchases in Support of the [Healthy Start](#) Project
 - d. Resolution to Authorize an Amendment to Resolution #13-320 to Correct the Rate to be Consistent with the [Lease Amendments](#) with Sparrow Health Systems
 - e. Resolution Authorizing the Approval of a [Five Year Extension](#) of the Voluntary Funding Agreements
 - f. Resolution to Authorize an Agreement with [Alliance Biomedical](#) DBA RS Biomedical, Inc.
 - g. Resolution to Authorize [Amendment #6](#) to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health
 - h. Discussion: Clinical Site Planning

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

July 15, 2013

Minutes

Members Present: Todd Tennis, Kara Hope, Sarah Anthony, Brian McGrain, Deb Nolan, Don Vickers, and Randy Maiville

Members Absent: None

Others Present: Jared Cypher, Chuck Gray, Renée Branch Canady, Barb Mastin, Marion Owen, Ruth Pell, Sara Levine and others

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

Approval of the June 17, 2013 Minutes

The June 17, 2013 Minutes were approved as submitted.

Additions to the Agenda

1. Additional Information – Tri-County Office on Aging - Discussion - Handouts: 2014-2016 Multi & Annual Implementation Plan and Literature Packet
- 2c. Late – Health Department - Resolution to Accept Funds from HRSA to Expand Outreach and Enrollment Assistance Activities.
- 3b. Additional Information – Controller’s Office - Resolution Authorizing the County Controller/Administrator to Procure Property for a Community Health Center Facility Tentative Schedule for New Clinic Facility

Announcements – Correspondence from Joan Jackson Johnson, City of Lansing, Human Relations and Community Services regarding Kids Connect and Feed the Children Summer Break Program.

Limited Public Comment

None.

1. Tri-County Office on Aging - Discussion

Marion Owen, Executive Director, Ruth Pell, Nutrition Director and Sara Levine, Director of Advocacy & Development provide an update.

Ms. Owen provided a brief history of the Tri-County Office on Aging (TCOA), grants received, support groups and reporting requirements. She described the Older Americans Act of 1965 and funding resources. Ms. Owen highlighted programs and services then pointed out the Long-

Term Supports and Services Guide in the handout packet. She informed the Committee that the Tri-County Office implemented the pilot program “Project Choices” referencing the brochure in the handout packet. She described that many other services are unlike those in an institution. She noted the intent is to move away from institutional care for the elderly and move toward home or community care.

Ms. Owen described integrated care, partnerships and community resources, follow-up and long-term care, Medicaid, Medicare along with the Affordable Care Act benchmarks.

Ms. Levine informed the Committee that the Multi-Year Plan is required by the State of Michigan every three years. The document is developed to inform readers of what the agency intends to accomplish including its goals, activities and outcomes. She explained that between the 3-year periods there is an implementation process that must be approved annually by the local units of government. Ms. Owen noted that is a mandate.

Comm. Anthony stated she had read the plan. She questioned if there is area defining a strategy to reach out to low income individuals and senior citizens of color, or, is that just implied throughout the plan. She also asked if there any targeted outreach programs to address inequities. Ms. Owen explained it is implied in the plan and there are activities and tangible benchmarks. She described the various programs offered to low income individuals and senior citizens of color. Comm. Anthony asked how success is measured. Ms. Owen explained everything is measured through data, surveys and final reports which are sent to the State Office of Services to the Aging (OSA). She stated OSA does track minorities and the TCOA must be accountable to the State. Comm. Anthony stated she would like to see the statistics.

Comm. Vickers referred to the Annual Report FY 2011 asking if all the employees listed are paid or are some volunteers. Ms. Owen explained that many employees are very part-time and some only working at the dine site nutrition programs. Ms. Owen described funding including fundraising and donations. Comm. Vickers questioned if donations could be received by townships. Ms. Owen will provide the Committee with an Attorney General Opinion regarding donations from local units of government.

Comm. McGrain asked if there will be a connection with 211. Ms. Owen answered yes stating it will be a warm transfer and CMH will be taking calls after hours. Comm. McGrain mentioned he would like to see an executive summary attached to the annual report discussing year-over-year changes, as well as, new issues or concerns. The Committee asked that an executive summary of the Multi & Annual Implementation Plan be provided as an attachment for the Commissioner’s review in the future. Ms. Owen and Ms. Levine agreed to do so.

Comm. Nolan asked how many meals are served each year. Ms. Pell estimated 355,000 meals were served in 2011; 405,000 in 2012 and it is expected 455,000 for 2013. She informed the Committee there is a need to restructure the kitchen. Ms. Pell stated the kitchen staff works hard and is not working for a paycheck but to serve the client. She described how meals are paid for.

2. Health Department

- a. Resolution to Authorize Amendments to Two Lease Agreements with Sparrow Health System

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AUTHORIZE AMENDMENTS TO TWO LEASE AGREEMENTS WITH SPARROW HEALTH SYSTEM.

Comm. Vickers pointed out that the \$20.21 per square foot could be confusing and suggested adding “per month”.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. NOLAN, TO AMEND THE RESOLUTION BY ADDING “PER MONTH” AFTER THE WORD “FOOT” IN THE FIRST BE IT FURTHER RESOLVED, and as follows:

BE IT FURTHER RESOLVED, the continued rate of the leases will be \$20.21 per square foot **per month**.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

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

- c. Health Department - Resolution to Accept Funds from HRSA to Expand Outreach and Enrollment Assistance Activities.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO ACCEPT FUNDS FROM HRSA TO EXPAND OUTREACH AND ENROLLMENT ASSISTANCE ACTIVITIES.

Dr. Branch Canady congratulated Ms. Mastin on her work securing the grant without a grant writer. Ms. Mastin explained because the County met HRSA 330 (e) and 330 (h) requirements supplemental funding was available and received. She further explained the two Community Health Workers will be out in the field and report back to the Health Department. Ms. Mastin stated this will encompass all health centers and patients.

Dr. Branch Canady informed the Committee she attended a National Association of City and County Health Officials meeting where HRSA representatives and DHS held a discussion on patient navigators and assisters including funding eligibility.

Comm. Nolan asked who will be assisted by these outreach workers. Dr. Branch Canady stated the Ingham Health Plan (IHP) already has outreach workers. Consequently, there will be a discussion for a seamless way to find people who are not informed, as well as, finding additional resources and coverage in the market place. She noted as IHP is redefined it will be more about Medicare and the market place for those who are eligible.

Comm. Nolan questioned as things progress and until Medicaid is expanded how many individuals will still require assistance and how will these workers identify those individuals. Dr. Branch Canady suggested Ms. Reynolds would have the number and the goal is to keep people connected to services. Comm. Tennis noted that unless there is Medicaid expansion some individuals may not qualify for Medicaid or meet other criteria. Comm. McGrain noted that the process is not easily understood by many and there will still be individuals who will require assistance to determine if they are qualified or not.

MOTION CARRIED UNANIMOUSLY.

b. Discussion: Clinical Site Planning

Mr. Cypher referred to the Tentative Schedule that was developed by Ms. Mastin, Mr. Terrill and himself with the assistance of Joe Gentilozzi, Real Estate Broker. Mr. Cypher stated this tentative schedule is an aggressive schedule and Mr. Terrill wanted to stress that there could be unforeseen changes due to negotiations. This tentative schedule is not a commitment or authorization to negotiate on any facility. Mr. Cypher stated this is replicating the process of the Ingham Family Center and he will come back to the Committee for any final decisions to negotiate or commit. Ms. Mastin noted that the CHC Board has been involved every step of the way, is very excited the process has begun and is looking forward to a successful venture. She noted that an extra month was added for any unforeseen circumstances.

Comm. McGrain stated he felt that Step 2 should take place before Step 1 further stating he would like to review the operational budget. Dr. Branch Canady and Mr. Cypher stated that they are still working with Capital Link and should receive that data by the end of the month to share with the Committee. Additionally, in September the Committee can expect an inventory of space.

The Committee discussed the transition of buildings, space, vacancy and leases. They requested a building and lease breakdown including closings along with potential savings. Dr. Branch Canady explained she would like to have the analysis from Capital Link before providing the information to ensure a reliable and solid plan of action.

3. Controller's Office

b. Resolution Authorizing the County Controller/Administrator to Procure Property for a Community Health Center Facility

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION AUTHORIZING THE COUNTY CONTROLLER/ADMINISTRATOR TO PROCURE PROPERTY FOR A COMMUNITY HEALTH CENTER FACILITY.

MOTION CARRIED UNANIMOUSLY.

3. Controller's Office
 - a. Resolution Authorizing Adjustments to the 2013 Ingham County Budget

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Tennis announced the Grand Opening Reception of the Birch Center at the Community Mental Health Building on August 13 from 6:00 pm to 8:30 pm. He stated all Commissioners are welcome to attend. Comm. McGrain stated he will not be able to attend the event.

Dr. Branch Canady congratulated the CMH Director for receiving notification that the Patient Center Medical Home Foundation Status has been approved upon its first submission.

Comm. Tennis informed the Committee that the Community Agency Application Process deadline is July 26th. He encouraged the Committee to inform area groups and entities to apply.

The Committee asked Mr. Cypher to respond to Ms. Joan Jackson Johnson's letter by informing her of the Community Agency application process, as well as, providing her with an application.

Public Comment

None.

The meeting adjourned at approximately 7:28 p.m.

Respectfully submitted,

Julie Buckmaster

AUGUST 19, 2013 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Assistant Deputy Controller is recommending approval of the following resolutions

1. Special Transportation Millage - Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

This resolution authorizes the third 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, 2013 through September 30, 2014. For the period October 1, 2013 through September 30, 2014 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 \$3,110,763 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 \$107,646 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 2014 Fiscal Year.

2a. Health Department - Resolution to Authorize a 2013-2014 AmeriCorps Grant and Establish a Position

This resolution authorizes a new AmeriCorps Program grant of \$168,134 for the 2013-2014 fiscal year. Of this \$168,134 the Michigan Community Service Commission will withhold \$1,750 as an administrative fee. The net grant to Ingham County will be \$166,384. This is the second program year of a new three-year funding cycle, with additional anticipated funding for the 2014-2015 program year. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process. The grant amount offered by DHS includes \$64,340 (salary and fringe) for the full-time AmeriCorps State Specialist (ICEA 5), plus staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

	Amount	Percent
Grant	168,134	60%
Match	110,420	40%*
Total	278,554	

*Grant guidelines direct applicants to hold the DHS share at \$13,300 per member. Our match put the DHS share of our application at \$13,295 per member.

The match is drawn from:

- 1) Cash contributions from the external host sites totaling \$100,104;
- 2) Existing salary and fringe used as match of \$3,315; and
- 3) Indirect costs used as match of \$7,001.

2b. Health Department - Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program

This resolution authorizes an agreement with Capital Area Community Services (CACS). CACS has developed programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program's inception. CACS is providing \$123,837 to support these services, which are provided by two existing staff persons at the Health Department. The term of the proposed agreement is August 1, 2013 to July 31, 2014. The agreement requires the Department to provide in-kind support valued at \$30,959 in the form of supervisor salary and benefits, indirect costs, and facilities.

2c. Health Department - Resolution to Amend Resolution #12-285 and Authorize Subcontract Agreements and Computer Purchases in Support of the Healthy Start Project

The attached resolution authorizes the following subcontracts and expenditures in support of the Healthy Start Project:

- 1) Dr. Crystal Tyler, Michigan Public Health Institute (MPHI) has an extensive background in Maternal Infant Health. Dr. Tyler will provide the following services: attendance at the Healthy Start Staff and Consortium meetings; development of web-based data collection program; development of an annual evaluation report in conjunction with national performance indicators; consolidate and streamline previously developed survey instruments; and contribute to new related applications as needed. The subcontract agreement shall be for the period of June 1, 2013 through May 31, 2014 in an amount up to \$50,000.

In Resolution #12-285, a subcontract was authorized for Dr. Ellen Whipple to conduct an overall project evaluation. Dr. Whipple is unable to continue to provide evaluation services for 2013-2014.

- 2) Redhead Design Studio – to develop and print program marketing materials. This will include logo design, brochures, photos, posters and web-site design. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to \$22,567.
- 3) Adams outdoor Advertising – for billboard marketing. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to \$6,000.
- 4) Purchase of tablets needed to support the project, including web-based curriculum to be used during home visits and health education workshops. Additionally, the tablets will also support a web based data collection system. An estimated cost for the tablets is \$5,000.

2d. Health Department - Resolution to Authorize an Amendment to Resolution #13-320 to correct the Rate to be Consistent with the Lease Amendments with Sparrow Health Systems

This resolution amends Resolution #13-120. Resolution #13-320 authorized amendments to two lease agreements with Sparrow Health System. In the resolution, the cost of \$20.21 per square foot was calculated on a per month basis. The correct calculation should be \$20.16 per square foot per year for both leases.

2e. Health Department - Resolution Authorizing the Approval of a Five Year Extension of the Voluntary Funding Agreements

This resolution authorizes a five-year extension of the voluntary funding agreements with Granger, Waste Management and Allied. These three providers for solid waste disposal entered into Voluntary Funding Agreements with Ingham County to fund fifty percent of the County's household hazardous waste, solid waste regulation, and solid waste and recycling education programs. Over the first term of the Agreements, Granger, Waste Management, and Allied will have collectively paid to the County approximately \$1,000,000 to fund the County's household hazardous waste, solid waste regulation, and solid waste and recycling education program.

2f. Health Department - Resolution to Authorize an Agreement with Alliance Biomedical DBA RS Biomedical, Inc.

This resolution authorizes an agreement with RS Biomedical, Inc. to provide maintenance and repair of biomedical equipment at the Ingham County Health Department. The contract term will be three years with an option to renew for an additional two year period and is based on RS Bio-Medical's 7/14/13 proposal and other quoted hourly rates of \$95/hour for corrective maintenance and \$150/hour for emergency repairs; additional medical equipment maintenance would be billed at a rate of \$21.50 per piece, with an estimated annual cost of \$8,000 - \$10,000. RS Bio-Medical Inc. is a local, registered vendor and has previous experience working with the Health Department.

2g. Health Department - Resolution to Authorize Amendment #6 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

This resolution authorizes amendment #6 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health. The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #6 will decrease the overall budget for Comprehensive Local Health Services from \$5,430,092 to \$5,387,592, a net decrease of \$42,500. The Amendment makes the following specific changes in the budget:

1. Centralized Access Home Visiting Hub, a decrease of \$2,861 to \$7,139.
2. Centralized Access Home Visiting Hub II, an increase of \$2,861 to \$92,861.
3. Infant Safe Sleep, \$7,500.
4. Nurse Family Partnership Services, a decrease of \$50,000 to \$435,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE THIRD 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, 2013 through September 30, 2014 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, 2013, through September 30, 2014

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 \$3,110,763 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 \$107,646 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: Human Services Committee
 County Services Committee
 Finance Committee

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

DATE: August 8, 2013

RE: Resolution to Authorize a 2013-2014 AmeriCorps Grant

Following a successful 2012-2013 grant year, the Michigan Department of Human Services has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps Program grant of \$168,134 for the 2013-2014 fiscal year. Of this \$168,134 the Michigan Community Service Commission will withhold \$1,750 as an administrative fee. The net grant to Ingham County will be \$166,384. This is the second program year of a new three-year funding cycle, with additional anticipated funding for the 2014-2015 program year. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process.

The grant amount offered by DHS includes \$64,340 (salary and fringe) for the full-time AmeriCorps State Specialist (ICEA 5), plus staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

	Amount	Percent
Grant	168,134	60%
Match	110,420	40%*
Total	278,554	

*Grant guidelines direct applicants to hold the DHS share at \$13,300 per member. Our match put the DHS share of our application at \$13,295 per member.

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$100,104;
- 2) existing salary and fringe used as match of \$3,315; and
- 3) indirect costs used as match of \$7,001.

I recommend that the Board of Commissioners adopt the attached resolution to accept this grant from the Michigan Department of Human Services for the second year of this AmeriCorps Program.

Attachment

- c: Debbie Edokpolo w/attachment
 John Jacobs w/attachment
 Isaias Solis w/attachment
 Rich Estill w/attachment

Agenda Item 2a

TO: Debbie Edokpolo, Assistant Deputy Health Officer
FROM: Michelle Rutkowski, Human Resources Specialist
DATE: 8/8/13
RE: Analysis of new classification (AmeriCorps Specialist)

Per your request, Human Resources has created a new classification titled “AmeriCorps State Specialist”. The classification has a community of interest with the ICEA and is appropriately compensated at an ICEA 5 salary range (\$41,626-\$49,972). The ICEA has been notified. I anticipate their support will follow shortly.

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your proposed classification. You are now ready to complete the final steps in the process: contacting Budgeting, writing a memo of explanation and preparing a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

**INGHAM COUNTY
JOB DESCRIPTION**

AMERICORPS STATE SPECIALIST

General Summary: Under the supervision of the Assist Deputy Health Officer with day-to-day oversight provided by the Power of We Coordinator, this positions oversees the functions of the Power of We AmeriCorps Program. Coordinates the recruitment and training of AmeriCorps members. Develops and maintains on-site guidance and technical support to AmeriCorps members and their host-site supervisors. Collects data related to AmeriCorps and reports on findings. Works with community resources to promote AmeriCorps and its mission to strengthen communities through volunteer work.

Essential Functions:

1. Serves as a lead role in the Power of We AmeriCorps Program by planning, coordinating and implementing the AmeriCorps program, a national service program that strengthens community by involving people in service to meet local challenges.
2. Recruits AmeriCorps volunteers. Receives and reviews AmeriCorps applications. Organizes and participates in the interview process and makes hiring recommendations. Notifies applicants of interview results. May process background checks.
3. Develop and facilitate training curriculums for AmeriCorps member groups and onsite supervisors. Provides regular on-site guidance and technical assistance. Develops community resources and training opportunities to meet and promote the AmeriCorps mission.
4. Develops and promotes AmeriCorps opportunities for broad citizen and stakeholder participation. Ensures urban cores are viable and competitive. Eliminates impetus for existing resides to migrate to new developments.
5. Explains the AmeriCorps program to schools, community organizations and other interested groups. Works in partnership with community organizations to develop their capacity to become host sites for future AmeriCorps members.
6. Assists groups formed to work with the AmeriCorps program. May plan, schedule and facilitate meetings. May take meeting minutes and distribute to appropriate outlets.
7. Maintains records and statistics on AmeriCorps activities and prepares financial reports as required by funding sources and community partners. May assist with grant funding requests.
8. Assures timely completion of required progress reports including those to the Michigan Community Service Commission (MCSC). Serves as a liaison to the MSCS and coordinates on-site visits by MSCS staff.
9. Participates in staff meetings and attends or conducts conferences and workshops related to the Power of We Consortium AmeriCorps Program.

10. Represents the Power of We Consortium AmeriCorps Program to various community groups throughout Ingham County. Provides periodic updates to the Power of We Consortium and its committees. Meets regularly with supervisor for program oversight and review.

Other Functions:

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

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A Bachelor's Degree in a Social Science is required.

Experience: One year of experience working with volunteers is required.

Other Requirements: None

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Requires periodic exertion beyond that found in a typical office setting.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Travel is required to off-site locations.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2013-2014 AMERICORPS GRANT AND
ESTABLISH A POSITION**

WHEREAS, the Power of We Consortium will soon complete a successful first-year grant-funded AmeriCorps State Program, funded by the Michigan Department of Human Services, on behalf of the Michigan Community Service Commission (MCSC) as part of a new three-year funding cycle, and authorized by Resolution #13-014; and

WHEREAS, on June 26, 2013, the MCSC approved funding for the Ingham County Health Department, on behalf of the Consortium, in the amount of \$168,134 for the time period of October 1, 2013 through September 30, 2014. Of this \$168,134, the Michigan Community Service Commission will withhold \$1,750 as an administrative fee. The net grant to Ingham County will be \$166,384; and

WHEREAS, a non-federal 30% local match of cash and/or in-kind contributions is required; and

WHEREAS, as a condition of this grant, the Health Department must, at a minimum, enter into agreements with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options; and

WHEREAS, a full-time AmeriCorps State Specialist (ICEA5) is established to function as the coordinator, train staff and attend trainings for the duration of the grant; and

WHEREAS, the ICEA has reviewed the job description and supports the establishment of the AmeriCorps State Specialist position; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of \$168,134 with Michigan Community Service Commission withholding \$1,750 as an administrative fee for a net grant to Ingham County of \$166,384, and authorizes a grant agreement with the Michigan Department of Human Services for the time period of October 1, 2013 through September 30, 2014.

BE IT FURTHER RESOLVED, that a non-federal match of \$110,420 is authorized, cash match for 5% salary/fringe for the PWC Coordinator, and the remainder obtained through cash contributions of up to \$7,916 from each of the AmeriCorps host sites, as selected through a Request for Proposal process.

BE IT FURTHER RESOLVED, that a full-time AmeriCorps State Specialist (ICEA5) position is established as the coordinator, to train staff and attend trainings for the duration of the grant.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: August 13, 2013

Subject: Resolution to Authorize the Early Head Start Grant with Capital Area Community Services

Since 2002, Capital Area Community Services (CACS) has contracted with Ingham County to incorporate a home visiting outreach component to the programming through the Health Department's Family Outreach Services Program.

CACS has developed programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program's inception.

CACS is providing \$123,837 to support these services, which are provided by two existing staff persons at the Health Department. The term of the proposed agreement is August 1, 2013 to July 31, 2014.

The agreement requires the Department to provide in-kind support valued at \$30,959 in the form of supervisor salary and benefits, indirect costs, and facilities. Previous experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with CACS.

Attachment

c: Regina Traylor w/attachment
John Jacobs w/attachment
Jane Noice w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

WHEREAS, since 2002, CACS has contracted with Ingham County to incorporate a home visiting outreach component to the programming through Family Outreach Services (FOS); and

WHEREAS, Capital Area Community Services has proposed to continue the services for the period of August 1, 2013 to July 31, 2014; and

WHEREAS, the Health Department has proposed to continue such programming as part of its Family Outreach Services; and

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2014 Budget and has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2013 to July 31, 2014.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to \$123,837 to support home visiting outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$30,959 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: August 8, 2013

RE: Authorization to Amend Resolution #12-285

Resolution #12-285 authorized a grant agreement from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. The Health Department was awarded an amount of up to \$965,000 for the period June 1, 2012 through May 31, 2014.

The Health Department's Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County, Michigan. Healthy Start will address disparities in perinatal health outcomes through direct services, perinatal system coordination, and community mobilization.

The attached resolution authorizes the following subcontracts and expenditures:

- 5) Dr. Crystal Tyler, Michigan Public Health Institute (MPHI) has an extensive background in Maternal Infant Health. Dr. Tyler will provide the following services: attendance at the Healthy Start Staff and Consortium meetings; development of web-based data collection program; development of an annual evaluation report in conjunction with national performance indicators; consolidate and streamline previously developed survey instruments; and contribute to new related applications as needed. The subcontract agreement shall be for the period of June 1, 2013 through May 31, 2014 in an amount up to \$50,000.

In Resolution #12-285, a subcontract was authorized for Dr. Ellen Whipple to conduct an overall project evaluation. Dr. Whipple is unable to continue to provide evaluation services for 2013-2014.

- 6) Redhead Design Studio – to develop and print program marketing materials. This will include logo design, brochures, photos, posters and web-site design. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to \$22,567.
- 7) Adams outdoor Advertising – for billboard marketing. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to \$6,000.
- 8) Purchase of tablets needed to support the project, including web-based curriculum to be used during home visits and health education workshops. Additionally, the tablets will also support a web based data collection system. An estimated cost for the tablets is \$5,000.

I recommend that the Board of Commissioners authorize an Amendment to Resolution #12-285.

c: John Jacobs w/attachment
Regina Traylor w/attachment
Sarah Bryant w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #12-285 AND AUTHORIZE SUBCONTRACT AGREEMENTS AND COMPUTER PURCHASES IN SUPPORT OF THE HEALTHY START PROJECT

WHEREAS, the infant mortality rate, the rate at which babies less than one year of age die, is often viewed as an overall indicator of a community's health; and

WHEREAS, African American women bear an undue disease burden with disproportionately high rates of infant mortality, with rates of 17.8 per 1,000 live births, as compared to the white infant mortality rate of 8.0 per 1,000 live births; and

WHEREAS, Resolution #12-285 authorized a grant agreement from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. The Health Department was awarded an amount of up to \$965,000 for the period June 1, 2012 through May 31, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract agreement with the Michigan Public Health Institute (MPHI) for overall project evaluation including: development of web-based data collection program; development of an annual evaluation report in conjunction with national performance indicators; consolidate and streamline previously developed survey instruments; and contribute to new related applications as needed. The period of the subcontract shall be June 1, 2013 through May 31, 2014 for an amount up to \$50,000.

BE IT FURTHER RESOLVED, that a subcontract agreement is authorized with Redhead Design Studio to develop and print program marketing materials. This will include logo design, brochures, photos, posters and web-site design. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to \$22,567.

BE IT FURTHER RESOLVED, that a subcontract agreement is authorized with Adams Outdoor Advertising for billboard marketing. The period of the subcontract agreement shall be June 1, 2013 through May 31, 2014 for an amount up to \$6,000.

BE IT FURTHER RESOLVED, that an amount of up to \$5,000 is authorized to purchase tablets to support the project, including web-based data collection system and web based curriculum to be used during home visits and health education workshops.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners amends Resolution #12-285 authorizing the subcontracts and equipment purchases.

BE IT FURTHER RESOLVED, that the funds to support this amendment are contained in the amount of the grant that was authorized in Resolution #12-285.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the subcontracts and any other documents after review by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: August 8, 2013

RE: Amendment to Resolution #13-320

Resolution #13-320 authorized amendments to two lease agreements with Sparrow Health System.

In the resolution, the cost of \$20.21 was calculated on a per month basis. The correct calculation should be \$20.16 per square foot per year for both leases.

The property located at 1100 W. Saginaw, Lansing, Michigan extends the term of the lease from September 1, 2013 through August 31, 2014 at a base rate \$6,514.11 per month at a rate of \$20.16 per square foot per year.

The property located at 1322 E. Michigan Avenue, Suite 308, Lansing Michigan extends the term of the lease from September 1, 2013 through August 31, 2014 at a base rate \$7,572.35 per month at a rate of \$20.16 per square foot per year.

All other terms of the lease agreements are unchanged.

I recommend that the Board of Commissioners authorize an amendment to Resolution #13-320.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #13-320 TO CORRECT THE RATE TO BE CONSISTENT WITH THE LEASE AMENDMENTS WITH SPARROW HEALTH SYSTEMS

WHEREAS, the Health Department operates its St. Lawrence and Sparrow Community Health Centers in property owned by Sparrow Health System located at Suite 500, 1100 W. Saginaw in Lansing and Suite 308, 1322 E. Michigan Avenue in Lansing; and

WHEREAS, The Board of Commissioners authorized amendments to the two lease agreements with the Sparrow Health System in Resolution #13-320; and

WHEREAS, in Resolution #13-320, it states that the basis for calculating the rental rate is \$20.21 per square foot per month; and

WHEREAS, the correct basis for calculating the rental rate is \$20.21 per square foot per year; and

WHEREAS, the Health Officer recommends amending Resolution #13-320 correcting the rental rate which is consistent with the lease amendments.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the term of the lease for the property located at 1100 W. Saginaw, Lansing, Michigan from September 1, 2013 through August 31, 2014 at a base rate \$6,514.11 per month at a rate of \$20.16 per square foot per year.

BE IT FURTHER RESOLVED, the property located at 1322 E. Michigan Avenue, Suite 308, Lansing Michigan extends the term of the lease from September 1, 2013 through August 31, 2014 at a base rate \$7,572.35 per month at a rate of \$20.16 per square foot per year.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amendment to Resolution #13-320 correcting the rental rate which is consistent with the lease amendments with Sparrow Health Systems.

BE IT FURTHER RESOLVED, that all other terms of the lease agreements are unchanged.

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Renée B. Canady, PhD, MPA, Health Officer

Date: August 9, 2013

Subject: Resolution to Authorize an Extension of the Voluntary Funding Agreements

The three principal providers of solid waste disposal services in Ingham County are Granger III and Associates, L.L.C. (“Granger”), Waste Management of Michigan, Inc. (“Waste Management”) and C&C Landfill, Inc. & Adrian Landfill, Inc. (“Allied”). These three providers collectively dispose of more than 95 percent of Ingham County solid waste.

In January 2009, pursuant to Resolution No. 08-230, these three providers for solid waste disposal entered into Voluntary Funding Agreements with Ingham County to fund fifty percent of the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education programs. Over the first term of the Agreements, Granger, Waste Management, and Allied will have collectively paid to the County approximately \$1,000,000 to fund the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program.

The Voluntary Funding Agreements will expire on December 31, 2013. The Agreements provide the County the option to extend them for an additional five (5) year term. I recommend the Ingham County Board of Commissioners approve a five (5) year extension of the Voluntary Funding Agreements. The extension shall commence on January 1, 2014 and continue through December 31, 2018.

c. John Jacobs w/attachments
Jim Wilson w/ attachments

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE APPROVAL OF A
FIVE YEAR EXTENSION OF THE VOLUNTARY FUNDING AGREEMENTS**

WHEREAS, Granger III and Associates, L.L.C. (“Granger”), Waste Management of Michigan (“Waste Management”) and C&C Landfill, Inc., and Adrian Landfill, Inc. (“Allied”) are the three principal providers of solid waste disposal services in Ingham County; and

WHEREAS, collectively, they dispose of more than 95 percent of Ingham County solid waste; and

WHEREAS, pursuant to Resolution #02-272, the County entered into Voluntary Funding Agreements with Granger, Waste Management and Allied to partially fund the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program; and

WHEREAS, pursuant to Resolution #08-230, the Voluntary Funding Agreements with Granger, Waste Management and Allied were extended through December 31, 2013; and

WHEREAS, over the first term of the Voluntary Funding Agreements, Granger, Waste Management and Allied will have collectively paid to the County approximately \$1,000,000 to partially fund the County’s household hazardous waste, solid waste regulation, and solid waste and recycling education program; and

WHEREAS, the Voluntary Funding Agreements will expire on December 31, 2013; and

WHEREAS, the Voluntary Funding Agreements provide the County the option to extend them for an additional five (5) year term; and

WHEREAS, the required notice to extend the Voluntary Funding Agreements must be delivered prior to November 30, 2013; and

WHEREAS, the Health Officer recommends the extension of the Voluntary Funding Agreements for an additional five (5) year term.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a five (5) year extension of the Voluntary Funding Agreements.

BE IT FURTHER RESOLVED, that the extension of the Voluntary Funding Agreements shall commence on January 1, 2014 and continue through December 31, 2018.

BE IT FURTHER RESOLVED, that the County Attorney is authorized and directed to provide the required contractual notice of the extension of the Voluntary Funding Agreements.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the extension of the Voluntary Funding Agreements after review by the County Attorney.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: August 8, 2013

Subject: Resolution to Authorize an Agreement with Alliance Biomedical dba RS Biomedical, Inc. for Biomedical Equipment Maintenance & Repair Services

Through County Purchasing, the Ingham County Health Department's Ingham Community Health Centers posted a Request for Proposals (RFP) for interested and qualified biomedical equipment service firms to submit proposals for entering into an agreement to provide maintenance and repair of biomedical equipment at the Ingham County Health Department (ICHD) to ensure that biomedical equipment is operationally safe and reliable.

One company responded. The five other companies on the bid list or who had registered as a vendor did not ultimately provide a bid as they could not be competitive with the pricing, the RFP was too long, some of the work was out of the company's scope, considerably more time was needed to prepare a response, and/or the company did not service all the equipment listed in the RFP. An evaluation team reviewed and scored the submitted proposal and recommended Alliance Biomedical dba RS Biomedical, Inc. (RS Biomedical, Inc.) provide the required services.

RS Biomedical, Inc. is a local vendor and has provided maintenance and repair of biomedical equipment services at the Ingham County Health Department for approximately 10 years. RS Biomedical, Inc. will be responsible for all labor, supervision, equipment, tools, travel, obtaining parts and materials necessary to provide preventive maintenance, corrective maintenance, and emergency repairs on ICHD's biomedical equipment, in addition to performing an initial inspection of all newly purchased biomedical equipment prior to placing the equipment into service.

The Ingham County Community Health Center Board has reviewed the evaluation team's recommendations and recommends that the Ingham County Board of Commissioners authorize the agreement between the Ingham County Health Department and RS Biomedical, Inc. The expenditures related to these services are included in the Health Department's 2014 budget.

I recommend that the Board of Commissioners adopt the attached resolution and authorize execution of an agreement with RS Biomedical, Inc. to provide maintenance and repair of biomedical equipment at the Ingham County Health Department.

c: Nancy Hayward, w/attachment
John Jacobs, w/ attachment
Barbara Watts Mastin, w/attachment

MEMORANDUM

TO: Human Service & Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: August 8, 2013

SUBJECT: Proposal Summary for Biomedical Equipment Repair and Maintenance Services for the Ingham County Health Department

Project Description:

Proposals were sought from qualified biomedical equipment service firms for the purpose of entering into an agreement to provide maintenance and repair of biomedical equipment at the Ingham County Health Department. The awarded contractor will provide a process to ensure Ingham County Health Department biomedical equipment is operationally safe and reliable.

Proposal Summary:

Vendors contacted: 6 Local: 1

Vendors responding: 1 Local: 1

Company Name	Total	Local
Alliance Biomedical Inc DBA: RS Bio-Medical Inc	\$8,001	Yes - Williamston

Clinic	Qty	Rate	Total
Adult Health	39	\$21.50	\$839.50
Adult Dental	25	\$21.50	\$537.50
Birch Health	18	\$21.50	\$387.00
Child Health	31	\$21.50	\$666.50
Eastern High School	14	\$21.50	\$301.00
Healthy Smiles	21	\$24.00	\$504.00
Ingham Jail	23	\$24.00	\$552.00
Otto Middle School	25	\$21.50	\$537.50
Sparrow Community	37	\$21.50	\$795.50
St. Lawrence Community	34	\$21.50	\$731.00
WIC	4	\$21.50	\$86.00
Willow	18	\$21.50	\$387.00
Womens Health	42	\$21.50	\$903.00
Youth Center	8	\$21.50	\$172.00
Sexton High School	10	\$21.50	\$215.00
Well Child	18	\$21.50	\$387.00
Public Health	0	\$0.00	\$0.00
Immunization	0	\$0.00	\$0.00

- Items new or missing will be added at a rate of \$21.50 per piece
- Items that require highly special test equipment such as typanometers and audio meters should be calibrated by a company such as Gordon Stowe
- Corrective Maintenance hourly rate is \$95.00 per hour
- Emergency repair hourly rate is \$150.00 per hour

Vendors not responding:

Mid-Michigan Biomedical Inc, DeWitt – No bid submitted because needed considerably more time to review the RFP and respond.

Toby's Instrument Shop, Inc, Saline – No bid submitted due to the fact they do not service all the equipment that is requested in the RFP, they only service the microscopes.

Electronic Risk Consultants Inc, Whitehouse – No bid submitted since company couldn't be competitive with pricing.

Gordon N. Stowe & Associates, Wheeling – No bid submitted, did not read packet because it was so long.

Rosellini Scientific, Dallas – No bid submitted because some of the work out of their scope and it wouldn't be worth it to place a tech in Michigan.

Recommendation:

The Evaluation Committee recommends awarding Alliance Biomedical Inc DBA: RS Bio-Medical Inc at prices quoted in its July 14, 2013 response to RFP #57-13 Biomedical Equipment Repair & Maintenance Services.

Contract term will be three years with an option to renew for an additional two year period and is based on RS Bio-Medical's 7/14/13 proposal and other quoted hourly rates of \$95/hour for corrective maintenance and \$150/hour for emergency repairs; additional medical equipment maintenance would be billed at a rate of \$21.50 per piece, with an estimated annual cost of \$8,000 - \$10,000. RS Bio-Medical Inc is a local, registered vendor and has previous experience working with the Health Department.

Advertisement:

The RFP was advertised in the City Pulse, El Central, and posted on the Purchasing Department Web Page.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT
WITH ALLIANCE BIOMEDICAL DBA RS BIOMEDICAL, INC.**

WHEREAS, through County Purchasing, the Ingham County Health Department's Ingham Community Health Centers posted a Request for Proposals (RFP) to provide maintenance and repair of biomedical equipment at the Ingham County Health Department (ICHD); and

WHEREAS, the Health Department is committed to ensuring that biomedical equipment is operationally safe and reliable; and

WHEREAS, Alliance Biomedical dba RS Biomedical, Inc. (RS Biomedical, Inc.) is a local vendor and will be responsible for all labor, supervision, equipment, tools, travel, obtaining parts and materials necessary to provide preventive maintenance, corrective maintenance, and emergency repairs on ICHD's biomedical equipment, in addition to performing an initial inspection of all newly purchased biomedical equipment prior to placing the equipment into service; and

WHEREAS, the Ingham County Community Health Center Board recommends that the Ingham County Board of Commissioners authorize the agreement between the Ingham County Health Department and RS Biomedical, Inc.; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approve the agreement with RS Biomedical, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with RS Biomedical, Inc. for the period of three years commencing October 1, 2013, with an option to renew for two additional years.

BE IT FURTHER RESOLVED, that RS Biomedical, Inc. shall provide labor, supervision, equipment, tools, travel, obtaining parts and materials necessary to provide preventive maintenance, corrective maintenance, and emergency repairs on ICHD's biomedical equipment at the rate of \$21.50 per piece for a total of \$7,998 (based upon the inventory included with the RFP) plus corrective maintenance at \$95 per hour and an emergency repair hourly rate of \$150, in addition to performing an initial inspection of all newly purchased biomedical equipment and any existing equipment not included on the RFP inventory sheet at the rate of \$21.50 per piece.

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: August 9, 2013

RE: Resolution to Authorize Amendment #6 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendment #6 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2012-2013 Agreement in Resolution #12-311 and authorized amendment # 1 in Resolution #13-20, and authorized Amendment #2 in Resolution #13-52. Amendment #3 in Resolution # 13-140 and Amendment #4 in Resolution #13-163, and Amendment #5 in Resolution #13-211.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #6 will decrease the overall budget for Comprehensive Local Health Services from \$5,430,092 to \$5,387,592, a net decrease of \$42,500. The Amendment makes the following specific changes in the budget:

1. Centralized Access Home Visiting Hub, a decrease of \$2,861 to \$7,139.
2. Centralized Access Home Visiting Hub II, an increase of \$2,861 to \$92,861.
3. Infant Safe Sleep, \$7,500.
4. Nurse Family Partnership Services, a decrease of \$50,000 to \$435,000.

Regarding Item #1 & 2: the State is rolling over funds from Centralized Access Home Visiting Hub planning activity to the operational grant. The Health Department will act as the fiduciary.

Regarding Item # 3: The State awarded a mini grant to reimburse the department for a temporary Health Educator for outreach efforts to provide safe sleep information and messaging in the Lansing area.

Regarding Item # 4: the State is requesting a budget reduction to recognize cost savings (primarily personnel) as the program as the program did not reach full staffing until the third quarter of 2013. The State has also allowed the reprogramming of the total personnel savings to obtain computer tablets for staff, billboard advertising, and a color printer for the program.

I recommend that the Board of Commissioners adopt the attached resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #6 TO THE 2012-2013 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

WHEREAS, the Michigan Department of Community Health (MDCH) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDCH and Ingham County have entered into a 2012-2013 Agreement for the delivery of public health services under the Comprehensive Agreement process as authorized by Resolution #12-311 and amended in subsequent resolutions; and

WHEREAS, the MDCH has proposed an amendment to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #6 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall decrease from \$5,430,092 to \$5,387,592, a net decrease of \$42,500.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

1. Centralized Access Home Visiting Hub, a decrease of \$2,861 to \$7,139.
2. Centralized Access Home Visiting Hub II, an increase of \$2,861 to \$92,861.
3. Infant Safe Sleep, \$7,500.
4. Nurse Family Partnership Services, a decrease of \$50,000 to \$435,000

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes billboard advertising in the amount of \$8,000, up to \$2,500 for the purchase of a color printer and supplies, and \$3,000 for the purchase of computer tablets for fieldwork by the Nurse Family Partnership staff, to further advance the Nurse Family Partnership program.

BE IT FURTHER RESOLVED, that an additional amount of \$2,381, for a total of \$13,698, shall be allocated to the Power of We Consortium, act as the convener for the Maternal Infant Early Childhood Home Visiting (MIECHV) HUB for the period of May 1, 2013 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Health Officer, Renee Branch Canady, PhD, MPA, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit Amendment #6 of the 2012-2013 CPBC grant documents electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2013 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board of Commissioners Chairperson is authorized to sign the subcontract agreement with Ingham Health Plan Corporation, after review by the County Attorney.