

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, MAY 18, 2015 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 [May 4, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Discussion Item: [Health Services Millage Proposals](#)
 - a. Cristo Rey Community Health Center
 - b. Ingham County Health Department
 - c. Ingham County Sheriff's Office

2. Health Department
 - a. Resolution to Authorize [Amendment #2](#) to the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services
 - b. Resolution to Authorize [Amendment #1](#) to the Subcontract with the Michigan Public Health Institute (MPHI)
 - c. Resolution Honoring [Doak Bloss](#)

3. Controller's Office
 - a. Resolution Approving Criteria for Evaluating [2016 Applications](#) for Community Agency Funding
 - b. Resolution Updating Various [Fees](#) for County Services

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

May 4, 2015

Draft – Minutes

Members Present: Nolan, Anthony, Banas, Maiville, McGrain, and Naeyaert

Members Absent: Tennis

Others Present: Treasurer Eric Schertzing, Jared Cypher, Linda Vail, Rod McNeil, Amber Paxton, Tina Bertram, Jeff Croff, and Ryan Buck

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

Approval of the April 20, 2015 Minutes

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE APRIL 20, 2015 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Additions to the Agenda

Vice Chairperson Nolan renumbered Agenda Item No. 2(a) – (f) as Agenda Item No. 3(a) – (f), respectfully.

2. Lansing Financial Empowerment Center Impact Report Presentation

Limited Public Comment

None.

1. Interviews
 - a. Housing Commission

Tina Bertram interviewed for appointment to the Housing Commission.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. BANAS, TO APPOINT TINA BERTRAM TO THE HOUSING COMMISSION TO FILL THE RESIDENT POSITION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Vice Chairperson Nolan stated that Ms. Bertram would be contacted by Becky Bennett, Board Coordinator.

1. Interviews
 - b. Capital Area District Library Board

Jeff Croff interviewed for appointment to the Capital Area District Library (CADL) Board.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BANAS, TO APPOINT JEFF CROFF TO THE CADL BOARD.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Vice Chairperson Nolan stated that Mr. Croff would be contacted by Becky Bennett, Board Coordinator.

2. Lansing Financial Empowerment Center Impact Report Presentation

Amber Paxton, Lansing Office of Financial Empowerment Director, presented the Lansing Financial Empowerment Center Impact Report to the Committee. She provided background on the establishment of the Center, their financial empowerment model, their five components of financial counseling, and the locations that they served.

Commissioner Naeyaert asked whether they could apply for another grant from Bloomberg.

Ms. Paxton answered no. She stated that Bloomberg wanted to expand this program to other cities.

Commissioner Banas asked whether the financial counselors were volunteers.

Ms. Paxton answered no. She stated that all counselors were compensated employees. Ms. Paxton provided an overview of the necessary credentials to be a financial counselor.

Discussion.

Ms. Paxton stated that they were not interested in growing, but rather teaching the model to other groups so that they themselves could provide this financial counseling.

Commissioner McGrain thanked Ms. Paxton and Eric Schertzing, Treasurer, for their work on this issue. He stated that the Financial Empowerment Center was working to combat issues caused by payday lenders.

Vice Chairperson Nolan thanked Ms. Paxton for her presentation.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. MAIVILLE, TO ADOPT A CONSENT AGENDA OF THE FOLLOWING ACTION ITEMS:

3. Health Department
 - a. Resolution to Amend the Collaborative Agreement with the Capital Area United Way

- b. Resolution to Enter into a Direct Billing Agreement with Equian, LLC for the Treatment of Unaccompanied Minors
- c. Resolution to Authorize the Purchase of Patient Self-Serve Kiosks for Adult Health Services
- d. Resolution to Authorize a Subcontract Agreement with Redhead Design
- e. Resolution to Authorize a Software and Service Agreement with Simbiote Development for a Patient Management System

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

3. Health Department

- f. Introduction - Environmental Health Director Rod McNeil

Linda Vail, Health Officer, introduced Rod McNeil, Environmental Health Director, to the Committee.

Mr. McNeil provided a short work biography.

Commissioner Anthony asked what Mr. McNeil's philosophy was.

Mr. McNeil stated that his environment health philosophy had regulatory and public health components. He further stated that outreach and education should be the goals in environmental health, however regulation was necessary as well.

Commissioner Maiville asked for strengths and weaknesses of the current environmental health in the County.

Mr. McNeil stated that their strengths were in the staff and the support from administration. He further stated that they were revamping their fee schedule. Mr. McNeil stated that they had a high level of compliance.

Commissioner Banas asked about Mr. McNeil's approach towards outreach and education in regards to lead abatement.

Mr. McNeil stated that he had history working on this issue while working at Genesee County. He further stated that it was difficult to secure funding to address lead in homes.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:18 p.m.

MAY 18, 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 Amendment #2 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services*

This resolution authorizes Amendment #2 of the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS). This amendment will decrease the budget for Comprehensive Local Health Services from \$5,201,277 to \$5,147,840, a decrease of \$53,437 specifically in the Essential Local Public Health Services (ELPHS) grants. The amendment makes the following specific changes in the budget:

1. Drinking Water ELPHS, decrease from \$48,235 to \$46,465
2. Food Service ELPHS decrease from \$218,513 to \$210,496
3. On Site ELPHS decrease from \$97,934 to \$94,341
4. HIV Prevention ELPHS decrease from \$49,973 to \$47,807
5. Communicable Disease Control ELPHS decrease from \$580,885 to \$555,712
6. Immunization ELPHS decrease from \$79,010 to \$75,586
7. STD Control ELPHS decrease from \$214,463 to \$205,169

- b. *Resolution to Authorize Amendment #1 to the Subcontract with the Michigan Public Health Institute (MPHI)*

This resolution authorizes an amendment to the current subcontract with MPHI, adding a two-day gathering to the scope of services to be held in late summer or fall of 2015 to enable the partner agencies to plan and launch collaborative action campaigns in 2015 and 2016, extending the deadline for deliverables to November 30, 2015, and increasing the amount of the contract from \$15,000 to an amount not to exceed \$30,000.

3. Controller's Office

- a. *Resolution Approving Criteria for Evaluating 2016 Applications for Community Agency Funding*

This resolution establishes the criteria by which each agency's application will be evaluated for the 2016 Community Agency funding process. If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's long-term priority of "Meeting Basic Needs", such as food, clothing, and shelter.

- b. *Resolution Updating Various Fees for County Services*

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2015, for the Park and Zoo winter seasonal fees on November 1, 2015, and for all other departments on January 1, 2016. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$82,000. Any additional revenue will be recognized in the 2016 Controller Recommended Budget. Environmental Health fees are not included as they have been in past years because they are currently under review by Maximus. Any changes to those fees will need to be approved by the Board of Commissioners in a separate resolution.

OTHER ITEMS:

1. Discussion Item: Health Services Millage Proposals
 - a. *Cristo Rey Community Health Center*
 - b. *Ingham County Health Department*
 - c. *Ingham County Sheriff's Office*

2. Health Department
 - c. *Resolution Honoring Doak Bloss*

MEMORANDUM

TO: Human Services Committee
 FROM: Jared Cypher, Deputy Controller
 RE: Additional Health Services Millage Proposals
 DATE: May 6, 2015

Attached for discussion are three additional Health Services Millage proposals for 2015. These proposals were first introduced and briefly discussed at the last Board Leadership meeting. Representatives from each department/agency making a request have been invited to attend the meeting. Below is a chart that shows the status of the Health Services Millage fund for 2015.

2015 Health Services Millage Allocations			
<u>BOC</u>			
<u>Resolution</u>	<u>Department/Agency</u>	<u>Description of Program</u>	<u>Amount</u>
14-443	Ingham Health Plan	Transfer to support DSH payments*	\$30,000
15-50	CMH	Inpatient psychiatric services	\$144,000
15-60	CMH	Various millage-eligible services	\$1,038,830
		Total:	\$1,212,830
		Budget:	\$3,425,803
		Remaining:	\$2,212,973
Additional 2015 Health Services Millage Requests			
	<u>Department/Agency</u>	<u>Description of Program</u>	<u>Amount</u>
	Cristo Rey	Medical/Mental Health/Substance Abuse Svs.	\$334,774
	Health Department	Expanding services - chronic disease	\$80,187
	Sheriff	CMH/CATS on call services	\$30,000
		Total:	\$444,961

Cristo Rey Community Center

Proposal for the use of Ingham County Health Services Millage to close gaps in Ingham County's health care system

March 2015

In accordance with requests by the Human Services Committee of the Ingham County Board of Commissioners this proposal contain program descriptions, annual costs and the volume of service projections for each of the described services.

This proposal seeks funding through the Ingham County Health Services Millage for a comprehensive package of physical, behavioral and integrated healthcare services designed to address of the most pressing healthcare needs in the Ingham County community.

Some of the proposed services **address longstanding gaps in services** and some address **gaps which are newly emerging with the dramatic cut in grants and private funding** to this safety-net healthcare provider and safety-net healthcare providers across the state.

Dialogue and refinement in list of proposals expected: While all of these proposals represent health care services needed by Ingham County residents, Cristo Rey Community Center recognizes the fiscal and eligibility constraints of the Health Services Millage. To that end, dialogue between the staff of Ingham County and Cristo Rey Community Center expected in order to result in an agreed upon set of services and related costs.

A. Closing newly emerging gaps in Ingham County's essential medical health care services system: These service gaps are the result of the dramatic cut in grants and private funding received by Cristo Rey Community Center's Family Health Clinic and other safety net clinics across the state.

Cristo Rey Community Center Family Health Clinic: The Cristo Rey Community Center (CRCC) Family Health Clinic (FHC) is a high quality safety net clinic that (1) offers on-site preventative and essential medical care to underserved populations (2) bilingual accessibility in English and Spanish (3) accepts all uninsured, Ingham Health Plan, underinsured, Medicaid and Medicare patients requesting treatment (4) utilizes a new Electronic Medical Records system (EPIC) in partnership with Sparrow Health Systems, (5) offers an onsite resource/bilingual Certified Application Counselor for assistance in determining Medicare/Medicaid eligibility, signing up for the Ingham Health Plan or subsidized insurance through the Marketplace.

Cristo Rey Community Center (CRCC) Family Health Clinic (FHC) provides services to low-income families and individuals in need that includes populations without access to consistent and quality basic needs or preventative medical care although employed (Asset Limited, Income Constrained, Employed aka ALICE). ALICE households are defined as earning less than the basic cost of living for the U.S. but more than the U.S. threshold for poverty which leaves these households vulnerable to the slightest change in asset availability. This is a population that is working but struggling to maintain basic necessities for themselves and their families and often forgo preventative health care due to financial hardship. In contrast to the 16.2% of households that suffer from poverty in the State of Michigan (2009 data), in Ingham County over 23% of area households are below the poverty threshold with an additional 22% qualifying as struggling ALICE households.

Cristo Rey Community Center's (CRCC) Family Health Clinic (FHC) is unique within Ingham County for many reasons including: (1) the CRCC FHC is the only bilingual Safety Net Clinic in north Lansing (English and Spanish) (2) the CRCC FHC offers a range of services for both basic medical needs and ongoing health maintenance to decrease community utilization of emergency medical services for preventable illnesses. (3) The CRCC FHC is a critical resource for basic need services in addition to being a resource/referral source for other safety-net onsite programs such as the Cristo Rey Community Center Direct Assistance Program, Cristo Rey Community Prescription Assistance Program and the Cristo Rey Community Center Counseling Services. This structure allows for increased awareness and access to preventative medical services/medication, mental health care, addiction treatment and prevention services for underprivileged, underserved and vulnerable populations.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$164,526**.

Estimate of the number of Ingham County residents meeting the millage criteria who would be served, by year, by this program: **1,488**

B. Expanding services to the unserved: Integrated Health Plan

In pursuing a greater level of healthcare integration, Cristo Rey Community Center seeks funding to offer an Integrated Health Care (IHC) model to low-income clients utilizing Cristo Rey Community Center's Family Health safety net clinic.

Service organizations across the state are moving toward providing Integrated Healthcare. This model expands the range of care by including behavioral health and substance abuse interventions in a single healthcare setting.

Rationale and Description of an Integrated Health Care model at Cristo Rey Community Center that includes: (B1) Behavioral Health Consultant and (B2) Substance Abuse Consultant

Integrated Health Care is a cutting edge specialty service that offers great value to clients served, their families, and healthcare systems by focusing on solution-based medical care vs. symptom-based care that does not address underlying issues. This unmet need leads to an exacerbation of chronic health problems instead of effect and impactful healing. Integrated Health Care is centered on the concept that the body, mind and human basic needs are intertwined and should not be independently considered when assessing an individual's health but collectively treated in order to address issues instead of symptoms. Clients utilizing safety-net clinics face a range of issues that standard clinics may not need to consider such as poverty, chronically untreated health issues, addiction issues, legal issues, coping skills deficit and unemployment. The IHC model is ideal for impactful treatment of low-income individuals in safety-net or free clinics as physical health, mental health and substance abuse issues can be managed effectively in both a time and cost efficient manner that focuses on the overarching issues faced by individual clients and their families as a unit.

Cristo Rey Community Center (CRCC) currently provides primary medical care services to low-income clients through its onsite safety-net Family Medical Clinic (FMC) along with substance abuse treatment and prevention services, parenting, and anger management classes through its onsite Counseling Services (CS). Program infrastructure, staff experience and community mission are compatible with the integrated health framework and are a logical point of access to the underserved and vulnerable population already seeking service at Cristo Rey Community Center.

Cristo Rey Community Center is uniquely qualified to offer vulnerable and underprivileged community members Integrated Health Care services that blend physical health, mental health, behavioral health, substance abuse recovery and access to basic needs services with one centralized clinic team. When seeking assistance for physical health issues clients will have a multi-veined assessment that includes a screening for mental health issues and substance abuse problems. All Integrated Health Care clinician team members will work directly with the client to create a goal plan for all aspects of their health. This method offers the cohesion of integrated treatment without the frustration of the alternative: weeks of appointments in different locations and the lack of essential communication necessary to treat essential aspects of an individual's health.

(B1) Rationale and Description of Behavioral Health Consultant

Behavioral Health care providers at primary care sites: Current research suggests that up to 70% of primary care visits are related to behavioral health issues. Both stigma and mental health illiteracy promote the over-reliance on primary care to manage behavioral health issues. It is not uncommon for providers to manage the scheduling demands, and the complexity of behavioral health need with prescription medication. This approach does not allow for the application of behavioral health intervention.

A Behavioral Health Consultant (BHC) would foster healthcare integration, a shift that is greatly needed for low income, and high risk populations where referral options are limited and access to a qualified healthcare facility is a barrier. The use of BHCs, in a primary care setting streamlines help in addressing a wide range of behavioral health issues, including those related to primary health concerns. The BHC would also serve as a specialty mental health therapist, supplementing or possibly replacing traditional full-session psychotherapy with brief encounters, to a large number of primary care patients. In addition the BHC would provide a range of other educational and coaching behavioral healthcare techniques to assist the patient in addressing both behavioral health and primary care needs. The BHC also uses collegial approaches to assist the primary care providers in identifying and responding to those behavioral issues that are related to, or impact the patients' health status.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$85,124**.

Estimate of the number of Ingham County residents meeting the millage criteria who would be served, by year, by this program: **903**

B2. Rationale and Description of Substance Abuse Consultant

Substance Abuse Consultant (SAC) providers at primary care sites: Current research suggests that more than one in five adults with mental health illnesses have a co-occurring substance use disorder. Individuals living with a substance abuse disorder normally have one or more physical health problem such as hepatitis, lung disease, HIV/AIDS, cardiovascular disease, and cancer. ¹ Research has indicated that persons with substance abuse disorders are at nine times greater risk for congestive heart failure, 12 times greater risk for cirrhosis and 12 times the risk for developing pneumonia.² The best treatment programs provide a combination of therapies and other services to meet the needs of individual patients by treating the entire patient as opposed to silo systems of care.

The combination of a SAC working in the setting of CRCC's safety-net clinic would further the goal of integrated health care by offering a more inclusive service that would extend life expectancies while decreasing overall medical costs. This pairing allows for increased insight into the root cause of symptoms. Many withdrawal symptoms from substances can appear to be mental health disorder and without a full assessment with both professions a diagnosis could be inaccurate and client could be inappropriately treated or medicated for a condition that is being masked due to substance abuse issue. Having this clear picture with all professionals on board and working toward the same goal saves time and money for both the individual and community. Working with this population is a difficult task, particularly when one does not have the benefit of the full story. Integrated Health Care in combination with primary care provides the most effective and impactful form of health services for clinic clients.

¹Mertens JR, Lu YW, Parthasarathy S, Moore C, Welsner CM, Medical and psychiatric conditions of alcohol and drug treatment patients in an HMO. 2003, Arch Int Med 163:2511—2517.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$85,124**.

Estimate of the number of Ingham County residents meeting the millage criteria who would be served, by year, by this program: **903**

Total cost of package of services which meet the millage criteria:	\$334,774
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INGHAM COUNTY HEALTH DEPARTMENT PATHWAYS PROGRAM EXPANSION

Expanding Services

Among adults 18-64 in Ingham County an estimated 192,069 (31.4%, 95%CI: 26.5%-36.5%) have two or more chronic conditions*. Chronic conditions and their complications account for a substantial portion of health cost, both direct and indirect. Although the county has taken commendable actions to insure health coverage is available to the maximum number of residents possible, healthcare access is only one barrier to the successful management of chronic and complex conditions.

The Department is recommending expanding the Pathways Community Health Worker (CHW) services, which currently serves only Medicaid and Medicare eligible residents, to IHP B and uninsured individuals in Ingham County.

- **The cost to provide Pathways services to the uninsured and underinsured in Ingham County is \$80,187 (this includes hiring of one CHW or 1.0 FTE equivalent)**

Currently, Ingham County has approximately 6157 residents 18-64 years old whose income is between 138-250% FPL and could be eligible for Pathways if it were to be expanded. The Pathways program is designed to support clinical care by assisting clients with non-health factors that impact the management of chronic conditions.

Implementations of this model in Washington, Oregon, California, Texas, New York, and Ohio, have each shown improved health outcomes and cost reductions. In Ingham County, the model has been implemented since January 2013 and is already showing positive results.

**chronic conditions used for estimation: diabetes, asthma, high cholesterol, and high blood pressure.*

**AGREEMENT BETWEEN
COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM
COUNTIES AND
INGHAM COUNTY – OFFICE OF THE SHERIFF**

THIS AGREEMENT, made and entered into this by and between Community Mental Health Authority of Clinton, Eaton and Ingham Counties, 812 East Jolly Road, Lansing, Michigan 48910, (hereinafter referred to as “CMH”) and Sheriff’s Office – Ingham County, whose administrative offices are (hereinafter referred to as “the Sheriff’s Office”).

WITNESSETH:

WHEREAS, CMH is a community mental health organization established by the Board of Commissioners of the counties of Clinton, Eaton and Ingham pursuant to Act 258 of the Public Acts of 1974, as amended (hereinafter referred to as the "Mental Health Code"); and

WHEREAS, CMH, pursuant to the authority granted by the Mental Health Code, may enter into agreements with various Purchasers for services relating to the provision of community mental health services within its areas of expertise; and

WHEREAS, the Sheriff’s Office wishes to engage the services of CMH to perform on-call screening and assessments, as appropriate, to individuals in the Ingham County jail and CMH is qualified to undertake the activities for which the funding has been provided and is willing to furnish mental health screening services to the Sheriff’s Office;

NOW THEREFORE, in consideration of the above and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** by the Sheriff’s Office and CMH hereto as follows:

1. Purpose of the Agreement: The purpose of this Agreement is to set forth the terms and conditions whereby CMH agrees to provide on-call screening and assessment services to individuals referred by the Sheriff’s Office and the Sheriff’s Office agrees to compensate CMH for said services.
2. Term of the Agreement: This Agreement shall commence on _____ and be in full force and effect through _____, and shall continue on a month-to-month basis thereafter upon the same terms and conditions set forth herein until a successor Agreement is executed by and between the parties, or until the Agreement is terminated by either party pursuant to Section 3 - Termination. Nothing in this Agreement shall be construed as requiring either party to extend or renew this Agreement or to enter into any subsequent agreements.
3. Termination. Notwithstanding any other provisions in this Agreement to the contrary, either CMH or the Sheriff’s Office may terminate this Agreement for any reason by providing the other party with 30 days prior written notification to the other party.
4. Duties of CMH Mental Health Therapist. CMH shall furnish to the Sheriff’s Office specific services as described in Exhibit A, Scope of Services, which is attached hereto and incorporated by reference into this Agreement.
5. Duties of CMH. CMH will provide the Ingham county Jail with on-call coverage by a Mental Health Therapist from 5PM Friday through 8AM Monday according to the Schedule of Coverage found in Exhibit A.
6. To be provided by the Sheriff’s Office. The Sheriff’s Office will provide the Mental Health Therapist appropriate work space within the facility to perform screenings/assessments and counseling, and which is sufficient to maintain safety and confidentiality of records; and a pager.

7. Compensation. CMH will bill the Sheriff's Office on a monthly basis for the costs associated with services provided by the Mental Health Therapist, as outlined in Exhibit B. The annual amount shall not exceed **\$ 30,000**. CMH's submission of a billing statement hereunder for payment by the Sheriff's Office shall constitute CMH's verification that the services have been delivered, as authorized by the Sheriff's Office.
8. Revisions to Agreement. If the scope of the project changes substantially, a revised "Scope of Services" and an associated request for additional or reduced compensation will be negotiated by the parties. Such changes as mutually agreed upon by and between the parties shall be written, approved by both parties and incorporated as written amendments to this Agreement prior to undertaking such change. Any increase or decrease in the amount of payment to CMH arising out of such change shall be approved by the parties prior to the commencement of the change in work.
9. Invalid Provisions. If any provision of this Agreement is held to be invalid it shall be considered to be deleted and the remainder of this agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.
10. Non-discrimination. CMH, as required by law, shall not discriminate in its delivery of services to any party on the basis of race, color, religion, national origin, age, sex, handicap, height, weight, marital status, sexual orientation, political affiliation or beliefs. In delivering services under this Agreement, CMH shall adhere to all applicable federal, State and local laws, rules and regulations prohibiting discrimination.
11. Independent Contractor. It is expressly understood and agreed by the parties hereto that CMH is an independent contractor. CMH staff shall in no way be deemed to be and shall not hold themselves out as an officer, employee, servant, agent, or subcontractor of the Purchaser and shall not be entitled to any fringe benefits from the Sheriff's Office, such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave, and longevity. CMH shall be solely responsible for compensating its officers, employees, servants, agents, and subcontractors, if any, and thereby for withholding and payment of all applicable taxes. CMH, as required by law, shall be solely responsible for providing workers' compensation coverage and unemployment insurance coverage for its employees.
12. Confidentiality. CMH or employees of CMH will not release any information regarding inmates, employees or other confidential material of The City except as may be required by law. All aspects of this Agreement covered by HIPAA regulations, and Recipient Rights and records/confidentiality provisions of federal and State laws and by policies of CMH and of the Sheriff's Office shall be adhered to by the parties hereto.
13. Insurance. CMH shall procure, pay the premiums on, keep and maintain during the term of this Agreement appropriate insurance coverages with contractual coverage of amounts sufficient to meet its obligations under this Agreement.
14. Hold Harmless. Each party, at its own expense, shall protect, defend, and hold harmless the other party, and its elected and appointed officers, employees, servants and agents from all claims, causes of action, demands, liabilities, losses, damages, costs, and expenses, that they may incur as a result of any acts, omissions, or negligence that may arise out of this Agreement.
15. No Subcontract. CMH shall not assign, subcontract, or otherwise transfer its duties and/or obligations under this Letter of Agreement without the prior written approval of the Sheriff's Office.
16. Notice. Any and all notices, designations, consents, offers, acceptances or other contract-related communications herein shall be given to either party, in writing, to the attention of the individuals at the address as follows:

If to the Sheriff's Office: Program Director
 Substance Abuse Services/Corrections Mental Health
 P.O. Box 22
 Mason, MI 48854

If to CMH: Contract Administrator
 812 E. Jolly Road
 Finance Sheriff's Office
 Lansing, MI 48910

17. Completeness of this Agreement. This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.
18. Certification. The persons signing on behalf of the parties hereto certify by said signatures that they are duly authorized to sign the Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the parties hereto have fully executed this Agreement on the day and year first above written.

For **Ingham County**

Signed: _____ Date: _____

Signed: _____ Date: _____

For **Ingham Sheriff's Office**

Signed: _____ Date: _____

For **CEI Community Mental Health Authority**

Signed: _____ Date: _____

Robert Sheehan, Executive Director

EXHIBIT A
Scope of Services

Services to be delivered by CMH Mental Health Therapist: This staff shall be responsible for the following primary job functions:

- 1) Interview individuals in the Ingham County Jail in order to assess the individuals' mental status.
- 2) Make recommendations to Ingham County Jail staff on suitable housing options for inmates.
- 3) Assist in the diversion of persons detained in the Ingham County Jail who have severe and persistent mental illness (SPMI), co-occurring substance abuse disorders or developmental disabilities.
- 4) Perform routine screening for involuntary hospitalization of all referred inmates with a history of mental health treatment, suicide attempts, psychotropic medication or prior mental health hospitalization.
- 5) Perform screenings/assessments on those individuals who are identified by the Ingham County Jail staff as being at high risk for self harm or suicide; those who have expressed suicidal threats or threatened harm to self or others; those showing symptoms of depression, crying, isolation, or past history of depression; at the request of family or significant others; and/or those exhibiting behaviors considered out of the normal range of behavior.

Schedule of Coverage

<u>Day of Week</u>	<u>Start Time</u>	<u>End Time</u>
Friday	1700	0800 (Saturday)
Saturday	0800	0800 (Sunday)
Sunday	0800	0800 (Monday)

The on-call therapist shall be available from 1700 on Friday until 0800 Monday by pager and home/cell phone. A schedule of coverage with contact information *and the names of staff/supervisor* shall be provided to the Sheriff's Office on a quarterly basis.

The on-call therapist shall be available from 1700 on Friday until 0800 Monday by pager. A schedule of coverage with current contact information shall be provided to the Sheriff's Office.

CMH staff will evaluate the need to appear on-site at the Ingham County Jail to assess individuals who may need involuntary hospitalization on a case-by-case basis. Telephone evaluations will be provided by the on-call therapist when requested by the Ingham County Jail.

Documentation shall be provided to the Ingham County Jail staff detailing the disposition of the individual. Resource and referral information shall be provided to the individual being screened at the time of the assessment.

Quarterly Reports

CMH shall provide quarterly reports to the Sheriff's Office detailing:

- Number of clients assessed
- Diagnosis of those assessed
- Time spent by Therapist(s) in the Ingham County Jail
- Numbers of individuals hospitalized or diverted from jail

Reports shall be due to the Sheriff's Office by Monday of the last full week of each month in September, December, March and June, with a final fiscal year-end report due by Monday of the last full week in July.

EXHIBIT B

BILLING OF AND PAYMENT OF VALID VENDOR CLAIMS

On-call costs are as follows:

Friday:	\$32.00/shift
Saturday:	\$48.00/shift
Sunday:	\$48.00/shift
Holidays*:	\$63.00/shift

* Only Holidays falling on a scheduled day of coverage (Friday, Saturday, Sunday or Monday) shall meet the requirements of a paid Holiday.

The Sheriff's Office shall compensate CMH for actual hours spent on-site by the Therapist, with a 2-hour minimum for each call-in, as well as for time spent by staff providing telephone consultation.

Travel time from home to the Sheriff's Office will be reimbursed at the prevailing governmental rate, currently \$.565 per mile.

For the duties described herein, the parties agree to the following process:

CMH will submit an invoice to the Sheriff's Office's designated staff, in a format approved by the Sheriff's Office, within 15 days following the month in which services were delivered. The invoice shall include services and dates provided during the billing period based on the approved compensation of CMH staff, including expense for on-call and travel.

The Sheriff's Office shall reimburse CMH for authorized services within thirty (30) days of receipt of invoice.

Billings shall be submitted to the following:

Payments shall be submitted to the following:
CEI Community Mental Health Authority
Attn: Finance Sheriff's Office, Suite 210
812 E Jolly Rd
Lansing, MI 48910

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 1, 2015

RE: Resolution to Authorize Amendment #2 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS)

This is a recommendation to authorize Amendment #2 of the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS). The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2014-2015 Agreement in Resolution #14-451, Amendment #1 in Resolution # 15-78.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. This amendment will decrease the budget for Comprehensive Local Health Services from \$5,201,277 to \$5,147,840, a decrease of \$53,437 specifically in the Essential Local Public Health Services (ELPHS) grants. The amendment makes the following specific changes in the budget:

Amendment # 2

8. Drinking Water ELPHS, decrease from \$48,235 to \$46,465.
9. Food Service ELPHS decrease from \$218,513 to \$210,496.
10. On Site ELPHS decrease from \$97,934 to \$94,341.
11. HIV Prevention ELPHS decrease from \$49,973 to \$47,807.
12. Communicable Disease Control ELPHS decrease from \$580,885 to \$555,712.
13. Immunization ELPHS decrease from \$79,010 to \$75,586.
14. STD Control ELPHS decrease from \$214,463 to \$205,169.

I recommend that the Board of Commissioners adopt the attached resolution.

c: Eric Thelen w/attachment
Debbie Edokpolo w/attachment
Barb Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2014-2015 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County have entered into a 2014-2015 Agreement authorized in Resolution #14-451, Amendment #1 in Resolution # 15-78; and

WHEREAS, the MDHHS has proposed Amendment #2 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall decrease from \$5,201,277 to \$5,147,840, a decrease of \$53,437.

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

Drinking Water ELPHS, decrease from \$48,235 to \$46,465
Food Service ELPHS decrease from \$218,513 to \$210,496
On Site ELPHS decrease from \$97,934 to \$94,341
HIV Prevention ELPHS decrease from \$49,973 to \$47,807
Communicable Disease Control ELPHS decrease from \$580,885 to \$555,712
Immunization ELPHS decrease from \$79,010 to \$75,586
STD Control ELPHS decrease from \$214,463 to \$205,169

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA is authorized to submit Amendment #2 of the 2014-2015 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 4, 2015

RE: Recommendation to Authorize Amendment #1 to the Subcontract with Michigan Public Health Institute

Through the Ingham County Health Department's (ICHD) Social Justice Initiative, ICHD has gained recognition at the state and national level as a leader in coordinating efforts to incorporate principles of social justice and health equity into public health practice. In 2013, ICHD entered into agreements with the National Association of City and County Health Officials (NACCHO) to coordinate the development of a network of local health departments and community organizers in Michigan (Michigan Power to Thrive). These agreements include one for \$80,000, authorized by Resolution #13-285 and Resolution #14-168; and another for \$62,300, authorized by Resolution #14-269.

The activities covered in the scope of work for these agreements include providing or arranging for networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments, as well as coordinating community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity.

In the summer of 2014, ICHD entered into a subcontract with the Michigan Public Health Institute (MPHI) to provide three half-day summit events to address emergent issues of interest to all of the partners in Michigan Power to Thrive. Two of these summit events have been delivered, and a third (focusing on the use of *The Raising of America*) is planned for June 25, 2015. Subsequently, ICHD negotiated with MPHI to deliver an additional two-day annual gathering, to be held in late summer or fall of 2015, to enable the partner agencies to plan and launch collaborative action campaigns in 2015 and 2016.

The attached resolution authorizes an amendment to the current subcontract with MPHI, adding this two-day gathering to the scope of services, extending the deadline for deliverables to November 30, 2015, and increasing the amount of the contract from \$15,000 to an amount not to exceed \$30,000.

I recommend that the Board of Commissioners adopt the attached resolution.

c: Eric Thelen w/attachment
Joel Murr w/attachment
Doak Bloss w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE SUBCONTRACT WITH THE MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI)

WHEREAS, health equity – which is the elimination of the root causes of health disparity—is one of the core values for the Ingham County Health Department; and

WHEREAS, since 2011 representatives of the Health Department have been building relationships with local, state, and national organizations about promising ways to align the health equity work of public health practitioners and community organizers; and

WHEREAS, organizers and public health personnel from eight counties in Michigan (Calhoun, Genesee, Ingham, Kalamazoo, Kent, Saginaw, Washtenaw, and Wayne) have worked together to create a new network called Michigan Power to Thrive; and

WHEREAS, in Resolutions #13-285, #14-168, and #14-269, the Board of Commissioners authorized agreements between the Health Department and the National Association of County and City Health Officials (NACCHO) to coordinate the “Building Networks” activity in Michigan; and

WHEREAS, funds received through these agreements are to be used to subcontract with other organizations to carry out any of the following activities: 1) provide technical assistance to local health departments and organizers working collaboratively in Michigan; 2) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 3) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 4) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity; and

WHEREAS, the Michigan Public Health Institute (MPHI) is a partner in Michigan Power to Thrive (MPTT) and has the demonstrated capacity to provide networking/summit events that strengthen and advance the work of the Michigan Power to Thrive network; and

WHEREAS, the Health Department has subcontracted with MPHI for the delivery of half-day summits for MPTT partners for planning and capacity building, and has successfully delivered half-day summits associated with this contract; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment to the current subcontract with the Michigan Public Health Institute, extending the time frame during which activities will be completed and increasing the amount of the contract by \$15,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to its current \$15,000 contract with Michigan Public Health Institute, increasing the amount of the contract to \$30,000, and expanding its scope of services to include the delivery of a two-day annual gathering of Michigan Power to Thrive to be completed by November 30, 2015.

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

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.

MEMORANDUM

TO: Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 6, 2015
RE: Recommendation to Authorize Resolution Honoring Doak Bloss

Attached is a resolution honoring Doak Bloss for his 17 years of service to Ingham County staff and residents. I recommend that the Board of Commissioners adopt the attached resolution.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DOAK BLOSS

WHEREAS, Doak Bloss began his career with the Ingham County Health Department (ICHD) in 1998 as the Access to Health Coordinator responsible for Community Voices; and

WHEREAS, Doak coordinated and facilitated dialogues in seven communities in Ingham County that ultimately led to the creation of Allen Neighborhood Center, NorthWest Initiative, the Greater Lansing African American Health Institute, and the Lansing Latino Health Alliance; and

WHEREAS, Doak facilitated dialogue processes between health care providers, consumers, and insurers to explore ways to provide coverage to the uninsured residents of Ingham County. These dialogues advanced community support for a new coverage model, resulting in the creation of the Ingham Health Plan, which eventually provided coverage to half the county's uninsured residents and served as a model for counties throughout Michigan; and

WHEREAS, in 2002 Doak secured funding to initiate the Community Access Program, which fostered several innovative strategies to improve access to health care such as patient visit redesign and co-location of substance abuse services in health centers; and

WHEREAS, in 2004 Doak secured funding to initiate the Social Justice Project in Ingham County. As part of the project, Doak facilitated an internal ICHD team to create an action plan for adopting a social justice framework for public health access, coordinated and monitored similar dialogue processes in eight other health departments located in Michigan, New York, Massachusetts, Kentucky, and Texas, reported nationally on the lessons learned to the field of public health, and coordinated the development of a four day Health Equity and Social Justice workshop which was facilitated by Doak 47 times to over 900 participants, including Ingham County employees and Michigan Department of Community Health (MDCH) employees; and

WHEREAS, as a result of his efforts, a chapter on Ingham County's social justice work which Doak authored was included in the book *Tackling Health Inequity through Public Practice: From Theory to Action*; and

WHEREAS, in 2011 Doak secured funding to develop and coordinate Michigan Power to Thrive, a network of eight Michigan counties and faith-based community organizing groups committed to working together for social justice in a variety of ways, including mounting action campaigns to promote Health in All Policies, funding for early childhood development programs, and reforms to address the issue of mass incarceration in Michigan; and

WHEREAS, Doak's creative talents are recognized throughout the Greater Lansing theater community and have been vital to the caliber and innovative nature of his work for Ingham County; and

WHEREAS, Doak's passion, transparency, and authenticity have been instrumental in establishing a nationally recognized reputation for the leadership of Ingham County; and

WHEREAS, Doak's commitment to address root causes of health inequity, including racism, gender oppression, and class discrimination have challenged Ingham County employees and the community to think deeply and grow; and

WHEREAS, the legacy of his work will remain in our community, county, and Health Department, effecting change in the health and well-being of the region; and

WHEREAS, Doak expects to continue his work on issues of social justice on both regional and national levels in the years ahead.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Doak Bloss for his 17 years of dedicated service to the community, and for the contributions he has made to the Ingham County Health Department and wishes him continued success in all of his future endeavors.

MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: May 6, 2015
RE: 2016 Community Agency Funding Process

This resolution establishes the criteria by which each agency's application will be evaluated for the 2016 Community Agency funding process.

If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's long-term priority of "Meeting Basic Needs", such as food, clothing, and shelter.

The recommendations made by the Controller/Administrator's Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

In FY 2015, \$200,000 was made available for community agencies, and 28 agencies were awarded funding.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING CRITERIA FOR EVALUATING 2016 APPLICATIONS
FOR COMMUNITY AGENCY FUNDING**

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to 32 applicants requesting funding, with total requests of approximately \$250,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on the long term goal of assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the 2016 community agency funding process, with priority given to those proposals that directly contribute to addressing the County's long-term priority of "Meeting Basic Needs", such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to evaluate and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2016.

BE IT FURTHER RESOLVED, the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2016.

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: May 8, 2015

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2015, for the Park and Zoo winter seasonal fees on November 1, 2015, and for all other departments on January 1, 2016. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2016 cost was calculated by multiplying the 2015 cost by the 2016 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$82,000. Any additional revenue will be recognized in the 2016 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller’s Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases, decreases and new fees in the Attachments at the rates established effective January 1, 2016 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2015 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2015.

BE IT FURTHER RESOLVED, that the fees struck out in the Attachments are to be eliminated.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee

Location of Service	Fee Description	Target Percent	2015 Fee	2016 Fee
Drain Comm.	Photography	100.0%	\$275.00	\$280.00
Drain Comm.	Topography	100.0%	\$555.00	\$565.00
Drain Comm.	Preliminary Comm. Site Plan Review	75.0%	\$680.00	\$690.00
Drain Comm.	Preliminary Plat Review	75.0%	\$680.00	\$690.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$680.00	\$690.00
Drain Comm.	Additional acre	100.0%	\$76.00	\$77.00
Drain Comm.	Re-submission Admin fee	100.0%	\$220.00	\$225.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,400.00	\$2,450.00
Drain Comm.	Drain Crossing Permit- (Residential)	100.0%	\$125.00	\$130.00
Drain Comm.	Tap in Permit - Residential	75.0%	\$100.00	\$105.00
Drain Comm.	Tap-in Permit - Commercial	75.0%	\$400.00	\$410.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$590.00	\$600.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	100.0%	\$59.00	\$60.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	100.0%	\$520.00	\$525.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	100.0%	\$440.00	\$450.00
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	100.0%	\$44.00	\$45.00
Drain Comm.	Soil Erosion Permit Transfer	100.0%	\$90.00	\$95.00
Drain Comm.	Escrow account-1/2 acre or less	100.0%	\$555.00	\$565.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,675.00	\$1,685.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,350.00	\$3,375.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,590.00	\$5,600.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,795.00	\$2,800.00
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	100.0%	\$255.00	\$260.00
Drain Comm.	Soil Erosion Permit - 9 month duration	75.0%	\$245.00	\$250.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$310.00	\$320.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$45.00	\$46.00
Drain Comm.	Violation and Cease&Desist Order	100.0%	\$290.00	\$295.00
Equalization	17" x 22"	100.0%	\$18.00	\$19.00
Equalization	34" x 44"	100.0%	\$37.00	\$38.00
Equalization	17" x 22"	100.0%	\$37.00	\$38.00
Equalization	28" x 40"	100.0%	\$62.00	\$63.00
Equalization	34" x 44"	100.0%	\$75.00	\$76.00
Equalization	Custom Maps	100.0%	\$70.00	\$71.00

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee

Location of Service	Fee Description	Target Percent	2015 Fee	2016 Fee
Parks	NEW - Winter Sports Building - reservation fee/non operational hrs	100.0%	\$0.00	\$30.00
Parks	Pedal Boat - per 1/2 hour (Weekday)	100.0%	\$5.00	\$5.00
Parks	Pedal Boat - per 1/2 hr (Weekend)	100.0%	\$6.00	\$6.00
Parks	Pedal Boat - Senior (+60) - per 1/2 hr-	100.0%	\$1.00	\$1.00
Parks	Pedal Boat - 1/2 hour - NEW	100.0%	\$0.00	\$6.00
Parks	1st hour	100.0%	\$4.00	\$4.00
Parks	Each additional hour-	100.0%	\$1.00	\$1.00
Parks	Cross Country Skiing Adults: Wknds & Holidays(Burchfield) ****			
Parks	1st hour	100.0%	\$8.00	\$8.00
Parks	Each additional hour	100.0%	\$3.00	\$3.00
Parks	X-Country Skiing Children(12&under): Wkds& Holidays(Burchfield)- ****			
Parks	1st hour-	100.0%	\$4.00	\$4.00
Parks	Each additional hour-	100.0%	\$1.00	\$1.00
Parks	NEW - Cross Country Ski Rental- adult per hour	100.0%	\$0.00	\$7.00
Parks	NEW - Cross Country Ski Rental - child per hour	100.0%	\$0.00	\$5.00
Parks	— Adult Pass - Snow Tubing (2 hours) Mon-Fri	100.0%	\$10.00	\$10.00
Parks	— Child Pass - Snow Tubing (12 & under 2 hours) Mon-Fri	100.0%	\$5.00	\$5.00
Parks	Family Pass - Snow Tubing (2 adults & 2 children 2hrs) Mon-Fri	100.0%	\$25.00	\$25.00
Parks	— Adult Pass - Snow Tubing (2 hours) Sat, Sun and Holidays	100.0%	\$12.00	\$12.00
Parks	— Child Pass - Snow Tubing (12 & under 2 hours) S, S and hol-	100.0%	\$8.00	\$8.00
Parks	Family Pass - Snow Tubing (2 adults & 2 children 2hrs) S, S, hol-	100.0%	\$35.00	\$35.00
Parks	— Group Rate (30-100 people, 2 hours)/per person	100.0%	\$5.00	\$5.00
Parks	Each add'l child for Snow Tubing-	100.0%	\$5.00	\$5.00
Parks	— Adult Pass - Snowboarding (open to close) Mon-Fri	100.0%	\$15.00	\$15.00
Parks	— Adult Pass - Snowboarding S,S, Holidays-	100.0%	\$20.00	\$20.00
Parks	— Child Pass - Snowboarding - all day (12 & under) Mon-Fri	100.0%	\$12.00	\$12.00
Parks	— Child Pass - Snowboarding (12 & under) S,S, holiday-	100.0%	\$15.00	\$15.00
Parks	Season Pass for Adults ** Resident-	100.0%	\$149.00	\$149.00
Parks	Season Pass-Children 12 & under **	100.0%	\$99.00	\$99.00
Parks	Season Pass for Adults ** Non-Resident-	100.0%	\$159.00	\$159.00
Parks	Season Pass-Children 12 & under ** Non-Resident-	100.0%	\$109.00	\$109.00
Parks	NEW - Per person (adults and children) (2 hours)	100.0%	\$0.00	\$10.00
Parks	NEW - Group Rate - (4 + people) (per person) (2 hours)	100.0%	\$0.00	\$8.00
Parks	NEW - Non-operational hour reservation (2hours) + pp group rate of \$8.00	100.0%	\$0.00	\$100.00
Parks	— Snowtubing Group Rate (1-50 people) 2 hours (normal fee pp + \$50)	100.0%	\$299.00	\$299.00
Parks	— Snowtubing Group Rate (50+ people) 2 hours (normal fee pp + \$100)	100.0%	\$399.00	\$399.00
Parks	— Snowtubing Per additional adult	100.0%	\$10.00	\$10.00
Parks	— Snowtubing Per additional child	100.0%	\$5.00	\$5.00
Parks	Snow Board & Boot rental-	100.0%	\$15.00	\$15.00
Parks	Board or Boot rental	100.0%	\$10.00	\$10.00
Parks	Helmet rental	100.0%	\$5.00	\$5.00

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee

Location of Service	Fee Description	Target Percent	2015 Fee	2016 Fee
Parks	Test rental	100.0%	\$5.00	\$5.00
Zoo	Admission- Children (age 3-12) (April - October)	25.0%	\$2.00	\$3.00
Zoo	Admission- All Adults(November-March): Res, Non-Res, or Senior	25.0%	\$2.00	\$3.00
Zoo	Admission- Children (age 3-12) (November - March)	25.0%	\$1.00	\$2.00
Zoo	Potter Park Penquin Cove Shelter	100.0%	\$75.00	\$79.00
Zoo	Potter Park Eagle Landing Shelter	100.0%	\$100.00	\$105.00
Zoo	Potter Park 1/2 of Tiger Den Shelter	100.0%	\$100.00	\$105.00
Zoo	Potter Park - Tiger Den Shelter	100.0%	\$175.00	\$180.00
RoD	Laredo product,0-250 minutes,chrq/month	100.0%	\$50.00	\$53.00
RoD	Laredo Min. Overage for 0-250 min. plan	100.0%	\$0.20	\$0.21
RoD	Laredo product, 250-1000 mins.-chrq/mo.	100.0%	\$100.00	\$105.00
RoD	Laredo Min. Ovrq for 250-1000 min. plan	100.0%	\$0.15	\$0.16
RoD	Laredo product,1001-3000 mins-chrq/mo	100.0%	\$200.00	\$210.00
RoD	Laredo Min. Ovrq for 1000-3000 min. plan	100.0%	\$0.12	\$0.13
RoD	Laredo product,Unltd mins-chrq/mo.	100.0%	\$250.00	\$260.00
Treasurer	NSF Checks	100.0%	\$30.00	\$31.00

Human Services Committee

Location of Service	Fee Description	Target Percent	2015 Fee	Proposed 2016 Fee
Comm. Health	INS Vaccination Verif Form I-693	100.0%	\$37.00	\$38.00
Comm. Health	MIHP Tran. Bus/Van	100.0%	\$35.04	\$35.60
Comm. Health	MIHP - Trans Taxi	100.0%	\$32.04	\$32.56
Comm. Health	Compreh Envir Investigation	100.0%	\$290.00	\$300.00
Comm. Health	Immigration Physical Exams	100.0%	\$195.00	\$200.00
Imm. Clinic	Internat'l Travel Consult	100.0%	\$61.00	\$62.00
Med Examiner	Autopsy Report Copies (family)	100.0%	\$18.00	\$0.00
Med Examiner	Autopsy Report Copies (others)	100.0%	\$45.00	\$25.00
OYC	Agency Training Request- Base, 1.5 hr.	100.0%	\$212.00	\$215.00
OYC	Agency Training Request- Base, 2.5 hr.	100.0%	\$352.00	\$355.00
OYC	Agency Training Request- Base, 5.0 hr.	100.0%	\$687.00	\$688.00
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	100.0%	\$27.00	\$28.00
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	100.0%	\$35.00	\$36.00
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	100.0%	\$70.00	\$71.00
OYC	OYC-Agency Request Head Start CPR & 1st Aide	100.0%	\$0.00	\$70.00

Law and Courts Committee

Location of Service	Fee Description	Target Percent	2015 Fee	2016 Fee
Animal Control	Adoption Fee- Dogs(under six years of age)	75.0%	\$72.00	\$73.00
Animal Control	Adoption Fee - Dogs(six years or older)	75.0%	\$18.00	\$19.00
Animal Control	Adoption Fee - Cats(under six years of age)	75.0%	\$62.00	\$63.00
Animal Control	Animal Redemption - 1st offense	50.0%	\$31.00	\$25.00
Animal Control	Euthanasia Fee	100.0%	\$120.00	\$125.00
Animal Control	Ten Dog Kennel Inspection Fee	100.0%	\$150.00	\$155.00
Animal Control	Over Ten Dog Kennel Inspection Fee	100.0%	\$175.00	\$180.00
Animal Control	Owner Surrender	100.0%	\$44.00	\$45.00
Animal Control	Owner Pick-up Fee	100.0%	\$45.00	\$46.00
Animal Control	Tranq. At-Large Fee	100.0%	\$45.00	\$46.00
Pros Atty	Diversion - Initial Interview	50.0%	\$34.00	\$35.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$445.00	\$450.00
Pros Atty	Diversion - Felony Offender	50.0%	\$795.00	\$800.00
Pros Atty	Costs-eligible convictions - Guilty Plea	75.0%	\$106.00	\$110.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$225.00	\$230.00
Sheriff	Costs for Command per hour	100.0%	\$63.80	\$64.82
Sheriff	Costs for Deputy per hour	100.0%	\$57.22	\$58.14
Sheriff	False Alarm Fee- third offense	100.0%	\$42.00	\$43.00

ATTACHMENT B: FEES WHICH ADJUSTMENT IS RECOMMENDED				
Law and Courts Committee				
Location of Service	Fee Description	Target Percent	2015 Fee	2016 Fee
Circuit Court	Copies	25.0%	\$1.00	\$1.50
Circuit Court	Criminal Histories	100.0%	\$10.00	\$0.00
Circuit Court	Felony Case Costs	100.0%	\$650.00	\$1,470.00
Circuit Court	Show Cause - Probation	100.0%	\$150.00	\$175.00
Circuit Court	GTD Bench Warrants NEW	100.0%	\$0.00	\$150.00
Family Division	Delinquency Court Costs	100.0%	\$250.00	\$275.00
Family Division	Tether	25.0%	\$30.00	\$31.00