

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 17, 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 [March 3, 2014 Minutes](#)
Additions to the Agenda
Limited Public Comment

1. Presentation - Role of Ingham County Nurse Practitioners
2. Ingham Health Plan - Resolution Authorizing the [Sale of Office Furniture](#) and Computer Equipment to the Ingham Health Plan
3. Health Department
 - a. Resolution to Authorize the Establishment of an Electronic Health Records [Analyst Position](#) Classification
 - b. Resolution to Extend the Lease Agreement with Sparrow Health Systems at 901 East Mount Hope - [Well Child Health Center](#)
 - c. Resolution to Extend the Physician Services Agreement with Michigan State University's College of Human Medicine to Provide a Part-Time Family Medicine [Physician](#) for the Provision of Primary Medical Services
 - d. Resolution to Distribute County Urban Redevelopment Funds Through a Contract with [REACH Studio Art Center](#)
 - e. Overview of Jail Medical Program - Barb Mastin and Krista Haven (*No Material*)

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

March 3, 2014

Draft - Minutes

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

Members Absent: None

Others Present: Jared Cypher, Barb Mastin, Michelle Rutkowski, 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 24, 2014 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE MINUTES OF THE FEBRUARY 24, 2014 MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

The minutes of the February 24, 2014 meeting were approved as presented.

Additions to the Agenda

5. Human Resources – Update from Michelle Rutkowski regarding Health Plan Management Staff status.

Limited Public Comment

None.

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

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

Chairperson Nolan disclosed that Andrea Collier is a friend of hers.

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

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

- 2. Health Department
 - e. Discussion - Clinical Site Planning (additional information)

Barb Mastin, Chief Operating Officer of the Health Department, addressed the Committee and distributed detailed property information for a possible clinical site rental location at 1115 S. Pennsylvania Ave. in Lansing.

She said the current clinical site has a lease that expires this year and there is not an opportunity to renew that lease. Ms. Mastin stated that they had hoped to find an interim location near the North side of Lansing, however, had no luck of finding one that can be moved into by August 31st.

She then described the vacant location found at 1115 S. Pennsylvania Ave. in Lansing. Ms. Mastin said she is excited about the location as they can move in before September 1st, it has ample parking and is located on a bus route. However, she said it does need renovations and that she would like a bus stop shelter placed there for the CATA route.

According to Ms. Mastin, the rental cost of the current clinical site is \$20.16/ sq. foot and the rental cost of the new building as it stands now is \$10/ sq. foot.

Commissioner Vickers asked about purchase cost versus rental cost.

Jared Cypher, Deputy Controller, stated that since this will serve as an interim location that they have not asked for a purchase price yet.

Chairperson Nolan asked when a resolution would be brought to the Committee regarding the rental of this location.

Mr. Cypher stated that a resolution will not be brought to the Committee until towards the end of the process and that is why it was listed on this meeting's agenda for a discussion item.

4. Board Referral - Resolution Submitted to the Huron County Board of Directors by the Huron County Finance Committee Regarding Huron Behavioral Health

Commissioner Vickers asked for a brief history on the referral.

Chairperson Nolan stated that a resolution had been passed through after discussion at a previous meeting with Bob Sheehan, Executive Director of the Community Mental Health (CMH) Authority.

5. Human Resources – Update from Michelle Rutkowski regarding Health Plan Management Staff status.

Michelle Rutkowski, Human Resources Specialist, addressed the Committee and stated that all of the employees who were affected by the elimination of Health Plan Management Services, and wanted another employment position, were able to be re-hired in another position.

Announcements

Commissioner Vickers recommended that, in the future, it would be more palatable to hire directors based on a salary range instead of steps.

Chairperson Nolan stated that Tim Dolehanty, Controller/Administrator, and Travis Parsons, Human Resources Director, had discussed looking into having a wage and salary system analysis performed since one had not been conducted in several years.

Ms. Rutkowski stated that the last analysis was conducted over a two-year period beginning in 1998. She also stated that it would cost well over \$150,000 to conduct the study.

Chairperson Nolan stated that the proposal of this study would have to come before the Board of Commissioners for approval first.

After further discussion, Commissioners Hope, McGrain and Tennis all agreed that despite the long process and expense, that the comprehensive wage and salary study was necessary.

Commissioner Hope gave an update on the status of the condemnation of Life O’Riley Mobile Home Park and Campground. She stated that the Board of Water and Light would be turning the water off on March 10th to the location.

Chairperson Nolan asked Ms. Mastin if she would like to bring a resolution to the Board of Commissioners to request that CATA construct a bus stop shelter at the proposed interim clinical site on Pennsylvania Ave. Ms. Mastin stated that she was simply going to call CATA first to make the request.

Public Comment

None.

The meeting was adjourned at approximately 7:05 p.m.

MARCH 17, 2014 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. *Ingham Health Plan - Resolution Authorizing the Sale of Office Furniture and Computer Equipment to the Ingham Health Plan*
This resolution authorizes the sale of county owned office furniture and computer equipment to the Ingham Health Plan (IHP). Resolution #14-057 eliminated the Health Plan Management Services (HPMS) division of the Health Department. Ingham Health Plan (IHP) intends to continue offering basic health benefits for uninsured individuals in Ingham County and has decided to continue to provide services currently provided by HPMS. IHP intends to employ staff directly to perform the tasks required to provide plan management services. This furniture would be used by those staff. IHP would purchase the office furniture for \$18,385 and the computer equipment for \$4,884.

3. *Health Department*
a. *Resolution to Authorize the Establishment of an Electronic Health Records Analyst Position Classification*
This resolution establishes a new Electronic Health Records Analyst classification to support the operations of the Health Department. With the dissolution of Health Plan Management Services, the level of work and responsibilities of the vacant Health Information Systems Coordinator position (#601061) have been realigned and the ICEA PRO 9 classification is no longer warranted. The Health Department requested Human Resources analyze and create a new classification titled "Electronic Health Records Analyst," which better identifies and describes the work required to support electronic health records. The salary range for this new classification has been evaluated at an ICEA PRO 8 (\$53,827-\$64,618).

With this new classification, it is the intention of the Health Department to:

- 1) Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA PRO 9 to the new Electronic Health Records Analyst classification compensated at an ICEA PRO 8, and
- 2) Convert position #601019 from a Health Data Systems Developer compensated at an ICEA PRO 8 to a second Electronic Health Records Analyst compensated at an ICEA PRO 8. The incumbent in the position would experience a change in job duties but his pay would remain the same.

- b. *Resolution to Extend the Lease Agreement with Sparrow Health Systems at 901 East Mount Hope - Well Child Health Center*
This resolution will extend the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, MI for the operation of the Well Child Health Center from June 13, 2014 through October 31, 2015. The terms of the lease will extend the annual 2% rate increase; therefore, the lease will adjust to \$6,004.45 per month from June 13, 2014 through October 31, 2015. The Health Department also requested that the County be obligated to provide no less than 60 days notice to terminate the lease agreement. All other terms of the agreement shall remain the same. Sparrow Health Systems has agreed to extend the lease agreement at these terms.

- c. *Resolution to Extend the Physician Services Agreement with Michigan State University's College of Human Medicine to Provide a Part-Time Family Medicine Physician for the Provision of Primary Medical Services*

This resolution authorizes an extension to the Physician Services Agreement with Michigan State University's College of Human Medicine. In Resolution #13-246, an agreement was authorized with Michigan State University's (MSU) College of Human Medicine to provide a part-time family medicine physician for the provision of primary medical care services to the Birch Health Center for the period of July 1, 2013 through June 30, 2014. The Health Department and MSU College of Human Medicine would like to extend this agreement from July 1, 2014 through June 30, 2015, with the same terms and conditions. The MSU College of Human Medicine will continue to provide direct patient care at the rate of \$110.00 an hour at the Birch Health Center six hours a week in addition to providing two hours a week of clinical leadership. The total contractual amount for the period of July 1, 2014 through June 30, 2015 shall not exceed \$45,760. The associated program income from this agreement is expected to continue to offset the contractual expenditure.

- d. *Resolution to Distribute County Urban Redevelopment Funds Through a Contract with REACH Studio Art Center*

This resolution authorizes a contract with REACH Studio Art Center in the amount of \$32,000 from January 1, 2014 through September 30, 2014. The funds will be utilized to support REACH Studio Art Center's facade improvements, construction of an outdoor courtyard and a youth art gallery. This recommendation is the result of a competitive RFP process in overseen by the Community Assets Alignment Committee of the Power of We Consortium.

OTHER ITEMS:

1. *Presentation – Role of Ingham County Nurse Practitioners*

This will be an introduction of Nurse Practitioners to the Board, and provide information on what they do for the County.

3. *Health Department*

e. *Overview of Jail Medical Program - Barb Mastin and Krista Haven (no material)*

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE SALE OF OFFICE FURNITURE AND COMPUTER EQUIPMENT TO THE INGHAM HEALTH PLAN

WHEREAS, the Ingham County Board of Commissioners approved Resolution #14-057 eliminating the Health Plan Management Services (HPMS) division of the Health Department effective April 30, 2014; and

WHEREAS, Ingham Health Plan (IHP) intends to continue offering basic health benefits for uninsured individuals in Ingham County and has decided to continue to provide services currently provided by HPMS; and

WHEREAS, by providing these services IHP can offer run-out services to the health plans in Michigan that are current customers of HPMS and ongoing services to the few health plans that plan to remain open to specific uninsured populations; and

WHEREAS, IHP intends to employ staff directly to perform the tasks required to provide plan management services; and

WHEREAS, IHP is interested in obtaining office furniture and computer equipment currently used by HPMS.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the sale of used office furniture to the IHP in the amount of \$18,385 as indicated on the attached list.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the sale of used computer equipment to the IHP in the amount of \$4,884 as indicated on the attached list.

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

PROPOSED FURNITURE LIST – IHP TO PURCHASE FROM INGHAM COUNTY

| | Description | Quantity | Proposed Price | Total |
|----|----------------------------------|----------|----------------|-----------------|
| 1 | File Cabinets - 3 drawer | 6 | 150 | 900 |
| 2 | Cubical w/Furniture & Desk Chair | 1 | 1,000 | 1,000 |
| 3 | Low Counter | 1 | 100 | 100 |
| 4 | Conference Room Table | 1 | 200 | 200 |
| 5 | Conference Room Chairs | 8 | 25 | 200 |
| 6 | 2 door cabinet - 40" | 1 | 100 | 100 |
| 7 | Cubical w/Furniture & Desk Chair | 1 | 1,000 | 1,000 |
| 8 | Cubical w/Furniture & Desk Chair | 1 | 1,000 | 1,000 |
| 9 | Cubical w/Furniture & Desk Chair | 1 | 1,000 | 1,000 |
| 10 | 2 drawer filing cabinets | 2 | 125 | 250 |
| 11 | Mail System w/18 boxes | 1 | 100 | 100 |
| 12 | Office Desk & Chair | 1 | 1,000 | 1,000 |
| 13 | 5 Drawer File Cabinet | 1 | 175 | 175 |
| 14 | 5 shelf bookshelf | 1 | 150 | 150 |
| 15 | Table - oval | 1 | 100 | 100 |
| 16 | Chairs | 6 | 25 | 150 |
| 17 | Office Desk & Chair | 1 | 500 | 500 |
| 18 | Credenza | 2 | 150 | 300 |
| 19 | 5 Drawer File Cabinet | 1 | 175 | 175 |
| 20 | Locker/Drawer Combo | 1 | 75 | 75 |
| 21 | Round Table | 1 | 75 | 75 |
| 22 | Chairs | 6 | 25 | 150 |
| 23 | Office Desk & Chair | 1 | 1,000 | 1,000 |
| 24 | Round Table | 1 | 75 | 75 |
| 25 | Chairs | 4 | 25 | 100 |
| 26 | 5 Drawer File Cabinet | 1 | 175 | 175 |
| 27 | 5 shelf bookshelf | 1 | 150 | 150 |
| 28 | Office Desk & Chair | 1 | 1,000 | 0 |
| 29 | Table - oval | 1 | 100 | 100 |
| 30 | Chairs | 6 | 25 | 150 |
| 31 | File Cabinet/Shelf Combo | 2 | 150 | 300 |
| 32 | Low Credenza | 1 | 50 | 50 |
| 33 | Square Tables | 3 | 35 | 105 |
| 34 | Chairs (Wire) | 12 | 15 | 180 |
| 35 | Office Desk & Chair (overhead) | 1 | 1,000 | 1,000 |
| 36 | Round Table | 1 | 75 | 75 |
| 37 | Chairs | 4 | 25 | 100 |
| 38 | File Cabinet/Shelf Combo | 2 | 150 | 300 |
| 39 | Cubical w/Furniture & Desk Chair | 5 | 750 | 3,750 |
| 40 | 2 door cabinet - 40" | 1 | 100 | 100 |
| 41 | 5 Drawer File Cabinet | 2 | 175 | 350 |
| 42 | Credenza | 1 | 175 | 175 |
| 43 | 3 Drawer File Cabinet | 1 | 150 | 150 |
| 44 | Counters with files under | 2 | 200 | 400 |
| 45 | Counter Space with shelf above | 1 | 100 | 100 |
| 46 | Desk | 1 | 300 | 300 |
| 47 | Round Table | 2 | 75 | 150 |
| 48 | 5 Drawer File Cabinet (sm width) | 1 | 150 | 150 |
| 49 | Tall 2 door cabinet | 1 | 200 | 200 |
| | | | | \$18,385 |

| | EQUIPMENT | DETAILS | CURRENT STAFF | PURCHASE DATE | PROP PRICE |
|----|---|------------------------------------|-------------------------|-----------------------|-----------------|
| 1 | COMPUTER (KEYBOARD & MOUSE) MONITOR | TAG: 6B15CP1 19" LCD | Krul Paulson | 2011 2012 | 318 25 |
| 2 | COMPUTER (KEYBOARD & MOUSE) MONITOR | TAG: FLS4LS1 19" LCD | Milam Paulson | 2012 2012 | 477 25 |
| 3 | COMPUTER (KEYBOARD & MOUSE) MONITOR | TAG: New PC in stock 19" LCD | Williams Dunlap | Needs Replace 2010 | 795 25 |
| 4 | COMPUTER (KEYBOARD & MOUSE) MONITOR MONITOR | TAG: FPD6LS1 17" LCD 17" LCD | Evans Evans Evans | 2011 2008 2007 | 318 25 25 |
| 5 | COMPUTER (KEYBOARD & MOUSE) MONITOR MONITOR | TAG: F9879Y1 19" LCD 17" LCD | Whipple | 2013 2013 | 636 25 25 |
| 6 | COMPUTER (KEYBOARD & MOUSE) MONITOR MONITOR | TAG: F9799Y1 19" LCD 17" LCD | White | 2013 2013 | 636 25 25 |
| 7 | COMPUTER (KEYBOARD & MOUSE) MONITOR | TAG: FLRCLS1 17" LCD | Paulson Kolb | 2012 | 477 25 |
| 8 | LAPTOP COMPUTER | TAG: J2XL5S1 | Wilson | 2012 | 477 |
| 9 | CARD PRINTERS (4) | Fargo Direct to Card 550 | | | 200 |
| 10 | FAX MACHINE | Brother MFC-9980DW | | | 50 |
| 11 | FOLDING MACHINE | MartinYale 1611 | | | 50 |
| 12 | PRINTER | 4250 Laserjet (MIS7746) | | | 200 |
| 12 | COLOR PRINTER (& toner) | HP4550N | | | 0 |
| | | | | | \$4,884 |

*PC price based on a 5 year cycle of \$795 (new)

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

DATE: March 11, 2014

RE: Resolution to Authorize the Establishment of an Electronic Health Records Analyst Classification

This resolution will authorize the establishment of a new Electronic Health Records Analyst classification to support the operations of the Health Department.

With the dissolution of Health Plan Management Services, the level of work and responsibilities of the vacant Health Information Systems Coordinator position (#601061) have been realigned and the ICEA PRO 9 classification is no longer warranted. The Health Department requested Human Resources analyze and create a new classification titled "Electronic Health Records Analyst," which better identifies and describes the work required to support electronic health records. The salary range for this new classification has been evaluated at an ICEA PRO 8 (\$53,827-\$64,618).

With this new classification, it is the intention of the Health Department to:

- 1) Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA PRO 9 to the new Electronic Health Records Analyst classification compensated at an ICEA PRO 8, and
- 2) Convert position #601019 from a Health Data Systems Developer compensated at an ICEA PRO 8 to a second Electronic Health Records Analyst compensated at an ICEA PRO 8. The incumbent in the position would experience a change in job duties but his pay would remain the same.

The ICEA Professional Unit has been notified of these changes. Also, the MIS Director and the incumbent mentioned above were directly involved in creating the new classification. The Controller's Office and Human Resources have also participated. All relevant parties are aware and in agreement regarding the Health Department's intentions.

I recommend that the Ingham County Board of Commissioners authorize the establishment of an Electronic Health Record Analyst classification and the conversion of the Health Information Systems Coordinator and Health Data System Developer positions to this new classification.

Attachment: EHR Analyst Job Description/Support Documentation from HR

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

Agenda Item 3a

TO: Barb Mastin, Deputy Health Officer/Executive Director for the CHCs

FROM: Michelle Rutkowski, Human Resources Specialist

DATE: 3/3/2014

RE: Memo of Analysis for Electronic Health Records Analyst

Per your request, Human Resources has created a classification titled "Electronic Health Records Analyst". The salary range for this new classification has been evaluated at an ICEA PRO 8 (\$53,827-\$64,618). With this new classification, it is your intention to process the following changes:

1. Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA 9 to the new Electronic Health Records Analyst classification compensated at an ICEA 8.
2. Convert position #601019 from a Health Data Systems Developer compensated at an ICEA 8 to a second Electronic Health Records Analyst compensated at an ICEA 8. The incumbent in the position would experience a change in job duties but his pay would remain the same.

The ICEA Professional Unit has been notified of these changes. Also, the MIS Director and the incumbent mentioned above were directly involved in creating the new classification. The Controller's Office also participated. All relevant parties are aware and in agreement regarding your intentions.

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

I can be of further assistance, please email or call me (887-4374).

**INGHAM COUNTY
JOB DESCRIPTION**

ELECTRONIC HEALTH RECORDS ANALYST

General Summary: Under the direction of the Compliance Manager, responsible for assisting the vendor with the design and general maintenance of the Department's Electronic Health Record (EHR) and Electronic Patient Management systems. Assists in the development and use of templates, forms, and reports. Assists in data needs, development of reports, and general maintenance of interfaces, patient portal, and the Ingham Community Health Centers' website. Serves as a lead worker to the Electronic Health Records Specialists.

Essential Functions:

1. Assists the vendor with the design and general maintenance of the Department's Electronic Health Record (EHR) and Electronic Patient Management systems.
2. Assists with updating databases, creating templates and forms for reporting, administering departmental web-based systems, and importing, exporting, and conversion of data used by Department staff.
3. Responsible for supporting EHR modules such as Fax Manager, HQM, Document Processors, SQL Databases, Interfaces, and Health Information Exchange.
4. Assists in developing and generating status and other types of reports using various reporting tools, including TSQL, Crystal Reports, Microsoft Access, HTML, etc.
5. Adopts standard processes and documentation responsibilities relative to issue management, change management, testing, deployment, optimization, and documentation.
6. Helps submit data for reports and compliance, including Uniform Data System, Meaningful Use, and Patient Centered Medical Home.
7. Assists with general maintenance and updates of interfaces, patient portal, and the Ingham Community Health Centers' website.
8. Provides EHR support within the Department and facilitates tracking, documenting, and problem resolution for EHR help desk requests within the Department's ticketing system.
9. Identifies opportunities for system enhancements that would improve practice workflows, methods, and procedures, and communicate recommendations.
10. Documents and reports software bugs and enhancement requests. Ensure reported bugs are addressed and requests for enhancements are implemented.
11. Participate in software upgrades and ensure that they are tested and successfully implemented.
12. Works with individuals to establish and continually improve workflow related to the EHR and collection of billing and reporting data. Provides general assistance and guidance to Health Department staff and contractors.
13. Educates and trains staff on EHR templates, reports, policies and established performance measures including Uniform Data Systems, Meaningful Use and Patient Centered Medical Home. Works with staff to collect data for successful submission and payment of performance measures. Assists with compliance to budgetary and program requirements through the effective use of the EHR.
14. Engages staff to participate in quality improvement activities related to EHR. Assists in developing a culture of quality regarding EHR.
15. Helps assign, plan and review the work of the Electronic Health Records Specialists.

Other Functions:

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

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

Employment Qualifications:

Education: Advanced training as acquired through two or three years of college, technical or business school is required. An Associate's Degree in Computer Science, Health Information Systems or a related field is preferred.

Experience: A minimum of three years in a computer or health related field is required. Prefer experience with electronic health records, health care data, database creation, SQL, HTML, Visual Studios, Microsoft Access and Excel.

Other Requirements: None

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

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

1. This position requires the ability to sit, stand, traverse, climb, carry, push, pull, type, and endure repetitive movements of the wrists, hands or fingers.
2. This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
3. This position's physical requirements entail continuous stamina for sitting, typing and repetitive movements of the fingers, hands or wrists.
4. This position's physical requirements entail little to no stamina for other physical requirements
5. This position primarily requires close visual acuity to perform tasks within arm's reach such as viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
6. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
7. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
8. This position requires the 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.)

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF AN ELECTRONIC HEALTH RECORDS ANALYST POSITION CLASSIFICATION

WHEREAS, the vacant Health Information Systems Coordinator position (#601061) had responsibilities in Health Plan Management Services as well as the Health Department's Ingham Community Health Centers; and

WHEREAS, with the dissolution of Health Plan Management Services, the responsibilities of the Health Information Systems Coordinator (#601061) position have been realigned and the ICEA PRO 9 level of compensation is no longer warranted; and

WHEREAS, at the request of the Health Department, Human Resources has created a new classification titled "Electronic Health Records Analyst" which better identifies and describes the work required to support electronic health records; and

WHEREAS, the salary range for this new classification has been evaluated at an ICEA PRO 8 (\$53,827-\$64,618); and

WHEREAS, with this new classification, it is the intention of the Health Department to process the following changes:

1. Convert vacant position #601061 from a Health Information Systems Coordinator compensated at an ICEA PRO 9 to the new Electronic Health Records Analyst classification compensated at an ICEA PRO 8.
2. Convert position #601019 from a Health Data Systems Developer compensated at an ICEA 8 to the new Electronic Health Records Analyst compensated at an ICEA PRO 8. The incumbent in the position would experience a change in job responsibilities, however, will remain at the same grade and salary.

WHEREAS, the ICEA Professional Unit has been notified of these changes; and

WHEREAS, the MIS Director and the incumbent were directly involved in creating the new classification with the participation of Human Resources' and the Controller's Office; and

WHEREAS, all relevant parties are aware and in agreement regarding these changes; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposed changes and the establishment of an Electronic Health Record Analyst classification; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners establish a new classification of "Electronic Health Records Analyst" at the ICEA/PRO8 grade level.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of a new classification of "Electronic Health Records Analyst" at the ICEA/PRO8 grade level.

BE IT FURTHER RESOLVED, that the vacant Health Informations Systems Coordinator position (#601061) and the Health Data Systems Developer position (#601019) be converted to the Electronic Health Records Analyst classification.

BE IT FURTHER RESOLVED, that the incumbent in the Health Data Systems Developer position (#601019), shall experience a change in job duties, however will remain at the ICEA/PRO 8 grade level and salary.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes any necessary changes to the Ingham County approved position list consistent with this resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: March 11, 2014

RE: Resolution to Extend the Lease Agreement with Sparrow Health Systems for Space at 901 East Mount Hope - Well Child Health Center

The attached resolution will extend the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, MI for the operation of the Well Child Health Center from June 13, 2014 through October 31, 2015.

The terms of the lease will extend the annual 2% rate increase; therefore, the lease will adjust to \$6,004.45 per month from June 13, 2014 through October 31, 2015. The Health Department also requested that the County be obligated to provide no less than 60 days notice to terminate the lease agreement. All other terms of the agreement shall remain the same. Sparrow Health Systems has agreed to extend the lease agreement at these terms.

Therefore, I recommend that the Ingham County Board of Commissioners authorize this resolution to extend the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, MI for the operation of the Well Child Health Center from June 13, 2014 through October 31, 2015.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE LEASE AGREEMENT WITH SPARROW HEALTH SYSTEMS
AT 901 EAST MOUNT HOPE - WELL CHILD HEALTH CENTER**

WHEREAS, in Resolution #11-232 the Ingham County Board of Commissioners authorized an amendment to extend the lease agreement with Sparrow Health Systems for 4,115 square feet of space at 901 East Mount Hope, Lansing, MI for the operation for the Well Child Health Center; and

WHEREAS, rate of this agreement was \$16.50 per square foot for the first year and an increase of 2% per year over the three year term from June 13, 2011 through June 12, 2014; and

WHEREAS, the Health Department will only need occupancy at 901 East Mount Hope, Lansing, Michigan for the operations of the Well Child Health Center through October 31, 2015; and

WHEREAS, the Health Department and Sparrow Health Systems would like to extend the lease agreement from June 13, 2014 through October 31, 2015; and

WHEREAS, the rate of the lease agreement will be \$6,004.45 per month from June 13, 2014 through October 31, 2015; and

WHEREAS, the Health Department and Sparrow Health System have agreed that either party may terminate the lease upon no less than 60 days prior notice; and

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

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to extend the lease agreement; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize the extension of the lease agreement with Sparrow Health Systems for 4,115 square feet of space at 901 East Mount Hope, Lansing, Michigan for the operation for the Well Child Health Center.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorize the extension of the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, Michigan for the operation of the Well Child Health Center from June 13th, 2014 through October 31st, 2015.

BE IT FURTHER RESOLVED, that the rate of the lease agreement shall be \$6,004.45 per month from June 13, 2014 through October 31, 2015.

BE IT FURTHER RESOLVED, that during this term the Health Department or Sparrow Health Systems may terminate the lease upon not less than 60 days prior notice.

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

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: March 11, 2014

RE: Resolution to Extend the Physician Services Agreement with Michigan State University's College of Human Medicine to Provide a Part-Time Family Medicine Physician for the Provision of Primary Medical Services

The attached resolution will authorize an extension to the Physician Services Agreement with Michigan State University's College of Human Medicine. In Resolution #13-246, an agreement was authorized with Michigan State University's (MSU) College of Human Medicine to provide a part-time family medicine physician for the provision of primary medical care services to the Birch Health Center for the period of July 1, 2013 through June 30, 2014. The Health Department and MSU College of Human Medicine would like to extend this agreement from July 1, 2014 through June 30, 2015, with the same terms and conditions.

Dr. Julie Phillips, faculty member of the MSU College of Human Medicine, will continue to provide direct patient care at the rate of \$110.00 an hour at the Birch Health Center six hours a week in addition to providing two hours a week of clinical leadership. The total contractual amount for the period of July 1, 2014 through June 30, 2015 shall not exceed \$45,760. The associated program income from this agreement is expected to continue to offset the contractual expenditure.

I recommend that the Ingham County Board of Commissioners authorize this resolution to extend the physician services agreement with Michigan State University's College of Human Medicine to provide a part-time family medicine physician for the provision of primary medical services for the term of July 1, 2014 through June 30, 2015 for a total not to exceed \$45,760.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND THE PHYSICIAN SERVICES AGREEMENT WITH MICHIGAN STATE UNIVERSITY'S COLLEGE OF HUMAN MEDICINE TO PROVIDE A PART-TIME FAMILY MEDICINE PHYSICIAN FOR THE PROVISION OF PRIMARY MEDICAL SERVICES

WHEREAS, in Resolution #13-246 the Ingham County Board of Commissioners authorized an agreement with Michigan State University's (MSU) College of Human Medicine to provide a part-time family medicine physician for the provision of primary medical care services to the Birch Health Center for a total not to exceed \$45,760 for the period of July 1, 2013 through June 30, 2014; and

WHEREAS, this agreement has an option to renew year to year; and

WHEREAS, the Health Department and MSU College of Human Medicine would like to extend the agreement for one (1) additional year at the same terms and conditions; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to extend the physician services agreement with MSU College of Human Medicine; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize a one year extension to the physician services agreement with Michigan State University's College of Human Medicine.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension to the physician services agreement with MSU College of Human Medicine to provide a part time family medicine physician for the provision of primary medical care services to the Birch Health Center for the of July 1, 2014 through June 30, 2015.

BE IT FURTHER RESOLVED, that Dr. Julie Phillips will continue to provide through the MSU College of Human Medicine direct patient care at the rate of \$110.00 an hour at the Birch Health Center six hours a week plus two hours a week of clinical leadership for a total amount not to exceed \$45,760.

BE IT FURTHER RESOLVED, that the associated program income will financially offset the contractual expenditure.

BE IT FURTHER RESOLVED, that all other terms and conditions of the agreement 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 Service Committee
Finance Committee

FROM: Nancy Hayward, Acting Health Officer

DATE: March 6, 2014

RE: Authorization 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 which was established as part of the Health Department budget.

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 2014, the ICHHD, in partnership with the PWC Urban Redevelopment Grant Review Committee, has chosen to support the following grant recipient in an effort to provide greater impact for these critical initiatives:

- REACH Studio Art Center's facade improvements, construction of an outdoor courtyard and a youth art gallery--the first phase of the overall facility expansion project. The Outdoor Courtyard will welcome visitors from the parking area as they enter the main space and a Youth Art Gallery will connect the old wing to the new main studio center. The courtyard will provide a protected outdoor space for summer day camp students to do outdoor activities, be a place to teach about plants and gardening, and provide a space for outdoor community exhibitions and gathering. It will also act as a connection to the entrance lobby from the new expanded parking lot. The window lined Youth Art Gallery will showcase youth art. It will be the only gallery of its kind in the Lansing area.

I recommend adoption of this resolution to establish contracts between the Ingham County Health Department and REACH Studio Art Center, and that the Board Chair is authorized to sign the contracts after review by the County Attorney.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO DISTRIBUTE COUNTY URBAN REDEVELOPMENT FUNDS
THROUGH A CONTRACT WITH REACH STUDIO ART CENTER**

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, after a competitive RFP process in 2014 overseen by the Community Assets Alignment Committee of the Power of We Consortium it is recommended that the Urban Redevelopment Funds be allocated to REACH Studio Art Center in the amount of \$32,000; and

WHEREAS, the 2014 Urban Redevelopment funds will be utilized to support REACH Studio Art Center’s facade improvements, construction of an outdoor courtyard and a youth art gallery--the first phase of the overall facility expansion project; and

WHEREAS, the Outdoor Courtyard will welcome visitors from the parking area as they enter the main space and a Youth Art Gallery will connect the old wing to the new main studio center and it will be the only gallery of its kind in the Lansing area; and

WHEREAS, the Health Department, in partnership with the Power of We Consortium, has determined that greater impact can be made with the 2014 grant funds by allocating the aforementioned amount to this organization to extend its initiatives; and

WHEREAS, the Acting Health Officer recommends that the Board of Commissioners authorize a contract with REACH Studio Art Center using urban Redevelopment Funds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract between the Ingham County Health Department and REACH Studio Art Center in the amount of \$32,000 for the period of January 1, 2014 through September 30, 2014.

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