THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, APRIL 4, 2016 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the March 14, 2016 Minutes
Additions to the Agenda
Limited Public Comment

1. Capital Area Transportation Authority (CATA) – Presentation Regarding Special Transportation Millage Related Activities

2. Discussion Item Regarding the Ingham County Board of Commissioners Appointment to the Ingham Health Plan Corporation Board of Directors

3. Discussion Item Regarding the Volunteers of America Dental Adjuster Program

4. Health Department
   a. Resolution to Authorize an Extension to the Agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI) for a Mental Health Therapist
   b. Resolution to Amend the Agreement with St. Vincent Catholic Charities (STVCC) for Interpreter Services
   c. Resolution to Authorize a Contract with Iron Mountain Inc. for the Transport, Storage and Retrieval of Files
   d. Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University
   e. Resolution to Authorize Amendment #3 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health
   f. Resolution Honoring Katie McKinley

5. Controller’s Office – Resolution Authorizing Adjustments to the 2016 Ingham County Budget

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.
Members Present: McGrain, Banas, Tennis, Nolan, and Hope

Members Absent: Koenig and Case-Naeyaert

Others Present: Jared Cypher, Lynne Stauff, Marina Poroshin, Henry Rojas, and others

The meeting was called to order by Chairperson McGrain at 6:30 p.m. in the Personnel Conference Room “D&E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 22, 2016 and February 29, 2016 Minutes

MOVED BY COMM. BANAS, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE FEBRUARY 22, 2016 AND FEBRUARY 29, 2016 MEETINGS. THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Case-Naeyaert.

Additions to the Agenda

Chairperson McGrain stated that the following agenda item would be pulled:

2. Health Department
d. Resolution to Amend the Agreement with St. Vincent Catholic Charities

Late Petition and Communication –

3. A Letter from Marina Poroshin Regarding a Repair to the Capital Area Community Services Overhead Dock.

Limited Public Comment

None.

1. Interview - Board of Health

Lynne Stauff interviewed for appointment to the Board of Health.

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

2. Health Department
a. Resolution to Authorize Entering into an Agreement with Avatar for Patient Satisfaction Surveys
b. Resolution to Authorize an Administrative Services Agreement with Blue Cross Blue Shield for Services at the Ingham County Jail
c. Resolution to Update Authorized Signers on Forms 855A and 855B

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Case-Naeyaert.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Case-Naeyaert.

3. A Letter from Marina Poroshin Regarding a Repair to the Capital Area Community Services Overhead Dock.

Commissioner Tennis suggested covering a portion of the cost.

Commissioner Nolan stated that she would like staff to look into where the money would come from.

Marina Poroshin, Capital Area Community Services (CACS), addressed the committee regarding the need for the CACS overhead dock to be repaired.

Commissioner Tennis asked for an estimate of how much food went to Ingham County.

Ms. Poroshin answered that the bulk of it went to Ingham County.

Commissioner Banas asked how long the lock was in disrepair.

Ms. Poroshin answered that she first heard about it during the previous week.

There was a discussion regarding an estimate of the repair.

Commissioner Hope asked what other partners were approached.

Ms. Poroshin answered that she sent emails to rotary clubs around the County, to Dart, and to the Community Foundation.

Commissioner Hope asked how funding would work for the repair.

Jared Cypher, Deputy Controller, answered that there would be a resolution that would amend the contract so that the cost could be folded into it.

Commissioner Nolan asked how much CACS received for community action.

Mr. Cypher answered $9,500.
Commissioner Nolan expressed concern regarding setting precedent. She suggested that the cost be taken out of what CACS would receive in the future.

Chairperson McGrain indicated that he would be interested in seeing CACS’ budget and in seeing if they had a capital improvement budget.

Ms. Poroshin answered that she did not know.

Mr. Cypher answered that contingency would be the most likely option.

Chairperson McGrain indicated that he would be interested in seeing CACS’ budget and in seeing if they had a capital improvement budget.

Ms. Poroshin answered that she did not know.

Commissioner Tennis stated that he was not concerned about setting a precedent since the County had administered emergency funds before. He suggested that CACS approach other counties and municipalities for help since they operated across multiple counties. He asked what the timeframe for a decision was.

Ms. Poroshin answered that sooner would be best.

Commissioner Tennis asked that staff get percentage data for Ingham County’s usage of CACS.

Chairperson McGrain asked that staff come back with a resolution regarding the recommendations, the budget for CACS, and the percentage data for Ingham County’s usage of CACS.

Commissioner Banas suggested that Ingham County front the 50% down payment if CACS approached other counties or municipalities for help.

Commissioner Nolan stated that she would be voting no and that she wanted to see the request go through the Community Agency process.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:01 p.m.
ACTION ITEMS:
The Deputy Controller is recommending approval of the following resolutions

2. **Health Department**
   a. **Resolution to Authorize an Extension to the Agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI) for a Mental Health Therapist**
   This resolution authorizes an extension to the agreement between Ingham County Health Department (ICHD) and Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI) for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017, in an amount not to exceed $80,000.

   b. **Resolution to Amend the Agreement with St. Vincent Catholic Charities (STVCC) for Interpreter Services**
   This resolution authorizes an agreement between Ingham County and STVCC for May 1, 2016 through January 31, 2017 at a prorated amount of $30,000. Following this term, the agreement will automatically renew on an annual basis for the amount of $40,000 per year with a term of February 1st through January 31st of each year, contingent upon funding. This resolution also authorizes an extension of the existing agreement between Ingham County and STVCC for the period of February 1, 2016 through February 29, 2016 at a prorated amount of $3,333.

   c. **Resolution to Authorize a Contract with Iron Mountain Inc. for the Transport, Storage and Retrieval of Files**
   This resolution authorizes a contract with Iron Mountain, Inc. for the transport, storage, and retrieval of files. The proposed fees by Iron Mountain, Inc. include $0.20 per cubic foot, $3.06 per file for retrieval, $3.06 per file for re-file and a $25.12 administrative fee per month. ICHD would like to contract with Iron Mountain Inc. to provide transport, storage and retrieval of files. The cost of these services are not to exceed $20,000 which will include monthly storage fees, administrative fees and file retrieval and re-file fees for a one year. The cost for the storage of documents is included in the FY 16 Ingham County Health Department budget.

   d. **Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University**
   This resolution authorizes a renewal of the agreement between Ingham County Health Department (ICHD) and Michigan State University College of Osteopathic Medicine (MSU COM) for 0.4 FTE infectious disease physician services. The Infectious Disease Physician Services Agreement will be renewed at a 2% annual increase, for the amount of $93,693 in Year 1 (January 1, 2016 through December 31, 2016), in the amount of $95,566 in Year 2 (January 1, 2017 through December 31, 2017) and in the amount of $97,477 in Year 3 (January 1, 2018 through December 31, 2018).

   e. **Resolution to Authorize Amendment #3 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health**
   This resolution authorizes Amendment #3 of the 2015-2016 Comprehensive Agreement between Ingham County Health Department (ICHD) and the Michigan Department of Health and Human Services (MDHHS). This amendment will increase the budget for Comprehensive Local Health Services from $5,029,541 to $5,209,376, an increase of 179,835. The amendment makes the following specific changes in the budget:
1. Local Agency Vendor Compliance Pilot (WIC) $36,000 - new funding
2. Well-Integrated Screening & Evaluation for Women across the Nation (WISEWOMAN) $20,100 - new funding
3. TB Control increase of $2,200 from $12,513 to $14,713
4. HIV Prevention increase of $20,000 from $160,943 to $180,943
5. Breast & Cervical Cancer Control Program (BCCCP) Coordination increase of $67,500 from $161,875 to $229,375
6. Public Health Emergency Preparedness Ebola Virus Disease Phase II increase of $19,975 from $39,485 to $59,820
7. Immunization Billing Practice Infrastructure Enhancement increase of $14,060 from $4,000 to $18,060.

The resolution includes authorization of contracts for McDonald Broadcasting and Adams Outdoor Advertising, not to exceed $5,900 for the BCCCP Coordination and WISEWOMAN program; authorization of contracts currently in existence with Genesee County Health Department Breast and Cervical Cancer Control Program (BCCCP) providers; and a full-time temporary Community Health Worker and two part-time temporary BCCCP Nurse’s positions to provide the services required for the BCCCP Coordination program. These positions are for the duration of the agreement (September 30, 2016).

5. **Controller’s Office – Resolution Authorizing Adjustments to the 2016 Ingham County Budget**

This resolution makes recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2016. The total increase to the General Fund is $169,669. The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2015. Some of the larger projects carried over from the 2015 budget include $350,000 for the Forest Community Health Center parking lot, $247,128 for the moose exhibit at the Zoo, $100,000 for boiler replacement at the Youth Center, $710,000 for Hawk Island path repair and two major imaging/scanning projects which are still ongoing, $218,080 for Probate Court and $228,702 for Circuit Court. For more details, see the memorandum that accompanies the resolution in the agenda packet.

**OTHER ITEMS:**

1. **Capital Area Transportation Authority (CATA) – Presentation Regarding Special Transportation Millage Related Activities**

2. **Discussion Item Regarding the Ingham County Board of Commissioners Appointment to the Ingham Health Plan Corporation Board of Directors**

3. **Discussion Item Regarding the Volunteers of America Dental Adjuster Program**

4. **Health Department**
   
   f. **Resolution Honoring Katie McKinley**
TO: Human Services Committee
    Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 17, 2016

SUBJECT: Resolution to Authorize an Extension to the Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for a Mental Health Therapist

This resolution authorizes an extension to the agreement between Ingham County Health Department (ICHD) and Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI) for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017.

In Resolution #16-061, the Ingham County Board of Commissioners accepted $2,286,075 in Health Center Cluster Program Funding for the period of February 1, 2016 through January 31, 2017 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA). The HRSA funding included $80,000 to extend the agreement between ICHD and CMH-CEI for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017 in an amount not to exceed $80,000. All other terms of the agreement will remain the same.

The Ingham Community Health Center Board of Directors supports this amendment to the agreement between ICHD and CMH-CEI for a 1.0 FTE Mental Health Therapist.

I recommend that the Board of Commissioners authorize an amendment to the agreement between ICHD and CMH-CEI for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017 in an amount not to exceed $80,000.

cc: Eric Thelen w/ attachment
    Russ Kolski w/attachment
Agenda Item 4a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION TO THE AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH-CEI) FOR A MENTAL HEALTH THERAPIST

WHEREAS, in Resolution #16-061, the Ingham County Board of Commissioners accepted $2,286,075 in Health Center Program Funding for the period of February 1, 2016 through January 31, 2017 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA); and

WHEREAS, the HRSA funding included $80,000 to extend the agreement between Ingham County Health Department (ICHD) and CMH-CEI for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017 in an amount not to exceed $80,000; and

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

WHEREAS, the Ingham Community Health Center Board of Directors supports the extension to the agreement between Ingham County and CMH-CEI for a 1.0 FTE Mental Health Therapist; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an extension to the agreement between Ingham County and CMH-CEI for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017 in an amount not to exceed $80,000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an extension to the agreement between Ingham County and CMH-CEI for a 1.0 FTE Mental Health Therapist for the period of February 1, 2016 through January 31, 2017 in an amount not to exceed $80,000.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
This resolution amends the agreement between Ingham County Health Department (ICHD) and St. Vincent Catholic Charities (STVCC) for interpreter services.

Resolution #16-061 authorized acceptance of $2,286,075 in Health Center Program Funding for the period of February 1, 2016 through January 31, 2017 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA).

The HRSA funding includes a requirement and funding for interpreter services within the Ingham County Health Centers. In order to meet this requirement, this resolution authorizes an agreement between ICHD and STVCC for May 1, 2016 through January 31, 2017 at a prorated amount of $30,000. Following this term, the agreement will automatically renew on an annual basis for the amount of $40,000 per year with a term of February 1st through January 31st of each year, contingent upon funding. This resolution also authorizes an extension of the existing agreement between ICHD and STVCC for the period of February 1, 2016 through February 29, 2016 at a prorated amount of $3,333.

The Ingham Community Health Center Board has reviewed and supports an amendment to extend the agreement between ICHD and STVCC for interpreter services and supports any budget adjustments necessary as part of extending the agreement.

I recommend that the Ingham County Board of Commissioners authorize the amendment to extend the agreement between ICHD and STVCC for interpreter services.

cc: Eric Thelen w/ attachment
    Russ Kolski w/attachment
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE AGREEMENT WITH ST. VINCENT CATHOLIC CHARITIES (STVCC) FOR INTERPRETER SERVICES

WHEREAS, in Resolution #16-061, the Ingham County Board of Commissioners accepted $2,286,075 in Health Center Program Funding for the period of February 1, 2016 through January 31, 2017 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA); and

WHEREAS, the HRSA funding includes a requirement and funding for interpreter services within the Ingham County Health Centers; and

WHEREAS, in order to meet this requirement, this resolution authorizes an agreement between ICHD and STVCC for May 1, 2016 through January 31, 2017 at a prorated amount of $30,000; and

WHEREAS, following this term, the agreement will automatically renew on an annual basis for the amount of $40,000 per year with a term of February 1 \(^{st}\) through January 31 \(^{st}\) of each year, contingent upon funding; and

WHEREAS, this resolution also authorizes an extension of the existing agreement between ICHD and STVCC for the period of February 1, 2016 through February 29, 2016 at a prorated amount of $3,333; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports an amendment to extend the agreement between ICHD and STVCC for interpreter services and supports any budget adjustments necessary as part of extending the agreement; and

WHEREAS, the Health Officer recommends the Ingham County Board of Commissioners authorizes the amendment to extend the agreement between Ingham County and STVCC for interpreter services.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement between Ingham County and St. Vincent Catholic Charities for interpreter services from May 1, 2016 through January 31, 2017 at a prorated amount of $30,000.

BE IT FURTHER RESOLVED, following this term, the agreement will automatically renew on an annual basis for the amount of $40,000 per year with a term of February 1 \(^{st}\) through January 31 \(^{st}\) of each year, contingent upon funding.

BE IT FURTHER RESOLVED, this resolution also authorizes an extension of the existing agreement between ICHD and STVCC for the period of February 1, 2016 through February 29, 2016 at a prorated amount of $3,333.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Human Services Committee  
    Finance Committee  

FROM: Linda S. Vail, MPA, Health Officer  

DATE: March 15, 2016  

SUBJECT: Resolution to Authorize a Contract with Iron Mountain, Inc. for the Transport, Storage and Retrieval of Files  

This is a resolution to contract with Iron Mountain, Inc., for the transport, storage, and retrieval of files.  

Iron Mountain, Inc., currently has approximately 7,700 cubic feet of Ingham County Health Department (ICHD) files stored. ICHD sought bids from three vendors for the purpose of entering into an agreement for transport, storage and retrieval of files. Iron Mountain, Inc., was determined to be the best external storage solution to store files in a secure environment. ICHD Purchasing has reviewed and supports the use of Iron Mountain, Inc., for the transport, storage and retrieval of files.  

The proposed fees by Iron Mountain, Inc., include $0.20 per cubic foot, $3.06 per file for retrieval, $3.06 per file for re-file and a $25.12 administrative fee per month. ICHD would like to contract with Iron Mountain Inc., to provide transport, storage and retrieval of files. The cost of these services are not to exceed $20,000.00 which will include monthly storage fees, administrative fees and file retrieval and re-file fees for a one year. The cost for the storage of documents is included in the FY 16 Ingham County Health Department budget.  

I recommend that the Ingham County Board of Commissioners authorize a one year contract between ICHD and Iron Mountain Inc., for the transport, storage and retrieval of ICHD files.  

cc: Debbie Edokpolo, w/attachment  
    Joel Murr w/attachment  
    Eric Thelen w/attachment
WHEREAS, Iron Mountain, Inc. currently has approximately 7,700 cubic feet of Ingham County Health Department (ICHD) files stored; and

WHEREAS, ICHD sought bids from three vendors for the purpose of entering into an agreement for transport, storage and retrieval of files; and

WHEREAS, Iron Mountain, Inc. was determined to be the best external storage solution to store files in a secure environment; and

WHEREAS, ICHD Purchasing has reviewed and supports the use of Iron Mountain, Inc. for the transport, storage and retrieval of files; and

WHEREAS, the proposed fees by Iron Mountain, Inc. include $0.20 per cubic foot, $3.06 per file for retrieval, $3.06 per file for re-file and a $25.12 administrative fee per month; and

WHEREAS, the cost of these services are not to exceed $20,000.00 which will include monthly storage fees, administrative fees and file retrieval and re-file fees and will be for a one year period; and

WHEREAS, the cost for the storage of documents is included in the FY 16 Ingham County Health Department budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize a one year contract between Ingham County and Iron Mountain, Inc. for the transport, storage and retrieval of files.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a one year contract between Ingham County and Iron Mountain, Inc. for the transport, storage and retrieval of files effective the date of execution.

BE IT FURTHER RESOLVED, fees include $0.20 per cubic foot, $3.06 per file for retrieval, $3.06 per file for re-file and a $25.12 administrative fee per month.

BE IT FURTHER RESOLVED, the cost of these services are not to exceed $20,000.00 which will include monthly storage fees, administrative fees, file retrieval and re-file fees for a one year.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.
TO: Human Services Committee  
Finance Committee  

FROM: Linda S. Vail, MPA, Health Officer  

DATE: March 15, 2016  

SUBJECT: Resolution to Authorize an Infectious Disease Physician Services Agreement with the College of Osteopathic Medicine at Michigan State University  

In Resolution #15-413 the Ingham County Health Department (ICHD) accepted more than $4.6 million dollars in state/federal funds through the Comprehensive Agreement for 2015-2016. The Comprehensive Agreement included $322,040 in state/federal funds for the HIV Ryan White Part B program.  

This resolution authorizes a renewal of the agreement between Ingham County Health Department (ICHD) and Michigan State University College of Osteopathic Medicine (MSU COM) for 0.4 FTE infectious disease physician services.  

The agreement currently in place was for the term of January 1, 2013 through December 31, 2015. The new agreement shall be from January 1, 2016 through December 31, 2018.  

The Infectious Disease Physician Services Agreement will be renewed at a 2% annual increase, for the amount of $93,693 in Year 1 (January 1, 2016 through December 31, 2016), in the amount of $95,566 in Year 2 (January 1, 2017 through December 31, 2017) and in the amount of $97,477 in Year 3 (January 1, 2018 through December 31, 2018).  

The Ingham Community Health Center Board has reviewed and supports the renewal of the agreement between ICHD and MSU COM for infectious disease physician services.  

I recommend the Ingham County Board of Commissioners authorize the renewal of the agreement between ICHD and MSU COM for infectious disease physician services for the term of January 1, 2016 through December 31, 2018.  

cc: Eric Thelen w/ attachment  
    Russ Kolski w/attachment
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN INFECTIOUS DISEASE PHYSICIAN AGREEMENT WITH THE COLLEGE OF OSTEOPATHIC MEDICINE AT MICHIGAN STATE UNIVERSITY

WHEREAS, in Resolution #15-413 the Ingham County Health Department (ICHD) accepted more than $4.6 million dollars in state/federal funds through the Comprehensive Agreement for 2015-2016; and

WHEREAS, the Comprehensive Agreement included $322,040 in state/federal funds for the HIV Ryan White Part B program; and

WHEREAS, the agreement currently in place was for the term of January 1, 2013 through December 31, 2015; and

WHEREAS, the new agreement shall be from January 1, 2016 through December 31, 2018; and

WHEREAS, the Infectious Disease Physician Services Agreement will be renewed at a 2% annual increase, for the amount of $93,693 in Year 1 (January 1, 2016 through December 31, 2016), in the amount of $95,566 in Year 2 (January 1, 2017 through December 31, 2017) and in the amount of $97,477 in Year 3 (January 1, 2018 through December 31, 2018; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the renewal of the agreement between ICHD and Michigan State University College of Osteopathic Medicine (MSU COM) for infectious disease physician services; and

WHEREAS, the Health Officer recommends the Ingham County Board of Commissioners authorize the renewal of the agreement between ICHD and MSU COM for infectious disease physician services for the term of January 1, 2016 through December 31, 2018.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with MSU COM for 0.4 full-time infectious disease physician services.

BE IT FURTHER RESOLVED, the new agreement shall be from January 1, 2016 through December 31, 2018.

BE IT FURTHER RESOLVED, the Infectious Disease Physician Services Agreement will be renewed at a 2% annual increase, for the amount of $93,693 in Year 1 (January 1, 2016 through December 31, 2016), in the amount of $95,566 in Year 2 (January 1, 2017 through December 31, 2017) and in the amount of $97,477 in Year 3 (January 1, 2018 through December 31, 2018.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Human Services, County Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 17, 2016

RE: Resolution to Authorize Amendment #3 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services

This is a recommendation to authorize Amendment #3 of the 2015-2016 Comprehensive Agreement between Ingham County Health Department (ICHD) and the Michigan Department of Health and Human Services (MDHHS). The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal funds to ICHD 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 2015-2016 Agreement in Resolution #15-413, Amendment #1 in Resolution 15-479, Amendment # 2 in Resolution 16-048.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. This amendment will increase the budget for Comprehensive Local Health Services from $5,029,541 to $5,209,376 an increase of 179,835. The amendment makes the following specific changes in the budget:

Amendment # 3

1. Local Agency Vendor Compliance Pilot (WIC) $36,000 - new funding
2. Well-Integrated Screening & Evaluation for Women across the Nation (WISEWOMAN) $20,100 - new funding
3. TB Control increase of $2,200 from $12,513 to $14,713
4. HIV Prevention increase of $20,000 from $160,943 to $180,943
5. Breast & Cervical Cancer Control Program (BCCCP) Coordination increase of $67,500 from $161,875 to $229,375
7. Immunization Billing Practice Infrastructure Enhancement increase of $14,060 from $4,000 to $18,060.

The resolution includes authorization of contracts for McDonald Broadcasting and Adams Outdoor Advertising, not to exceed $5,900 for the BCCCP Coordination and WISEWOMAN program.

The resolution includes authorization of contracts currently in existence with Genesee County Health Department Breast and Cervical Cancer Control Program (BCCCP) providers. The authorization of these contracts is mandated by MDHHS as a grant condition requirement of a Local Coordinating Agency (LCA) which is a function of the Ingham County Health Department.
The resolution also authorizes a full-time temporary Community Health Worker and two part-time temporary BCCCP Nurse’s positions to provide the services required for the BCCCP Coordination program. These positions are for the duration of the agreement (September 30, 2016).

The resolution also authorizes an increase of an existing Medical Assistant I position (#601109) from part-time to full-time to provide support for the WIC Local Agency Vendor Compliance Pilot program. This increase will be in effect for the duration of the agreement.

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

c: Debbie Edokpolo w/attachment
   Joel Murr w/attachment
   Eric Thelen w/attachment
RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2015-2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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 and 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 Health Department (ICHD) have entered into a 2015-2016 Agreement authorized in Resolution #15-413, and Amendment #1 in Resolution 15-479, and Amendment #2 in Resolution 16-048; and

WHEREAS, the MDHHS has proposed amendment #3 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 #3 to the 2015-2016 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,029,541 to $5,209,376, an increase of $179,835.

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

1. Local Agency Vendor Compliance Pilot (WIC) $36,000 - new funding
2. Well-Integrated Screening & Evaluation for Women Across the Nation (WISEWOMAN) $20,100 - new funding
3. TB Control increase of $2,200 from $12,513 to $14,713
4. HIV Prevention increase of $20,000 from $160,943 to $180,943
5. Breast & Cervical Cancer Control Program (BCCCP) Coordination increase of $67,500 from $161,875 to $229,375
6. Public Health Emergency Preparedness Ebola Virus Disease Phase II increase of $19,975 from $39,485 to $59,460
7. Immunization Billing Practice Infrastructure Enhancement increase of $14,060 from $4,000 to $18,060

BE IT FURTHER RESOLVED, the resolution includes authorization of contracts, not to exceed $5,900, for McDonald Broadcasting and Adams Outdoor Advertising to provide advertising for the BCCCP Coordination and WISEWOMAN program.
BE IT FURTHER RESOLVED, the resolution includes authorization of contracts currently in existence with Genesee County Health Department Breast and Cervical Cancer Control Program (BCCCP) providers.

BE IT FURTHER RESOLVED, the authorization of these contracts is mandated by MDHHS as a grant condition requirement of a Local Coordinating Agency (LCA) which is a function of the Ingham County Health Department.

BE IT FURTHER RESOLVED, the resolution authorizes a temporary full-time Community Health Worker and two part-time temporary BCCCP Nurse’s for the BCCCP Coordination program, through September 30, 2016.

BE IT FURTHER RESOLVED, the resolution also authorizes an increase of an existing Medical Assistant I position (#601109) from part-time to full-time to provide support for the WIC Local Agency Vendor Compliance Pilot program through September 30, 2016.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #3 of the 2015-2016 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 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 as to form by the County Attorney.
TO: Human Services Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 17, 2016

RE: Recommendation to Authorize Resolution Honoring Katie McKinley

This resolution honors Katie McKinley for her 25 years of service to Ingham County staff and residents. I recommend that the Board of Commissioners adopt the attached resolution.

c: Debbie Edokpolo w/attachment
    Regina Traylor w/attachment
Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING KATIE MCKINLEY

WHEREAS, Katie McKinley began her career with the Ingham County Health Department (ICHD) in February 1990 as a part time Nutritionist in the Women Infant and Children (WIC) program where she provided nutrition assessments and counseling, developed nutrition education curricula, and provided nutrition counseling for high risk women, infants and children enrolled in the WIC Program; and

WHEREAS, in 1994 Katie transitioned to the Maternal Support Services/Infant Support Services (MSS/ISS) team at the Pennsylvania campus where she provided nutrition counseling and education to women and children in families homes in order to improve health outcomes; and

WHEREAS, in 2004 Katie moved to the Public Health Nursing Division of the ICHD as a full-time Nutritionist, where she continued to provide nutrition education and support through home visits to pregnant and parenting mothers and infants; and

WHEREAS, as ICHD grew and the need for nutrition services increased, Katie expanded her role to provide support for patients at all of the ICHD Community Health Centers; and

WHEREAS, Katie provided educational support and nutrition education to residents of the Ingham County community in an easy to engage format that her clients could relate to; and

WHEREAS, Katie served as a preceptor for students preparing to become registered dietitians at various schools throughout the area, providing her students with hands-on, direct experiences; and

WHEREAS, Katie’s energy and commitment to her field was evident throughout her years of service to our community, and in the relationships that she developed with her colleagues in the department; and

WHEREAS, after 25 years of dedicated service to ICHD, Katie McKinley retired on January 22, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Katie McKinley for her 25 years of dedicated service to the community and for the contributions she has made to the Ingham County Health Department.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.
Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2016. The total increase to the General Fund is $169,669.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2015. Some of the larger projects carried over from the 2015 budget include $350,000 for the Forest Community Health Center parking lot, $247,128 for the moose exhibit at the Zoo, $100,000 for boiler replacement at the Youth Center, $710,000 for Hawk Island path repair and two major imaging/scanning projects which are still ongoing, $218,080 for Probate Court and $228,702 for Circuit Court.

The use of fund balance is increased by a net of $121,891. This includes funds carried over for three contracts approved in 2015 - $39,370 for strategic planning facilitation, $14,994 for the Jail/District Court needs assessment and $55,000 for the employee compensation study, as well as $21,527 for a Sheriff vehicle ordered in 2015 but received in 2016.

The current contingency amount remains at the adopted amount of $350,000.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.


**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2016 Budget on October 27, 2015 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2016 BUDGET 3/15/16</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$80,624,418</td>
<td>$169,669</td>
<td>$80,794,087</td>
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<td>Parks</td>
<td>2,255,391</td>
<td>59,525</td>
<td>2,314,916</td>
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<tr>
<td>215</td>
<td>Friend of the Court</td>
<td>5,604,120</td>
<td>11,330</td>
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<td>228</td>
<td>Trails &amp; Parks Millage</td>
<td>50,000</td>
<td>22,682</td>
<td>72,682</td>
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<td>230</td>
<td>Hotel/Motel</td>
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<td>100,000</td>
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<td>258</td>
<td>Potter Park/Zoo</td>
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<td>911 Emergency Phone</td>
<td>7,791,082</td>
<td>117,915</td>
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<td>393,552</td>
<td>1,123</td>
<td>394,675</td>
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<td>Family Div. Child Care Fund</td>
<td>13,728,570</td>
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<td>Building Authority Operating</td>
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<td>MIS</td>
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<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>806,196</td>
<td>481,942</td>
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## GENERAL FUND REVENUES

<table>
<thead>
<tr>
<th>2016 Budget – 3/15/16</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
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### Tax Revenues

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>County Property Tax</td>
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<tr>
<td>Property Tax Adjustments</td>
<td>(150,000)</td>
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<tr>
<td>Delinquent Real Property Tax</td>
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<tr>
<td>Unpaid Personal Property Tax</td>
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<tr>
<td>Industrial Facility Tax</td>
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<tr>
<td>Trailer Fee Tax</td>
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### Intergovernmental Transfers

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<tr>
<th>Description</th>
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<tr>
<td>State Revenue Sharing</td>
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<td>6,088,744</td>
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<td>Convention/Tourism Tax - Liquor</td>
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<td>Court Equity Fund</td>
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<td>Use of Fund Balance</td>
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### Department Generated Revenue

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<th>Description</th>
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<td>Animal Control</td>
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<td>Circuit Court - Family Division</td>
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<tr>
<td>Circuit Court - Friend of the Court</td>
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<td>Circuit Crt - General Trial</td>
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<td>Controller</td>
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<td>Cooperative Extension</td>
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<td>County Clerk</td>
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<td>District Court</td>
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<td>Drain Commissioner/Drain Tax</td>
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<td>Elections</td>
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<td>Department</td>
<td>2016 Budget - 3/15/16</td>
<td>Proposed Changes</td>
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<tr>
<td>Board of Commissioners</td>
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<td>Circuit Court - General Trial</td>
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<td>Jury Board</td>
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<td>Probate Court</td>
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<td>Circuit Court - Family Division</td>
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<td>Agency</td>
<td>2022 Budget</td>
<td>2021 Budget</td>
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<td>-------------------------------------------------</td>
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<tr>
<td>County Attorney</td>
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<td>County Clerk</td>
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<td>Remonumentation Grant</td>
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<td>Drain Commissioner</td>
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<td>Economic Development</td>
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<td>Community Agencies</td>
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<td>Ingham Conservation District</td>
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<td>Equal Opportunity Committee</td>
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<tr>
<td>Women’s Commission</td>
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<tr>
<td>Historical Commission</td>
<td>500</td>
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<td>Tri-County Regional Planning</td>
<td>113,053</td>
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<tr>
<td>Jail Maintenance</td>
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<td>Sheriff</td>
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<td>Tri-County Metro Squad</td>
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<td>Homeland Sec./Emergency Ops.</td>
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<td>Drain Tax at Large</td>
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<td>Health Department</td>
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<td>Service Area</td>
<td>2022 Expenditures</td>
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<tr>
<td>--------------------------------------------------</td>
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<td>Community Health Centers</td>
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<td>Jail Medical</td>
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<td>Substance Abuse</td>
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<td>Community Mental Health</td>
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<td>Tri-County Aging</td>
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<td>Veterans Affairs</td>
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<td>Library Legacy Costs</td>
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<td>Contingency Reserves</td>
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<td>Legal Aid</td>
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<td>2-1-1 Project</td>
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<td>Community Coalition for Youth</td>
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<td>Capital Improvements</td>
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<tr>
<td>Utilities Savings (various depts.)</td>
<td>0</td>
<td>(15,101)</td>
</tr>
<tr>
<td><strong>Total General Fund Expenditures</strong></td>
<td><strong>80,624,418</strong></td>
<td><strong>169,669</strong></td>
</tr>
</tbody>
</table>

**General Fund Revenues**

Sheriff
- Increase insurance proceeds $47,778 to replace damaged transport van.
Use of Fund Balance
- Increase use of fund balance $130,891 for various general fund reappropriations.
- Decrease use of fund balance $9,000 to balance budget for various adjustments.

**General Fund Expenditures**

County Clerk
- Increase temporary salary budget $6,101 to reflect long term wage and fringe savings from 2014 reorganization per Resolution 14-175.
Controller  
Reappropriate remaining funds of $39,370 for strategic planning facilitation per Resolution 15-400 and of $14,994 for Jail/District Court needs assessment study per Resolution 15-229.

Human Resources  
Reappropriate remaining funds of $55,000 for employee compensation study per Resolution 15-056.

Sheriff  
Reappropriate $21,527 for vehicle ordered in 2015 but received in 2016. Increase budget $47,778 to replace damaged transport van. Cost will be reimbursed from insurance proceeds.

Utilities  
Decrease utilities budgets for various departments $15,101 based on reprojected costs.

Non-General Fund Adjustments

Parks  
Reappropriate funds for the following capital improvement projects: Lake Lansing dock ($5,166) per 2014 capital budget, Lake Lansing North restroom roof repair ($8,000), Lake Lansing South restroom roof repair ($8,000), Lake Lansing South gravel/road maintenance ($7,000) and Burchfield gravel/road maintenance ($6,359) per 2015 capital budget. Reappropriate funds authorized in the 2015 budget for the master plan update ($25,000).

Friend of the Court  
Transfer $1,557 from salary attrition to cover excess cost of vehicle for Friend of the Court. Budget was $15,000. Final cost was $16,557. Reappropriate funds for Oasis Center per R15-103 ($11,330). Funds not spent in FY2015 were used to support the program through its end date of December 31, 2015.

Trails & Parks Millage  
Reappropriate remaining funds for Trails & Parks millage planning consultant per Resolution 15-241. ($22,682)

Hotel/Motel Fund  
Increase revenues and expenses $100,000 to reflect current projections.

Public Improvements  
Reappropriate funds for the following capital improvement projects: Circuit Court key card reader ($1,600), new Facilities maintenance garage ($45,000) and Lake Lansing Park bathhouse/concession renovation ($7,015) per 2014 capital budget, space utilization study ($22,470) per 2014 capital budget and Resolution 14-379, District Court public bath flooring ($17,293), replace Grady Porter Building rooftop insulation ($15,000), water main repairs at the Jail ($4,650), floor replacement at Women’s Health ($9,900) and Child Health ($7,000), refurbish pod system at WIC ($14,800), boiler replacement ($100,000) and vent covers ($12,000) at the Youth Center, countertop replacement at the Hilliard Building ($12,293), Hawk Island Park path repair ($70,000), Hawk Island parking lot repair ($10,000), Lake Lansing South reforestation ($5,000) and Drain Office vault shelving ($25,000) per 2015 capital budget.
Potter Park/Zoo (F258)
Reappropriate funds to complete the moose exhibit per Resolution 15-242 ($314,128).

911 Emergency Phone (F261)
Increase budgeted use of fund balance $117,915 to correct budget for debt service payment. Budgeted debt payment is $96,495. Correct debt payment is $214,410.

Community Corrections (F267)
Increase use of fund balance to cover substance abuse aftercare services not funded in State of Michigan contract ($1,123).

Fam. Div. Child Care Fund (F292)
Reappropriate unspent funds for First Step Program and Parenting Wisely curriculum authorized by Resolution 14-327. ($13,125)

Community Health Centers (F511)
Reappropriate funds for Forest Community Health Center parking lot per 2015 capital budget ($350,000).

Bldg. Authority Operating (F631)
Reappropriate funds for the following projects at the Human Services Building per the 2015 capital budget: new fire panel ($45,172), new boilers ($45,000), and drop ceiling for Public Health Services ($10,000).

MIS (F636)
Reappropriate remaining funds for the following projects: Probate Court scanning project ($218,080) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project ($48,096) approved by the 2015 capital budget and Resolution 13-199.

Mach./Equip. Revolving (F664)
Increase CIP upgrade funds to purchase laptop for Prosecuting Attorney ($1,477), 15 replacement PCs for the Register of Deeds ($18,724) and two replacement PCs for the Drain Office ($1,784). Reappropriate funds for the following capital projects: Circuit Court imaging/scanning project ($228,702), video surveillance for District Court ($5,600), Circuit Court courtroom technology replacements ($7,954), Circuit Court e-filing software/integration ($10,000), Circuit Court polycom replacements/video conferencing ($34,969) and Circuit Court courtroom control system ($18,000) per 2014 capital budget, phonic ear ($750), third floor entrance intercom ($1,000), electric letter opener ($1,000), polycom replacements ($5,000), printer/monitor/software replacements ($9,314), and courtroom technology replacements ($20,000) for Circuit Court per 2015 capital budget. Reappropriate funds for computer replacements budgeted but not purchased in 2015 for the following departments: Board of Commissioners ($565), Cooperative Extension ($2,643), Circuit Court ($4,995), District Court ($6,985), Drain Commissioner ($6,000), Equalization ($3,993), Financial Services ($863), Health Department ($37,529), Probate Court ($880), Prosecuting Attorney ($25,431), Sheriff ($3,297), and Treasurer ($1,047). Reappropriate funds for Sheriff pistol replacements ordered in 2015 but received in 2016 ($6,500). Reappropriate funds for FOIA Management software per Resolution 15-461. ($16,940)