

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
DEB NOLAN  
SARAH ANTHONY  
TERI BANAS  
BRIAN McGRAIN  
RANDY MAIVILLE  
ROBIN CASE NAEYAERT

## **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, FEBRUARY 2, 2015 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order  
Additions to the Agenda  
Limited Public Comment

1. Presentation - Angela Waters Austin: MY Lansing - [My Brother's Keeper Challenge](#)
2. Health Department
  - a. Resolution to Authorize an Agreement with [Southeast Michigan Health Association](#)
  - b. Resolution to [Amend Resolution #14-451](#) to Accept Funding from Ingham Health Plan Corporation
  - c. Resolution to Enter into a Subcontract Agreement with [Redhead Design Studio](#)
  - d. Resolution to Authorize a Status Change for a [Community Health Representative II](#) Position in the Health Department
  - e. Resolution to Update the [Power of We Coordinator](#) Job Description and Reclassify the Position
  - f. Resolution to Authorize Updates to the [Lead Senior Accountant](#) Job Description
3. Controller's Office - Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Inpatient [Psychiatric Services](#) at the Ingham County Jail

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).

## **FEBRUARY 2, 2015 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

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

2. *Health Department*

a. *Resolution to Authorize an Agreement with Southeastern Michigan Health Association*

This resolution authorizes an agreement with the Southeastern Michigan Health Association in the amount of \$10,000 for the period of September 1, 2014 through August 31, 2015. The purpose of this grant is for outreach efforts, parent input and feedback and family involvement into the CSHCS local health department policy and procedure process.

b. *Resolution to Amend Resolution #14-451 to Accept Funding from Ingham Health Plan Corporation*

This resolution amends Resolution #14-451 to authorize an agreement with Ingham Health Plan (IHP) Corporation to provide \$125,000 to support outreach activities in FY 2014-15, for the period of October 1, 2014 through September 30, 2015.

c. *Resolution to Enter into a Subcontract Agreement with Redhead Design Studio*

This resolution authorizes a subcontract agreement with Redhead Design Studio for up to \$8,000 in grant funds to develop and print program marketing materials for two health impact assessment studies for the period of February 1, 2015 through April 11, 2015.

d. *Resolution to Authorize a Status Change for a Community Health Representative II Position in the Health Department*

This resolution authorizes a status change for a Community Health Representative II position. Position number 601053 is currently a part-time Community Health Representative II compensated at a UAW D. The Health Department would like to increase the status from part-time to three quarter time to better meet operational needs. Position number 601053 is currently occupied. A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of this status change. The Personnel Cost Projection indicates the .25 FTE position increase would cost approximately \$12,597.

e. *Resolution to Update the Power of We Coordinator Job Description and Reclassify the Position*

This resolution authorizes updates to the job description for position number 601366, Power of We Coordinator. The previous Power of We Coordinator has accepted another position within the Health Department effective December 29, 2014, resulting in a vacancy in the Power of We Coordinator position. In reviewing the job description for the Power of We Coordinator prior to posting, it was noted that the scope and duties of the position were not accurately represented. The education and experience requirements did not align with those of similar positions within the department. The previous requirements were a Bachelor's Degree and two years of related experience. The new education and experience requirements are a Bachelor's Degree and three to five years of public health or human services experience or a Master's Degree and one year of public health or human services experience. A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of the changes to this job description. These changes resulted in the reclassification of the Power of We Coordinator position from an ICEA Pro 7 to an ICEA Pro 8. The position will be compensated at an ICEA Pro 8 salary range (\$53,827 - \$64,618). The Personnel Cost Projection indicates the change will result in an increase of \$14,462.

*f. Resolution to Authorize Updates to the Lead Senior Accountant Job Description*

This resolution authorizes the Health Department to update the job description for position number 601035, Lead Senior Accountant. The previous Lead Senior Accountant had been serving as Interim Chief Financial Officer (CFO) since that position became vacant in August. Following an interview process for the CFO position the Interim Chief Financial Officer was chosen and has been moved into the permanent position effective December 27, 2014, resulting in a vacancy in the Lead Senior Accountant position. In reviewing the job description for the Lead Senior Accountant prior to posting, it was noted that a number of duties and accountabilities had changed requiring the job description to be updated. The updates do not result in a classification change but were important to accurately reflect the scope and duties of the position.

*3. Controller's Office - Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Inpatient Psychiatric Services at the Ingham County Jail*

This resolution authorizes a contract with CMH for psychiatric inpatient care for jail inmates. The 2015 budget includes an allocation of \$144,000 from the Health Services Millage. The original proposal submitted by CMH in August 2014 is attached, and provides an explanation of why they requested funds from the County for these services. The contract is for the time period of October 1, 2014 through September 30, 2015 to coincide with the CMH fiscal year. CMH will invoice the County quarterly. It was estimated during the budget process that services would be provided under this contract to 14-20 people per year.

**OTHER ITEMS:**

*1. Presentation - Angela Waters Austin: MY Lansing - My Brother's Keeper Challenge*

# The MBK Community Challenge

## CHALLENGES



By 2020, we will need 123M workers in the United States. But **only 2 out of 5 citizens will be qualified** for these jobs.<sup>1</sup>



23.2% of Hispanics, 25.8% of Black, and 27% of American Indians and Alaska Natives (AIAN) **live in poverty**.<sup>2</sup>

Only **20% of low income teens had a job last year** versus 33 - 36% of middle income youth and 44% of those from upper middle income.<sup>3</sup>



## YOUR ACTION

**182** Number of mayors, county executives and tribal leaders who have accepted the Challenge

Number of states that accepted the Challenge **42**

**18** Number of tribal nations that accepted the Challenge

Number of stakeholders who have signed up as MBK Community Allies **1,800**

**74** Number of Local Action Summits hosted since the Challenge launched

<sup>1</sup> Forbes Insights, [http://images.forbes.com/forbesinsights/StudyPDFs/Innovation\\_Through\\_Diversity.pdf](http://images.forbes.com/forbesinsights/StudyPDFs/Innovation_Through_Diversity.pdf), p. 10

<sup>2</sup> U.S. Census Bureau: American Community Survey 2007-2011

<sup>3</sup> Center for Labor Market Studies, Northeastern University, <http://www.northeastern.edu/clms/>

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: January 08, 2015

RE: Resolution to Authorize an Agreement with Southeastern Michigan Health Association

The Health Department's Children's Special Health Care Services (CSHCS) Program has been awarded a mini grant in the amount of \$10,000 to conduct outreach services. The purpose of this grant is for outreach efforts, parent input and feedback and family involvement into the CSHCS local health department policy and procedure process.

The Children's Special Health Care Services (CSHCS) division at the Ingham County Health Department (ICHHD) provides coordinated care for children with special needs. CSHCS assists these individuals and their families through the appropriate use of the CSHCS system of care, so that children are able to demonstrate improved health outcomes and an enhanced quality of life.

CSHCS will hire an area parent who is familiar with CSHCS services to families as a temporary employee. This individual will work collaboratively with ICHHD-CSHCS staff to develop and implement outreach strategies that focus on engaging other families who have children with special health care needs. This peer support affords parents the benefits of CSHCS and provides strategies to assist parents in navigating the system.

Southeastern Michigan Health Association will provide \$10,000 to support these services. The term of the agreement shall be September 1, 2014 through August 31, 2015.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with Southeastern Michigan Health Association.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
SOUTHEASTERN MICHIGAN HEALTH ASSOCIATION**

WHEREAS, the Children's Special Health Care Services Program (CSHCS) has been a core program of the Ingham County Health Department; and

WHEREAS, CSHCS strives to enable individuals with special health care needs to have improved health outcomes and an enhanced quality of life through the appropriate use of the CSHC system of care; and

WHEREAS, the Ingham County Health Department CSHCS program supports care coordination and case management services, connects families to community based services, and focuses on family centered care; and

WHEREAS, the CSHCS provides services to 820 enrolled individuals from birth to age 21; and

WHEREAS, the Health Department's CSHCS submitted and received a grant in the amount of \$10,000 for outreach services from Southeastern Michigan Health Association to connect individuals with the CSHCS program; and

WHEREAS, the Health Department will subcontract with an area parent who is currently enrolled in the system to develop and implement outreach strategies that focus on engaging other families who have children with special health care needs; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Southeastern Michigan Health Association for the CSHCS outreach services program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Southeastern Michigan Health Association in the amount of \$10,000 for the period of September 1, 2014 through August 31, 2015.

BE IT FURTHER RESOLVED, an area parent who is familiar with CSHCS services to families will be brought on as a temporary Community Health Worker through August 31, 2015 to develop and implement outreach strategies.

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 agreement after review by the County attorney.

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: January 16, 2015

RE: Resolution to Amend Resolution #14-451 to Accept Funding from Ingham Health Plan Corporation

This is a request to authorize an agreement with Ingham Health Plan (IHP) Corporation to provide \$125,000 to support outreach activities in FY 2014-15, for the period of October 1, 2014 through September 30, 2015.

Resolution #14-451 authorized subcontracts to the providers named below to support outreach activities to the uninsured, underinsured, potential and current Medicaid beneficiaries. IHP will give the department \$100,000 to support these outreach activities through service contracts. These service contracts are braided together with requirements and funds from multiple sources, including County and Medicaid Administration (Federal Share). The amounts of the subcontracts are unchanged and there is no increase in General Fund dollars.

FY 2014-15 Service Contract providers are as follows:

Allen Neighborhood Center  
NorthWest Initiative  
Carefree Medical  
South Side Community Coalition  
Greater Lansing African American Health Institute  
Family and Com. Dev. Services

Additionally, IHP will support outreach activities in the Registration and Enrollment Unit with \$25,000 to help individual and families enroll in IHP, Medicaid or to go on to the Health Exchange.

I recommend that the Board of Commissioners Amend Resolution #14-451 and accept the \$125,000 from the Ingham Health Plan Corporation.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #14-451 TO ACCEPT FUNDING FROM  
INGHAM HEALTH PLAN CORPORATION**

WHEREAS, Ingham County provides outreach services to the uninsured, underinsured and Medicaid individuals and families; and

WHEREAS, Resolution #14-451 authorized service contracts with providers to support outreach activities to uninsured, underinsured, potential and current Medicaid beneficiaries; and

WHEREAS, the Ingham Health Plan Corporation is providing \$100,000 to support the outreach activities in these service contracts; and

WHEREAS, Ingham Health Plan Corporation will support outreach activities in the Registration and Enrollment Unit with \$25,000 to help individuals and families enroll in IHP, Medicaid or to go on to the Health Exchange.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the \$125,000 from the Ingham Health Plan Corporation to provide the above services.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2015 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, the period of this agreement is October 1, 2014 through September 30, 2015.

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



**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Linda S. Vail, Health Officer

DATE: January 20<sup>th</sup>, 2015

RE: Resolution to Authorize a Subcontract Agreement with Redhead Design Studio

Resolution #13-101 authorized the Ingham County Health Department's Community Health Assessment and Improvement Program to enter into a contract with the PEW Charitable Trusts and accept funding in the amount of \$250,000 for the period from April 1, 2013 through March 31, 2015. The agreement from the Pew Charitable Trusts included a budget line item of \$8,000 for communications including productions of project documents.

A proposal to provide these communications was sent out to bid in November. Applications from five graphic design companies were reviewed before Redhead Design Studio was ultimately selected in order to execute the production of a communication website and documents developed with the grant for two Health Impact Assessment projects.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the subcontract agreement with Redhead Design Studio.

cc: Eric Thelen w/attachment  
Joel Murr w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A SUBCONTRACT AGREEMENT WITH  
REDHEAD DESIGN STUDIO**

WHEREAS, the health and well-being of Ingham County residents has causes rooted into social determinants such as land use and housing plans; and

WHEREAS, planning units of governments can use evidence based health impact assessment (HIA) studies on the Fair and Affordable Housing Plan (FAHP) and on the Urban and Rural Service Management (URSM) policy to help their decision making process in adopting the plan and policy that maximize health benefits and minimize health risks to the community; and

WHEREAS, Resolution #13-101 authorized a grant agreement from the Pew Charitable Trusts in support of the Health Impact Assessment Program and the Health Department accepted the grant and authorized an agreement with PEW Charitable Trusts in the amount up to \$250,000 for the period of April 1, 2013 through March 31, 2015; and

WHEREAS, the agreement from the Pew Charitable Trusts included a budget line item for communications in the amount of \$8,000.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes a subcontract agreement with Redhead Design Studio for up to \$8,000 to develop and print program marketing materials for the two aforementioned HIA studies.

BE IT FURTHER RESOLVED, that the funds to support this amendment are contained in the amount of the grant that was authorized in Resolution #13-101.

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

**MEMORANDUM**

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Linda S. Vail, Health Officer

DATE: January 20<sup>th</sup>, 2015

RE: Resolution for a Status Change for a Community Health Representative II Position

This resolution authorizes a status change for a Community Health Representative II position. Position Number 601053 is currently a part-time Community Health Representative II compensated at a UAW D. The department would like to increase the status from part-time to three quarter time to better meet operational needs. Position Number 601053 is currently occupied.

A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of this status change. The Personnel Cost Projection indicates the .25 FTE position increase would cost approximately \$12,597.00. The \$12,597 will be allocated to Public Health Preparedness- Project 01151.

The United Auto Workers Chair has been notified and supports the status change. The status change is scheduled to be a discussion item at the January 26<sup>th</sup>, 2015 Human Services Committee meeting.

I recommend that the Board of Commissioners authorizes the status change for a Community Health Representative II position.

cc: Eric Thelen w/attachment  
Joel Murr w/attachment

TO: Linda Vail, Health Officer  
Joel Murr, Assistant Deputy Health Officer

FROM: Beth Bliesener, Employment Specialist

DATE: 12/30/2014

RE: Position Status Change

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HR can confirm the following information:

1. Position Number 601053 is currently a part-time Community Health Representative II compensated at a UAW D.
2. The Health Department would like to increase the status from part-time to three quarter time to better meet operational needs.
3. You have received support from the UAW Chair to change the status from part-time to three quarter time.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposal. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4375).

Joel Murr Request 1/08/15

	Current	Proposed	
	Position # 601053 Community Health Rep II UAW Grade D Step 5 .50 FTE	Position # 601053 Community Health Rep II UAW Grade D Step 5 .75 FTE	Difference Increase/ (Decrease)
Salary	19,879	29,818	9,939
Unemployment	99	149	50
Fica	1,521	2,281	760
Retirement	2,634	4,010	1,376
Health Insurance	-	-	-
Retiree Health Surcharge Chargeback	2,766	2,766	0
Health Insurance Trust	726	1,088	363
Dental	886	886	0
Vision	119	119	(0)
Workers Comp	60	89	30
Life Insurance	19	24	5
Disability	-	-	-
CARES	33	33	-
Liability Insurance	149	224	75
TOTAL	28,890	41,487	12,597

**Notes:**

Health insurance projection is based on the assumption that coverage currently utilized will remain the same

Retirement cost projection is based on the assumption that benefit currently utilized will remain the same

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A STATUS CHANGE FOR A COMMUNITY HEALTH REPRESENTATIVE II POSITION IN THE HEALTH DEPARTMENT**

WHEREAS, the Position Number 601053 is currently a part-time Community Health Representative II compensated at a UAW D; and

WHEREAS, the Health Department will increase the status from part-time to three-quarter time to better meet operational needs; and

WHEREAS, the Ingham County Human Resources Department has prepared a Memo of Analysis in support of this personnel change; and

WHEREAS, the Personnel Cost Projection indicates the .25 FTE position increase would cost \$12,597 to be allocated to Public Health Preparedness- Project 01151; and

WHEREAS, the United Auto Workers Chair has been notified and supports the status change; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this personnel change in the Health Department.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the status change for Position Number 601053 from part-time to three quarter time.

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

**MEMORANDUM**

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Linda S. Vail, Health Officer

DATE: January 20<sup>th</sup>, 2015

RE: Resolution to Authorize Updates to the Job Description and Reclassification for the Power of We Coordinator Position

This resolution authorizes updates to the job description for position number 601366, Power of We Coordinator. The previous Power of We Coordinator has accepted another position within the Health Department effective 12/29/2014, resulting in a vacancy in the Power of We Coordinator position.

In reviewing the job description for the Power of We Coordinator prior to posting, it was noted that the scope and duties of the position were not accurately represented. The education and experience requirements did not align with those of similar positions within the department. The previous requirements were a Bachelor's Degree and two years of related experience. The new education and experience requirements are a Bachelor's Degree and three to five years of public health or human services experience or a Master's Degree and one year of public health or human services experience.

A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of the changes to this job description. These changes resulted in the reclassification of the Power of We Coordinator position from an ICEA Pro 7 to an ICEA Pro 8. The position will be compensated at an ICEA Pro 8 salary range (\$53,827 - \$64,618). The Personnel Cost Projection indicates the change will result in an increase of \$14,462.

The ICEA/PRO Chairperson has been notified and supports the reclassification and salary placement. This matter is scheduled to appear as a discussion item at the January 26<sup>th</sup>, 2015 Human Services Committee meeting.

cc: Eric Thelen w/attachment  
Joel Murr w/attachment

**Joel Murr Request 1/08/15**

	<b>Current</b>	<b>Proposed</b>	
	<b>vacant -</b>		
	<b>Position #</b>	<b>Position #</b>	
	<b>601366</b>	<b>601366</b>	
	<b>Power of We</b>	<b>Power of We</b>	
	<b>Coord.</b>	<b>Coord.</b>	
	<b>ICEA - Prof</b>	<b>ICEA - Prof</b>	<b>Difference</b>
	<b>Grade 7 Step 5</b>	<b>Grade 8 Step 5</b>	<b>Increase/</b>
	<b>1.0 FTE</b>	<b>1.0 FTE</b>	<b>(Decrease)</b>
Salary	60,724	66,233	5,509
Unemployment	304	331	28
Fica	4,645	5,067	421
Retirement	8,003	8,730	726
Health Insurance	6,031	13,720	7,689
Retiree Health Surcharge Chargeback	2,766	2,766	0
Health Insurance Trust	2,216	2,418	201
Dental	886	886	0
Vision	119	119	(0)
Workers Comp	182	199	17
Life Insurance	101	101	0
Disability	115	126	10
CARES	33	33	-
Liability Insurance	455	497	41
<b>TOTAL</b>	<b>86,582</b>	<b>101,224</b>	<b>14,642</b>

**Notes:**

Salary projection is at step 5

Health insurance projection is based on two (2) person coverage

Retirement cost projection is based on the assumption that benefit currently utilized will remain the same



TO: Joel Murr, Assistant Deputy Health Officer  
FROM: Joan Clous, Human Resources Specialist  
DATE: 1/6/2015  
RE: Support for Reclassification: Power of We Coordinator

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Per your request, Human Resources has reviewed the classification titled Power of We Coordinator. The position's primary responsibility is to oversee the Power of We Consortium and its relationships.

After analysis, the reclassification has a community of interest with the ICEA and is appropriately compensated at an ICEA salary range (\$55,172.68 - \$66,233.45). The ICEA has been notified. They support the reclassification and salary placement.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

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

## INGHAM COUNTY JOB DESCRIPTION

### POWER OF WE COORDINATOR HEALTH DEPARTMENT

#### **General Summary:**

Under the general direction of the Assistant Deputy Health Officer, oversees the relationships and activities of the Power of We Consortium (PWC). Fosters increased collaboration with community and neighborhood groups to improve community well-being. Develops and implements the PWC work plan. Represents the PWC as a liaison to community and neighborhood groups. Assists in coordinating and expanding resources with state and federal foundations. Promotes the PWC concepts of equity and sustainability to reach its goals and advance the work of the consortium's Common Agenda.

#### **Essential Functions:**

1. Plans and implements monthly PWC meetings to inform and encourage dialogue on issues significant to improving community well-being as well as updating members on progress made in actions related to the PWC's Common Agenda.
2. Oversees the work of various PWC committees. Provides strategic guidance in conjunction with committee chairs and members. Coordinates speakers and manages meeting logistics. Oversees the implementation of committee decisions.
3. Coordinates the Capacity Building Program for direct support to nonprofit organizations. Develops and implements monthly workshop for Capital Area nonprofits.
4. Develops evidence-based programs, strategies, and activities designed to improve community collaboration. Provides resources and information to support community initiatives. Convenes community stakeholders around issues and needs. Cultivates community relationships with units of government, neighborhoods, community foundations, faith based organizations, community agencies and area businesses.
5. Engages community partners such as hospitals, churches, schools, businesses, neighborhood associations, and units of government in a continuous dialogue to promote the PWC concepts of equity and sustainability to advance the work of the consortium's Common Agenda.
6. Utilizes technology to assure effective communication with and among PWC members and the community. Creates e-bulletins and provides updates to the PWC website and Facebook page.
7. Oversees the PWC AmeriCorp State and VISTA programs and administers the associated grants. Participates in the hiring of program coordinators. Responsible for employee training, performance evaluation and discipline.
8. Develops and manages the Community Indicators Project. Utilizes data and analytical resources from various agencies, universities and consultants to produce reports on the well-being of the community.
9. Assures financial sustainability for the ongoing work of PWC.

10. Prepares grant proposals designed to support the implementation of community collaboration strategies. Responsible for grant writing, analysis and compliance. Prepares reports as required by grant funding agencies on grant activities completed and planned.
11. Works with funders, County attorneys and the Board of Commissioners for the creation and execution of all contracts and agreements. Oversees the timely execution of required agreements and contracts.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPPA 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 and Experience:** A minimum of a Bachelor's Degree and three to five years of public health or human services experience or a Masters Degree and one year of Public Health or Human Services experience is required. Preference for a degree in Public Health, Human Services or a related field.

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.)*

Physical Requirements:

- Ability to access office files.
- Ability to enter and access information using a computer.
- Ability to travel throughout the area to various locations.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

Working Conditions:

Works in office conditions and travels throughout the area to attend meetings and visit other locations.

**January 2015**  
**ICEA**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO UPDATE THE POWER OF WE COORDINATOR JOB DESCRIPTION  
AND RECLASSIFY THE POSITION**

WHEREAS, the Power of We Coordinator position, number 601366, is vacant; and

WHEREAS, the Health Department will update the job description for the Power of We Coordinator to align more closely with similar positions within the Health Department; and

WHEREAS, the Ingham County Human Resources Department has prepared a Memo of Analysis in support of this personnel change; and

WHEREAS, the updated job description for the Power of We Coordinator will be reclassified from an ICEA/PRO/7 to an ICEA/PRO/8; and

WHEREAS, the Power of We Coordinator position will be compensated at an ICEA/PRO/8 (\$53,827 - \$64,618); and

WHEREAS, the Personnel Cost Projection is an increase of \$14,462; and

WHEREAS, the ICEA/PRO Chairperson supports the reclassification and salary placement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize this personnel change and reclassification of the Power of We Coordinator job description within the Health Department.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the changes to the Power of We Coordinator job description, position number 601366, and the reclassification of the Power of We Coordinator, position number 601366, from an ICEA/PRO/7 to an ICEA/PRO/8.

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

**MEMORANDUM**

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Linda S. Vail, Health Officer

DATE: January 20<sup>th</sup>, 2015

RE: Resolution to Authorize Updates to the Lead Senior Accountant Job Description

This resolution authorizes the Health Department to update the job description for position #601035, Lead Senior Accountant.

The previous Lead Senior Accountant had been serving as Interim Chief Financial Officer (CFO) since that position became vacant in August. Following an interview process for the CFO position the Interim Chief Financial Officer was chosen and has been moved into the permanent position effective 12/27/2014, resulting in a vacancy in the Lead Senior Accountant position.

In reviewing the job description for the Lead Senior Accountant prior to posting, it was noted that a number of duties and accountabilities had changed requiring the job description to be updated. The updates do not result in a classification change but were important to accurately reflect the scope and duties of the position.

A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of the changes to this job description. The ICEA PRO Chair has been notified and supports the updates to the job description. This matter is scheduled as a discussion item on the agenda of the January 26<sup>th</sup>, Human Services Committee meeting.

cc: Eric Thelen, w/ attachment

TO: Linda Vail, Health Officer  
FROM: Beth Bliesener, Employment Specialist  
DATE: 1-7-15  
RE: Memo of Analysis for updating job description: Lead Senior Accountant – Health Department.

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Position number 601035 is currently vacant. Human Resources has updated the job description for position number 601035, Lead Senior Accountant – Health Department, to accurately describe the functions the position will be performing. The changes made to the job description do not change the salary. The position will still be compensated at an ICEA County Pro 09.

I have sent the ICEA PRO chair notice regarding the updated job description and anticipate their support will follow shortly.

*Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.*

*If I can be of further assistance, please email or call me (887-4375).*

**INGHAM COUNTY JOB DESCRIPTION  
LEAD SENIOR ACCOUNTANT – HEALTH DEPARTMENT**

**General Summary:**

Under the supervision of the Chief Financial Officer – Health, supervises and coordinates the daily operations of the Accounting Department of the Health Department. Responsibilities include assigning and monitoring tasks that ensure the efficient operations of the Unit. Responsible for compliance with federal, state, local and internal regulations, policies and procedures. Responsible for reviewing and approving time card edit reports and payments to vendors. Responsible for maintaining and reviewing the Health Department's general ledger, process and post journal entries and prepares reports and billings for federal, state and local governments and other funding sources. Research, analyze and enter budget information in the County's financial system.

**Essential Functions:**

1. Responsible for the supervision and coordination of the daily operation of the Accounting Department. This includes assigning and monitoring tasks for the following accounting functions: payroll, accounts payable, accounts receivable, general ledger and purchasing. Supervision of staff includes, but is not limited to, personnel issues, coordination of workflow, and reviewing output for accuracy.
2. Reviews and revises financial records and accounting systems to ensure compliance with federal, state and local regulations, policies, and procedures. Reviews and develops finance, accounting and auditing processes. Maintains internal controls and safeguards.
3. Responsible for reviewing and approving time card edit reports. Review and approve payments to vendors. Review and post journal entries.
4. Prepares monthly, quarterly and yearly financial statements for various funding sources. This includes highlighting potential problems and making appropriate suggestions to rectify problems.
5. Prepares, analyzes and distributes internal management reports for the Health Department and external sources. Completes various project using the County mainframe financial services software and spreadsheet software when appropriate.
6. Reviews and analyzes general ledger and subsidiary account detail and prepare journal entries when necessary.
7. Completes various projects as requested by Health Department personnel such as preparing cost projections, personnel cost analysis, assistance and/or completion of external reports and requests.
8. Completes the monthly position allocation list which shows all positions with project designation and distribution. Notifies appropriate County staff to make position allocations when necessary.
9. Participates in the interviewing and selection of employees and performs personnel management functions including training, assigning functions, reviewing and evaluating performance, and addressing employee relations issues.
10. Assists in the annual budget process and assist in the preparation of the annual County audit.

**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:** A minimum of a Bachelor's Degree in Accounting or Business with a major in Accounting is required.

**Experience:** A minimum of 3 years of professional fund or governmental accounting or auditing experience is required.

### **Other Requirements:**

*(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. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in waling, climbing, balancing, twisting, bending, squatting, kneeling, lifting, carrying, pushing, pulling, and reaching.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- 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.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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 UPDATES TO  
THE LEAD SENIOR ACCOUNTANT JOB DESCRIPTION**

WHEREAS, the Lead Senior Accountant position #601035 is vacant; and

WHEREAS, a number of duties and accountabilities had changed requiring the job description to be updated; and

WHEREAS, the Health Department will update the job description to accurately reflect the scope and duties of the position; and

WHEREAS, these updates do not result in a reclassification of the position; and

WHEREAS, the ICEA PRO Chair supports the updates to the job description; and

WHEREAS, the Ingham County Human Resources Department has prepared a Memo of Analysis for Reorganization acknowledging their participation, analysis and approval of the changes to this job description; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the updates to the job description.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the updates to the Lead Senior Accountant, position #601035, job description.

**Agenda Item 3**

TO: Law Enforcement, Human Services, and Finance Committees  
FROM: Jared Cypher, Deputy Controller  
RE: Contract with CMH for Inpatient Psychiatric Services at the Ingham County Jail  
DATE: January 21, 2015

This resolution authorizes a contract with CMH for psychiatric inpatient care for jail inmates. The 2015 budget includes an allocation of \$144,000 from the Health Services Millage. The original proposal submitted by CMH in August 2014 is attached, and provides an explanation of why they requested funds from the County for these services. The contract is for the time period of October 1, 2014 through September 30, 2015 to coincide with the CMH fiscal year. CMH will invoice the County quarterly. It was estimated during the budget process that services would be provided under this contract to 14-20 people per year.

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

## **Closing the Funding Gap related to Psychiatric Inpatient Care for Ingham County Jail Inmates**

August 2014

**Summary of proposal:** As a result of the dramatic reduction (over 67%) in the State General Fund payments to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties, the ability of this CMH to continue to pay for psychiatric inpatient care for jail inmates has been seriously eroded. Needed is a plan to close this funding gap.

**Deep General Fund cut to CMH:** The State of Michigan dramatically reduced State General Fund payments to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties and to the entire Community Mental Health system for the second half of the current fiscal year (April, 2014 – September, 2014) and for fiscal year 2015. The cut eliminated 67% of the State General Fund dollars to the CMH system.

One assumption that laid the groundwork for this reduction in funding to the mental health system was that expanded Medicaid, i.e., the Healthy Michigan Plan, would make up for these funding cuts through Healthy Michigan Plan enrollments and the Medicaid/Healthy Michigan funds that would be received by CMH system. While it is true that there will be additional funding tied to the expansion of Medicaid, that fund source will not pay for certain critical services, jail based services, including psychiatric inpatient care, being among these excluded services.

**Longstanding partnership of CMH with the Ingham County Sheriff's Office and the Ingham County Jail:** Historically, CMH has provided significant mental health support at all three county jails, i.e., the Correctional Assessment and Treatment Services (CATS) program at the Ingham county jail (and similar facility based services in Eaton and Clinton county jails) have been in operation for more than twenty years. These programs provide assessment, treatment, and risk reductions services to inmates in the respective jails as well as training and consultation to correctional staff. These services are supported completely through use of General Fund dollars which have been significantly reduced as noted. CMHA-CEI has a strong commitment to supporting these services in order to maintain individuals with serious and persistent mental illnesses in treatment, to help the jails in managing risks, and to mitigate mental health concerns for post-incarceration.

**GF funding gap's impact on CMH's ability to pay for psychiatric inpatient care for jail inmates:** In addition to the jail-based CMH has also paid all psychiatric inpatient claims on individuals admitted directly from the jail to the psychiatric inpatient facilities with which we contract. These claims average **\$144,000 per year**. Given that these claims are paid with State General Fund dollars and given the dramatic cut in this CMH's State General Fund revenues, **CMH is without the funds to continue to pay these psychiatric inpatient costs** and others previously funded by State General Fund dollars.

We have notified Sheriff Wriggelsworth of this issue and have indicated our willingness to work collaboratively with his office, the County Controller, and the County Commissioners to close this budget gap.

**Proposal:** That CMH work with the Controller's Office and the Ingham County Sheriff's Office to explore several options for addressing this issue, resulting in a recommendation to the County Commissioners. The options to be considered include:

1. Ingham County provide funding to CMH to cover the costs of psychiatric inpatient care for the inmates of the Ingham County Jail
2. Ingham County pay the psychiatric inpatient claims for Ingham County jail inmates

Introduced by the Law and Courts, Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH THE COMMUNITY MENTAL HEALTH  
AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH) FOR INPATIENT  
PSYCHIATRIC SERVICES AT THE INGHAM COUNTY JAIL**

WHEREAS, the State of Michigan dramatically reduced State General Fund payments to CMH for fiscal year 2015; and

WHEREAS, the cut eliminated 67% of the State General Fund dollars to the CMH system; and

WHEREAS, CMH uses State General Fund payments to pay all psychiatric inpatient claims on individuals admitted directly from the jail to psychiatric inpatient facilities with which CMH contracts; and

WHEREAS, in the 2015 budget process, CMH made a request that Ingham County provide funding to CMH to cover the costs of psychiatric inpatient care for the inmates of the Ingham County Jail; and

WHEREAS, CMH was allocated \$144,000 from the Health Services Millage in the 2015 budget for psychiatric inpatient services at the jail.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract not to exceed \$144,000 with CMH for psychiatric inpatient services at the Ingham County Jail for the time period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, funds for this contract will come from the Health Services Millage.

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