

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE

DEB NOLAN, CHAIR
TODD TENNIS
DIANNE HOLMAN
BRIAN McGRAIN
KARA HOPE
SARAH ANTHONY
DON VICKERS

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 3, 2014
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 [February 24, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Facilities Department - Resolution Authorizing Entering into a Contract with the Architectural and Engineering Firm of [Hobbs and Black](#) to Provide Architectural and Engineering Services for the Ingham County Community Health Center (McLaren) Renovation Project
2. Health Department
 - a. Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for [Women's Health](#)
 - b. Resolution to Authorize an Amendment to the Lease of the Facility at [5656 S. Cedar Street](#)
 - c. Resolution to Extend the Agreement with Medical Staffing Network for Per Diem Professional Staffing for [Medication Passing Services](#) at the Ingham County Jail
 - d. Resolution to [Amend Resolution #12-285](#) to Authorize the Use of Grant Funds For Subcontract Services, Temporary Staff and Marketing and Media Needs
 - e. Discussion - Clinical Site Planning
3. Board of Commissioners - Resolution Appointing the Ingham County [Health Officer](#)
4. Board Referral - Resolution Submitted to the Huron County Board of Directors by the Huron County Finance Committee Regarding [Huron Behavioral Health](#)

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

February 24, 2014

Draft – Minutes

Members Present: Deb Nolan, Dianne Holman, Brian McGrain, Kara Hope, Sarah Anthony and Don Vickers.

Members Absent: Todd Tennis

Others Present: Jared Cypher, Nancy Hayward, Barb Mastin, Jim Wilson, Mark Stevens, Jennifer Shuster and others.

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

Approval of the February 3, 2014 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE FEBRUARY 3, 2014 MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

The minutes of the February 3, 2014 meeting were approved as presented.

Additions to the Agenda

4. Discussion – Life O’Riley Mobile Home Park & Campground (Additional Materials)

Limited Public Comment

None.

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

1. Community Mental Health - Resolution Supporting Restoration of the Community Mental Health General Fund Appropriation from the State of Michigan
3. Health Department
 - b. Resolution to Authorize an Agreement with Eaton Regional Education Service Agency (RESA) to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County
 - c. Resolution to Authorize an Amendment to the Agreement with the Michigan Public Health Institute (MPHI) for the Pathways to Better Health Grant and Authorize Equipment Purchases and Establish Temporary Positions

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

2. Ingham County Medical Care Facility - Resolution in Support of Ingham County's Department of Human Services Board and the Ingham County Medical Care Facility's Efforts for Partnering with Volunteers of America and United Methodist Retirement Communities to Operate a Program of All-Inclusive Care for the Elderly in the Ingham County Area

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION IN SUPPORT OF INGHAM COUNTY'S DEPARTMENT OF HUMAN SERVICES BOARD AND THE INGHAM COUNTY MEDICAL CARE FACILITY'S EFFORTS FOR PARTNERING WITH VOLUNTEERS OF AMERICA AND UNITED METHODIST RETIREMENT COMMUNITIES TO OPERATE A PROGRAM OF ALL-INCLUSIVE CARE FOR THE ELDERLY IN THE INGHAM COUNTY AREA.

Discussion.

Mark Stevens, Ingham County Medical Care Facility Director, addressed the Committee regarding the Resolution that would support the partnership in order to operate a Program of All-Inclusive Care for the Elderly in the Ingham County Area. He explained that the program is designed for low-income and indigent people who qualify for both Medicaid and Medicare. Mr. Stevens also stated that the program is designed for those are a truly eligible for nursing home care for the rest of their lives, but can take place in their own home. He added that transportation to and from a Day Center would also be included for 3-5 days per week for socialization.

Commissioner McGrain inquired about funding risk when it comes to reimbursement.

Mr. Stevens stated that it is a full risk for loss of the \$1.3 million.

Lastly Chairperson Nolan inquired about a probable location for the Day Center and a start date for the program.

Mr. Stevens stated that the program is slated to begin in January 2015 and that they are scoping out a location at 1921 E. Miller Street in Lansing now for the Day Center.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

3. Health Department

- a. Resolution to Authorize the Creation of an Interface between CMH-CEI and Health Department Electronic Health Record (EHR) Software Systems and Amend the Behavioral Health Services Agreement

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AUTHORIZE THE CREATION OF AN INTERFACE BETWEEN CMH-CEI AND HEALTH DEPARTMENT ELECTRONIC HEALTH RECORD (EHR) SOFTWARE SYSTEMS AND AMEND THE BEHAVIORAL HEALTH SERVICES AGREEMENT

Discussion.

Commissioner Holman posed a question regarding the proposed interface and if it would be used to share health records between the two entities.

Barb Mastin, Chief Executive Officer of the Ingham County Health Department, stated that only demographic information would be utilized by the interface.

Ms. Mastin also stated that the dates for the tour of the Center for Family Health in Jackson have been set for March 31 or April 3 from 11 a.m. to 1 p.m. She said Becky Bennett, Board Coordinator, has been advised of the dates.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

4. Discussion – Life O’Riley Mobile Home Park & Campground (Additional Materials)

Discussion.

Nancy Hayward, Acting Health Officer, and Jim Wilson, Environmental Health Director, both addressed the Committee regarding a planned condemnation order for Life O’Riley Mobile Home Park & Campground due to an imminent public health threat.

Ms. Hayward stated that there are approximately 80 people residing at the 6726 Washington Avenue location in Lansing. She said on Tuesday, February 25, 2014 at 9 a.m., the condemnation will be in effect and staff will be going door-to-door at that time to hand out flyers with information to help them relocate within the following ten days. Ms. Hayward distributed a copy of said flyer, a proposed press release scheduled for February 25, 2014 and also a copy of the certified letter to the property owner regarding the condemnation.

Ms. Hayward stated that she wanted to make sure the Committee was comfortable with the wording of the proposed press release.

Mr. Wilson stated the leading issue for the condemnation order is the history of the failing sewage disposal system, including numerous illicit discharges of sewage and other public health issues as they relate to water supply and solid waste disposal.

Ms. Hayward stated that she will update the Board of Commissioners over the next ten days on

how the condemnation process is going.

Commissioner Hope stated that she feels much better after this discussion and that policies and procedures were followed on the County's behalf.

Announcements

Chairperson Nolan announced that she will not be able to attend the March 17, 2014 Human Services Committee meeting and would like to either reschedule it for March 24, 2014 or cancel it if there is a lack of business. Commissioner McGrain stated he will not be able to attend the March 24, 2014 meeting if it is rescheduled for that date.

Public Comment

None.

The meeting was adjourned at approximately 7:50 p.m.

MARCH 3, 2014 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. *Facilities Department - Resolution Authorizing Entering into a Contract with the Architectural and Engineering Firm of Hobbs and Black to Provide Architectural and Engineering Services for the Ingham County Community Health Center (McLaren) Renovation Project*

This resolution authorizes a contract with the architectural and engineering firm of Hobbs and Black to provide architectural and engineering services for the Ingham County Community Health Center (McLaren) renovation project. Although Hobbs and Black submitted the second lowest bid, they were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments. They are a registered, local vendor and have the most experience with health care facilities. The architectural and engineering services for the renovations project will be performed for a not to exceed cost of \$58,380.

2. *Health Department*
 - a. *Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for Women's Health*

This resolution extends the agreement with Sparrow Hospital for Physician and Medical Direction Services for the Ingham Community Health Center's Women's Health Center. The current agreement, which secures specialized physician services and a part-time medical director for Ingham Community Health Centers' Women's Health will expire on March 31, 2014. This resolution will extend the agreement from April 1, 2014 through March 31, 2016. All other terms and conditions of the original agreement remain unchanged, including the Special Part-time Medical Director position (cost covered by Sparrow, including cost of liability coverage) for up to 988 hours at a rate of \$120.00 per hour (\$118,560 per year), and compensation of Sparrow Hospital of up to \$50,000 for physician services annually.

- b. *Resolution to Authorize an Amendment to the Lease of the Facility at 5656 S. Cedar Street*

This resolution will authorize an amendment to the lease agreement between the County and Cedar IV, LLC to reflect a reduction of the total square footage of the Cedar Pointe facility lease from 14,672 to 9,396 square feet effective on May 1, 2014 and to adjust the monthly lease payment accordingly. All other terms of the lease agreement shall remain the same.

- c. *Resolution to Extend the Agreement with Medical Staffing Network for Per Diem Professional Staffing for Medication Passing Services at the Ingham County Jail*

This resolution authorizes a one year extension of the per diem professional staffing agreement between the Health Department and the Medical Staffing Network for medication passing services at Ingham County Jail. The current agreement will expire on April 22, 2014. There is no change to the per diem professional rate schedule, and there are no changes to any other terms of the agreement.

d. Resolution to Amend Resolution #12-285 to Authorize the Use of Grant Funds For Subcontract Services, Temporary Staff and Marketing and Media Needs

This resolution utilizes grant funds from the Healthy Start Project to meet marketing and media needs by doing the following:

- 1) Subcontract agreement with Andrea Collier, Writing and Editing Consultant and Contractor. Andrea Collier has over 20 years of experience. Andrea will facilitate focus groups among the faith based community and will collect demographic characteristics, analyze the data, write a report of the analysis and disseminate the results to Healthy Start staff. She will also support the development of a Photo Voice project designed to showcase images and stories documented by Healthy Start participants to be published at a later date. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$12,000.
- 2) A temporary Public Health Advocate (UAW/D) .5 FTE be established for the duration of the grant.
- 3) A Temporary Health Educator (ICEA/PRO 7) .5 FTE be established for the duration of the grant.
- 4) An existing Public Health Nurse (Position #601151) shall be increased from .75 FTE to 1.0 FTE for the duration of the grant

A subcontract agreement for media, marketing, videography, Public Services Announcements (PSA's) and Transcription services to promote the Ingham County Healthy Start program and increase awareness through videography, PSA's , infomercials and transcription to be used for publication. An RFP will be developed for these services. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$40,000.

OTHER ITEMS:

2. Health Department

e. Discussion – Clinical Site Planning

This item is on the agenda for the purpose of discussing a proposed new location for the Sparrow/St. Lawrence clinics.

3. Board of Commissioners – *Resolution Appointing the Ingham County Health Officer*

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 19, 2014

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE ARCHITECTURAL AND ENGINEERING FIRM OF HOBBS AND BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER (McLAREN) RENOVATION PROJECT

The resolution before you authorizes entering into a contract with the architectural and engineering firm of Hobbs and Black to provide architectural and engineering services for the Ingham County Community Health Center (McLaren) renovation project.

The Health Department has been operating at capacity at each of its ten Community Health Centers and does not have the physical space needed to meet the growing demands of Ingham County residents.

Although Hobbs and Black submitted the second lowest bid, they were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments. They are a registered local vendor and have the most experience with health care facilities.

The architectural and engineering services for the renovations project will be performed for a not to exceed cost of \$58,380.00.

The funds for this project are available within the CIP Line Item 511-60000-975000.

I recommend approval of this resolution.

MEMORANDUM

TO: Human Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: February 20, 2014
 SUBJECT: A/E Services for McLaren Renovations

Project Description:

Proposals were sought from interested, qualified and experienced architectural & engineering (A&E) firms for the purpose of entering into a contract to assist the County in renovating the future Ingham Community Health Center located in Lansing, Michigan.

The successful A/E firm (Contractor) will be responsible for working directly with the Health Department and Facilities Department staff to evaluate the current conditions of and make recommendations for the facility. Work will meet all state, local and federal guidelines and standards. The Contractor will furnish all expertise, labor and resources for complete design and engineering services for the project in accordance with the requirements of the RFP and subsequent contract.

Proposal Summary:

Vendors contacted: 82 Local: 22
 Vendors Pre-bid Response: 14 Local: 6
 Vendors responding: 5 Local: 3

| Company | Phase I – Preliminary Design Services Cost | Phase II – Construction Services Cost | Grand Total | Local |
|-------------------------|---------------------------------------------------|----------------------------------------------|--------------------|--------------------------|
| DLZ | \$15,000 | \$34,000 | \$49,000 | Yes, Lansing/Ingham |
| Hobbs & Black | \$7,900 | \$50,480 | \$58,380 | Yes, Lansing/Ingham |
| Mayottegroup Architects | \$20,410 | \$48,530 | \$68,940 | No, Lansing/Eaton |
| Straub Pettitt Yaste | \$32,250 | \$44,250 | \$76,500 | No, Clawson |
| Bergmann Associates | \$39,200 | \$109,030 | \$148,230 | Yes, East Lansing/Ingham |

Local Vendors Not Responding

Keystone Design, Lansing (local vendor) will not be bidding. Reason: Unable to attend the mandatory pre-bid meeting.

Other Vendors Not Responding

Wigen Tincknell Meyer & Associates Architects & Planners, Saginaw, MI will not be bidding. Reason: “We cite the fact that team members best suited for this project are committed to other work at this time and we are unable to schedule them to serve you. It would not be fair to you to propose something that we cannot follow-through on.”

Integrated Architecture, Grand Rapids, MI will not be bidding: Reason: Commitments to current clients preclude them from being able to devote staff to the project at this time.

Late

Albert Kahn Associates – arrived late 11:27 am – bid not accepted.

Recommendation:

The Evaluation Committee recommends awarding a contract to Hobbs and Black in an amount not to exceed \$58,380.

In addition to submitting a responsive proposal, Hobbs and Black is a local vendor, is licensed and insured, has a wealth of other relevant experience working on projects of similar size and scope, and has previous experience working with the County. DLZ, while proving the lowest cost proposal, lacked the necessary health care facility experience required for this important project.

Advertisement:

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE ARCHITECTURAL AND ENGINEERING FIRM OF HOBBS AND BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER (MCLAREN) RENOVATION PROJECT

WHEREAS, the Health Department has been operating at capacity at each of its ten Community Health Centers; and

WHEREAS, these centers have not had the physical space to meet the growing demands of Ingham County residents; and

WHEREAS, although Hobbs and Black submitted the second lowest bid, they are a local registered vendor and have the most experience with health care facilities; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Hobbs and Black to provide architectural and engineering services for the Ingham County Community Health Center (McLaren) renovation project, in the amount of \$58,380.00; and

WHEREAS, the funds for this project are available within the CIP Line Item 511-60000-975000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Hobbs and Black, 117 East Allegan Street, Lansing, Michigan 48933 to provide architectural and engineering services for the Ingham County Community Health Center (McLaren) renovation project for a not to exceed cost of \$58,380.00.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 25, 2014

RE: Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician Services and Medical Direction Services for Women's Health

Attached is a resolution to extend the agreement between the Health Department and the Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for the Ingham Community Health Center's Women's Health Center.

The current agreement, which secures specialized physician services and a part-time medical director for Ingham Community Health Centers' Women's Health will expire on March 31, 2014. This resolution will extend the agreement from April 1, 2014 through March 31, 2016.

I recommend that the Ingham County Board of Commissioners authorize this resolution to extend the agreement with Edward W. Sparrow Hospital Association for physician and medical direction services for Women's Health.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE AGREEMENT WITH EDWARD W. SPARROW HOSPITAL
ASSOCIATION FOR PHYSICIAN AND MEDICAL DIRECTION SERVICES
FOR WOMEN'S HEALTH**

WHEREAS, in Resolution #13-139 an agreement was authorized between the Health Department and Edward W. Sparrow Hospital Association (Sparrow) for physician services and part-time medical direction for the Ingham Community Health Centers' Women's Health Services (Women's Health) for the period April 1, 2013 through March 31, 2014; and

WHEREAS, the Health Department and Sparrow would like to extend the term of this agreement from April 1, 2014 through March 31, 2016; and

WHEREAS, there are no other changes to the terms of the agreement or compensation rates; and

WHEREAS, the Community Health Center Board of Directors has reviewed and supports this extension of the physician services and medical direction agreement with Sparrow; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension to the agreement between the Health Department and Sparrow Hospital Association for physician services and medical direction for the Women's Health Center for the period of April 1, 2014 through March 31, 2016.

BE IT FURTHER RESOLVED, that all other terms of the agreement and compensation rates shall remain unchanged.

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 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
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 25, 2014

RE: Resolution Authorizing an Amendment to the Lease of the Facility at 5656 S. Cedar Street

Ingham County currently leases 14,672 square feet of the Cedar Pointe facility located at 5656 South Cedar Street in Lansing to house some of the administrative functions of the Health Department, including Ingham Community Health Center Administration. This is a resolution to authorize an amendment to the lease agreement between Ingham County and Cedar IV, LLC for the Cedar Pointe facility.

The Health Department is in the process of down-sizing its operations at Cedar Pointe from 14,672 square feet to a total 9,396 square feet effective May 1, 2014 through the remaining term of the lease, October 31, 2015. This is due to the elimination of Health Plan Management Services (HPMS). The Health Department has provided formal notice to Cedar IV, LLC that effective May 1, 2014 approximately 6005 square feet of space currently leased by the County will be turned back to Cedar IV, LLC for re-leasing and 729 additional square feet of space, currently being leased by the Ingham Health Plan Corporation, will be absorbed into the County's lease. This reorganization and downsizing of space will collapse the Health Department's remaining functions at Cedar Pointe into the southern part of the building, freeing the northern section of the building for re-lease by Cedar IV, LLC.

This resolution will authorize an amendment to the lease agreement between the County and Cedar IV, LLC to reflect a reduction of the total square footage of the Cedar Pointe facility lease from 14,672 to 9,396 square feet effective on May 1, 2014 and to adjust the monthly lease payment accordingly. All other terms of the lease agreement shall remain the same.

I recommend that the Ingham County Board of Commissioners authorize this amendment to the lease agreement between the County and Cedar IV, LLC for the Cedar Pointe Facility located at 5656 South Cedar Street in Lansing.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE LEASE
OF THE FACILITY AT 5656 S. CEDAR STREET**

WHEREAS, Ingham County currently leases 14,672 square feet of the facility located at 5656 South Cedar Street in Lansing from Cedar IV, LLC; and

WHEREAS, the facility located at 5656 South Cedar Street in Lansing, known as Cedar Pointe, houses certain administrative functions of the Health Department, including Ingham Community Health Center Administration; and

WHEREAS, the Health Department will be down-sizing its operations at Cedar Pointe from 14,672 square feet to a total 9,396 square feet effective May 1, 2014 through the remaining term of the lease, through October 15, 2015; and

WHEREAS, formal notice has been provided to Cedar IV, LLC that effective May 1, 2014 approximately 6005 square feet of space currently leased by the County will be turned back to Cedar IV, LLC for re-leasing and 729 additional square feet of space, currently being leased by Ingham Health Plan Corporation, will be absorbed into the County's lease; and

WHEREAS, an amendment to the lease agreement between the County and Cedar IV, LLC is necessary to reduce the total square footage to be leased by the County to 9,396 square feet; and

WHEREAS, there will be no change to the cost per square foot, however the monthly lease payment will decrease accordingly effective May 1, 2014 to the following:

May 1, 2014 – Oct 31, 2014: $9,396 \text{ sq ft} \times \$12.73/\text{sq ft}/\text{yr} \div 12 \text{ mos} = \$9,967.59/\text{month}$
Nov 1, 2014 – Oct 31, 2015: $9,396 \text{ sq ft} \times \$13.11/\text{sq ft}/\text{yr} \div 12 \text{ mos} = \$10,265.13/\text{month}$

WHEREAS, all other terms of the lease agreement shall remain the same; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to amend the lease agreement between Ingham County and Cedar IV, LLC for the facility located at 5656 South Cedar Street in Lansing.

THEREFORE BE IT RESOLVED, that the lease agreement between Ingham County and Cedar IV, LLC for the facility located at 5656 South Cedar Street in Lansing (Cedar Pointe) shall be amended to reflect a reduction of the total square footage leased by the County from 14,672 square feet to 9,396 square feet effective May 1, 2014.

BE IT FURTHER RESOLVED, that the amendment to the lease agreement shall reduce the monthly rental payment accordingly to be paid by the County to Cedar IV, LLC effective May 1, 2014 to the following:

May 1, 2014 – Oct 31, 2014: $9,396 \text{ sq ft} \times \$12.73/\text{sq ft/yr} \div 12 \text{ mos} = \$9,967.59/\text{month}$
Nov 1, 2014 – Oct 31, 2015: $9,396 \text{ sq ft} \times \$13.11/\text{sq ft/yr} \div 12 \text{ mos} = \$10,265.13/\text{month}$

BE IT FURTHER RESOLVED that all other terms of the lease agreement shall remain unchanged.

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
Finance Committee

FROM: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 25, 2014

RE: Resolution to Extend the Agreement with Medical Staffing Network for Per Diem Professional Staffing for Medication Passing Services at the Ingham County Jail

This is a resolution to authorize a one year extension of the per diem professional staffing agreement between the Health Department and the Medical Staffing Network for medication passing services at Ingham County Jail.

In resolution #13-166, the Ingham County Board of Commissioners authorized an agreement with a vendor for per diem professional staffing to provide medication passing services at the Ingham County Jail. As a result, the Health Department entered a one year agreement with Medical Staffing Network for per diem professional staffing services. This Agreement will expire on April 22, 2014.

Attached is a resolution to authorize a one year extension of the agreement from April 23, 2014 through April 22, 2015. There is no change to the per diem professional rate schedule, and there are no changes to any other terms of the agreement.

I recommend that the Ingham County Board of Commissioners authorize this resolution to extend the agreement between the Health Department and Medical Staffing Network for per diem professional staffing for medication passing services at the Ingham County Jail.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE AGREEMENT WITH MEDICAL STAFFING NETWORK FOR
PER DIEM PROFESSIONAL STAFFING FOR MEDICATION PASSING SERVICES
AT THE INGHAM COUNTY JAIL**

WHEREAS, in Resolution #13-166 the Ingham County Board of Commissioners authorized the an agreement with a vendor to provide medication passing services at the Ingham County Jail; and

WHEREAS, the Health Department entered into a per diem professional staffing agreement with Medical Staffing Network for medication passing services at the Ingham County Jail; and

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

WHEREAS, the Medical Staffing Network provides the Health Department per diem professionals for the daily staffing assignments necessary for medication passing services at the Ingham County Jail; and

WHEREAS, the agreement with Medical Staffing Network will expire on April 22, 2014; and

WHEREAS, the Acting Health Officer recommends an extension of the agreement with Medical Staffing Network for per diem professional staffing for medication passing services at the Ingham County Jail.

THEREFORE BE IT RESOLVED, that the agreement with Medical Staffing Network for per diem professional staffing for medication passing services at the Ingham County Jail be extended for the period of April 23, 2014 through April 22, 2015.

BE IT FURTHER RESOLVED, that the agreement be extended with no changes to the Per Diem Professionals Rate Schedule.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain unchanged.

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: Nancy Hayward, MPH, RN, Acting Health Officer

DATE: February 20, 2014

RE: Authorization to Amend Resolution #12-285

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

The Health Department's Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County, Michigan. This project is heavily focused on outreach in the community. During the initial budget development we underestimated the necessary costs for marketing and media to address the disparities and lack of awareness related to infant mortality.

The following activities need to be authorized in order to meet the marketing and media needs using these grant funds:

- 5) Subcontract agreement with Andrea Collier, Writing and Editing Consultant and Contractor. Andrea Collier has over 20 years of experience. Andrea will facilitate focus groups among the faith based community and will collect demographic characteristics, analyze the data, write a report of the analysis and disseminate the results to Healthy Start staff. She will also support the development of a Photo Voice project designed to showcase images and stories documented by Healthy Start participants to be published at a later date. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$12,000.
- 6) A temporary Public Health Advocate (UAW/D) .5 FTE be established for the duration of the grant.
- 7) A Temporary Health Educator (ICEA/PRO 7) .5 FTE be established for the duration of the grant.
- 8) An existing Public Health Nurse (Position #601151) shall be increased from .75 FTE to 1.0 FTE for the duration of the grant
- 9) A subcontract agreement for media, marketing, videography, Public Services Announcements (PSA's) and Transcription services to promote the Ingham County Healthy Start program and increase awareness through videography, PSA's , infomercials and transcription to be used for publication. An RFP will be developed for these services. The subcontract agreement shall be for the period of March 1, 2014 through May 31, 2014 for an amount up to \$40,000.

I recommend that the Board of Commissioners authorize an amendment to resolution #12-285 to expend unspent funds and approve the subcontract agreements and temporary positions.

c: Eric Thelen w/attachment
Regina Traylor w/attachment
Sarah Bryant w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #12-285 TO AUTHORIZE THE USE OF GRANT FUNDS FOR SUBCONTRACT SERVICES, TEMPORARY STAFF AND MARKETING AND MEDIA NEEDS

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

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

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

WHEREAS, the amendment will authorize the use of grant funds for subcontract services, temporary staff and marketing and media needs; and

WHEREAS, the Acting Health Officer recommends that the Board authorize an amendment to Resolution #12-285 and authorize subcontract agreements, temporary staffing, and marketing and media expenditures using Healthy Start grant funds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to Resolution #12-285.

BE IT FURTHER RESOLVED, that a subcontract agreement for the period of March 1, 2014 through May 31, 2014 in an amount up to \$12,000 is authorized with Andrea Collier, Writing and Editing Consultant and Contractor for facilitation of focus groups among faith based communities and narration including: collection of demographic characteristics, analyzing the data, writing a report of the analysis and disseminating to the Healthy Start staff and support the development of a Photo Voice project through narration designed to showcase images and stories to be published at a later date.

BE IT FURTHER RESOLVED, that through an RFP process, a subcontract is authorized for the period of March 1, 2014 through May 31, 2014 for an amount up to \$40,000 for Media, Marketing, Videography, Public Services Announcements (PSA's) and Transcription to include: videography, public service announcements, infomercials and transcription to be used for publication.

BE IT FURTHER RESOLVED, that an existing .75 Public Health Nurse II (PHN3), Position #601151, shall be increased to 1.0 FTE, a temporary Public Health Advocate (UAW/D) .5 FTE, and a temporary Health Educator (ICEA/PRO7) .5 FTE be established for the duration of the grant.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with this resolution on behalf of the County after approval as to form by the County Attorney.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING THE INGHAM COUNTY HEALTH OFFICER

WHEREAS, Renee Canady resigned from her position as the Ingham County Health Officer; and

WHEREAS, it is necessary for the Ingham County Health Department to have a Health Officer, to act as the administrative head of the Health Department, and to carry out the Health Department's delegated functions to protect the public health and prevent disease; and

WHEREAS, pursuant to MCL 333.2428(1), the Board of Commissioners has the responsibility to appoint a new Health Officer to succeed Renee Canady; and

WHEREAS, the Ingham County Board of Commissioners conducted a search process for a qualified Health Officer; and

WHEREAS, the Health Officer Search Committee recommends the appointment of Linda Vail as the Health Officer for the Ingham County Health Department; and

WHEREAS, Linda Vail's credentials and references have been checked and verified.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the Health Officer Search Committee's recommendation, and appoints Linda Vail to the permanent full-time position of Ingham County Health Officer, at the salary level of MCF18 Step 5 (\$126,350) with all the duties and responsibilities inherent in that position, effective April 7, 2014.

BE IT FURTHER RESOLVED, that a copy of this Resolution, together with Linda Vail's curriculum vitae, shall be forwarded to the Michigan Department of Community Health (Local Health Services).

RESOLUTION

To: The Honorable Board of Commissioners
Huron County
Michigan

WE, the FINANCE COMMITTEE, respectfully beg leave to submit the following resolution for your consideration:

WHEREAS, Huron Behavioral Health (HBH) has served, for 43 years, as the public mental health and developmental disability services provider for this community, serving almost 900 residents of Huron County last year; and

WHEREAS, the Mental Health Code is based on a state and county partnership for the delivery of community mental health services; and

WHEREAS, HBH is required to provide community safety net services including emergency services, prevention, coordination with local law enforcement, assessment and intervention, jail diversion, and collaborative efforts with local schools, Probate Court, and the Department of Human Services; and

WHEREAS, HBH is entitled to a sufficient amount of state general funds to provide support and recovery services in this community for citizens of Huron County that are not eligible for Medicaid; and

WHEREAS, the State of Michigan has relied on overly optimistic financial projections for the residual community safety net after Medicaid expansion in April of 2014; and

WHEREAS, the State of Michigan plans to reduce the state-wide community mental health general fund by 75%; and

WHEREAS, HBH is expecting annualized reduction in general fund from FY 12 allocation of \$834,000 down to \$208,000, which will severely limit the ability of the community mental health program to provide community safety net services and services to persons without Medicaid; and

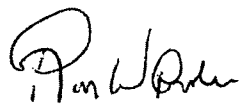
WHEREAS, this overly optimistic savings projection leaves unfunded, in part:

- Services to the Huron County residents who will not be covered by Medicaid nor commercial insurance, even after the expansion of Medicaid coverage under the Health Michigan Plan,
- Services to individuals provided in the jail and juvenile facilities which cannot be covered by Medicaid funds, and
- Services to residents in need of mental health or developmental disability services during the periods in which they are transitioning between insurance plans and Medicaid; now

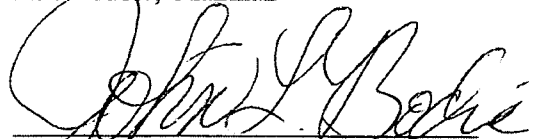
THEREFORE, BE IT RESOLVED that the Huron County Board of Commissioners is in support of the restoration of the community mental health general fund appropriation, in the State's Fiscal Year 2014 budget, to a level consistent with previous years and sufficient to serve the residents of Huron County.

Respectfully submitted,

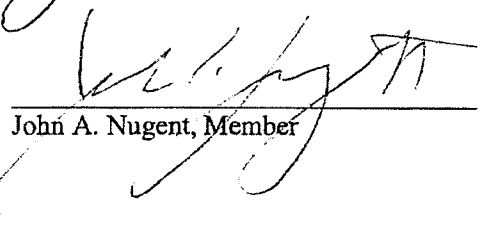
FINANCE COMMITTEE



Ron Wruble, Chairman



John L. Bodis, Vice Chairman



John A. Nugent, Member

Dated: January 28, 2014

Roll Call Vote:

| | | | | | | |
|---------|-----|-------------------------------------|----|--------------------------|--------|-------------------------------------|
| Tietz | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | Absent | <input checked="" type="checkbox"/> |
| Peruski | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Absent | <input type="checkbox"/> |
| Elftman | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Absent | <input type="checkbox"/> |
| Vaughan | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Absent | <input type="checkbox"/> |

| | | | | | | |
|--------|-----|-------------------------------------|----|--------------------------|--------|--------------------------|
| Bodis | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Absent | <input type="checkbox"/> |
| Wruble | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Absent | <input type="checkbox"/> |
| Nugent | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | Absent | <input type="checkbox"/> |