

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, SEPTEMBER 30, 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 [September 16, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. MSU Extension - Resolution to Authorize an Amendment to the Agreement for [Extension Services](#) Between Michigan State University and Ingham County
2. Health Department
  - a. Resolution to Authorize a [Letter of Agreement](#) Between the Ingham County Health Department, Power of We Consortium and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties
  - b. Discussion: Clinical Site Planning

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE  
September 16, 2013  
Minutes

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

Members Absent: None

Others Present: Jared Cypher, Barb Mastin, John Jacobs, Robin Reynolds, Mark Grebner, Debbie Edokpolo, Sandy Draggoo, Debbie Alexander, Katie Kelley, Chuck Gray and others

The meeting was called to order by Chairperson Tennis at 6:31 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the August 19, 2013 and August 29, 2013 Minutes

The August 19, 2013 and August 29, 2013 Minutes were approved as submitted.

Additions to the Agenda

1. Additional Materials – Flyers Routes 5 & 6, CATA Ridership by Fiscal Year
- 3g. Late – Resolution to Amend Resolution #12-335 to Extend the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors

Announcements

Additional Materials: Doggy Days Brochure

Limited Public Comment

None.

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

3. Health Department
  - a. Resolution to Authorize a 2013-2014 AmeriCorps\* VISTA Grant
  - b. Resolution to Convert a Community Health Representative II Position to a Billing & Reporting Clerk I and Increase a Health Plan Management Assistant to Full Time in Health Plan Management Services
  - c. Resolution to Authorize an Amendment to the Contract with the Ionia County Health Department for Medical Direction and Program Consultation
  - d. Resolution to Authorize an Agreement with Southeast Michigan Health Association
  - e. Resolution to Authorize a 2013-2014 Agreement with the Michigan Department of Community Health for the Delivery of Public Health Services Under the Comprehensive Agreement
  - g. Resolution to Amend Resolution #12-335 to Extend the Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors

4. MIS - Resolution to Authorize PTD Technology to Secure the HPMS Application
5. Department of Human Services - Resolution to Establish a Trust and Agency Account for the Ingham County Department of Human Services

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

2. Ingham Health Plan - Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Ingham Regional Medical Center and Sparrow Health System

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AUTHORIZE THE INTERGOVERNMENTAL TRANSFER OF INGHAM COUNTY FUNDS TO SUPPORT DSH PAYMENTS TO INGHAM REGIONAL MEDICAL CENTER AND SPARROW HEALTH SYSTEM.

Ms. Reynolds overviewed the history of DSH payments, matching grants, millage, along with uncompensated care, reporting requirements, audits and future trends. She then updated the Committee on changes to Medicaid and Medicare. The Committee discussed the changes to the DSH payments, Medicaid and Medicare.

MOTION CARRIED UNANIMOUSLY.

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

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING THE THIRD AMENDMENT TO THE AGREEMENT WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2011 THROUGH DECEMBER 31, 2015.

CATA Presentation: Ms. Sandy Draggoo, CEO; Debbie Alexander, Assistant Director; Katie Kelley, Financial Secretary/Treasurer ATU 1039 and Mark Grebner, Board of Directors.

Ms. Draggoo stated that she worked 40± years for CATA, Ms. Alexander 20± years and Mark Grebner has been on the Board of Directors and a bus rider for 30± years.

Ms. Alexander provided a handout then overviewed the Rural ridership by fiscal year, Spec-Tran Ridership by fiscal year, Route 5 ridership by fiscal year and Route 6 ridership by fiscal year. She pointed out the decline in ridership happened about the same time as the economic downturn, in addition to, a decline after 2008 when fares were increased. She explained that it takes about two to three years before ridership recovers from a fare increase.

Ms. Alexander described CATA services to the Ingham County Facilities and provided a map. She noted the map is of the urban areas only. She described Routes 5 and 6, transfer time and how the Human Services Building is served. The Commissioners discussed the schedule of Routes 5 and 6, hours of operation to the County facilities, in addition to, the distance between bus stops and practical crosswalks.

Ms. Draggoo provided the Committee with a brief history of how the schedules and stops were determined. Mr. Grebner explained CATA has service flexibility based on ridership analysis. Comm. Nolan asked representatives from the Health Department to comment on the map then asked if they had any suggestions. Ms. Mastin expressed her concern that there is no bus service in the evening to accommodate patients who come to the HSB for night meetings and service to the Lansing Medical Center (Healthy Smiles) on the south side of Pennsylvania. Ms. Mastin expressed her appreciation to CATA for the services they provide to the County residents. Mr. Grebner noted that Ingham County residents have provided a high level of support to CATA through the millage. He stated that any changes to a route must be sensible, cost effective and efficient to accommodate people. Comm. Anthony requested an electronic copy of the map.

Comm. McGrain questioned how often the stops are analyzed. Ms. Alexander stated every two weeks and reviewed by the Board of Directors monthly. She noted that the analysis is like week to like week because of variables such as weather, gas prices and economics. It was noted that trends are followed before reacting with changes but not waiting for a large problem. The Committee discussed capacity, size of the buses and frequency trends along with the budget constraints of Route 5. Ms. Draggoo clarified the millage funding and allocation, in addition to, CATA's fiscal responsibilities. She stated CATA has flexibility by means of demand patterns. Comm. Vickers publically thanked Ms. Draggoo for her efforts to service out-county residents then described how the services have helped out-county residents.

The Committee discussed the how the amenities at the bus stops are determined. Comm. McGrain asked if a real-time bus schedule would be available. Ms. Alexander stated that is something CATA has been working on and tested over the past year. She described the problems associated with an "app" as being expensive and technology moving forward rapidly. However, it is CATA's intent to provide reliable and accurate information by text message and email plus the website will provide real-time information. She stated the goal is to launch the product in January.

Mr. Grebner described out-county connector services. Ms. Alexander thanked the Commissioners for their support stating CATA appreciates the millage funding and those funds are matched federally and by the state of Michigan.

The Committee discussed service needs near the Jail in Mason. Mr. Grebner stated that is an area that requires further consideration.

Comm. Nolan asked that CATA look at the demand pattern of the routes that serve the Ingham County buildings, specifically Route 6, to determine if there could be adjustments to the schedule, in addition to, considering adding a bus stop near Healthy Smiles.

Comm. Anthony suggested including Capital Area Michigan Works, as a point of interest served, in the next bus schedule publication.

MOTION CARRIED UNANIMOUSLY.

3. Health Department
  - f. Discussion: Clinical Site Planning

Ms. Mastin updated the Committee on the Cedar Pointe facility stating they are back up and working after the water damage. Ms. Mastin informed the Committee of the anticipated overall savings of the Health Department site consolidation. She defined the area of interest for a health center site. The Committee discussed proposed locations and competition.

Announcements

Comm. Vickers informed the Committee they should have received an email from Ms. Dargatz at the Fair Office regarding Doggy Days. He then described the Fair Foundation, the \$25.00 forever membership and the need to expand membership. Lastly, Animal Control is working in conjunction with the Fair and will be providing pet microchip implantation for \$10.00. Doggy Days will be held Friday and Saturday. A handout was provided.

Public Comment

None.

The meeting adjourned at approximately 7:41 p.m.

Respectfully submitted,

Julie Buckmaster

# SEPTEMBER 30, 2013 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

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

1. MSU Extension - Resolution to Authorize an Amendment to the Agreement for Extension Services Between Michigan State University and Ingham County

This resolution amends the agreement for extension services between Michigan State University and Ingham County. Resolution #12-426 authorized the annual work plan agreement between Ingham County and Michigan State University Extension (MSUE). The 2013 work plan required MSUE to provide 0.8 FTE Extension Educator (Horticulture) at an annual cost to Ingham County of \$71,200. Due to retirement, this position has been vacant since May 2013 and will not be occupied until January 1, 2014; and since there is a vacancy in the Extension Educator (Horticulture) position from 6/01/13 to 12/31/13, MSUE has agreed that the funds for additional personnel will be reduced by 7 months and be reduced by \$41,533. This will reduce the annual cost to Ingham County from \$186,469 to \$144,936.

2. Health Department
  - a. Resolution to Authorize a Letter of Agreement Between the Ingham County Health Department, Power of We Consortium and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

This resolution authorizes a Letter of Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties to fund the Power of We Consortium Community Data Committee Ad-Hoc Committee for the period September 25, 2013 through September 24, 2014. The \$20,000 provided by CMH will be used for convening, planning, staff time, and the development of a work plan aimed at identifying a needs assessment project to incorporate Community Mental Health indicators into the *Power of We Consortium's Indicators of Well-Being Report*.

## OTHER ITEMS:

2. Health Department
  - b. Discussion: Clinical Site Planning

**MEMORANDUM**

**TO:** Human Services and Finance Committees  
**FROM:** Jared Cypher, Assistant Deputy Controller  
**RE:** Amendment to the Agreement with Michigan State University for Extension Services  
**DATE:** September 19, 2013

Resolution #12-426 authorized the annual work plan agreement between Ingham County and Michigan State University Extension (MSUE). The 2013 work plan required MSUE to provide 0.8 FTE Extension Educator (Horticulture) at an annual cost to Ingham County of \$71,200.

Due to retirement, this position has been vacant since May 2013 and will not be occupied until January 1, 2014; and since there is a vacancy in the Extension Educator (Horticulture) position from 6/01/13 to 12/31/13, MSUE has agreed that the funds for additional personnel will be reduced by 7 months and be reduced by \$41,533. This will reduce the annual cost to Ingham County from \$186,469 to \$144,936.

Introduced by the Human Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE AGREEMENT FOR  
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY**

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

WHEREAS, a written agreement, including the annual work plan, was approved through Resolution #11-390, that outlines the provision that each party will provide for the continued operation of the Michigan State University Extension Office in Ingham County through December 31, 2016; and

WHEREAS, the annual work plan for 2013 was approved through Resolution #12-426; and

WHEREAS, the 2013 work plan required MSUE to provide 0.8 FTE Extension Educator (Horticulture) at an annual cost to Ingham County of \$71,200; and

WHEREAS, due to retirement, this position has been vacant since May 2013 and will not be occupied until January 1, 2014; and

WHEREAS, due to the vacancy in the Extension Educator (Horticulture) position from 6/01/13 to 12/31/13, MSUE has agreed that the funds for additional personnel will be reduced by 7 months and be reduced by \$41,533.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the amended Annual Work Plan (attached) that includes a county assessment of \$144,936 with MSU Extension for the period of January 1, 2013 through December 31, 2013 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 documents that are consistent with this resolution and approved as to form by the County Attorney.



**Amendment EXHIBIT A: Annual Work Plan (Ingham, 2013)**

A. Specific Contributions by MSUE:

1. At least 1.0 FTE extension educator whose primary office of operation will be the county Extension office included in assessment.
2. .8 FTE additional extension educator (Horticulture) at \$71,200 (FTE \* rate).  
**The support ends on May 31, 2013, due to the position being vacant from June 1, 2013 to December 31, 2013. The position will be filled on January 1, 2014.**
3. 1.5 FTE 4-H program coordinator(s) included in assessment whose primary office of operation will be the county Extension office.
  1. No additional 4-H program coordinators/other paraprofessional at \_\_\_\_\_ (FTE \* rate).
  2. Administrative oversight included in annual assessment.
  3. Access to extension educators with expertise in each of the MSUE Institutes included in annual assessment.
  4. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
  5. Annual reporting of services provided, audiences served, and impact of programs in the county.

B. Specific Contributions by the County:

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must have access to high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in appendix A. The office space must be at least comparable to the average office space used by County employees.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media.
3. Operating expenses for the office and Personnel.
4. The Assessment Fee of \$115,269 and \$71,200 for additional personnel, as described above in Section A.  
**Due to the vacancy in the extension educator (horticulture) position from 6/01/13 to 12/31/13, as listed in A-2 of this document, the funds for additional personnel will be reduced by 7 months and be reduced by \$41,533.**

C. Assessment to County:

**For the period January 1, 2013, to December 31, 2013, the County shall pay to MSU \$144,936, which is the cost of the assessment plus any additional personnel costs. For the period 1/01/13 to 6/30/13, the county shall pay to MSUE \$87,302, and for the period of 7/01/13 to 12/31/13, the county will pay to MSU \$57,634, which is the cost of the assessment plus additional personnel costs.** Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to CANR Budget and Finance, 210 Ag Hall, Michigan State University, East Lansing, MI 48824.

**MICHIGAN STATE UNIVERSITY**

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

Daniel T. Evon, Director,  
Contract & Grant Administration

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

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

**INGHAM COUNTY**

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

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

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

## MEMORANDUM

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** September 17, 2013

**RE:** Resolution to Authorize a Letter of Agreement Between Ingham County Health Department, Power of We Consortium and Community Mental Health Authority of Clinton, Eaton and Ingham Counties

This is a recommendation to authorize a Letter of Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties to fund the Power of We Consortium Community Data Committee Ad-Hoc Committee. Funds will be used for convening's, planning, staff time, and the development of a work plan aimed at identifying a needs assessment project to incorporate Community Mental Health indicators into the *Power of We Consortium's Indicators of Well-Being Report*.

The Power of We Consortium, formerly the Ingham Interagency Human Services Advisory Committee (HSAC), is an inclusive planning and implementation multi-purpose collaborative body of over 250 human services, non-profit, governmental, faith-based, and business sector stakeholders that promote systems reform in Ingham County. The PWC is often referred to as a "community collaborative" or a "network of networks" and capitalizes on the power of social capital (such as trust, civic involvement, and connection) and diversity to achieve positive results for the community.

The Community Data Committee of the Power of We Consortium was developed in response to a clear and urgent need for scale appropriate data that informed local residents, service providers, local governments, and policy makers about the most pressing issues that impact the health and well-being of our community.

The Community Data Committee is comprised of a wide representation of organizations across the Tri-county area including Tri County Regional Planning Commission, Michigan State University, Barry-Eaton District Health Department, Ingham County MSU Extension, Ingham County Health Department, Mid-Michigan District Health Department, Michigan Department of Education, CEI Community Mental Health, Eaton ISD, Ingham ISD, Birth to Five Great Start Collaborative, Tri-County Office on Aging, City of Lansing, Ingham County Commissioners, Capital Area United Way, and Public Sector Consultants.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the Letter of Agreement to accept \$20,000 from the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for the period September 25, 2013 through September 24, 2014.

c: Debbie Edokpolo w/attachment  
John Jacobs w/attachment  
Isaias Solis w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A LETTER OF AGREEMENT BETWEEN THE INGHAM COUNTY HEALTH DEPARTMENT, POWER OF WE CONSORTIUM AND THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES**

WHEREAS, the Power of We Consortium, formerly the Ingham Interagency Human Services Advisory Committee (HSAC), is an inclusive planning and implementation multi-purpose collaborative body of over 250 human services, non-profit, governmental, faith-based, and business sector stakeholders that promotes systems reform in Ingham County; and

WHEREAS, the Community Data Committee of the Power of We Consortium was developed in response to a clear and urgent need for scale appropriate data that informed local residents, service providers, local governments, and policy makers about the most pressing issues that impact the health and well-being of our community; and

WHEREAS, the purpose of the funds are to enhance data collection mechanisms via the development of a work plan aimed at identifying a needs assessment project to incorporate Community Mental Health indicators into the *Power of We Consortium's Indicators of Well-Being Report*; and

WHEREAS, the Health Department, in partnership with the Power of We Consortium, has determined that greater impact can be made with the CEICMH funds by allocating the aforementioned amounts to the Community Data Committee to conduct a more comprehensive community health assessment; and

WHEREAS, in an effort to make the most of Ingham County's resources, Community Mental Health of CEI recognizes the value of, and is committed to, hundreds of partnerships with a wide range of parties. These partnerships, carried out in the form of multiple party collaborative efforts and two-party agreements, are fundamental to the provision of comprehensive and seamless mental health care service delivery; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a Letter of Agreement between the Ingham County Health Department's Power of We Consortium and Community mental health Authority of Clinton, Eaton, and Ingham Counties in the amount of \$20,000 for the period of September 25, 2013 through September 24, 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a Letter of Agreement between the Ingham County Health Department's Power of We Consortium and Community Mental Health Authority of Clinton, Eaton and Ingham Counties in the amount of \$20,000 for the period of September 25, 2013 through September 24, 2014.

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

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