

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, DECEMBER 2, 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 [November 18, 2013](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Housing Commission
 - a. Interviews
 - b. Presentation (*No Materials*)
2. MSU Extension - Resolution to Authorize an Amendment to the Agreement for Michigan State University Extension Services Between Michigan State University and Ingham County Approving the [Annual Work Plan](#) for 2014
3. Human Resources - Resolution Approving Ingham County Community Health Centers - Provider Salaries (*Materials to be Distributed Under Separate Cover*)
4. Health Department
 - a. Resolution to Authorize [Dental Services](#) Agreements at the Ingham County Jail for 2014
 - b. Resolution to Authorize a [Revised Cooperative Operational Agreement](#) with the Community Health Center Board of Directors
 - c. Resolution to Authorize a [Reorganization](#) to Adjust Health Department Capacity in Response to Federal Requirements
 - d. Resolution to Amend the Agreements with the Michigan Primary Care Association for Medicaid and CHIP Outreach and [Enrollment Services](#)
 - e. Resolution to Authorize an Addendum to the Patient Management and Electronic Health Records Software Agreement with NextGen® Health Information Systems, Inc. for Ingham County [Oral Health Services](#)
 - f. Resolution to Enter Into a [Clean Sweep Program](#) Agreement with the Michigan Department of Agriculture and Rural Development

5. Controller/Administrator's Office - Resolution Authorizing [Adjustments](#) to the 2013 Ingham County Budget

Announcements
Public Comment
Adjournment

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

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

HUMAN SERVICES COMMITTEE

November 18, 2013

Draft - Minutes

Members Present: Comm. Vickers, Comm. Nolan, Comm. Hope, Comm. McGrain, Comm. Maiville and Comm. Anthony.

Members Absent: Chairperson Tennis

Others Present: Teri Morton, Debbie Edokpolo, John Jacobs, Barb Mastin, Dr. Renee Canady, Travis Parsons and others.

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

Approval of the November 4, 2013 Minutes

The minutes of the November 4, 2013 minutes were approved as amended.

Additions to the Agenda

Without objections, these substitute resolutions were added to the agenda:

1a. RESOLUTION TO AUTHORIZE THE 2013-2014 SCHEDULE A ADDENDUM TO THE BLUE CROSS BLUE SHIELD ADMINISTRATIVE SERVICES AGREEMENT FOR SERVICES TO INGHAM COUNTY JAIL.

1d. HUMAN SERVICES AND FINANCE COMMITTEES – RESOLUTION TO AUTHORIZE TO AMEND THE SERVICE CONTRACTS FOR OUTREACH SERVICES AUTHORIZED IN THE 2013-2014 COMPREHENSIVE AGREEMENT.

Limited Public Comment

None.

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

1. Health Department
 - a. Resolution to Authorize the 2013 – 2014 Schedule A Addendum to the Blue Cross Blue Shield Administrative Services Agreement for Services to Ingham County Jail Inmates
 - b. Resolution to Extend the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors
 - e. Resolution to Authorize a Contract with David Hunt and Associates

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Tennis and Comm. Anthony.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Tennis and Comm. Anthony.

1. Health Department
 - c. Resolution to Authorize an Agreement with Michigan Consumers for Health Care to Serve as Local Community Navigator for Ingham County and Surrounding Communities

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN CONSUMERS FOR HEALTH CARE TO SERVE AS A LOCAL COMMUNITY NAVIGATOR FOR INGHAM COUNTY AND SURROUNDING COMMUNITIES.

Commissioner McGrain stated he had no issues with the resolution, however, he said he was curious about how far the amount of \$15,000 would go.

Dr. Renee Canady stated they plan to share a comprehensive outreach plan to show the distribution.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Tennis and Comm. Anthony.

Commissioner Anthony arrived at 6:37 p.m.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS TO ALLOW COMM. ANTHONY TO VOTE ON THE ITEMS IN THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Tennis.

COMM. ANTHONY VOTED IN FAVOR OF THE ITEMS ON THE CONSENT AGENDA.

1. Health Department
 - d. Resolution to Authorize Amendments to the Service Contracts for Outreach Services Authorized in the 2013-1014 Comprehensive Agreement

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AUTHORIZE AMENDMENTS TO THE

SERVICE CONTRACTS FOR OUTREACH SERVICES AUTHORIZED IN THE 2013-2014 COMPREHENSIVE AGREEMENT.

Commissioner Vickers said he would like to make a general statement, hoping the money is spent on health-related issues.

Dr. Renee Canady assured Commissioner Vickers that the money will be used to restore translation services for clients.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Tennis.

There was a discussion held on consent agenda item 1b.

2. Controller's Office – Resolution Approving Various Contracts for the 2014 Budget Year

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. MCGRAIN TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2014 BUDGET YEAR.

The committee had a discussion regarding the community agency process.

MOTION CARRIED UNANIMOUSLY. Absent: Chairperson Tennis.

1. Health Department
 - g. Discussion Item: Clinical Site Planning (*No Materials*)

Dr. Renee Canady said progress has been steady and sure.

Teri Morton said they are working on due diligence with the building and that a report should be ready by the end of the month.

Commissioner McGrain asked that a second follow-up be conducted with Bob Johnson of the City of Lansing.

1. Health Department
 - f. Discussion Item: Provider Compensation (*No Materials*)

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. ANTHONY, TO MOVE INTO CLOSED SESSION AT 7:01 P.M. FOR THE PURPOSE OF DISCUSSION REGARDING POTENTIAL IMPACT ON POSITIONS CURRENTLY REPRESENTED BY BARGAINING UNITS.

ROLL CALL VOTE. Yeas: Commissioners Hope, Anthony, McGrain, Nolan, Vickers and Maiville. Nays: None. Absent: Chairperson Tennis.

Re-entered open session at approximately 7:34 p.m.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 7:35 p.m.

Respectfully submitted,

Jennifer Shuster

DECEMBER 2, 2013 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Assistant Deputy Controller is recommending approval of the following resolutions

2. *MSU Extension - Resolution to Authorize an Amendment to the Agreement for Michigan State University Extension Services Between Michigan State University and Ingham County Approving the Annual Work Plan for 2014*

This resolution authorizes the 2014 agreement between Ingham County and Michigan State University for extension services. MSU Extension (MSUE) will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs and administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties. Ingham County will provide office space for a County Extension office, including utilities, telephone and access to high speed internet, and 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. Funding for the standard assessment amount of \$115,269 and \$73,336 for additional personnel, as described in Section A are included in the 2014 budget.

3. *Human Resources -Resolution Approving Ingham County Community Health Centers - Provider Salaries*
This resolution is on the agenda as a result of the discussion at the previous Human Services Committee meeting. Due to time constraints, materials will be distributed under separate cover.

4. *Health Department*

- a. *Resolution to Authorize Dental Services Agreements at the Jail for 2014*

This resolution authorizes contracts with qualified dentists to provide required and necessary oral health services to those incarcerated within the County's jail. The 2014 budget includes \$22,000 for contractual dentists to provide oral health services to inmates of the Ingham County Jail. The Hourly rate established in 2009, of \$70.00 per hour, remains the same.

- b. *Resolution to Authorize a Revised Cooperative Operational Agreement with the Community Health Center Board of Directors*

This resolution authorizes a revised Cooperative Operational Agreement with the Community Health Center Board of Directors. The existing Cooperative Operational Agreement requires revision because changes to some of the terms and conditions of the current agreement are necessary. Key changes articulated within the revised Cooperative Operational Agreement are related to the establishment of an enterprise fund by Ingham County (Community Health Center Network Fund/511 Fund) through which title to all assets obtained with Section 330 grant funds shall be vested and all of the financial activity of the Community Health Centers will be recorded. The terms and conditions of this revised Cooperative Operational Agreement have been reviewed and approved by HRSA.

c. *Resolution to Authorize a Reorganization to Adjust Health Department Capacity in Response to Federal Requirements*

This resolution authorizes significant changes in Health Department staffing to position the Department to better respond to Federal requirements. There are a total of 13 positions included in the staffing changes, and the net costs of the proposed adjustments is \$357,800 (\$245,800 personnel and \$112,000 programmatic) in year 1 of implementation, and a reduced net cost of \$254,700 (\$189,700 personnel and \$65,000 programmatic) costs in subsequent years. These costs will be covered by the cost settlement revenues received previously in 2013 for public entity operations. Please see the attached memorandum for more details.

d. *Resolution to Amend the Agreements with the Michigan Primary Care Association for Medicaid and CHIP Outreach and Enrollment Services*

This resolution amends the agreements with the Michigan Primary Care Association to accept up to \$16,291 of additional funding and extend the term through August 17, 2014 for the provision of Medicaid and Children Health Insurance Program (CHIP) Outreach and Enrollment Services through the Ingham Community Health Centers.

e. *Resolution to Authorize an Addendum to the Patient Management and Electronic Health Records Software Agreement with NextGen® Health Information Systems, Inc. for Ingham County Oral Health Services*

This resolution authorize an addendum to the Health Department's patient management and electronic health records agreement with NextGen ® Health Information Systems, Inc. for oral health services provided at Community Health Centers' Adult Dental Center and Healthy Smiles Dental Center in addition to the Ingham County Jail Medical.

f. *Resolution to Enter Into a Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development*

This resolution authorizes a MAEP Clean Sweep Program Agreement with Michigan Department of Agriculture and Rural Development (MDARD) to allow the Health Department to continue to collect pesticides from any end-user of pesticides that resides in the state of Michigan. The term of the agreement shall be from October 1, 2013 through September 30, 2014. MDARD has agreed to pay Ingham County up to \$15,000 for the disposal of pesticides received through the Ingham County House Hold Hazardous Waste Program (HHW).

5. Controller/Administrator's Office – *Resolution Authorizing Adjustments to the 2013 Ingham County Budget*

This resolution authorizes year end budget adjustments. A sizable Human Services related adjustment is an additional general fund appropriation to the Department of Human Services Child Care fund of \$130,000. This is necessary due to previous years' billing adjustments related to funding source changes going back multiple years.

OTHER ITEMS:

1. Housing Commission

a. *Interviews*

b. *Presentation*

MEMORANDUM

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: November 21, 2013

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2014, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets each county's share of the cost of maintaining the network of Extension Educators.

For the period January 1, 2014 to December 31, 2014, the County shall pay to MSUE \$188,605, which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$115,269 and \$73,336 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT FOR MICHIGAN STATE UNIVERSITY EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY APPROVING THE ANNUAL WORK PLAN FOR 2014

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, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide 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; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination; and

WHEREAS, Ingham County has an umbrella agreement with MSU Extension to provide educational services from January 1, 2012 through December 31, 2016.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of \$188,605 with MSU Extension for the period of January 1, 2014 through December 31, 2014 for delivery of Extension services and education.

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

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: November 20, 2013

Subject: Resolution to Authorize Dental Services Agreements at the Jail for 2014

This is a recommendation to authorize dental service contracts for the provision of oral health services to individuals incarcerated within the Ingham County Jail for the calendar year of 2014.

The Health Department contracts with qualified dentists to provide required and necessary oral health services to those incarcerated within the County's jail.

The Health Department's FY 2014 budget includes \$22,000 for contractual dentists to provide oral health services to inmates of the Ingham County Jail. The Hourly rate established in 2009, of \$70.00 per hour, remains the same.

The attached resolution will authorize contracts with licensed dentists at the rate of \$70.00 per hour. The Health Department will manage contractual hours to stay within the total budgeted amount for contractual dentists. The County Attorney will prepare contracts that require the dentist to maintain professional liability insurance consistent with County policies. I recommend that the Board approve the attached resolution.

Attachment

c:
John Jacobs, w/ attachment
Barbara Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE DENTAL SERVICES AGREEMENTS AT THE
INGHAM COUNTY JAIL FOR 2014**

WHEREAS, Ingham County provides oral health services to individuals incarcerated within the Ingham County Jail; and

WHEREAS, the Health Department coordinates medical and oral health services provided to inmates of the Ingham County Jail; and

WHEREAS, the Health Department utilizes professional services agreements to obtain the professional services of dentists to serve inmates of the Ingham County Jail; and

WHEREAS, the Health Department's 2014 Budget includes \$22,000 for the purpose of contracting with dentists; and

WHEREAS, the rate of pay rate for contracting with dentists has remained the same since 2009; and

WHEREAS, the Health Officer has recommended that professional services contracts be authorized with dentists to serve inmates of the Ingham County Jail.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes professional services agreements with dentists to serve individuals incarcerated at the Ingham County Jail.

BE IT FURTHER RESOLVED, that the agreements shall compensate dentists at the rate of \$70 per hour for services not to exceed a total of \$22,000.

BE IT FURTHER RESOLVED, that the period of the professional services agreements shall be January 1, 2014 through December 31, 2014.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is 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

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

DATE: November 20 2013

RE: Resolution to Authorize a Revised Cooperative Operational Agreement Between the Health Department and the Community Health Center Board of Directors

Attached is a resolution to authorize a revised Cooperative Operational Agreement with the Community Health Center Board of Directors. Resolution #13-XXX authorized the extension of the current agreement to January 31, 2014. This resolution would authorize a revised Cooperative Operational Agreement and extend it through November 30, 2015.

As a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), the Health Department is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board composed of individuals, a majority of who are being served by the center and, who as a group, represent the individuals being served by the center in terms of demographic factors such as race, ethnicity and sex. The Health Department may fulfill this requirement with two separate boards. Each board's responsibilities must be specified in writing so that responsibilities for carrying out the governance functions are clearly understood. The health center board's functions must include the selection of services to be provided by the centers, determination of hours during which such services will be provided, approval of the center's annual budget and grant application, and approval of the selection and dismissal of the Executive Director of the community health centers.

The existing Cooperative Operational Agreement requires revision because changes to some of the terms and conditions of the current agreement are necessary. Key changes articulated within the revised Cooperative Operational Agreement are related to the establishment of an enterprise fund by Ingham County (Community Health Center Network Fund/511 Fund) through which title to all assets obtained with Section 330 grant funds shall be vested and all of the financial activity of the Community Health Centers will be recorded. The terms and conditions of this revised Cooperative Operational Agreement have been reviewed and approved by HRSA.

In order to remain in compliance as a HRSA grantee, a revised Cooperative Operational Agreement must be effective by the expiration of the existing Cooperative Agreement. I recommend that the Board of Commissioners authorize the terms and duration of the revised Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors through November 30, 2015.

Attachment

c: John Jacobs w/attachment, Barbara Mastin, w/attachment

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REVISED COOPERATIVE OPERATIONAL AGREEMENT
WITH THE COMMUNITY HEALTH CENTER BOARD OF DIRECTORS**

WHEREAS, in Resolution #13-XXX, the Cooperative Operational Agreement between the Ingham County and the Ingham Community Health Center Board of Directors was extended for the period of December 1, 2013 through January 31, 2014; and

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

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

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

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

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

WHEREAS, the Health Department fulfills this requirement through a Cooperative Operational Agreement between the Ingham Community Health Center Board of Directors; and

WHEREAS, the current Cooperative Operational Agreement ends January 31, 2014; and

WHEREAS, changes to the current Cooperative Operational Agreement are necessary; and

WHEREAS, in order to maintain compliance as HRSA grantee, a revised agreement must be established; and

WHEREAS, HRSA has reviewed and approved the terms and conditions of the revised Cooperative Operational Agreement (Attached); and

WHEREAS, the Community Health Center Board of Directors has reviewed and supports the agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a revised Cooperative Operational Agreement and extend it through November 30, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the revised Cooperative Operational Agreement between Ingham County and the Community Health Center Board and extend it through November 30, 2015.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is 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
County Services Committee
Finance Committee

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

DATE: November 19, 2013

RE: Resolution to Authorize a Reorganization to increase Health Department capacity in response to federal requirements

In late summer of 2013, the Health Department received a significant final cost settlement reconciling our public entity operational costs. Receipt of these funds provides a programmatic and financial opportunity to accommodate several unmet operational needs in the Health Department. As such, this memorandum requests approval for a resolution that will reorganize the operations of the Health Department. This organizational need is in response to two national health care and public health events (the passage of the Affordable Care Act and the establishment of the Public Health Accreditation Board).

The Affordable Care Act, including requirements for Patient Centered Medical Home (PCMH) certification and the expansion of Medicaid eligibility, require us to revise our health center practice model and increase efficiency in our Federally Qualified Health Center Network while expanding capacity to address constituent needs. I have consulted with department staff and CHC leadership and am recommending two adjustments to our clinical staffing profile: 1) establishment of additional positions to support PCMH and Electronic Health Record requirements, and 2) expanding clinical leadership for our Jail Medical operations by re-establishing the Senior Jail Nurse position (formerly entitled Jail Head Nurse).

As a progressive and reputable local health department, it is vital that we pursue accreditation status through the national Public Health Accreditation Board (PHAB). Submission for PHAB accreditation before December, 2014 is also a requirement of a NACCHO grant that we received to fund our comprehensive Community Health Assessment. In order to qualify for PHAB, we must expand our quality improvement capacity. As such, I am recommending the establishment of a Senior Community Epidemiologist position and an additional Health Analyst position.

This plan has been developed in consultation with the Human Resources Department. We have sent notifications to union leadership and we anticipate their support. The elimination of the Chief Operations Officer has been approved by the Community Health Center Board. The position adjustments will be posted internally where appropriate, thus providing promotion opportunities for our staff. The resolution also describes programmatic costs associated with these personnel changes. I recommend the Board adopt the attached resolution and authorize the recommended staffing and programmatic adjustments.

c: Nancy Hayward, Deputy Health Officer, Public Health Services
Barb Mastin, Interim CEO, Community Health Care Services
John Jacobs, CFO, Health Dept
Travis Parsons, Human Resources Director
Sarah Bryant, President, ICEA Public Health Nurses Unit
Dana Watson, President, ICEA Professional Employees Unit
Sally Auer, President, UAW
Charlyn Stratton, MNA

Agenda Item 4c

ICHD PROPOSED REORG November, 2013						
#	Position	Current Job Title	Current Pay	New Job Title	New Pay	Cost/ (Savings)
1	601381	Deputy Health Officer, PHS	MCF 15	n/a	MCF 16	\$10,591
2	601003	Chief Executive Officer, CHCS	MCF 17	Deputy Health Officer/Executive Director, CHCS	MCF 16	(\$10,656)
3	601436	Billing and Customer Service Coordinator	ICEA 8	Provider Enrollment and Credentialing Coordinator	ICEA 6	(\$12,679)
4	TBD	Jail Nurse RN	ICEA Jail Nurse Scale	Senior Head Nurse	ICEA Senior Health Nurse Scale	\$6,449
5	Existing	Public Health Nurse	ICEA PHN 3	Senior Public Health Nurse	ICEA PHN 4	\$3,618
6	601382	Chief Operating Officer	MCF 13	<i>Eliminate</i>	n/a	(\$140,327)
7	601042	Prevention Program Supervisor	ICEA 10	<i>Eliminate pending retirement 4/1/14</i>	n/a	(\$54,344)
8	TBD	<i>New Position</i>	n/a	PCMH Coordinator	MNA 3	\$95,831
9	TBD	<i>New Position</i>	n/a	Executive Assistant	MCF 5	\$72,240
10	601294	Program Specialist	ICEA 5	Electronic Health Records Specialist	ICEA 7	\$11,183
11	TBD	<i>New Position</i>	n/a	Electronic Health Records Specialist	ICEA 7	\$87,233
12	TBD	<i>New Position</i>	n/a	Senior Community Epidemiologist	ICEA 9	\$101,048
13	TBD	<i>New Position</i>	n/a	Health Analyst	ICEA 7	\$87,233
14	601186	CHRII	UAW D	n/a	n/a	(\$3,864)
15	601270	Secretary, Health Department	UAW D	Clinic Assistant I	UAW D	(\$3,864)
16	601236	Clinical Assistant/Tech I	UAW D	n/a	n/a	(\$3,864)

\$245,828

Retirement of Prevention Program Supervisor 6 more mo. (\$56,051)

\$189,777

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION TO ADJUST HEALTH DEPARTMENT CAPACITY IN RESPONSE TO FEDERAL REQUIREMENTS

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, passage of the Affordable Care Act (ACA) and the Public Health Accreditation Board (PHAB) standards bring new Health Department requirements; and

WHEREAS, the Health Department has received public entity cost settlement funds in excess of budgeted amounts; and

WHEREAS, Health Department compliance with new public health and health care standards can be accomplished by adjusting the staffing profile;

WHEREAS, the Health Officer recommends increasing administrative efficiency through the elimination of the Chief Operation Officer, Community Health Centers and the realignment of Health Department services; and

WHEREAS, the proposed changes will result in increased staffing capacity to respond to new programmatic requirements; and

WHEREAS, the proposed adjustments can be implemented by taking advantage of currently vacant positions, staff retirements, and health department cost settlement revenue; and

WHEREAS, the necessary programmatic changes (additional travel requirements, promotion of services, and accreditation fees) can be accommodated by cost settlement revenue; and

WHEREAS, the net costs of said adjustments is \$357,800 (\$245,800 personnel and \$112,000 programmatic) in year 1 of implementation, and a reduced net cost of \$254,700 (\$189,700 personnel and \$65,000 programmatic) costs in subsequent years; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the affected bargaining groups have been notified and provided documentation regarding the recommendations contained in this resolution; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed Department Reorganization of services and authorize the resulting changes in job titles, classifications and establishment of positions; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades:

<u>Position number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Title</u>
601381	MCF 15 (\$85,145-\$102,200)	MCF 16 (\$91,846-\$110,242)	Deputy Health Officer, Public Health Services
601003	MCF 17 (\$98,589-\$118,334)	MCF 16 (\$91,846-\$110,242)	Deputy Health Officer/ Executive Director, Community Health Services
601436	ICEA 8 (\$53,827-\$64,618)	ICEA 6 (\$45,091-\$54,130)	Provider Enrollment and Credentialing Coordinator
TBD	ICEA Jail Scale Jail Nurse-RN (\$47,969-\$57,863)	ICEA Jail Scale Registered Head Nurse (\$52,448-\$63,238)	Senior Jail Nurse
TBD	PHN 3 (\$53,841-\$64,635)	PHN 4 (\$56,369-\$67,660)	Senior Public Health Nurse

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles:

<u>Position / Title</u>	<u>Proposed Title</u>
601003/Chief Executive Officer, CHCS	Deputy Health Officer/Executive Director Community Health Services
601436/Billing and Customer Service Coordinator	Provider Enrollment and Credentialing Coordinator

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following positions be established:

<u>Position / Title</u>	<u>Proposed Grade</u>
PCMH Coordinator	MNA 3 (\$54,384-\$65,287)
Executive Assistant	MCF 5 (\$38,710-\$46,467)
Electronic Health Records Specialist	ICEA 7 (\$49,350-\$59,243)
Electronic Health Records Specialist	ICEA 7 (\$49,350-\$59,243)
Senior Community Epidemiologist	ICEA 9 (\$58,870-\$70,671)
Health Analyst	ICEA 7 (\$49,350-\$59,243)

BE IT FURTHER RESOLVED, that the following vacant position be eliminated:

<u>Position/Title</u>	<u>Grade</u>
601382 / Chief Operation Officer, CHCS	MCF 13 (\$73,099-\$87,739)
601402/ Prevention Programs Supervisor *effective 4/1/14	ICEA 10 (\$63,582-\$76,326)

BE IT FURTHER RESOLVED, that the following budget line items be expanded or established:

<u>Budget Line</u>	<u>Proposed budget</u>
CHC travel *(in support of CHC board attendance at national meetings and new staff positions attending required training)	\$30,000
Promotions and Health Communications	\$50,000
PHAB Accreditation Fees	\$32,000

BE IT FURTHER RESOLVED, that the Controller is authorized to make any budget adjustments needed to implement this resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: November 20, 2013

Subject: Resolution to Amend the Agreements with the Michigan Primary Care Association for Medicaid and CHIP Outreach and Enrollment Services

This is a resolution to amend the agreements with the Michigan Primary Care Association and to accept up to \$16,291 of additional funding for the provision of Medicaid and Children Health Insurance Program (CHIP) Outreach and Enrollment Services through the Ingham Community Health Centers.

The Michigan Primary Care Association (MPCA) has provided funding to the Ingham County Health Department's Community Health Centers for the provision of outreach and enrollment services to children who are uninsured or fail to complete their redetermination application for Medicaid or the Children's Health Insurance Program (Medicaid/CHIP). The initial agreement was amended to accept additional funding and extend the provision of these services through August 17, 2013. This amendment provides a continuation of these services from August 18, 2013 through August 17, 2014 and to accept an additional \$16,291 in funding.

I recommend that the Ingham County Board of Commissioners authorize this amendment to the agreements with MPCA to support outreach and enrollment services to children who are uninsured or fail to complete their redetermination for Medicaid/CHIP and the acceptance of \$16,291 of additional funding to support the provision of these services.

Attachment

c:

John Jacobs, w/ attachment
Barb Mastin, w/ attachment
Nancy Hayward, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

WHEREAS, in Resolution #12-336, the Board of Commissioners authorized an amendment to extend the initial agreement with MPCA through August 17, 2013 and to accept up to \$18,826 of additional funding bringing the total amount of the agreements up to \$33,892; and

WHEREAS, MPCA has provided \$16,291 in additional funding and to extend the period of the agreement to August 17, 2014; and

WHEREAS, the Community Health Center Board has reviewed and supports the proposed amendment to the agreements.

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

BE IT FURTHER RESOLVED, that the Board of Commissioners accept up to \$16,291 of additional funding bringing the total amount of the agreements up to \$50,183.

BE IT FURTHER RESOLVED, that the agreements are extended through August 17, 2014.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: November 20, 2013

RE: Resolution to Authorize an Addendum to the Patient Management and Electronic Health Records Software Agreement with NextGen ® Health Information Systems, Inc. for Ingham County Oral Health Services.

Attached is a resolution to authorize an addendum to the Health Department's patient management and electronic health records agreement with NextGen ® Health Information Systems, Inc. for oral health services provided at Community Health Centers' Adult Dental Center and Healthy Smiles Dental Center in addition to the Ingham County Jail Medical.

The Health Department transitioned Community Health Centers and Jail Medical to electronic patient management in 2011 and began launching electronic health records in 2012 using NextGen ® Health Information Systems, Inc. (NextGen ®) software. The Community Health Centers' two dental centers, Adult Dental and Healthy Smiles, and oral health services provided to inmates of Ingham County Jail have not yet transitioned to electronic health records. An addendum to the existing NextGen ® agreement is necessary to acquire the software and licensing for integration of oral health services into electronic health records.

I recommend that the Ingham County Board of Commissioners approve the attached resolution and authorize an addendum to the patient management and electronic health records agreement with NextGen ® for Ingham County oral health services provided through Adult Dental, Healthy Smiles and Ingham County Jail Medical.

c: Barb Mastin, w/attachment
John Jacobs, w/attachment
Cheryl Gildner, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ADDENDUM TO THE PATIENT MANAGEMENT AND ELECTRONIC HEALTH RECORDS SOFTWARE AGREEMENT WITH NEXTGEN ® HEALTH INFORMATION SYSTEMS, INC. FOR INGHAM COUNTY ORAL HEALTH SERVICES

WHEREAS, in Resolution # 12-275, the Ingham County Board of Commissioners authorized a contract with NextGen ® Healthcare Information Systems, Inc. for patient management and electronic health records software systems; and

WHEREAS, in Resolution #12-276 the Ingham County Board of Commissioners authorized an addendum to the agreement with NextGen ® Healthcare Information Systems, Inc (NextGen ®) to install the Health Quality measures (HQM) Reporting Service in the Health Department's electronic health records; and

WHEREAS, over 2012 and 2013, the Community Health Centers and Ingham County Jail Medical went live with NextGen ® patient management and electronic health record systems in order to maintain compliance, meet meaningful use standards and deliver quality patient care; and

WHEREAS, Community Health Centers' two dental centers, Adult Dental Center and Healthy Smiles Dental Center, and oral health services provided to inmates of Ingham County Jail do not yet have electronic health records; and

WHEREAS, the Community Health Center Network fund was increased by \$147,000 in 2013 to recognize meaningful use funds for the equipment, training, software, interface and license cost associated with the Dental Electronic Health Record Project; and

WHEREAS, the Community Health Center Board has reviewed and supports this agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an addendum to the agreement with NextGen ® for patient management and electronic health records to include Community Health Centers' dental centers and oral health services through Ingham County Jail Medical.

BE IT FURTHER RESOLVED, that the NextGen ® Healthcare Information Systems, Inc. patient management and electronic health records for dental include HQM Reporting Service.

BE IT FURTHER RESOLVED, the cost for the license, software, interface, equipment and training for dental electronic health records through NextGen ® will not exceed the \$147,000 allocated to the Dental Electronic Health Records Project.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: Human Service Committee
Finance Committee

FROM: Renée Branch Canady PhD, MPA, Health Officer

DATE: November 15, 2013

RE: Resolution to Enter Into A Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development

This is a recommendation to enter into a MAEP Clean Sweep Program Agreement with Michigan Department of Agriculture and Rural Development (MDARD) to allow the Health Department to continue to collect pesticides from any end-user of pesticides that resides in the state of Michigan.

The term of the agreement shall be from October 1, 2013 through September 30, 2014. MDARD has agreed to pay Ingham County up to \$15,000 for the disposal of pesticides received through the Ingham County House Hold Hazardous Waste Program (HHW).

I recommend that the Board of Commissioners adopt the attached resolution and authorize an agreement with the Michigan Department of Agriculture and Rural Development for the period of October 1, 2013 through September 30, 2014.

Attachment

Cc: Jim Wilson w/attachments
John Jacobs w/attachments.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CLEAN SWEEP PROGRAM AGREEMENT WITH THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

WHEREAS, Ingham County Health Department has operated a Household Hazardous Waste Collection Program since 1985; and

WHEREAS, the Health Department has had a Michigan Agriculture Environmental Assurance Program (MAEP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development since 2001; and

WHEREAS, each year the Agreement has allowed the Health Department to be reimbursed for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the Michigan Department of Agriculture and Rural Development has proposed to enter into a new agreement with the Health Department; and

WHEREAS, the Michigan Department of Agriculture and Rural Development shall pay the Health Department up to \$15,000 for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the term of the Agreement shall be October 1, 2013 through September 30, 2014; and

WHEREAS, the Health Department anticipates a continuation of these services and funds in its 2014 budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorizes a MAEAP Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Agreement with the Michigan Department of Agriculture and Rural Development.

BE IT FURTHER RESOLVED, that the Michigan Department of Agriculture and Rural Development shall reimburse the Health Department up to \$15,000 for costs associated with the collection, transportation and disposal of pesticides.

BE IT FURTHER RESOLVED, that the term of the agreement shall be October 1, 2013 through September 30, 2014.

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

MEMORANDUM

Agenda Item 5

November 19, 2013

TO: Liaison and Finance Committees

FROM: Teri Morton, Budget Director

RE: Year End Adjustment and Contingency Fund Update

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2013 Budget. The General Fund budget will be adjusted to the amount of \$75,937,531 for the fourth quarter of 2013.

The largest adjustment this quarter is the merger of the Minimum Security Facility Fund (F103) into the general fund. Since the facility became operational, the County has been accounting for it separately to insure that the costs of the additional staff and debt service were being recouped through jail bed rental. Certain categories of bed rentals are recorded in Fund 103, while others are recorded in the Sheriff's general fund budget. Over the years, the categories of bed rentals has shifted, and in some years Fund 103 accrues a large fund balance, and in other years fund balance is drawn down. This has also caused fluctuations in the Sheriff's general fund budget, which can make comparing budgets and actual revenue collection difficult. Tracking the Minimum Security Facility fund separately no longer appears to be necessary, and, for financial reporting purposes, it is already recorded as part of the general fund. This adjustment will also make it easier for the Sheriff's Office to track their overall corrections budget.

Another sizable adjustment is an additional general fund appropriation to the Department of Human Services Child Care fund of \$130,000. This is necessary due to previous years' billing adjustments related to funding source changes going back multiple years. A general fund appropriation of around \$61,000 is also needed for the Tri-County Metro Narcotics Squad. The 2012/2013 forfeiture revenues from the Metro Squad were not sufficient to reimburse the total Ingham County contribution of \$257,083.

Based on current projections, revenues in the Register of Deeds Office can be increased by around \$150,000. Between this revenue increase and the decrease in the Cooperative Extension payment to Michigan State University of \$41,533 for the Annual Work Plan, no contingency funds are needed to cover the cost increases detailed above.

This resolution will also recognize an appropriation of around \$37,000 from the Tri-County Metro Squad's reserve account to cover the 2013 shortfall in the Anti-Drug grant, which funds an assistant prosecuting attorney and a sheriff's deputy.

Other adjustments include recognizing insurance proceeds revenue to purchase replacement vehicles, adding a budget for additional audit expenses, and replacement computer equipment funded from the equipment revolving fund.

Finally, this resolution will formally eliminate a vacant assistant prosecuting attorney position that had been assigned to the Domestic Assault Task Force (DART) grant, which was not renewed for 2013.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$208,428. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$353,259.

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

2013 CONTINGENCY

Adopted Contingency Amount	\$353,259
R13-54: Veterans Affairs Temporary	(5,012)
R13-83: District Court Reorganization	(17,506)
R13-186: 1 st Quarter Adjustment	(13,972)
R13-199: County Clerk Imaging	(18,800)
R13-218: Day Reporting Program Transitional Funding	(20,000)
R13-237: 1/3 Funding for Animal Control Volunteer Assistant	(17,298)
R13-403: Annex Building Assessment for Animal Control	(42,243)
R13-412: USGS Enhanced Flood Warning System	(10,000)
Proposed Contingency Amount	\$208,428

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2013 Budget on October 23, 2012 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute; and

WHEREAS, the Prosecutor’s Domestic Assault Task Force (DART) grant was discontinued in 2013; and

WHEREAS, the DART grant provided funding for an Assistant Prosecuting Attorney position.

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2013 BUDGET</u> <u>11/15/13</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$74,720,280	\$1,217,251	\$75,937,531
103	Minimum Security Facility	1,020,023	(1,020,023)	0
258	Potter Park/Zoo	3,614,723	5,733	3,620,456
266	Anti-Drug Grant	460,329	0	460,329
288	DHS – Child Care	3,619,322	130,000	3,749,322
664	Mach. & Equip. Revolving	1,085,855	32,070	1,117,925

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2013 Ingham County General Fund budget at \$75,937,531.

BE IT FURTHER RESOLVED, that an Assistant Prosecuting Attorney position (#229015) is eliminated from 2013 Approved Position List and Position Allocation List.

GENERAL FUND REVENUES

	2013 Budget – 11/15/13	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	41,058,229		41,058,229
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(25,000)		(25,000)
Industrial Facility Tax	330,000		330,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	4,725,000		4,725,000
Convention/Tourism Tax - Liquor	2,143,468		2,143,468
Court Equity Fund	1,575,000		1,575,000
Use of Fund Balance	4,192,469		4,192,469
Department Generated Revenue			
Animal Control	713,706		713,706
Circuit Court - Family Division	640,551		640,551
Circuit Court - Friend of the Court	342,000		342,000
Circuit Crt - General Trial	2,401,452		2,401,452
Controller	3,170		3,170
Cooperative Extension	26,325		26,325
County Clerk	630,400		630,400
District Court	2,466,331		2,466,331
Drain Commissioner/Drain Tax	339,658		339,658
Economic Development	49,462		49,462
Elections	28,950		28,950
Homeland Sec./Emergency Ops	201,813		201,813

Equalization /Tax Mapping	10,100		10,100
Facilities	170,805		170,805
Financial Services	54,742		54,742
Health Department	340,327		340,627
Human Resources	55,028		55,028
Probate Court	277,178		277,178
Prosecuting Attorney	583,371		583,371
Register of Deeds	1,646,325	150,383	1,796,708
Remonumentation Grant	80,444		80,444
Sheriff	5,191,243	1,066,868	6,258,111
Treasurer	4,445,576		4,445,576
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	378,881		378,881
Total General Fund Revenues	74,720,280	1,217,251	75,937,531

GENERAL FUND EXPENDITURES

	2013 Budget - 11/15/13	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
Board of Commissioners	547,230		547,230
Circuit Court - General Trial	8,115,176		8,115,176
District Court	2,429,915		2,429,915
Circuit Court - Friend of the Court	1,377,860		1,377,860
Jury Board	1,123		1,123
Probate Court	1,425,212		1,425,212
Circuit Court - Family Division	4,501,513		4,501,513
Jury Selection	99,543		99,543
Elections	177,651		177,651
Financial Services	753,533		753,533
County Attorney	416,334		416,334

County Clerk	572,533		572,533
Controller	813,437		813,437
Equalization/Tax Services	664,640		664,640
Human Resources	621,681		621,681
Prosecuting Attorney	5,867,587		5,867,587
Purchasing	211,773		211,773
Facilities	1,863,038		1,863,038
Register of Deeds	451,827		451,827
Remonumentation Grant	80,444		80,444
Treasurer	623,707		623,707
Drain Commissioner	886,430	6,875	893,305
Economic Development	114,290		114,290
Community Agencies	185,720		185,720
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	104,960		104,960
Jail Maintenance	268,100		268,100
Sheriff	18,152,138	1,061,135	19,219,273
Community Corrections	141,529		141,529
Animal Control	1,439,834		1,439,834
Metro Squad	0	60,774	60,774
Homeland Sec/Emergency Ops	326,269		326,269
Board of Public Works	300		300
Drain Tax at Large	345,000		345,000
Health Department	9,337,640		9,337,640
Community Health Centers	999,682		999,682
Medical Examiner	337,035		337,035

Substance Abuse	1,078,593		1,078,593
Community Mental Health	1,751,631		1,751,631
Department of Human Services	1,778,665	130,000	1,908,665
Tri-County Aging	76,225		76,225
Veterans Affairs	490,786		490,786
Cooperative Extension	503,804	(41,533)	462,271
Parks and Recreation	1,373,962		1,373,962
Contingency Reserves	208,428		208,428
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	3,148,252		3,148,252
Total General Fund Expenditures	74,720,280	1,217,251	75,937,531

General Fund Revenues

Register of Deeds	Increase revenue \$150,383 to reflect current projections.
Sheriff	Increase insurance proceeds \$41,112 for replacement of two patrol vehicles. Increase sale of fixed assets revenue \$5,733 to reflect transfer of a Sheriff vehicle to the Potter Park Zoo. Increase jail bed rental \$1,020,023 due to merger of Minimum Security Facility Fund into Sheriff General Fund budget.

General Fund Expenditures

Drain Office	Increase contractual services account \$6,875 for audit expenses.
Sheriff	Increase vehicle budget \$41,112 for two replacement vehicles for Delhi division. Replacement cost is covered by insurance proceeds. Merge Minimum Security Facility Fund into Sheriff General Fund budget. When the facility first became operational, the additional staff and debt service were accounted for separately to insure full costs were recouped through the rental of jail beds. Over the last several years, this has been verified. Merging this fund into the General Fund will simplify the accounting and budgeting for the Sheriff's Office and make the budget consistent with the financial report. \$1,020,023 in expenses, including six corrections officers, will be transferred to the General Fund.

Metro Squad	Transfer \$60,774 to the Metro Squad budget. 2012/2013 forfeiture revenues were insufficient to fully reimburse of the Ingham County contribution of \$257,083.
Dept of Human Services	Increase appropriation \$130,000 due to a one-time adjustment for prior year billing adjustments.
Cooperative Extension	Decrease contractual services budget \$41,533 per amended Annual Work Plan with MSU Extension approved by Resolution 13-398.

Non-General Fund Adjustments

Minimum Security Fac. (F103)	Merge Minimum Security Facility Fund into Sheriff General Fund budget. When the facility first became operational, the additional staff and debt service were accounted for separately to insure full costs were recouped through the rental of jail beds. Over the last several years, this has been verified. Merging this fund into the General Fund will simplify the accounting and budgeting for the Sheriff's Office and make the budget consistent with the financial report. \$1,020,023 in revenues and expenses, including six corrections officers, will be transferred to the General Fund.
Potter Park/Zoo (F258)	Increase budget to reflect transfer of a Sheriff vehicle to the Zoo. (\$5,733)
Anti-Drug Grant (F266)	Decrease grant revenue based on final grant approval. (\$36,777) Increase revenue from Tri-County Metro Narcotics Squad by like amount. The Metro Squad agreed to cover the grant shortfall for the 2012-2013 grant year from its reserve account. Transfer \$60,774 from the general fund to the Metro Squad budget. 2012/2013 Metro Squad forfeiture revenues were insufficient to fully reimburse the Ingham County contribution of \$257,083.
Dept of Human Services (F288)	Increase general fund appropriation and expenses due to one-time adjustment for prior year billing adjustments. (\$130,000)
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase 3 replacement laser printers for Probate Court (\$2,333) and five computers and monitors for the Department of Human Services (\$4,237). Increase vehicle budget for Facilities for replacement vehicle (\$25,500). Cost will be covered by insurance proceeds.