

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, MARCH 18, 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 [March 4, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Facilities - Resolution Authorizing Entering into a Contract with [L.J. Trumble Builders, LLC](#) to Provide General Contracting Services for Renovations at the Ingham County Willow Health Center
2. Health Department
  - a. Resolution in Support of [Breastfeeding](#) in County Buildings and Property
  - b. Resolution Authorizing Contracts to Distribute County [Urban Redevelopment Funds](#)
  - c. Resolution to Authorize an Agreement with [Eaton Intermediate School District](#) to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County
  - d. Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician Services for Women's Health Services and Create a Special Part-Time [Medical Director](#) Position
  - e. Resolution to Authorize [Amendment #3](#) to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health
3. Board Referral - Letter from State Representative Andy Schor Regarding Governor Snyder's Signed Executive Order 2013-12, which Created the Michigan [Veterans Affairs Agency](#) within the Department of Military & Veteran Affairs

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE

March 4, 2013

Minutes

Members Present: Rebecca Bahar-Cook, Todd Tennis, Kara Hope, Sarah Anthony, Brian McGrain, Don Vickers, and Randy Maiville

Members Absent: Deb Nolan

Others Present: Jared Cypher, Renée Branch Canady, Deb Brinson, Nancy Hayward, Pam Kreiner, and others

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

Approval of the February 25, 2013 Minutes

The February 25, 2013 Minutes were approved as submitted.

Additions to the Agenda

3. Substitute - Resolution from the Ingham County Women's Commission Regarding Allocating Resources to the Certification of Individuals in Autism Specialization
4. Late – Health Department - Resolution to Authorize an Agreement with the Health Impact Project of the Pew Charitable Trusts

Limited Public Comment

None.

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

1. Community Mental Health - Resolution Authorizing the Transfer of Funds to the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) and a 2013 Contract for Accounting with Respect Thereto
2. Health Department - Resolution to Amend Administrative Support Services Agreements with County Health Plans

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

3. Board Referral - Resolution from the Ingham County Women's Commission Regarding Allocating Resources to the Certification of Individuals in Autism Specialization

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION FROM THE INGHAM COUNTY WOMEN'S COMMISSION REGARDING ALLOCATING RESOURCES TO THE CERTIFICATION OF INDIVIDUALS IN AUTISM SPECIALIZATION.

Pam Kreiner, Chairperson of the Ingham County Women's Commission stated this is a resolution the Women's Commission is introducing after working with a number of professionals who provided the statistics, as well as, individuals sharing their personal stories.

Ms. Kreiner stated overall parents are pleased with the Autism Coverage Reimbursement Act and appreciate the financial assistance. She explained that parents of children with autism or mental disorders are typically stressed, one reason is that there are multiple appointments needed. She further explained to qualify for the assistance another appointment is required and there are only three approved centers consequently creating more stress on the family. Board Vice-Chairperson Bahar-Cook clarified there are three (3) centers located in the State of Michigan. Ms. Kreiner stated the locations are: Detroit, Grand Rapids, and Ann Arbor. Ms. Kreiner explained Ingham County parents are burdened trying to get to these locations and waiting lists are very long. She stated that providing access to a behavior analyst for assessments in Ingham County would help these parents.

Board Vice-Chairperson Bahar-Cook informed the Committee that there have been conversations at the CMH meetings about opening an Autism Center in Ingham County and Mr. Sheehan is open to conversation with the Women's Commission. Ms. Kreiner reminded the Committee that Ingham County could be the fourth approved center with a behavioral specialist which would bring in resources and would draw parents to the area.

Comm. McGrain expressed his appreciation that the resolution was clarified through substitution.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO AMEND THE RESOLUTION BY SUBSTITUTION.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

Comm. Vickers shared his work experience overseeing children with autism, diagnosis, and outreach. He appreciates how dealing with autism is moving forward and appreciates this resolution.

Board Vice-Chairperson Bahar-Cook shared her history with the Women's Commission then commended Ms. Kreiner on her work. She also commended the group of women on this board who are enthusiastic and have amazing ideas. She stated she was excited to be on the Women's Commission with them.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.  
Absent: Comm. Nolan

4. Health Department - Resolution to Authorize an Agreement with the Health Impact Project of the Pew Charitable Trusts

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE HEALTH IMPACT PROJECT OF THE PEW CHARITABLE TRUSTS.

Chairperson Tennis noted that this is an ICEA Pro 8 and not an ICEA Pro 6 asking for a motion to make the correction.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. MAIVILLE, TO AMEND THE RESOLUTION, 3<sup>RD</sup> BE IT FURTHER RESOLVED, CHANGE “8” to “6”, AS FOLLOWS:

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Health Department to hire a temporary Health Analyst (ICEA PRO 8 6) to assist with the implementation of the work plan in the amount up to \$14,500 for the period of the grant.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

Comm. Anthony asked why the changes were needed. Mr. Cypher stated it was graded out as a 6 and not an 8.

Dr. Branch Canady stated she appreciates the Committee for allowing the “late” Agenda Item. She expressed her appreciation to the team who put together a successful application then described the process. She referenced King County, Seattle Washington as a model working with businesses and municipalities to invite healthy growth and support of the Health Department through development.

Dr. Branch Canady was pleased to announce they will be working with MSU on planning, design and construction making sure the developer is taking into consideration the Health Department issues. Chairperson Tennis asked if this is part of the Tri-County Planning Commission. Dr. Branch Canady stated that is the intent. She also informed the Committee this grant will help support environmental efforts as intended.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.  
Absent: Comm. Nolan

#### Announcements

Comm. Bahar-Cook stated she was pleased to serve as Vice-Chairperson at tonight’s meeting. Chairperson Tennis expressed his appreciation to Comm. Bahar-Cook for her input on Agenda Item #3.

Public Comment

None.

The meeting adjourned at approximately 6:47 p.m.

Respectfully submitted,

Julie Buckmaster

# MARCH 18, 2013 HUMAN SERVICES AGENDA

## STAFF REVIEW SUMMARY

### ACTION ITEMS:

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

1. *Facilities – Resolution Authorizing Entering into a Contract with L.J. Trumble Builders, LLC to Provide General Contracting Services for Renovations at the Ingham County Willow Health Center*

This resolution authorizes a contract with L.J. Trumble Builders, LLC to provide general contracting services for renovations at the Willow Health Center. The renovations project will be performed for a total bid price of \$158,718.00 which includes all alternates. A \$15,000.00 contingency is also being asked for by the Facilities Department for unforeseen circumstances that may arise, for a total cost not to exceed \$173,718.00. The Willow Health Center is in need of renovations due to age of the building and deterioration over time, and the renovations will improve the facility's functionality as a clinic. Funding for this project is available through the School Based Health Center Capital Grant, accepted by the Board of Commissioners in Resolution 11-315.

2. *Health Department*

a. *Resolution in Support of Breastfeeding in County Buildings and Property*

This resolution encourages breastfeeding and supports and protects a mother's right to breastfeed throughout Ingham County buildings and property.

b. *Resolution Authorizing Contracts to Distribute County Urban Redevelopment Funds*

This resolution authorizes the utilization of funds included in the Health Department's 2013 budget for the following contracts:

Cristo Rey Community Center's TECH en La Casa Program (\$12,000) to provide the community in the Lansing area with access and equity to learning and using computers and the internet and provide sound, culturally-relevant, community-building learning experiences for adults and students to penetrate a multitude of academic, employment, health and financial resources, and influencing the safety within the neighborhood

Planned Parenthood Mid and South Michigan (\$20,000) to support expanding health equity efforts beyond the scope of TPIP through a strategic and intersectional three-tiered initiative: youth programming, civic engagement, and access to reproductive healthcare/Sexually Transmitted Disease (STD) testing.

c. *Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County*

This resolution authorizes an agreement by which the Eaton Intermediate School District will reimburse Ingham County up to \$35,800 for tobacco and alcohol prevention and reduction activities performed by the Health Department.

d. *Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician Services for Women's Health Services and Create a Special Part-Time Medical Director Position*

This resolution extends the agreement for physician services with Sparrow for the period April 1, 2013 through March 31, 2014 in the amount of \$50,000. In addition, the Health Department proposes to create a Special Part-time Medical Director position assigned to Women's Health Services (MCF Grade C, Step 5). Sparrow has agreed to cover the cost of this position for up to 988 hours at a rate of \$120.00 per hour (\$118,560 per year), which includes the cost of liability coverage.

*e. Resolution to Authorize Amendment #3 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health*

This resolution authorizes Amendment #3 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). Amendment #3 will increase the budget for Comprehensive Local Health Services from \$5,267,721 to \$5,291,821, an increase of \$24,100. The Amendment makes the following specific changes in the budget:

1. PRIME Local Learning Collaborative, an increase of \$14,100 to \$16,100.
2. Centralized Access Home Visiting Hub, \$10,000.

**MEMORANDUM**

TO: Human and County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 6, 2013

SUBJECT: Resolution Authorizing Entering Into a Contract with L.J. Trumble Builders, LLC to Provide General Contracting Services for Renovations at the Ingham County Willow Health Center

The resolution before you authorizes awarding a contract to L.J. Trumble Builders, LLC to provide general contracting services for renovations at the Willow Health Center.

L.J. Trumble Builders, LLC, a registered, local vendor, who submitted the lowest responsive and responsible bid were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

The renovations project will be performed for a total bid price of \$158,718.00 which includes all alternates.

A \$15,000.00 contingency is also being asked for by the Facilities Department for unforeseen circumstances that may arise, for a total cost not to exceed \$173,718.00.

This is a grant funded project and funds are available within account # 511-61553-818000-02005.

I recommend approval of this resolution.



**MEMORANDUM**

**TO:** Human Services, County Services and Finance Committees

**FROM:** Jim Hudgins, Director of Purchasing

**DATE:** March 5, 2013

**SUBJECT:** Proposal Summary for Willow Health Center Renovations

Project Description:

Proposals were sought from experienced and qualified general contractors for the Willow Health Center Renovation project. The scope of work includes, but is not limited to, alterations and renovations to an existing health care facility, single story masonry building, approximately 5,000 square feet. The work includes abatement work, miscellaneous steel, carpentry, steel and wood doors, gypsum board partitions, resilient flooring, acoustical ceiling board, painting, door hardware, plumbing, HVAC, electrical power and lighting.

Proposal Summary:

Vendors contacted: 47            Local: 18

Vendors responding: 10        Local: 6

<b>Company Name</b>	<b>Base Bid</b>	<b>Alt #1 Ceiling Tiles</b>	<b>Alt #2 Cabinets</b>	<b>Alt #3 Fire Rated Glass</b>	<b>Total</b>	<b>Local</b>
LJ Trumble Builders LLC	\$134,682	\$16,000	\$3,486	\$4,550	\$158,718	Yes - Lansing
Laux Construction, LLC	\$141,900	\$19,000	\$4,400	\$2,300	\$167,600	Yes - Holt
Moore Trospen Construction Company	\$179,000	\$17,775	\$10,329	\$4,235	\$211,339	Yes - Holt
Neilsen Commercial Construction Company, Inc.	\$179,000	\$26,000	\$8,200	\$4,300	\$217,500	Yes - Holt
Livingston Power Company LLC	\$196,800	\$18,900	\$4,000	\$1,100	\$220,800	No - Howell
SG Construction Services LLC DBA: Sorensen Gross Construction Services LLC	\$189,000	\$24,000	\$6,300	\$3,120	\$222,420	No - Flint

E&L Construction Group, Inc.	\$199,800	\$17,150	\$8,340	\$3,250	\$228,540	No - Flint
Metro Development Corporation	\$193,050	\$26,000	\$9,105	\$3,910	\$232,065	Yes - Lansing
HBC Contracting	\$214,500	\$22,100	\$8,600	\$3,700	\$248,900	Yes - Lansing
Turn Key Home Improvement	No Fees Listed					No - Lansing (Clinton County)

A total of 29 vendors attended the mandatory Pre-proposal meeting.

Local vendor not responding:

Granger Construction, Lansing – No bid submitted due to their work load.

Recommendation:

The Evaluation Committee recommends awarding a contract to LJ Trumble Builders LLC in an amount not to exceed \$173,718 which is reflective of the payment of prevailing wages and a \$15,000 contingency for any unforeseen issues that may arise during the project. A 9% contingency was recommended by the County's consultant.

In addition to submitting the lowest responsive and responsible proposal, LJ Trumble Builders LLC is a registered local vendor, bonded, insured, and highly referenced.

Advertising:

The Request for Proposals was advertised in the City Pulse, El Central, various construction plan houses, and posted on the Purchasing Department Web Page.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH  
L.J. TRUMBLE BUILDERS, LLC TO PROVIDE GENERAL CONTRACTING SERVICES FOR  
RENOVATIONS AT THE INGHAM COUNTY WILLOW HEALTH CENTER**

WHEREAS, the Willow Health Center is in need of renovations due to age of the building and deterioration over time; and

WHEREAS, the Purchasing Department solicited bids for the renovations and L.J. Trumble Builders, LLC, a registered, local vendor submitted the lowest responsive and responsible bid and is recommended by the Purchasing and Facilities Departments; and

WHEREAS, the renovations project will be performed for a total bid price of \$158,718.00 which includes all alternates; and

WHEREAS, a contingency of \$15,000.00 is being asked for by the Facilities Department for any unforeseen circumstances that may arise with this type of renovation which brings the project to a total cost not to exceed \$173,718.00; and

WHEREAS, this is a grant funded project and funds are available within account # 511-61553-818000-02005.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with L.J. Trumble Builders, LLC, 2331 North Larch Street, Lansing, Michigan 48906 to provide general contracting services for renovations at the Willow Health Center for a total cost not to exceed \$173,718.00.

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION IN SUPPORT OF BREASTFEEDING IN COUNTY BUILDINGS AND PROPERTY**

WHEREAS, Breastfeeding is the biological way to feed babies and breastfeeding results in many health, nutritional, immunologic, developmental, social, and economic benefits for infants, mothers, families, and community; and

WHEREAS, Public health benefits of breastfeeding include protection for babies from infections and illnesses including diarrhea, ear infections, and pneumonia; lower rates of asthma, Sudden Infant Death Syndrome (SIDS), and obesity; and decreased risk of breast/ovarian cancers and post-partum depression for mothers; and

WHEREAS, The American Academy of Pediatrics recommends that breastfeeding continue for at least 12 months, and thereafter for as long as mother and baby desire; The World Health Organization recommends continued breastfeeding up to 2 years of age or beyond; and

WHEREAS, 71% of mothers in Ingham County start out breastfeeding; of these babies, only 18% are breastfed at age 3 months and only 9% are exclusively breastfed at age 3 months; and

WHEREAS, the Ingham County Health Department (ICHD), recognizing the importance of breastfeeding and promoting optimal nutrition for pregnant women and young children, the Public Health Services Unit has incorporated into the home visiting model an International Board Certified Lactation consultant (IBCLC). The consultant provides expert breastfeeding and lactation care, promote changes that support breastfeeding and help reduce the risks of not breastfeeding. The Women, Infants and Children (WIC) office of ICHD also has added two IBCLC staff members. The ICHD also instituted a WIC Breastfeeding Peer Counselor who gives basic breastfeeding information and encouragement to WIC pregnant and breastfeeding mothers; and

WHEREAS, the ICHD is a member of the Capital Area Breastfeeding Coalition which is a team of breastfeeding professionals and advocates in the Mid-Michigan/Lansing area. This group formed to better serve and support breastfeeding mothers via education, advocacy and resource support. The goal is to increase the number and duration of women in the Lansing, Michigan area who initiate and continue exclusive breastfeeding through the recommended time period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners encourages breastfeeding and supports and protects a mother's right to breastfeed throughout Ingham County buildings and property.

**MEMORANDUM**

TO: Human Service Committee  
Finance Committee

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

DATE: March 7, 2013

RE: Resolution Authorizing Two Contracts to Distribute County Urban Redevelopment Funds

Ingham County has a strong and successful history of implementing community summits and cultivating citizen ownership of efforts that expand and enhance opportunities for urban redevelopment. The Ingham County Health Department (ICHHD), in partnership with the Power of We Consortium (PWC), has been responsible for carrying out efforts in support of the County's priority to "Promote Environmental Protection and Smart Growth." Specifically, ICHHD and PWC have established a mechanism to allocate the Urban Redevelopment Funds in the amount of \$35,000.

This important investment of \$35,000 has been used to leverage millions of dollars in federal grants (Compassion Capital Fund) and thousands of volunteer service hours (AmeriCorps) towards making our neighborhoods more attractive, vital, and responsive to our residents. Utilization of these funds has included activities such as completion of the walking trail on the south side of Lansing; match for the PWC's Capacity Building Program for community and faith-based organizations and for the AmeriCorps program; support for the Ingham Change Initiative's Summer Youth Program for young men of color; and support for neighborhood community organizing.

For fiscal year 2013, the ICHHD, in partnership with the PWC, has chosen to support the following grant recipients in an effort to provide greater impact for these critical initiatives:

- Cristo Rey Community Center's TECH en La Casa Program (\$12,000) to provide the community in the Lansing area with access and equity to learning and using computers and the internet and provide sound, culturally-relevant, community-building learning experiences for adults and students to penetrate a multitude of academic, employment, health and financial resources, and influencing the safety within the neighborhood
- Planned Parenthood Mid and South Michigan (\$20,000) to support expanding health equity efforts beyond the scope of TPIP through a strategic and intersectional three-tiered initiative: youth programming, civic engagement, and access to reproductive healthcare/Sexually Transmitted Disease (STD) testing.

I recommend that the board adopt the attached resolution and authorize contracts with Cristo Rey Community Center, and Planned Parenthood Mid and South Michigan.

c: John Jacobs w/attachment, Isaias Solis w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING CONTRACTS TO DISTRIBUTE COUNTY URBAN REDEVELOPMENT FUNDS**

WHEREAS, the Ingham County Health Department is responsible for implementing activities that support the County priority to “Promote Environmental Protection and Smart Growth”; and

WHEREAS, a county allocation in the amount of \$35,000 from the Board of Commissioners is intended to expand or enhance opportunities for urban redevelopment through engagement and mobilization of residents (Resolutions #06-120, #07-105, #08-116, #09-122, #10-116, #11-052, #12-18); and

WHEREAS, the purpose of the funds are to strengthen urban cores, revitalize Lansing’s neighborhoods, and curb resident movement into less developed areas, thereby preserving open land and reducing long-term negative impacts on our ecosystem; and

WHEREAS, in 2013 \$30,000 was allocated via a competitive RFP process, overseen by the Investors Steering Committee of the Power of We Consortium to Cristo Rey Community Center’s TECH en La Casa program in the amount of \$12,000 and to Planned Parenthood Mid and South Michigan in the amount of \$20,000; and

WHEREAS, the Health Department, in partnership with the Power of We Consortium, has determined that greater impact can be made with the 2013 grant funds by allocating the aforementioned amounts to each of these two organizations to extend their initiatives; and

WHEREAS, Cristo Rey Community Center’s TECH en La Casa program and its partners will be providing the community in the Lansing area with access and equity to learning and using computers and the internet and provide sound, culturally-relevant, community-building learning experiences for adults and students to penetrate a multitude of academic, employment, health and financial resources, and influencing the safety within the neighborhood; and

WHEREAS, Planned Parenthood South and Mid-Michigan and its partners will use the funds to support expanding health equity efforts beyond the scope of TPIP through a strategic and intersectional three-tiered initiative: youth programming, civic engagement, and access to reproductive healthcare/Sexually Transmitted Disease (STD) testing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract with Cristo Rey Community Center in the amount of \$12,000 for the period of January 1, 2013 through September 30, 2013 to provide the community in the Lansing area with access and equity to learning and using computers and the internet and provide sound, culturally-relevant, community-building learning experiences for adults and students to penetrate a multitude of academic, employment, health and financial resources, and influencing the safety within the neighborhood.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a contract with Planned Parenthood Mid and South Michigan in the amount of \$20,000 for the period of January 1, 2013 through September 30, 2013 to support expanding health equity efforts beyond the scope of TPIP through a strategic and intersectional three-tiered initiative: youth programming, civic engagement, and access to reproductive healthcare/Sexually Transmitted Disease (STD) testing.

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

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Renée Branch Canady, Ph.D., MPA, Health Officer

DATE: March 7, 2013

RE: Resolution to Authorize an Agreement with Eaton Intermediate School District

The Health Department is strongly committed to preventing and reducing tobacco use and alcohol abuse in our community. The Department is an active member of the Ingham Substance Abuse Prevention Coalition (ISAPC) which is dedicated to effective prevention services through comprehensive collaboration. Eaton Intermediate School District (EISD) provides administrative and staff support to ISAPC.

Utilizing a grant from Mid-South Substance Abuse Commission, the EISD contracts each year with community partners, including the Health Department, to carry out activities contained in the ISAPC Implementation Plan. The Health Department has contracted with EISD community service projects since 2008.

The activities to be performed by the Health Department include:

Coordinate a Media Training for Ingham County youth using Social Norm Messages and Create an Action plan for material distribution and outreach.

Provide on-line festival alcohol-server training for community festival volunteers with Action Plan, Outreach Plan and Promotion Plan.

Provide Vendor Education to 100% of licensed tobacco vendors in Ingham County and serve as agency lead on synthetic and designer drug information to community partners.

Serves as DYTUR agency for Ingham County and conduct SYNAR compliance checks with records to CMH/CEI-CA.

Provide tri-county awareness campaign to medical practices and pharmacies in Ingham County that encourages medication take-back options and promotes community-based strategies to prevent prescription drug abuse. Includes hosting Household Hazardous Waste collection May through September and developing an outreach plan for the community.

Conduct Community Training for “Seeking Safety” at five new venues and develop an Implementation Plan for regional training and promotion.

Recruit local pharmacies and law enforcement agencies to participate in medication take-back programs for all allowable aspects of medication disposal. Promote locations through community outreach plan and website.

Conduct the second 2-days of Social Justice Training for the Regional Training Center.



These activities are highly consistent with other prevention work undertaken by the Health Department. EISD will reimburse the County for up to \$35,800 for the activities. Revenue from this agreement was anticipated in the projections for the Department's 2013 budget.

I recommend that the Board adopt the attached resolution.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EATON INTERMEDIATE SCHOOL DISTRICT TO PREVENT AND REDUCE TOBACCO USE AND ALCOHOL ABUSE IN INGHAM COUNTY**

WHEREAS, Eaton Intermediate School District provides administrative support for the Ingham Substance Abuse Prevention Coalition to collaborate and advocate for stronger prevention measures for the access and availability of tobacco and alcohol; and

WHEREAS, Ingham Substance Abuse Prevention Coalition's Implementation Plan for FY2013 includes several outcomes targeted to prevent and reduce tobacco use and alcohol abuse in Ingham County; and

WHEREAS, the Ingham County Health Department is committed to preventing and reducing the use of tobacco and alcohol abuse; and

WHEREAS, the Ingham County Health Department has been requested to perform activities related to tobacco and alcohol prevention and reduction in the Ingham Substance Abuse Prevention Coalition's Implementation Plan; and

WHEREAS, Eaton Intermediate School District has agreed to reimburse the County for up to \$35,800 for performance of such activities; and

WHEREAS, the Health Officer recommendation that the Board of Commissioners authorize an agreement with the Eaton Intermediate School District for up to \$35,800 for tobacco and alcohol prevention and reduction activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Eaton Intermediate School District for up to \$35,800 to engage in the tobacco and alcohol prevention and reduction activities.

BE IT FURTHER RESOLVED, the contract period shall be from October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the agreement after it is approved as to form by the County Attorney.

## MEMORANDUM

TO: Human Services Committee  
County Services Committee  
Finance Committee

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

DATE: March 6, 2013

RE: Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician Services for Women's Health Services and Create a Special Part-time Medical Director Position

In Resolution #09-426, the Board of Commissioners authorized an agreement for physician services and medical direction for the Health Department's Women's Health Services with Edward W. Sparrow Hospital Association (Sparrow) for the period April 1, 2010 through March 31, 2013.

The Health Department and Sparrow would like to extend this agreement for the period April 1, 2013 through March 31, 2014. In addition, the Health Department proposes to create a Special Part-time Medical Director position assigned to Women's Health Services (MCF Grade C, Step 5). Sparrow has agreed to cover the cost of this position for up to 988 hours at a rate of \$120.00 per hour (\$118,560 per year), which includes the cost of liability coverage.

The Health Department will compensate Sparrow the sum of \$50,000 for physician services.

The Ingham Community Health Center Board of Directors has reviewed and supports the proposed agreement.

I recommend that that Board of Commissioners authorize the attached resolution to extend the agreement and the creation of the Special Part-time Medical Director in Women's Health Services.

c: Deb Brinson, w/attachment  
Barb Mastin, w/attachment  
John Jacobs, w/attachment

# MEMO

TO: Debbie Brinson, Chief Executive Officer/Director CHCN

FROM: Michelle Rutkowski, Human Resources Specialist

DATE: 3/4/13

RE: Analysis for new position—Director, Women’s Health

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In reference to your proposal, Human Resources provides the following information:

1. We have created a new job classification titled “Director, Women’s Health”. A copy of the corresponding new job description is attached to the email accompanying this memo.
2. This new classification has been evaluated at an MCF C salary grade. The funding for this position will be supported by a grant.
3. This position will work less than 19 hours a week and will therefore be a Special Part Time position.

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your proposal. If I can be of further assistance, please email or call me (887-4374).

**INGHAM COUNTY  
JOB DESCRIPTION**

**DIRECTOR, WOMEN'S HEALTH (SPECIAL PART TIME)**

**General Description:** Under general supervision of the Chief Executive Officer/Director of the Community Health Center Network (CHCN) and in cooperation with the CHCH Medical Director, responsible for the medical direction, coordination and oversight of the medical services administered through the Women's Health Unit. Provides leadership and guidance in developing and monitoring the Women Health Unit's quality assurance program. Ensures patients receive health care of the highest quality while resources are utilized in the most cost-effective manner. Ensures proper functioning of day-to-day operations

**Essential Functions:**

1. Provides leadership and oversight of the medical care delivered by clinical staff in the Women's Health Unit. Participates in clinical consultations and provides medical expertise and guidance as appropriate. Supervises and audits medical staff.
2. Serves as a mentor to staff and manages the resolution of problems in the Women's Health Unit.
3. Supervises medical providers in the Women's Health Unit. Participates in the hiring process and oversees employee training, scheduling and evaluations. Monitors employee performance for compliance to Unit policies and expectations. Develops and recommends disciplinary action plans and participates in disciplinary actions.
4. Provides leadership within Women's Health to achieve Unit standards. Works to ensure Unit clinical staff adhere to guidelines, protocols and procedures. Develops, modifies and updates protocols and procedure with guidance and approval from the Chief Executive Officer/Director CHCNs and the CHCN Medical Director.
5. Provides oversight of utilization and risk management activities in the Women's Health Unit including but not limited to monitoring service utilization, adherence to corporate compliance plan, attainment of productivity targets, etc.
6. Oversees the compliance and quality improvement activities of the Women's Health. Works with Quality Assurance team members, performs chart reviews and peer reviews.
7. May represent the Women's Health Unit at various internal and external meetings. Represents the needs of the medically underserved and vulnerable population served in the Women's Health Unit as requested.
8. Provides oversight and serves as collaborating physician for collaborative practice agreements with Nurse Practitioners and Physician Assistants.
9. Monitors contracts with providers to ensure compliance.

### **Other Functions:**

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.

*(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)*

### **Employment Qualifications**

**Education:** Graduation from an accredited school of medicine is required.

**Experience:** A minimum of 7 years of Board certification in family or internal medicine is required. Five years of management is required. Experience with Federally Qualified Health Centers is preferred.

**Other Requirements:** Current DEA License, License to practice medicine in State of Michigan Board Certification in Family Practice or Internal Medicine

### **Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- 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:**

- Works in a standard doctor's office or medical environment.
- Exposure to communicable diseases, blood and other bodily fluids.
- May attend meetings, seminars and speaking engagements throughout the County.

**MAR 2013**

**MCF C**

**\*\*Labor Market Exception**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND THE AGREEMENT WITH EDWARD W. SPARROW HOSPITAL ASSOCIATION FOR PHYSICIAN SERVICES FOR WOMEN'S HEALTH SERVICES AND CREATE A SPECIAL PART-TIME MEDICAL DIRECTOR POSITION**

WHEREAS, Resolution #09-426 authorized an agreement for physician services and medical direction for Women's Health Services with Edward W. Sparrow Hospital Association (Sparrow) for the period April 1, 2010 through March 31, 2013; and

WHEREAS, the Health Department and Sparrow would like to extend this agreement from April 1, 2013 through March 31, 2014; and

WHEREAS, in addition, the Health Department proposes to create a Special Part-time Medical Director position (MCF C) for Women's Health Services; and

WHEREAS, Sparrow shall compensate the Health Department for the Medical Director position at a rate of \$120.00 per hour for up to 988 hours annually, which includes the cost of liability coverage; and

WHEREAS, the Health Department shall compensate Sparrow the sum of \$50,000 for physician services; and

WHEREAS, the Community Health Center Board of Directors has reviewed and supports the proposed extension of the physician services agreement; and

WHEREAS, the Health Officer recommends that that Board of Commissioners authorize the extension of the physician services and medical direction agreement with Edward W. Sparrow Hospital Association.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension of the agreement for physician services and medical director for Women's Health Services with Edward W. Sparrow Hospital Association for the period April 1, 2013 through March 31, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the creation of a Special Part-time Medical Director position (MCF C), for which Sparrow will cover the cost for up to 988 hours at a rate of \$120.00 per hour (\$118,560 per year), which includes the cost of liability coverage for the period April 1, 2013 through March 31, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Health Department to compensate Edward W. Sparrow Hospital Association up to \$50,000 for physician services for the period April 1, 2013 through March 31, 2014.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments in the Health Department's budget.

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:** March 8, 2013

**RE:** Resolution to Authorize Amendment #3 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendment #3 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.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #3 will increase the budget for Comprehensive Local Health Services from \$5,267,721 to \$5,291,821, an increase of \$24,100. The Amendment makes the following specific changes in the budget:

3. PRIME Local Learning Collaborative, an increase of \$14,100 to \$16,100.
4. Centralized Access Home Visiting Hub, \$10,000.

Regarding Item 2, the State is providing funds to support the development of a Community Home Visiting Hub so that home visiting programs can collect and access enrollment data to effectively and efficiently address needs of clients requiring multiple services and reducing duplicity of program efforts. This is a collaborative effort with Ingham Intermediate School District, Community Mental Health and Capital Area Community Services and the health department.

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 #3 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 Resolutions #13-20 & 13-52; 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 #3 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of CPBC funding shall increase from \$5,267,721 to \$5,291,821, an increase of \$24,100.

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

1. PRIME Local Learning Collaborative, an increase of \$14,100 to \$16,100.
2. Centralized Access Home Visiting Hub, \$10,000.

BE IT FURTHER RESOLVED, that the Health Department is authorized to purchase tablets for home visiting programs in an amount not to exceed \$6,000,

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 #3 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.



68TH DISTRICT  
STATE CAPITOL  
P.O. BOX 30014  
LANSING, MI 48909-7514  
PHONE: (517) 373-0826  
FAX: (517) 373-5698  
E-MAIL: [andyschor@house.mi.gov](mailto:andyschor@house.mi.gov)

## MICHIGAN HOUSE OF REPRESENTATIVES

**ANDY SCHOR**  
STATE REPRESENTATIVE

February 19, 2013

RECEIVED  
FEB 22 2013

Deb Nolan, Chair  
Ingham County Commission  
Ingham County Courthouse  
P.O. Box 319  
Mason, MI 48854

Dear Chair *Deb,* Nolan,

I wanted to bring to your attention that Governor Snyder signed Executive Order 2013-12, which created the Michigan Veterans Affairs Agency within the Department of Military & Veteran Affairs. This new agency will begin operating on March 20, 2013 and will serve to increase collaboration between local veterans and state government for coordination in assistance for veteran's benefits.

This new Agency is supposed to be a one-stop centralized coordinating agency working between many departments at the federal, state and local level of governments responsible for programs related to veteran services. This new centralized agency will help veterans have better access to the benefits and services provided by the United States Veterans Administration. These benefits include assistance with employment, medical treatment, disability treatment and pensions.

I know that supporting services for veterans is a high priority to the Ingham County Board of Commissioners, and thought this new information would be helpful to you and your constituents. As always, please feel free to call me at (517) 373-0826 or email me at [andyschor@house.mi.gov](mailto:andyschor@house.mi.gov) for more information.

Sincerely,

  
Andy Schor  
State Representative, 68th District



STATE OF MICHIGAN  
EXECUTIVE OFFICE  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN CALLEY  
LT. GOVERNOR

**EXECUTIVE ORDER  
No. 2013 - 2**

**EXECUTIVE REORGANIZATION  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
  
CREATION OF THE  
MICHIGAN VETERANS AFFAIRS AGENCY**

WHEREAS, Section 1 of Article V of the Michigan Constitution of 1963 vests the executive power of the state of Michigan in the Governor; and

WHEREAS, Section 2 of Article V of the Michigan Constitution of 1963 empowers the Governor to make changes in the organization of the Executive Branch or in the assignment of functions among its units that he considers necessary for efficient administration; and

WHEREAS, there is a continued need to increase collaboration, optimize service delivery and ensure efficient administration; and

WHEREAS, Michigan's citizens include more than 650,000 veterans of the armed forces, making the state home to the 11<sup>th</sup> largest population of veterans among the states; and

WHEREAS, veterans have unique needs and an array of specific services and benefits are available to them; and

WHEREAS, veterans require dedicated strategic outreach, collaboration between many departments and partners at the federal, state and local level; and

WHEREAS, Michigan's current service delivery model is not structured to provide coordinated, high-quality services to help veterans recognize and access the benefits and services for which they are eligible; and

WHEREAS, such high-quality services can be best provided if a single entity coordinates the many efforts the state of Michigan makes to serve this population;

NOW, THEREFORE, I, Richard D. Snyder, Governor of the state of Michigan, by virtue of the powers and authority vested in the Governor by the Michigan Constitution of 1963 and Michigan law, order the following:

## **I. DEFINITIONS**

As used in this Order:

A. "Agency" means the Michigan Veterans Affairs Agency created under Section II of this order.

B. "Department of Military and Veterans Affairs" means the principal department of state government created as the Department of Military Affairs by 1965 P.A. 380, MCL 16.225, and renamed the Department of Military and Veterans Affairs by Executive Order 1997-7, MCL 32.91.

C. "Director" means the director of the Michigan Veterans Affairs Agency created by Section II of this Order.

## **II. CREATION OF THE MICHIGAN VETERANS AFFAIRS AGENCY**

A. The Michigan Veterans Affairs Agency is created as an agency within the Department of Military and Veterans Affairs.

B. The Agency shall be headed by a Director who shall be appointed by the Governor and serve at the pleasure of the Governor.

C. The Director shall be the chief advisor to the Governor, the Adjutant General and the directors of state departments regarding the development of policies, programs and procedures for services to veterans.

D. The Director shall report to the head of the Department of Military and Veterans Affairs.

E. The Director shall be a member of the Executive Cabinet and regularly attend and fully participate in Cabinet meetings and functions.

## **III. FUNCTIONS OF THE VETERANS AFFAIRS AGENCY**

A. The Agency shall perform the following functions:

- i. Review, investigate, evaluate, and assess all programs within the executive branch of government related to services and benefits for veterans, including but not limited to programs involving health care, education, employment assistance, and quality of life.
- ii. Serve as the coordinating office for all agencies of the executive branch of government that are responsible for programs related to services for veterans.

- iii. Analyze and make recommendations to the Governor on proposed programs and policies relating to veterans, and on the elimination of duplication in existing state programs in these areas.
- iv. Provide information and assistance to all departments and agencies of the executive branch of government, both directly and by functioning as a clearinghouse for information received from such agencies, other branches of government, other states, and the federal government.
- v. Serve as the Governor's liaison with the Secretary of State, the Michigan Economic Development Corporation, the Michigan Strategic Fund, and with all other departments and agencies of the executive branch of government with respect to programs, services, or benefits for veterans.
- vi. The Agency may request advice and assistance to re-engineer business processes and establish inter-agency and intra-agency data sharing requirements, policies, procedures and standards to improve services to veterans in Michigan. All executive branch departments and agencies shall cooperate fully with the new Agency in the performance of these responsibilities.
- vii. The Agency may make and execute contracts and other instruments necessary or convenient to the proper exercise of its functions.

B. The Agency shall administer the Veterans Speakers Program created under the Veterans Speakers Program Act, 2000 P.A. 81, MCL 32.281 to 283. The powers, duties, functions, responsibilities, records, and personnel necessary for such administration shall be transferred to the Agency from the Department of Military and Veterans Affairs.

C. The Department shall transfer to the Agency all duties, responsibilities, and powers to provide assistance to the State Veterans Home Board of Managers in the administration of all facilities governed by the Michigan Veterans' Facility Act, 1885 PA 152, MCL Section 36.1 to 12, including but not limited to the Grand Rapids Veterans Home and the D.J. Jacobetti Veterans Home. The powers, duties, functions, responsibilities, records, and personnel necessary for such administration shall be transferred to the Agency from the Department of Military and Veterans Affairs.

## V. IMPLEMENTATION OF TRANSFERS

A. The Director shall provide executive direction and supervision for the implementation of all transfers of authority under this Order in consultation with the head of the Department of Military and Veterans Affairs.

B. The Director shall establish the internal organization of the Agency and allocate and reallocate duties and functions to promote economic and efficient administration and operation of the Agency. The Director shall be responsible for the day-to-day operations of the Agency.

## VI. MISCELLANEOUS

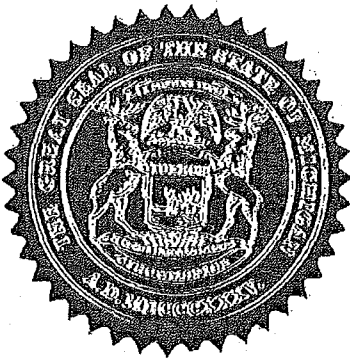
A. All records, personnel, and property used, held, employed, or to be made available to the Department of Military and Veterans Affairs for the activities, powers, duties, functions, and responsibilities transferred by this Order are hereby transferred to the Agency.

B. All rules, orders, contracts, plans, and agreements relating to the functions transferred to the Agency by this Order lawfully adopted prior to the effective date of this Order shall continue to be effective until revised, amended, or rescinded.


C. Any suit, action, or other proceeding lawfully commenced by, against, or before any entity transferred by this Order shall not abate by reason of the taking effect of this Order. Any lawfully commenced suit, action, or other proceeding may be maintained by, against, or before the appropriate successor of any entity affected by this Order.

D. The invalidity of any portion of this Order shall not affect the validity of the remainder of the Order, which may be given effect without any invalid portion. Any portion of this Order found invalid by a court or other entity with proper jurisdiction shall be severable from the remaining portions of this Order.

In fulfillment of the requirements of Section 2 of Article V of the Michigan Constitution of 1963, the provisions of this Order shall be effective March 20, 2013.



Given under my hand and the Great Seal of the state of Michigan this 18th day of January, in the Year of our Lord Two Thousand Thirteen.

  
RICHARD D. SNYDER  
GOVERNOR

BY THE GOVERNOR:

  
SECRETARY OF STATE

FILED WITH SECRETARY OF STATE

ON 1/18/13 AT 3:15 P.M.