

CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
BRIAN McGRAIN, CHAIR
TERI BANAS
TODD TENNIS
CAROL KOENIG
DEB NOLAN
KARA HOPE
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, AUGUST 15, 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 [July 18, 2016](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Special Transportation Millage - Resolution Authorizing the [First Amendment](#) to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020
2. Department of Health and Human Services - Resolution [Amending Resolution #16-338](#) to Authorize an Additional Supplemental Appropriation to the Department of Health and Human Services 2016 Child Care Fund Budget
3. Facilities Department - Resolution Authorizing [Amending Resolution #16-267](#) for RNA Facilities Management Janitorial Services
4. Health Department
 - a. Resolution to Authorize an Agreement with Capital Area Community Services to Serve [Early Head Start](#) Children through the Family Outreach Services Program
 - b. Resolution to Authorize [Amendment #5](#) to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - c. Resolution to Accept Funding from Michigan Association of United Ways and to Act as the [Fiduciary/Payee](#) for the Genesee Children's Healthcare Access Program
 - d. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage and Retrieval of Health Department [Files](#)
 - e. Resolution to Authorize an Agreement with NextGen Healthcare to Process [Patient Statements](#)
 - f. Resolution to Authorize a Subcontract with Packard Health System to Provide [WISEWOMAN/WISE Choices](#) Programming
 - g. Health Equity Video Presentation and Discussion

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

July 18, 2016

Draft Minutes

Members Present: McGrain, Banas, Case-Naeyaert, Hope, Koenig (arrived at 6:32 p.m.), and Tennis (departed at 7:31 p.m.)

Members Absent: Nolan

Others Present: Jared Cypher, Carol Keyhoe, Susan Cancro, Sharon Dade, Marion Owen, Kate Long, Tammy Lemmer, Robin Stites, Stormee Gallagher, 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 June 20, 2016 Minutes

MOVED BY COMM. BANAS, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE MINUTES OF THE JUNE 20, 2016 MEETING. THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Nolan.

Additions to the Agenda

6. Tri-County Office on Aging - Resolution Approving Tri-County Office on Aging's Fiscal Year 2017-2019

Limited Public Comment

None.

Commissioner Koenig arrived at 6:32 p.m.

MOVED BY COMM. BANAS, SUPPORTED BY COMM. CASE-NAEYAERT, TO ADOPT A CONSENT AGENDA OF THE FOLLOWING ACTION ITEMS:

2. Facilities Department - Resolution Authorizing Two Purchase Orders for the 20 Ton RTU #10 Replacement at Forest Community Health Center
3. Health Department
 - a. Resolution to Authorize a 2016 -2017 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
 - b. Resolution Honoring Rosemary Hinchey

4. Controller's Office - Resolution Authorizing Adjustments to the 2016 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

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

1. Department of Health and Human Services - Resolution Authorizing a Supplemental Appropriation to the Department of Health and Human Services 2016 Child Care Fund Budget

Jared Cypher, Deputy Controller, reviewed the results of IVE Federal Audit of children in foster care and the request for additional funding from the Department of Health and Human Services (DHHS) in Ingham County for Institutional Care.

Commissioner Tennis stated that as a result of a clerical error on some orders the County and State would need to provide additional funding. He inquired as to who made the clerical error.

Carol Kehoe, Child Welfare Director, stated that a referee produced the orders and that a judge reviewed them. She further stated that the referee did not date the order the first time and that orders to remove a child from the home must include the date of removal per federal regulations. She indicated this clerical error was discovered during the IVE Federal Audit.

Commissioner Tennis asked if the referees had been informed of the error.

Ms. Kehoe indicated they had been informed. She also indicated that the cases in Ingham County were going through an appeals process.

Commissioner Koenig asked how many cases were involved.

Ms. Keyhoe indicated it was two cases.

Commissioner Case-Naeyaert stated that the Committee should find out if the State was asking for these corrections to be made. She further stated that the Committee may want inquire about solutions from other Counties facing a similar situation.

Discussion.

Commissioner Banas stated that she assumed this was a new problem.

Ms. Keyhoe stated that she was not here for the last audit. She further stated that the amount of children in foster care had increased and there was not money to cover this.

Commissioner Banas asked for the reason for an increase in foster care.

Ms. Kehoe indicated that it was due to an increase in substance abuse, mental health issues, and domestic violence.

Discussion.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. BANAS, FOR THE COUNTY TO ISSUE A LETTER REQUESTING THE SUPPORT OF SENATOR DEBBIE STABENOW'S OFFICE FROM THE CONTROLLER'S OFFICE AND THE CHAIR OF HUMAN SERVICES REGARDING LOOKING FURTHER IN TO THE IVE FEDERAL AUDIT.

Chairperson McGrain directed the Controller's Office to reach out to DHHS regarding the letter as well.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. BANAS, TO APPROVE THE RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES 2016 CHILD CARE FUND BUDGET.

Mr. Cypher reviewed the potential changes in the resolution to address the institutional care request.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO AMEND THE RESOLUTION AS FOLLOWS:

~~WHEREAS, the State of Michigan is conducting an audit of the Federal IVE eligibility of children in foster care in 2016; and~~

~~WHEREAS, during the review, it was determined that there were some issues with the eligibility for IVE funds for certain cases.~~

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the DHHS 2016 Child Care Fund budget appropriation by **\$115,750**.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to utilize **\$115,750** from the fund balance of the Child Care Fund ~~and to transfer \$111,860 from the 2016 Contingency Fund~~ and amend the 2016 DHHS budget by increasing it in total by **\$231,500** to include a match from the State of Michigan, in the amount of **\$115,750** in accordance with this resolution.

Chairperson McGrain stated that \$200,000 had been set aside from last year's budget for this very reason. He indicated they would deal with the IVE Federal Audit at a later date as more information came forward.

Ms. Keyhoe stated that she had already included the \$200,000 in the numbers provided.

Discussion.

Mr. Cypher asked if it would be a problem if the resolution waited until next cycle when the numbers could be straightened out.

Ms. Keyhoe stated that the concern would be that the residential institutional care providers had not been paid since mid-June and would not be paid until additional funding was allocated.

Discussion.

Commissioner Hope asked how much money was available in the Contingency Fund.

Mr. Cypher indicated that it was approximately \$311,000.

Discussion.

The motion was withdrawn.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. BANAS, TO AMEND THE RESOLUTION AS FOLLOWS:

~~WHEREAS, the State of Michigan is conducting an audit of the Federal IVE eligibility of children in foster care in 2016; and~~

~~WHEREAS, during the review, it was determined that there were some issues with the eligibility for IVE funds for certain cases.~~

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the DHHS 2016 Child Care Fund budget appropriation by **\$200,000**.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to utilize \$200,000 from the fund balance of the Child Care Fund ~~and to transfer \$111,860 from the 2016 Contingency Fund~~ and amend the 2016 DHHS budget by increasing it in total by **\$400,000** to include a match from the State of Michigan, in the amount of **\$200,000** in accordance with this resolution.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

Commissioner Banas asked what was going to happen for the rest of the summer and fall.

Ms. Keyhoe indicated that numbers should be leveling off and that they should be covered for next year.

5. Board of Commissioners - Discussion: Appointment to Greater Lansing Homeless Resolution Network (GLHRN)

Chairperson McGrain introduced the discussion.

Susan Cancro, Co-Chair of the GLHRN, presented on the GLHRN and what would be the most effective way for Commissioners to be involved with the network.

Commissioner Koenig stated that it sounded like GLHRN was asking for more involvement from the Commissioners with the network.

Sharon Dade, Vice Chair of the GLHRN, stated that she was looking at building more of a partnership which eliminated the duplication of services and filling in gaps where necessary.

Commissioner Case-Naeyaert suggested quarterly updates from GLHRN as opposed to having an active board member position. She further stated her concern for the duplication of services.

Discussion.

Chairperson McGrain stated that the intent was to be more engaged with the network as a proactive partner.

Commissioner Banas stated that she would appreciate the sharing of information because this information has potential impacts on the services the County offers. She further stated that a simple report showing trends could be useful.

Ms. Cancro stated that the discussions at the GLHRN meetings may interest your constituents as information changes very quickly.

Discussion.

Ms. Cancro stated that a commissioner may need to be a board member of GLHRN in order for GLHRN to receive more funding. She indicated she would look more into this and report back.

Chairperson McGrain requested that this be put on the agenda for the first round of meetings in October.

Mr. Cypher indicated that a resolution authorizing the appointment was already available so this could be a quick turnaround.

6. Tri-County Office on Aging - Resolution Approving Tri-County Office on Aging's Fiscal Year 2017-2019

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION APPROVING TRI-COUNTY OFFICE ON AGING'S FISCAL YEAR 2017-2019.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

Commissioner Tennis departed at 7:31 p.m.

Marion Owen, Tri-County Office on Aging (TCOA) Executive Director, presented the TCOA's Fiscal Year 2017-2019 Multi-Year Plan.

Chairperson McGrain inquired about what services were being directed toward the aging LGBT community.

Tammy Lemmer, TCOA Community Relations/Grant Manager, indicated that the LGBT population was included in the plan as part of the underserved population.

Kate Long, TCOA Planner, pointed to the promotion of cultural competency part of the plan as to where the LGBT population would fall.

Commissioner Case-Naeyaert asked what the status of meals on wheels was.

Ms. Owen stated that the TCOA was trying very hard to get more grants to expand this program.

Commissioner Case-Naeyaert asked if TCOA was working with the managers of senior housing.

Ms. Owen indicated they were.

Ms. Lemmer stated that during their needs assessment they realized the general population was not as aware of TCOA's services as they would like.

Announcements

Commissioner Hope stated she would be attending the meeting on Thursday with GLHRN and the Michigan State Housing Development Authority to pledge to end Veteran Homelessness.

Commissioner Koenig stated the American Civil Liberties Union forum for Ingham County Prosecutor candidates was available for viewing on You Tube.

Commissioner Banas stated that Meridian Township's Home TV had several candidate interviews.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:43 p.m.

AUGUST 15, 2016 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. Special Transportation Millage – Resolution Authorizing the First Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

This resolution authorizes the first amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020; specifically the scope of services which will be effective from October 1, 2016 through September 30, 2017. For the period October 1, 2016 through September 30, 2017 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$3,307,431 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$747,452 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$119,044 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2017 Fiscal Year.

2. Department of Health and Human Services - Resolution Amending Resolution #16-338 to Authorize an Additional Supplemental Appropriation to the Department of Health and Human Services 2016 Child Care Fund Budget

This resolution authorizes an additional appropriation to Ingham County Department of Health and Human Services (DHHS) to cover a shortfall in the Child Care Fund due to an unexpected increase in the number of children in residential placements. This resolution increases the DHHS 2016 Child Care Fund budget appropriation by an additional \$100,000 by authorizing the transfer of \$50,000 from the 2016 Contingency Fund and amending the 2016 DHHS budget by increasing it in total by \$100,000 to include a match from the State of Michigan, in the amount of \$50,000 in accordance with this resolution.

3. Facilities Department – Resolution Authorizing Amending Resolution #16-267 for RNA Facilities Management Janitorial Services

Resolution #16-267 for janitorial services includes the Drain Office and 55th District Court. The Facilities Department would like to remove these locations from the janitorial contract continuing with Facilities Department staff servicing these areas, as they have in the past. Removing the Drain Office and 55th District Court from the contract will provide a savings of \$34,580 the first year as well as substantially higher savings amounts in the two years following.

4. Health Department

a. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program

This resolution authorizes an agreement with Capital Area Community Services (CACS) to deliver Early Head Start (EHS) home visiting services. EHS provides services to pregnant women through the child's entrance into preschool and focuses on school readiness, positive health outcomes, and ensuring that families are connected to services throughout the community. The agreement with CACS provides up to \$126,500 to ICHD for the provision of EHS home visiting services. ICHD also agrees to provide, as a non-federal share, an in-kind match in an amount of at least \$31,625. The required match is derived from staff wages and benefits, facilities, advisory committee participation, and parent participation. These funds have been included in the Health Department's 2017 budget request.

b. *Resolution to Authorize Amendment #5 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services*

This resolution authorizes amendment #5 to the 2016 comprehensive agreement for health services with the Michigan Department of Health and Human Services. The amendment will increase the agreement for Comprehensive Local Health Services from \$5,376,168 to \$5,451,699, an increase of \$75,531. The amendment makes the following specific changes to the budget:

- BCCCP Coordination: increase of \$6,500 from \$232,375 to \$238,875
- Family Planning Services: increase of \$30,000 from \$269,392 to \$299,392
- Michigan Colorectal Cancer Screening Program: increase of \$10,000 from \$10,000 to \$20,000
- Nurse Family Partnership Services: increase of \$2,450 from \$505,300 to \$507,750
- WISEWOMEN: increase of \$265 from \$49,550 to \$49,815
- Public Health Emergency Preparedness (PHEP): increase of \$938 from \$35,295 to \$36,233
- Sexually Transmitted Disease (STD) Control: increase of \$18,960 from \$34,230 to \$53,190
- TB Control: increase of \$6,418 from \$14,713 to \$21,131

c. *Resolution to Accept Funding from Michigan Association of United Ways and to Act as the Fiduciary/Payee for the Genesee Children's Healthcare Access Program*

This resolution authorizes agreements with the United Way of Genesee County (UWGC) and with GFHO to facilitate a Medicaid match for Genesee Children's Healthcare Access Program (CHAP). Under these agreements, ICHD will receive funds of up to \$300,000 from UWGC and retain an administrative fee in the amount not to exceed 11.38% of the total funds received. The contract period of each agreement will be from July 1, 2016 through September 30, 2017.

d. *Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage and Retrieval of Health Department Files*

This resolution authorizes an agreement with Graphic Sciences, Inc. for the storage of Health Department files in a secure environment. The proposed annual cost of this agreement shall not exceed \$24,000. The proposed costs are based on \$.288 per box at \$1,850 per month and \$6.30 per file requested. This per file fee includes locating, removing and re-filing the requested document. In addition the cost to remove, transport and catalog the files at Graphic Science, Inc. is estimated at approximately \$11,500.

e. *Resolution to Authorize an Agreement with NextGen Healthcare to Process Patient Statements*

This resolution authorizes an agreement with NextGen Healthcare to process patient statements. This is a month-to-month agreement that may be cancelled at any time per the County's request. The costs of this agreement shall not exceed \$12,000 annually and will be covered by funds already allocated in the current year budget. Based on current statement volumes, the cost would be \$.071/statement sent through the United States Postal Service. Current in-house cost for this service is \$.912/statement. This agreement would result in an annual savings in excess of \$3,500 based on fiscal year 2015 patient statement volume.

f. *Resolution to Authorize a Subcontract with Packard Health System to Provide WISEWOMAN/Wise Choices Programming*

This resolution authorizes the necessary agreements and actions to implement programs focused on chronic disease risk factor screening, preventative health education, and support for healthy lifestyle changes. Funds will be utilized from the Michigan Department of Health and Human Services (MDHHS) Cancer Prevention & Control Section provided through the Comprehensive Planning, Budgeting, & Contracting (CPBC) agreement to the Health Promotion and Prevention Division of the Ingham County Health Department (ICHD).

Specifically, the resolution authorizes:

- Hiring a 1.0 FTE temporary BCCCNP Project Specialist position from August 24, 2016 to September 30, 2016. Total compensation for this position will not exceed \$5,000. This position will be responsible for coordinating BCCCNP and WISEWOMAN outreach efforts and will assist with the development of minimum program requirements for MCRCEDP.
- A subcontract with Packard Health System for MDHHS funding of up to \$19,765 in FY 2016 and up to \$20,000 in FY 2017 (up to \$39,765 total) to implement and provide WISEWOMAN/ WISE Choices Programming. This subcontract would be in effect from August 1, 2016 through September 30, 2017.
- Agreements with MCRCEDP participating providers for the delivery of colorectal cancer screening and diagnostic services. These agreements allow providers to bill MDHHS for these services after enrollment by ICHD. These service agreements would be in effect from November 1, 2016 through September 30, 2017.
- A subcontract with Redhead Design for up to \$34,000 to provide a media campaign including marketing materials and printing for BCCCNP, WISEWOMAN, and MCRCEDP. This subcontract would be in effect from August 1, 2016 through September 30, 2016.
- Subcontracts with four local churches for up to \$1,000 per church to organize outreach activities and pay for the use of space and necessary items to conduct those outreach activities. The churches to be subcontracted with are Rivers of Life, Tabernacle of David, Trinity AME, and Union Missionary Baptist. These subcontracts would be in effect from August 1, 2016 through September 30, 2016.
- Subcontracts with MacDonald Broadcasting and Adams Outdoor Advertising for up to \$2,000 each for an MCRCEDP awareness campaign. These subcontracts would be in effect from August 1, 2016, through September 30, 2016.

OTHER ITEMS:

4. Health Department

g. *Health Equity Video Presentation and Discussion*

MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: August 1, 2016
SUBJECT: Resolution Authorizing the First Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

For the meeting agendas of August 15 and August 17

BACKGROUND

This resolution authorizes the first amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020; specifically the scope of services which will be effective from October 1, 2016 through September 30, 2017. For the period October 1, 2016 through September 30, 2017 the County will reimburse CATA as set forth in the attached Scope of Services.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$3,307,431 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$747,452 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$119,044 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2017 Fiscal Year.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE AGREEMENT WITH THE
CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2016 THROUGH
DECEMBER 31, 2020**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2020; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, in August 2012, the electorate approved an additional 12/100 (.12) of one mill to ensure that the current level of service can still be provided; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2016 through September 30, 2017 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board and the County Clerk are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

EXHIBIT “A”

SCOPE OF SERVICES

For October 1, 2016, through September 30, 2017

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$747,452 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$3,307,431 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administrating and marketing Spec-Tran.
4. The amount of \$119,044 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County’s 2017 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.
5. Effective January 9, 2017, CATA will no longer operate the Williamston Redi Ride and Williamston-Webberville Connector services due to low demand. Customers who wish to travel in and around Williamston and Webberville will be served by CATA Rural Service (CRS).

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: August 5, 2016

SUBJECT: Resolution Amending Resolution #16-338 to Authorize an Additional Supplemental Appropriation to the Department of Health and Human Services 2016 Child Care Fund Budget For the meeting agendas of August 15 and August 17

BACKGROUND

This resolution authorizes an additional appropriation to Ingham County Department of Health and Human Services (DHHS) to cover a shortfall in the Child Care Fund due to an unexpected increase in the number of children in residential placements.

ALTERNATIVES

N/A

FINANCIAL IMPACT

This resolution increases the DHHS 2016 Child Care Fund budget appropriation by an additional \$100,000 by authorizing the transfer \$50,000 from the 2016 Contingency Fund and amending the 2016 DHHS budget by increasing it in total by \$100,000 to include a match from the State of Michigan, in the amount of \$50,000 in accordance with this resolution.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING RESOLUTION #16-338 TO AUTHORIZE AN ADDITIONAL
SUPPLEMENTAL APPROPRIATION TO THE DEPARTMENT OF HEALTH AND HUMAN
SERVICES 2016 CHILD CARE FUND BUDGET**

WHEREAS, the Ingham County Department of Health and Human Services (DHHS) has identified a significant increase in projected expenses from primarily a substantial increase in institutional care placement costs for the 2016 Child Care Fund budget; and

WHEREAS, the DHHS is requesting the Ingham County Board of Commissioners to increase their 2016 budget appropriation accordingly; and

WHEREAS, Resolution #16-338 authorized a supplemental appropriation of \$400,000; and

WHEREAS, it has been determined that an additional \$100,000 is necessary to cover the increase in institutional placement costs for 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the DHHS 2016 Child Care Fund budget appropriation by an additional \$100,000.

BE IT FURTHER RESOLVED, that the Controller is directed to transfer \$50,000 from the 2016 Contingency Fund and amend the 2016 DHHS budget by increasing it in total by \$100,000 to include a match from the State of Michigan, in the amount of \$50,000 in accordance with this resolution.

BE IT FURTHER RESOLVED, that the DHHS shall continue to monitor institutional care placement costs as part of its efforts to stay within budget prior to any further appropriations being made for this purpose.

Agenda Item 3

TO: Board of Commissioners, Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 2, 2016

SUBJECT: Amend Resolution #16-267, RNA Facilities Management for janitorial services

For the meeting agendas of: August 15, 16 & 17

BACKGROUND

Resolution #16-267 for janitorial services includes the Drain Office and 55th District Court. The Facilities Department would like to remove these locations from the janitorial contract continuing with Facilities Department staff servicing these areas, as they have in the past.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Removing the Drain Office and 55th District Court from the contract will provide a savings of \$34,580.00 the first year as well as substantially higher savings amounts in the two years following.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend amending Resolution #16-267 to remove the Drain Office and 55th District Court from the janitorial contract; continuing to have Facilities Department staff service these areas in lieu of RNA Facilities Management.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AMENDING RESOLUTION #16-267 FOR
RNA FACILITIES MANAGEMENT JANITORIAL SERVICES**

WHEREAS, resolution #16-267 for janitorial services includes the Drain Office and 55th District Court; and

WHEREAS, the Facilities Department would like to remove these locations from the janitorial contract continuing with Facilities Department staff servicing these areas as they have in the past; and

WHEREAS, removing the Drain Office and 55th District Court from the contract will provide a savings of \$34,580.00 for the first year as well as substantially higher savings amounts in the two years following.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending Resolution #16-267 to remove the Drain Office and 55th District Court from the janitorial contract; continuing to have Facilities Department staff service these areas in lieu of RNA Facilities Management.

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 22, 2016
SUBJECT: Early Head Start Agreement with Capital Area Community Services
For the meeting agendas of August 15 and August 17, 2016

BACKGROUND

The Early Head Start (EHS) home visiting model is a federally recognized, evidence-based approach to working with at-risk families in our community. As a school readiness program, it provides opportunities for families to prepare their children for both preschool Head Start and elementary school.

Capital Area Community Services (CACS) has contracted with the Ingham County Health Department (ICHD) to deliver EHS home visiting services since 2002. EHS provides services to pregnant women through the child's entrance into preschool and focuses on school readiness, positive health outcomes, and ensuring that families are connected to services throughout the community.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The agreement with CACS provides up to \$126,500.00 to ICHD for the provision of EHS home visiting services. ICHD also agrees to provide, as a non-federal share, an in-kind match in an amount of at least \$31,625.00. The required match is derived from staff wages and benefits, indirect, facilities, advisory committee participation, and parent participation. These funds have been included in 2016-2017 budget.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the EHS home visiting services agreement between ICHD and CACS for the period of August 1, 2016 through July 31, 2017.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH THE FAMILY OUTREACH SERVICES PROGRAM

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start (EHS) Program to provide education and support to at-risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002 CACS has contracted with the Ingham County Health Department (ICHD) to incorporate a home visiting outreach component to the programming through Family Outreach Services (FOS); and

WHEREAS, CACS has proposed to continue the services for the period of August 1, 2016 to July 31, 2017 and ICHD has agreed to continue such programming as part of its FOS; and

WHEREAS, the Health Officer has advised that the CACS agreement is anticipated in the 2017 Budget and has recommended that the Board of Commissioners authorize the continuation of the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with CACS to provide home visiting outreach services to support the EHS Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2016 to July 31, 2017.

BE IT FURTHER RESOLVED, under the agreement, CACS will provide ICHD with up to \$126,500.00 and ICHD will provide, as a non-federal share, an in-kind match in an amount of at least \$31,625.00 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

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.

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 25, 2016
SUBJECT: FY 16 CPBC Amendment # 5
For the meeting agendas of August 15 and 17, 2016

BACKGROUND

The Ingham County Health Department (ICHHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. 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 and Amendment # 3 in Resolution 16-146 and Amendment # 4 in Resolution 16-272.

ALTERNATIVES

There are no viable alternatives for this project

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,376,168 to \$5,451,699 and increase of \$75,531. The amendment makes the following specific changes to the budget:

- BCCCP Coordination: increase of \$6,500 from \$232,375 to \$238,875
- Family Planning Services: increase of \$30,000 from \$269,392 to \$299,392
- Michigan Colorectal Cancer Screening Program: increase of \$10,000 from \$10,000 to \$20,000
- Nurse Family Partnership Services: increase of \$2,450 from \$505,300 to \$507,750
- WISEWOMEN: increase of \$265 from \$49,550 to \$49,815
- Public Health Emergency Preparedness (PHEP): increase of \$938 from \$35,295 to \$36,233
- Sexually Transmitted Disease (STD) Control: increase of \$18,960 from \$34,230 to \$53,190
- TB Control: increase of \$6,418 from \$14,713 to \$21,131

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 5 with MDHHS.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #5 TO THE 2015-2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND 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, 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 (ICHHD) 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 Amendment #3 in Resolution 16-146, and Amendment # 4 in Resolution 16-272; and

WHEREAS, the MDHHS has proposed amendment #5 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 #5 to the 2015-2016 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,376,168 to \$5,451,699, an increase of \$75,531.

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

- BCCCP Coordination: increase of \$6,500 from \$232,375 to \$238,875
- Family Planning Services: increase of \$30,000 from \$269,392 to \$299,392
- Michigan Colorectal Cancer Screening Program: increase of \$10,000 from \$10,000 to \$20,000
- Nurse Family Partnership Services: increase of \$2,450 from \$505,300 to \$507,750
- WISEWOMEN: increase of \$265 from \$49,550 to \$49,815
- Public Health Emergency Preparedness (PHEP): increase of \$938 from \$35,295 to \$36,233
- Sexually Transmitted Disease (STD) Control: increase of \$18,960 from \$34,230 to \$53,190
- TB Control: increase of \$6,418 from \$14,713 to \$21,131

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendment #5 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 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.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 29, 2016
SUBJECT: Fiduciary Agreements for the Genesee Children's Healthcare Access Program
For the meeting agendas of August 15 and 17, 2016

BACKGROUND

The Greater Flint Health Organization (GFHO) currently administers the Genesee Children's Healthcare Access Program (Genesee CHAP), a pediatric medical home implementation program. Genesee CHAP coordinates an integrated system of early childhood support services that is voluntary, accessible, and culturally competent for families with children who are on Medicaid or are Medicaid eligible. Genesee CHAP provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services, and asthma case management services. Sustainability for these services is dependent upon receiving Medicaid Outreach matching funds.

Ingham County Health Department (ICHHD) will enter into agreements with the United Way of Genesee County (UWGC) and with GFHO to facilitate a Medicaid match for Genesee CHAP. As the fiduciary/payee of the UWGC funds, ICHHD will:

1. Receive funds from UWGC up to \$300,000 on behalf of Genesee CHAP.
2. Set up a system to provide an initial payment to Genesee CHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of Genesee CHAP.
5. Forward any required reports as provided by Genesee CHAP.

Genesee CHAP will:

1. Provide quarterly financial reports of all expenses as provided by their third party accounting firm.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to UWGC.
4. Keep ICHHD up-to-date on any changes in funding.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Under these agreements, ICHHD will receive funds of up to \$300,000 from UWGC and retain an administrative fee in the amount not to exceed 11.38% of the total funds received. The contract period of each agreement will be from July 1, 2016 through September 30, 2017.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support entering into an agreement to accept funds from UWGC in an amount up to \$300,000 and an agreement with GFHO on behalf of Genesee CHAP for ICHD to act as their fiduciary/payee for the period of July 1, 2016 through September 30, 2017.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDING FROM MICHIGAN ASSOCIATION OF UNITED WAYS AND TO ACT AS THE FIDUCIARY/PAYEE FOR THE GENESEE CHILDREN'S HEALTHCARE ACCESS PROGRAM

WHEREAS, the Greater Flint Health Organization (GFHO) currently administers the Genesee Children's Healthcare Access Program (Genesee CHAP), a pediatric medical home implementation program that coordinates an integrated system of early childhood support services that are voluntary, accessible, and culturally competent to families with children who are on Medicaid or are Medicaid eligible; and

WHEREAS, the United Way of Genesee County (UWGC) has awarded Genesee CHAP up to \$300,000 to provide these services, and Genesee CHAP has requested that ICHD be the fiduciary/payee for UWGC; and

WHEREAS, as the fiduciary/payee of the UWGC funds, Ingham County Health Department (ICHD) will:

1. Receive funds from UWGC up to \$300,000 on behalf of Genesee CHAP.
2. Set up a system to provide an initial payment to Genesee CHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of Genesee CHAP.
5. Forward any required reports as provided by Genesee CHAP.

WHEREAS, Genesee CHAP will:

1. Provide quarterly financial reports of all expenses as provided by their third party accounting firm.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to UWGC.
4. Keep the ICHD up-to-date on any changes in funding.

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement to accept funds from UWGC in an amount up to \$300,000 and an agreement with GFHO on behalf of Genesee CHAP for ICHD to act as their fiduciary/payee for the period of July 1, 2016 through September 30, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement to accept funds from UWGC in an amount up to \$300,000 and an agreement with GFHO on behalf Genesee CHAP for ICHD to act as their fiduciary/payee for the period of July 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, ICHD will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary agreement.

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.

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

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 28, 2016
SUBJECT: Agreement with Graphic Sciences, Inc.
For the meeting agendas of August 15 and 17, 2016

BACKGROUND

The Ingham Community Health Department (ICHD) currently has approximately 7,700 cubic feet of files stored at Iron Mountain, Inc. ICHD and Iron Mountain, Inc. have not been able to agree on acceptable contract terms related to these services. ICHD has determined to seek a different vendor to provide for the storage of files in a secure environment. ICHD has reviewed other vendors to provide this service and Graphic Sciences, Inc. has been selected to provide these services.

ALTERNATIVES

There are no viable alternatives for this project

FINANCIAL IMPACT

The proposed annual cost of this agreement shall not exceed \$24,000. The proposed costs are based on \$.288 per box at \$1850 per month and \$6.30 per file requested. This per file fee includes locating, removing and re-filing the requested document. In addition the cost to remove, transport and catalog the files at Graphic Science, Inc. is estimated at approximately \$11,500. The funds for the annual cost of this agreement are included in the FY 17 County Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into agreement with Graphic Sciences, Inc.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GRAPHIC SCIENCES, INC. FOR THE TRANSPORT, STORAGE AND RETRIEVAL OF HEALTH DEPARTMENT FILES

WHEREAS, approximately 7,700 cubic feet of Ingham County Health Department (ICHD) files are currently stored at Iron Mountain, Inc; and

WHEREAS, ICHD and Iron Mountain, Inc. have not been able to agree to acceptable contract terms related to these services; and

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

WHEREAS, Graphic Sciences, Inc. is a current vendor through the State of Michigan MiDeal Extended Purchasing program for digital imaging, microfilming and storage services (contract number 071B3200035, effect date of contract through 11/30/17); and

WHEREAS, the Purchasing Director has confirmed that Graphic Sciences, Inc. is exempt from the County's purchasing policy requiring a RFP or other competitive bidding; and

WHEREAS, Graphic Sciences, Inc. has estimated the costs to store files will be \$1,850 per month and \$6.30 per file requested; and

WHEREAS, the costs of these services are not to exceed \$24,000 which will include monthly storage fees and file retrieval and re-file fees and will be for a one year period; and

WHEREAS, the costs for the storage of documents is included in the FY 17 Ingham County Health Department budget; and

WHEREAS, Graphic Sciences, Inc. has estimated an additional one- time cost of approximately \$11,500 to remove, transport and catalog the files; and

WHEREAS, the Health Officer recommends that the Board of Commissioners to authorize a one year contract between Graphic Sciences, Inc. for the transport, storage and retrieval of files; and

WHEREAS, the Health Officer recommends the Board of Commissioners to authorize an agreement with Graphic Sciences, Inc. in an amount not to exceed \$11,500 for the removal, transport and cataloging of files at Graphic Sciences, Inc.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a one year contract between Ingham County and Graphic Sciences, Inc. in an amount not to exceed \$24,000 for the transport, storage and retrieval of files effective the date of execution.

BE IT FURTHER RESOLVED, the agreement between Ingham County and Graphic Sciences Inc. contains a one-time cost not to exceed \$11,500 for the removal, transport and cataloging of files at Graphic Sciences, Inc.

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: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 28, 2016
SUBJECT: Agreement with NextGen Healthcare
For the meeting agendas of August 15 and 17, 2016

BACKGROUND

The Ingham County Health Department Community Health Centers' (ICHD CHCs) Federally Qualified Health Centers (FQHCs) must continuously adhere to 19 Key Health Center Program Requirements through its agreement with Health Resources and Services Administration (HRSA). One of these key requirements is to maximize collections and reimbursement for services.

The Billing and Reporting Unit, within the ICHD CHCs, currently prints and mails patient statements for outstanding accounts. This is a request to enter into an agreement with NextGen Healthcare, our current Enterprise Practice Management/Electronic Health Records (EPM/EHR) vendor, to perform this function at a decreased cost. This is a month-to month agreement that may be cancelled at any time per our request.

ALTERNATIVES

There are no viable alternatives for this project

FINANCIAL IMPACT

The costs of this agreement shall not exceed \$12,000 annually and will be covered by funds already allocated in the current year budget. Based on current statement volumes, the cost would be \$.071/statement sent through the United States Postal Service. Current in-house cost for this service is .912/statement. This agreement would result in an annual savings in excess of \$3,500 based on fiscal year 2015 patient statement volume.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into agreement with NextGen Healthcare.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH NEXTGEN HEALTHCARE TO
PROCESS PATIENT STATEMENTS**

WHEREAS, the Ingham County Health Department Community Health Centers (ICHD CHCs) receives Health Resources and Services Administration (HRSA) funding for the operation of its Federally Qualified Health Centers; and

WHEREAS, HRSA requires Federally Qualified Health Centers (FQHC) to maximize collections and reimbursement for services; and

WHEREAS, ICHD CHCs currently send patients statements for services, per ICHD CHC's Financial Policies, in an effort to maximize reimbursement; and

WHEREAS, the decision was made to contract with NextGen Healthcare, our current Enterprise Practice Management/Electronic Health Records (EPM/HER) vendor, for processing patient statements as a time saving and cost reduction effort; and

WHEREAS, the cost for processing paper patient statements will be \$0.71 per statement, based on current volume; and.

WHEREAS, the funds to pay for this contract, not to exceed \$12,000 annually, will come from funds allocated within the current budget; and

WHEREAS, this is a month-to month agreement that may be cancelled at any time per our request; and

WHEREAS, the Health Officer recommends the Board of Commissioners authorize an agreement with NextGen Healthcare to process patient statements.

THEREFORE BE IT RESOLVED, that the Board of Commissioners a month-to-month agreement with NextGen Healthcare for the provision of processing patient statements in an amount not to exceed \$12,000 annually.

BE IT FURTHER RESOLVED, that the Controller 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.

TO: Board of Commissioners Human Services and Finance Committee
FROM: Linda S. Vail, Health Officer
DATE: July 28, 2016
SUBJECT: Authorize Subcontract with Packard Health System for Wisewoman/Wise Choices Programming
For the meeting agenda of August 15 and 17, 2016

BACKGROUND

The Michigan Department of Health and Human Services (MDHHS) Cancer Prevention & Control Section has provided funding through the Comprehensive Planning, Budgeting, & Contracting (CPBC) agreement to the Health Promotion and Prevention Division of the Ingham County Health Department (ICHD). This funding will be used to implement programs focused on chronic disease risk factor screening, preventative health education, and support for healthy lifestyle changes.

MDHHS has provided \$76,500 in funding for the Breast and Cervical Cancer Control Navigation Program (BCCCNP) to assist with efforts to enhance outreach and patient navigation. MDHHS has also provided \$49,000 for ICHD to serve as a local coordinating agency for implementation of the Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN) program in Ingham and Washtenaw Counties and for implementation of the Well-Integrated Screening Evaluation (WISE) Choices program in Washtenaw County. As the local coordinating agency, ICHD will provide program oversight, coordination, and support.

Additionally, MDHHS has provided \$21,000 for ICHD to administer the Michigan Colorectal Cancer Early Detection Program (MCRCEDP) which provides outreach and colorectal cancer education, individualized risk assessment, and screening to eligible, low income, 50-64 year old men and women living in 26 Michigan counties

In order to fulfill program functions and requirements ICHD will need to hire a temporary Project Specialist and subcontract with several organizations; specific contract agencies and amounts are listed below in the "Financial Impact" section. The cost of the temporary Project Specialist will be covered by the BCCCNP and the MCRCEDP funds.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

ICHD proposes the following:

- Hiring a 1.0 FTE temporary BCCCNP Project Specialist position from August 24, 2016 to September 30, 2016. Total compensation for this position will not exceed \$5,000. This position will be responsible for coordinating BCCCNP and WISEWOMAN outreach efforts and will assist with the development of minimum program requirements for MCRCEDP.

- A subcontract with Packard Health System for MDHHS funding of up to \$19,765 in FY 2016 and up to \$20,000 in FY 2017 (up to \$39,765 total) to implement and provide WISEWOMAN/ WISE Choices Programing. This subcontract would be in effect from August 1, 2016 through September 30, 2017.
- Agreements with MCRCEDP participating providers for the delivery of colorectal cancer screening and diagnostic services. These agreements allow providers to bill MDHHS for these services after enrollment by ICHD. These service agreements would be in effect from November 1, 2016 through September 30, 2017.
- A subcontract with Redhead Design for up to \$34,000 to provide a media campaign including marketing materials and printing for BCCCNP, WISEWOMAN, and MCRCEDP. This subcontract would be in effect from August 1, 2016 through September 30, 2016.
- Subcontracts with four local churches for up to \$1,000 per church to organize outreach activities and pay for the use of space and necessary items to conduct those outreach activities. The churches to be subcontracted with are Rivers of Life, Tabernacle of David, Trinity AME, and Union Missionary Baptist. These subcontracts would be in effect from August 1, 2016 through September 30, 2016.
- Subcontracts with MacDonald Broadcasting and Adams Outdoor Advertising for up to \$2,000 each for a MCRCEDP awareness campaign. These subcontracts would be in effect from August 1, 2016, through September 30, 2016.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of hiring a temporary BCCCNP Project Specialist and authorization to contract with the agencies listed above in the “Financial Impact” section for the amounts and terms specified.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SUBCONTRACT WITH PACKARD HEALTH SYSTEM TO PROVIDE WISEWOMAN/WISE CHOICES PROGRAMMING

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) Cancer Prevention & Control Section has provided funding through the Comprehensive Planning, Budgeting, & Contracting (CPBC) agreement to the Health Promotion and Prevention Division of the Ingham County Health Department (ICHHD) to implement programs focused on chronic disease risk factor screening, preventative health education, and support for healthy lifestyle changes; and

WHEREAS, MDHHS has provided \$76,500 in funding for the Breast and Cervical Cancer Control Navigation Program (BCCCNP) to assist with efforts to enhance outreach and patient navigation; and

WHEREAS, MDHHS has provided \$49,000 for ICHHD to serve as a local coordinating agency for implementation of the Well-Integrated Screening and Evaluation for Women Across the Nation (WISEWOMAN) program in Ingham and Washtenaw Counties and for implementation of the Well-Integrated Screening Evaluation (WISE) Choices program in Washtenaw County; and

WHEREAS, MDHHS has provided \$21,000 for ICHHD to administer the Michigan Colorectal Cancer Early Detection Program (MCRCEDP) which provides outreach and colorectal cancer education, individualized risk assessment, and screening to eligible, low income, 50-64 year old men and women living in 26 Michigan counties; and

WHEREAS, in order to fulfill program functions and requirements ICHHD proposes the following:

- Hiring a 1.0 FTE temporary BCCCNP Project Specialist position from August 24, 2016 to September 30, 2016. Total compensation for this position will not exceed \$5,000. This position will be responsible for coordinating BCCCNP and WISEWOMAN outreach efforts and will assist with the development of minimum program requirements for MCRCEDP.
- A subcontract with Packard Health System for MDHHS funding of up to \$19,765 in FY 2016 and up to \$20,000 in FY 2017 (up to \$39,765 total) to implement and provide WISEWOMAN/WISE Choices Programming. This subcontract would be in effect from August 1, 2016 through September 30, 2017.
- Agreements with MCRCEDP participating providers for the delivery of colorectal cancer screening and diagnostic services. These agreements allow providers to bill MDHHS for these services after enrollment by ICHHD. These service agreements would be in effect from November 1, 2016 through September 30, 2017.
- A subcontract with Redhead Design for up to \$34,000 to provide a media campaign including marketing materials and printing for BCCCNP, WISEWOMAN, and MCRCEDP. This subcontract would be in effect from August 1, 2016 through September 30, 2016.
- Subcontracts with four local churches for up to \$1,000 per church to organize outreach activities and pay for the use of space and necessary items to conduct those outreach activities. The churches to be subcontracted with are Rivers of Life, Tabernacle of David, Trinity AME, and Union Missionary Baptist. These subcontracts would be in effect from August 1, 2016 through September 30, 2016.

- Subcontracts with MacDonald Broadcasting and Adams Outdoor Advertising for up to \$2,000 each for a MCRCEDP awareness campaign. These subcontracts would be in effect from August 1, 2016, through September 30, 2016.

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize hiring a temporary BCCCNP Project Specialist and contracts with the agencies listed above for the amounts and terms specified.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the following:

- Hiring a 1.0 FTE temporary BCCCNP Project Specialist position from August 24, 2016 to September 30, 2016. Total compensation for this position will not exceed \$5,000. This position will be responsible for coordinating BCCCNP and WISEWOMAN outreach efforts and will assist with the development of minimum program requirements for MCRCEDP.
- A subcontract with Packard Health System for MDHHS funding of up to \$19,765 in FY 2016 and up to \$20,000 in FY 2017 (up to \$39,765 total) to implement and provide WISEWOMAN/WISE Choices Programming. This subcontract would be in effect from August 1, 2016 through September 30, 2017.
- Agreements with MCRCEDP participating providers for the delivery of colorectal cancer screening and diagnostic services. These agreements allow providers to bill MDHHS for these services after enrollment by ICHD. These service agreements would be in effect from November 1, 2016 through September 30, 2017.
- A subcontract with Redhead Design for up to \$34,000 to provide a media campaign including marketing materials and printing for BCCCNP, WISEWOMAN, and MCRCEDP. This subcontract would be in effect from August 1, 2016 through September 30, 2016.
- Subcontracts with four local churches for up to \$1,000 per church to organize outreach activities and pay for the use of space and necessary items to conduct those outreach activities. The churches to be subcontracted with are Rivers of Life, Tabernacle of David, Trinity AME, and Union Missionary Baptist. These subcontracts would be in effect from August 1, 2016 through September 30, 2016.
- Subcontracts with MacDonald Broadcasting and Adams Outdoor Advertising for up to \$2,000 each for a MCRCEDP awareness campaign. These subcontracts would be in effect from August 1, 2016, through September 30, 2016.

BE IT FURTHER RESOLVED, that the Controller 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.