THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, DECEMBER 5, 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 November 7, 2016 and November 14, 2016 Minutes
Additions to the Agenda
Limited Public Comment

1. **Interviews** – Community Health Center Board Interviews

2. **Health Department**
   a. Resolution **Amending Resolution #16-425** to Authorize the Fourth Year of the Americorps VISTA Grant Cycle for 2016-2017
   b. Resolution Authorizing the Conversion of a Community Health Representative IV Position to a **Coding Specialist** Position
   c. Resolution Authorizing a **Shift Differential** for Ingham County Health Department Jail Nurses During Work Hours of 6:30 pm to 6:30 am
   d. Resolution Authorizing a FY 2017 Agreement with Capital Area Community Services, Inc. for **Head Start Evaluations**
   e. Resolution Authorizing a Lease and **Pharmacy Agreement** with Cardinal Health 132, LLC
   f. Resolution Authorizing a Great Start Agreement with the **Midland County Educational Services Agency** and 0.25 FTE Increase of Position #601490
   g. Resolution Authorizing a **Reorganization** of the Health Department’s Staff and Administrative Structure
   h. Resolution **Amending Resolution #16-309** with NEC Networks, LLC dba CaptureRX, for 340B Prescription Third Party Administrator and Resolution #16-310 to Walgreen Company for 340B Prescription Drug Services to Include McKesson Corporation as 340B Drug Wholesaler
   i. Resolution Honoring **Lisa St. Clair**

3. **Controller’s Office**
   a. Resolution Approving Various **Contracts** for the 2017 Budget Year
   b. Resolution Authorizing the Controller to Make **Year End Budget Adjustments**
   c. Child Care Fund Update (Discussion)
PLEAS

E 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 online at www.ingham.org.
HUMAN SERVICES COMMITTEE  
November 07, 2016  
Draft Minutes

Members Present: McGrain, Banas (arrived at 6:31 p.m.), Case-Naeyaert, Hope, Koenig (arrived at 6:31 p.m.), Nolan

Members Absent: Tennis

Others Present: Heather Irvine, Derrell Slaughter, Bob Peña, Jared Cypher, Linda Vail, Loria Sabin, and others.

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

Approval of the October 17, 2016 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE MINUTES OF THE OCTOBER 17, 2016 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Tennis.

Additions to the Agenda

4. Controller’s Office  
   c. Ingham Health Plan (Discussion)

Removed from Agenda

2. Health Department  
   a. Resolution Authorizing an Agreement with Volunteers of America Michigan to Provide Dental Services for Poor and Uninsured Individuals Who Reside in Ingham County

Limited Public Comment

None.

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

2. Health Department  
   b. Resolution to Appoint Dr. Patrick Hansma as a Deputy Medical Examiner for Ingham County

4. Controller’s Office

(1)
a. Resolution Authorizing Third Quarter Adjustments to the 2016 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY. Absent: Tennis.

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

1. Interviews
   a. Youth Commission

Heather Irvine interviewed for the Ingham County Youth Commission.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. BANAS, TO RECOMMEND HEATHER IRVINE FOR APPOINTMENT TO THE YOUTH COMMISSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Tennis.

b. Board of Health

Derrell Slaughter interviewed for the Ingham County Board of Health.

MOVED BY COMM. BANAS, SUPPORTED BY COMM. HOPE, TO RECOMMEND DERRELL SLAUGHTER FOR APPOINTMENT TO THE BOARD OF HEALTH.

THE MOTION CARRIED UNANIMOUSLY. Absent: Tennis.

3. Community Agencies - Resolution Authorizing 2017 Agreements for Community Agencies

Chairperson McGrain asked the agencies that were satisfied with the Controller’s Recommendations to stand and identify themselves.

The following agencies indicated their satisfaction with the Controller’s Recommendations:

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGENCY</th>
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<tbody>
<tr>
<td>Karen Smith</td>
<td>Stockbridge Community Outreach</td>
</tr>
<tr>
<td>Michelle Hill</td>
<td>Cristo Rey Community Center</td>
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<tr>
<td>Audrey Matisoff</td>
<td>Lansing Area Aids Network</td>
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<tr>
<td>Erica Schmittiel</td>
<td>MSU Safe Place</td>
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<tr>
<td>Karen Bacon</td>
<td>Hosanna House of Michigan</td>
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<td>Elaine Hardy</td>
<td>YMCA Westside Community</td>
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<td>Sandra Kowalk-Thompson</td>
<td>Boys &amp; Girls Club Lansing</td>
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<tr>
<td>Michelle Strasz</td>
<td>Capital Area College Access Network</td>
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<tr>
<td>Erika Brown-Binion</td>
<td>Refuge Development Center</td>
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<tr>
<td>Dave Molner</td>
<td>Listening Ear</td>
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<tr>
<td>Tammy Lemmer &amp; Marion Owen</td>
<td>Tri-County Office on Aging</td>
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MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BANAS, TO APPROVE THE RESOLUTION AUTHORIZING 2017 AGREEMENTS FOR COMMUNITY AGENCIES.

Commissioner Case-Naeyaert thanked the members of the agencies that attended the meeting for their efforts.

Commissioner Hope stated she was on the Board of the Capital Area College Access Network and was friends with Julie Powers.

Chairperson McGrain stated that Julie Powers had been a campaign contributor of his in the past as well as a friend.

Commissioner Koenig stated she, along with Commissioner Hope, was on the Board of the Tri-County Office on Aging. She also thanked the representatives for their efforts.

Commissioner Banas thanked the representatives for their efforts and for attending the meeting.

Chairperson McGrain thanked the representatives for their efforts and asked that they share their events with the commissioners.

THE MOTION CARRIED UNANIMOUSLY. Absent: Tennis.

4. Controller’s Office  
b. Child Care Fund Update

Jared Cypher, Deputy Controller, stated that Ingham County was not the only one speaking to legislators. He further stated that he was working on compiling historical data.

Commissioner Case-Naeyaert stated that the next term, once committees had been assigned and chairs decided, she would be willing to help connect him with the chairs of the committees.

Mr. Cypher stated that he would appreciate those efforts.
Commissioner Hope stated that she wanted to commend staff for presenting such an organized and compelling argument to the legislators. She further stated that she appreciated Jill Rhode and Maureen Winslow for their efforts.

Commissioner Case-Naeyaert stated that the committees Jill Rhode presented to had received the information in a positive manner.

c. Ingham Health Plan (*Discussion*)

Mr. Cypher provided a memorandum regarding an update on the Ingham Health Plan 2017 Contract. He reviewed the memorandum.

Discussion.

Mr. Cypher continued to review the memorandum. He further stated that comparable plans from Physicians Health Plan and Community Mental Health millage contract services had administrative costs of 10% and 13% respectively.

Commissioner Hope asked for clarification regarding the rationale for the waiting list.

Mr. Cypher stated that his impression was that the Ingham Health Plan Corporation (IHPC) was more interested in receiving the 35% administrative rate rather than serving their customers.

Commissioner Hope stated that she felt that IHPC was not negotiating in good faith.

Commissioner Koenig stated that they were not required to execute the millage and that a deal with IHPC was not required as there were other participants that would be more than willing to accept better deals.

Commissioner Banas stated that she agreed with Commissioner Koenig and that she felt something was amiss. She further stated that she appreciated the efforts that Mr. Cypher had put toward the issue.

Commissioner Nolan stated that she agreed with Commissioner Koenig’s comments regarding a disconnection with how IHPC was treating and negotiating with their best customer.

Discussion.

Commissioner Nolan recommended that the committee move forward in 2017 with a task force to examine more options. Commissioner Nolan further stated that she appreciated Mr. Cypher’s patience in the matter.

Mr. Cypher stated that he asked IHPC what items caused the administrative cost to be driven up so high. He stated that they responded that support services such as IT and billing contributed to the increased cost. Mr. Cypher further stated that IHPC had said that with their current staff they could take on another 5,000 members.
Commissioner Case-Naeyaert stated that she did not feel that IHPC had been consistent or trustworthy. She further stated that she felt they were taking advantage of the Commissioners and their constituents.

Commissioner Hope asked why the IHP Board was so invested in keeping the administrative level at the current capacity.

Mr. Cypher stated that they never received an answer to that during any of the meetings.

Commissioner Nolan stated that she had seen documents where the IHP Board was calling out the $1,000,000 annual budget deficit issue and asking how it would be rectified.

Commissioner Hope asked what would be carried forward with no contract in place.

Mr. Cypher responded that they would finish paying the bills until the end of the current year. He further stated that at the end of 2015 IHPC still had over 9.7 million in reserve and that he estimated that that amount had gone down to just under 9 million at this time.

Commissioner Hope asked if they would be required to continue serving the clientele if there was no contract.

Mr. Cypher stated that the people that qualified for the Ingham Health Plan and had Ingham Health Plan cards would most likely continue to seek service and providers would probably be reimbursed through Ingham Health Plan reserves.

Chairperson McGrain stated that he did not remember seeing a 2017 budget from IHPC that stated that the program could only be sustained with a 35% administrative fee.

Mr. Cypher stated that they had submitted a budget request, but it was not itemized.

Commissioner Banas asked if IHPC provided services elsewhere.

Discussion.

Commissioner Banas asked how long Commissioner Nolan and Mr. Cypher felt it would take a task force to begin talking about alternatives.

Mr. Cypher stated that it would be ideal to begin talking about the issue in January and attempt to time it with the budget process.

Commissioner Banas stated she would support Commissioner Nolan’s plan and recommendations from Mr. Cypher to begin a task force to begin examining the right way to provide services to residents at an economical price and in a way that is responsible to taxpayers.
Commissioner Koenig stated that she agreed with Commissioner Banas and that she did not want to carry on with this for another year.

Discussion.

Chairperson McGrain asked how quickly the committee would like to move forward with the taskforce.

Commissioner Nolan stated that as a board member on the IHPC Board she would like to send the Ingham Health Plan discussion portion of tonight’s meeting on a CD to the IHP Board members so they would understand where her colleagues were coming from.

Commissioner Banas stated that the portion of the audio could be sent with a letter from the committee chair or the Controller’s Office.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BANAS, TO SEND THE AUDIO RECORDING OF THE INGHAM HEALTH PLAN DISCUSSION FROM TONIGHT’S MEETING TO THE INGHAM HEALTH BOARD MEMBERS ON A CD.

THE MOTION CARRIED UNANIMOUSLY. Absent: Tennis.

Discussion took place regarding the timeline for putting together a task force pertaining to the issue.

Commissioner Case-Naeyaert suggested that Mary Lennoye be included.

Chairperson McGrain asked for a recommendation for the Controller’s Office staff regarding the negotiations for the 2017 IHP Contract.

Commissioner Banas stated that she would advise the Controller’s Office to tell IHPC that there was no interest in going any higher than the current 10% administrative cost.

Commissioner Case-Naeyaert clarified that it would be 10% until December and then the new conversation would occur.

Mr. Cypher clarified that what Commissioner Banas stated was slightly different than what was originally proposed. He further stated that Commissioner Banas had said that what the County had agreed to for 2015 and 2016 would stay on for 2017 as well and that he was comfortable with taking that back to IHPC.

Commissioner Case-Naeyaert stated that she would not be willing to enter into any new contract with IHPC.

Announcements

None.
Public Comment

Bob Peña, Ingham County Resident, thanked the committee for their efforts.

Adjournment

The meeting was adjourned at 7:55 p.m.
Members Present: McGrain, Hope, Koenig, Nolan, and Tennis (arrived at 6:35 p.m.)

Members Absent: Case-Naeyaert, Banas (listened via Cisco phone system)

Others Present: Major Sam Davis, Linda Vail, Robin Reynolds, Tim Dolehanty, Loria Sabin, and others.

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

Additions to the Agenda

7. Health Department – Health Services Millage Task Force (Discussion)

Substitutions

4. Community Mental Health
   b. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Mental Health Screening Services in the Ingham County Jail to Include On Call Personnel for Weekends and Holidays

Removed from Agenda

2. Treasury
   c. Resolution to Contract with Capital Area Community Services to Take Client Referrals from Ingham County Treasurer
   d. Resolution to Contract with Capital Area Community Services to Provide Funding for Fuel Assistance Administration

Limited Public Comment

None.

MOVED BY COMM. NOLAN SUPPORTED BY COMM. KOENIG TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Treasurer
   a. Resolution to Provide Funding for Low Income Tax Preparation

3. Health Department
   a. Resolution to Authorize Amendment #1 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
b. Resolution to Authorize Contracts with the Northwest Lansing Healthy Communities Initiative D/B/A Northwest Initiative to Distribute Urban Redevelopment Funds

c. Resolution to Authorize a Healthiest Cities and Counties Challenge Grant Agreement with the American Public Health Association

d. Resolution to Authorize an Administrative Service Agreement with Blue Cross Blue Shield of Michigan at the Ingham County Jail

e. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for FY 2017

f. Resolution Authorizing a Two Year Contract Extension with Alliance Biomedical DBA RS Biomedical, Inc. as Originally Authorized in Resolution #13-353

g. Resolution to Recognize the Holt Public School District for its Involvement in the Mass Dispensing Exercise on October 19, 2016

5. Department of Health and Human Services - Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Banas, Case-Naeyaert, and Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Banas, Case-Naeyaert, and Tennis.

Please note that later in the meeting the committee suspended the rules to allow Commissioner Tennis to vote on the consent agenda. Commissioner Tennis voted to approve the items on the consent agenda.

3. Health Department

h. Discussion: Health Department Reorganization

Linda Vail, Health Officer, reviewed the memorandum.

Commissioner Tennis arrived at 6:35 p.m.

Chairperson McGrain stated that he appreciated the conversation Ms. Vail had with Human Resources and staff and that he supported the reorganization.

Commissioner Nolan asked Ms. Vail if there was an organization change when Ms. Vail first started.

Ms. Vail responded yes, but that none of the changes were with the health centers.

2. Interviews – Youth Commission

Ryan Claypool interviewed for the Youth Commission.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. HOPE, TO SUSPEND THE RULES TO ALLOW COMM. TENNIS TO VOTE ON ITEMS ON THE CONSENT AGENDA.
THE MOTION CARRIED UNANIMOUSLY. Absent: Banas and Case-Naeyaert.

COMMISSIONER TENNIS VOTED TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

2. **Treasury**
   b. Resolution to Contract with Capital Area Community Services and Legal Services of South Central Michigan to Provide Funding for an Eviction Diversion Program in the 54A District for Certain Tax Delinquent Properties in Lansing

Chairperson McGrain stated that he would like to table the items to allow conversations with Capital Area Community Services (CACS) and the County Treasurer until a policy was created involving the money.

Discussion.

Commissioner Nolan stated that she spoke with Treasurer Schertzing and he stated that because he was the Treasurer and this was the revolving fund that it was his decision to go through with the resolutions and they did not need approval from the Board.

Tim Dolehanty, Controller/Administrator, stated that he disagreed with Treasurer Schertzing’s comment. He further stated that there was an Administrative Fund that was under the control of the Treasurer, but he did not believe there was enough in that fund to cover the resolutions.

Commissioner Koenig stated that Treasurer Schertzing and a representative from legal services would be attending the County Services meeting on November 15, 2016.

Commissioner Tennis stated that the Legal Services of South Central Michigan Agency used to give money to Community Agencies.

Chairperson McGrain stated that he wanted CACS to come to the next Human Services meeting in two weeks to have conversations with the committee.

Discussion.

Commissioner Nolan asked if expenditure of the funds was at the discretion of the Board of Commissioners or the Treasurer.

Mr. Dolehanty stated that for Agenda Item 2(a) the funds specifically called for were from the Delinquent Tax Administration Fund which the Treasurer controls. He further stated that funds that were set to come from the Delinquent Tax Revolving Fund would require approval of the full Board in order to be dispersed.

Commissioner Koenig also stated that fund amounts should be confirmed as well.
Commissioner Nolan agreed.

Commissioner Tennis disclosed that his firm represented Legal Services Associations of Michigan and that Legal Services of South Central Michigan was a member of the group.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO CONTRACT WITH CAPITAL AREA COMMUNITY SERVICES AND LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN TO PROVIDE FUNDING FOR AN EVICTION DIVERSION PROGRAM IN THE 54A DISTRICT FOR CERTAIN TAX DELINQUENT PROPERTIES IN LANSING.

Commissioner Nolan stated that she could not support the resolution until she knew what fund the money would be coming out of and the amount available in the fund.

Discussion.

Commissioner Koenig stated that she could not support the agenda item at this time due to missing information.

Discussion.


4. **Community Mental Health**
   a. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Health Services Millage Eligible Services

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES (CMH) FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES.

Chairperson McGrain stated that he was interested in hearing more about what occurred during 2016 in an annual report.

Commissioner Nolan stated that she supported an annual report. She further stated that Mary Lennoye should be working at Community Mental Health (CMH) to pull files and ensure that the money being provided was being used in a way that met millage requirements.

Commissioner Tennis stated that the documentation discussed the number of Ingham County residents meeting millage criteria being served.

Commissioner Nolan stated that Ms. Lennoye would have to create a new auditing process.
Commissioner Koenig stated that she did not want to delay the process much longer, but agreed that CMH should come before the committee to answer questions.

Discussion.

Commissioner Tennis stated he was comfortable voting for the resolution now without the presentation.

Commissioner Koenig stated that she would vote to approve the resolution tonight and would be comfortable in asking for a presentation later.

THE MOTION CARRIED UNANIMOUSLY. Absent: Banas and Case-Naeyaert.

b. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Mental Health Screening Services in the Ingham County Jail to Include On Call Personnel for Weekends and Holidays

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES (CMH) FOR MENTAL HEALTH SCREENING SERVICES IN THE INGHAM COUNTY JAIL TO INCLUDE ON CALL PERSONNEL FOR WEEKENDS AND HOLIDAYS.

Commissioner Nolan asked if the funds for this would come from the same fund source as the previous resolution.

Commissioner Koenig stated that it was a general budget item.

Discussion.

Commissioner Nolan asked that the resolution language be adjusted to include the maximum allowance amounts.

THE MOTION CARRIED UNANIMOUSLY. Absent: Banas and Case-Naeyaert.

6. Controller’s Office – Child Care Fund Update (Discussion)

Mr. Dolehanty stated that there were no new updates.

7. Health Department – Health Services Millage Task Force (Discussion)

Chairperson McGrain introduced the Agenda Item.

Commissioner Koenig stated that part of the reason for not creating the task force already was because committee assignments were not finalized.
Discussion.

Commissioner Nolan stated that she met with Robin Reynolds and Jared Cypher to discuss future plans for the Ingham Health Plan Corporation. She further stated that this meeting sparked the reason for possibly introducing the task force.

Commissioner Tennis stated that since the millage renewal date was not until 2020 it would be better to hold off on creating the task force until 2018 in order to obtain a clearer view of what healthcare will look like.

Chairperson McGrain stated that he agreed.

Robin Reynolds, Ingham Health Plan Corporation Executive Director, stated that conversations were needed with a variety of people in order to find a possible substitute that would be more efficient.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:26 p.m.
ACTION ITEMS:
The Deputy Controller is recommending approval of the following resolutions

2. Health Department
   a. Resolution Amending Resolution #16-425 to Authorize the Fourth Year of the Americorps VISTA Grant Cycle for 2016-2017
   This resolution amends resolution #16-425 that authorized the fourth year of the Americorps VISTA grant cycle. The attached resolution reflects the amended budget in which the total cash contributions from the 15 external AmeriCorps VISTA Cost Share sites requirement is $100,510 rather than the $84,043 reflected in Resolution #16-425. This change does not result in any additional cost to Ingham County.

   b. Resolution Authorizing the Conversion of a Community Health Representative IV Position to a Coding Specialist Position
   This resolution authorizes the conversion of a vacant Community Health Representative IV position (UAW F) to a Coding Specialist position (UAW G). The proposed conversion is anticipated to cost an additional $8,500 per year based on step 5 personnel cost comparisons. The additional costs will be absorbed by the expected vacancies within the Billing & Reporting Unit. The proposed conversion will allow improvements in medical charts/records audits for coding compliance to Federal & State regulations and guidelines.

   c. Resolution Authorizing a Shift Differential for Ingham County Health Department Jail Nurses During Work Hours of 6:30 pm to 6:30 am
   This resolution reinstates a shift differential for Ingham County Health Department Jail Nurses which would allow for a premium of $1.00 above straight-time rates for all normal hours worked from 6:30 PM – 11:59 PM and a premium of $2.00 above straight-time rates for all normal hours worked from 12:00 AM to 6:30 AM. ICHD Jail Nurses work shifts that provide coverage into the evening and overnight hours. Currently budgeted salaries and wages for ICHD Jail Health Services is sufficient to cover this additional shift premium.

   d. Resolution Authorizing a FY 2017 Agreement with Capital Area Community Services, Inc. for Head Start Evaluations
   This resolution authorizes an agreement with Capital Area Community Services, who will compensate OYC up to $15,600 to provide implementation and evaluation support for Head Start services for the period of October 1, 2016 through July 31, 2017.

   e. Resolution Authorizing a Lease and Pharmacy Agreement with Cardinal Health 132, LLC
   This resolution authorizes an agreement with Cardinal Health 132, LLC to lease space within Forest Community Health Center at the rate of $1 per year, for the purpose of operating a 340B pharmacy for the period of November 1, 2016 through October 31, 2021 with an additional agreement establishing Cardinal Health’s per prescription fee and minimum monthly prescription volume.

   f. Resolution Authorizing a Great Start Agreement with the Midland County Educational Services Agency and 0.25 FTE Increase of Position #601490
   This resolution authorizes an agreement with Midland County Educational Services Agency (MCESA) for the Office for Young Children (OYC) to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017. The resolution also authorizes a 0.25 FTE increase to position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339. The increase costs for the increase in position #601490 will be covered by the grant.
g. Resolution Authorizing a Reorganization of the Health Department’s Staff and Administrative Structure
This resolution authorizes the following changes to the Health Department’s Staff and Administrative Structure:

- Position #601245 Clinical Services Manager-MCF 10 changes to Clinical Services Supervisor-MCF 11;
- Position #601079 Compliance Manager-MCF 11 changes to Strategic Projects and Implementation Manager-MCF 11;
- Position #601135 Assistant Deputy Health Officer-MCF 10 changes to Deputy Health Officer-Administration MCF 14;
- Position #601054 Systems Analyst-ICEA Pro 9 changes to IT Coordinator-ICEA Pro 9

Two position changes in the reorganization will result in financial impact. Position #601245 Clinical Services Supervisor MCF-10 changes to Clinical Services Manager MCF-11 with a projected increase of $4,753 for FY 17. Position #601135 Assistant Deputy Health Officer MCF-10 changes to Deputy Health Officer-Administration MCF-14 with a projected increase of $11,192 for FY 17. All other position changes are budget neutral.

ICHD is holding vacant a position (601481, Healthy Start Project Specialist) in the Healthy Start grant which will result in unexpended grant dollars at the end of the grant cycle. Presently, the grant is not paying for indirect costs associated with the grant. The unexpended grant dollars can be used to pay for indirect costs thus freeing up general fund dollars to pay for the re-organization. The Federal government allows a 10% de minis rate to cover indirect costs.

h. Resolution Amending Resolution #16-309 with NEC Networks, LLC DBA Capture RX, for 340B Prescription Third Party Administrator and Resolution #16-310 to Walgreen Company for 340B Prescription Drug Services to Include McKesson Corporation as 340B Drug Wholesaler
This resolution authorizes an agreement with McKesson Corporation as a 340b drug wholesaler for CaptureRX and Walgreens Company. Also as part of the agreement McKesson Corporation will require ICHD to complete a customer credit application and bank account EFT authorization.

i. Resolution Honoring Lisa St. Clair
This resolution honors Lisa St. Clair for her 15 years of dedicated service to the community and ICHD.

3. Controller’s Office
a. Resolution Approving Various Contracts for the 2017 Budget Year
This resolution will approve the attached list of contracts for the 2017 budget year. The list consists only of contracts that are included in the 2017 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

b. Resolution Authorizing the Controller to Make Year End Budget Adjustments
This resolution authorizes year end budget adjustments for 2016. There are just two major adjustments this quarter. One is an additional appropriation of $100,000 to the Department of Health and Human Services Child Care fund for costs associated with Federal Audit findings. With State matching funds, the total increase to the budget will be $200,000. The general fund portion will be funded from the 2016 contingency account. The second adjustment is a decrease to State Prisoner Care revenue of $145,450, as the result of the abruptly canceled contract for leased Jail beds by the State of Michigan. This will also be funded from the 2016 contingency account.
OTHER ITEMS:

1. Interviews – Community Health Center Board Interviews

3. Controller’s Office
   c. Child Care Fund Update (Discussion)
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 17, 2016
SUBJECT: Resolution to amend Resolution #16-425 to Authorize the fourth year of funding cycle of the AmeriCorps*VISTA Project

For the meeting agendas of 12/5/16 and 12/7/16

BACKGROUND
Ingham County Health Department (ICHD) on behalf of the Power of We Consortium (PWC) was the recipient of grant funds in support of the AmeriCorps*VISTA Project from the Corporation for National and Community Services (CNCS) for a fourth year of the funding cycle for 2016-17. Resolution #16-425 authorized the funding. CNCS has provided Ingham County an amended fourth year of the funding cycle for 2016-2017 providing funding with up to sixteen (16) AmeriCorps*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems. The attached resolution reflects the amended budget in which the total cash contributions from the 15 external AmeriCorps VISTA Cost Share sites requirement is $100,510 rather than the $84,043 reflected in Resolution #16-425. This change does not result in any additional cost to Ingham County.

ALTERNATIVES
N/A

FINANCIAL IMPACT
CNCS has granted ICHD, on behalf of the PWC, the fourth year funding for the AmeriCorps*VISTA Program with a total budget of $151,215 for the 2016-2017 fiscal year comprised of $15,000 CNCS funds and $136,215 local resources, and authorizes a grant agreement with the CNCS for the time period of September 18, 2016 through September 16, 2017. Out of a total of 16 FTE AmeriCorps*VISTA members, 15 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the Power of We Consortium.

The Local Resources are drawn from:
1) cash contributions from the external host sites totaling $100,510
2) VISTA Deferred Revenue Cost Share Funds $14,000
3) Revenue from Ingham County $21,705

From the Local Resources, CNCS is requiring payment of the VISTA Cost Share in the amount of $72,270 as stated in Amendement #1 of the Memorandum of Agreement dated 09/28/16.

Separate from the $151,215 budget, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $123,675, Education and End of Service Awards $85,800 and Health Insurance $62,100 for a total of $271,575.

OTHER CONSIDERATIONS
N/A
RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached amended resolution for the fourth year funding cycle of the AmeriCorps*VISTA Project budget in the amount of $151,215 for the period of September 18, 2016 through September 16, 2017.
Budget Narrative: Power of We Consortium for Ingham County Health Department

Program Type: Support Grant
Cost Share

Section I. Volunteer Support Expenses

A. Project Personnel Expenses

<table>
<thead>
<tr>
<th>Position/Title -Qty -Annual Salary -% Time</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor: - 1 person(s) at 48504 each x 100 % usage</td>
<td>15,000</td>
<td>33,504</td>
<td>48,504</td>
<td>0</td>
</tr>
<tr>
<td>CATEGORY Totals</td>
<td>15,000</td>
<td>33,504</td>
<td>48,504</td>
<td>0</td>
</tr>
</tbody>
</table>

B. Personnel Fringe Benefits

<table>
<thead>
<tr>
<th>Item -Description</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA: 7.65% of $48,504</td>
<td>0</td>
<td>3,710</td>
<td>3,710</td>
<td>0</td>
</tr>
<tr>
<td>Health Insurance: Health Insurance $11,679, Dental $904, Vision $124, EAP $33.</td>
<td>0</td>
<td>12,740</td>
<td>12,740</td>
<td>0</td>
</tr>
<tr>
<td>Retirement: Retirement</td>
<td>0</td>
<td>3,759</td>
<td>3,759</td>
<td>0</td>
</tr>
<tr>
<td>Life Insurance: Life Insurance $106, Disability Insurance $63</td>
<td>0</td>
<td>169</td>
<td>169</td>
<td>0</td>
</tr>
<tr>
<td>Workers Comp &amp; Unemployment &amp; Liability: Workers Compensation $223, Unemployment $243, Liability $93</td>
<td>0</td>
<td>559</td>
<td>559</td>
<td>0</td>
</tr>
<tr>
<td>CATEGORY Totals</td>
<td>0</td>
<td>20,937</td>
<td>20,937</td>
<td>0</td>
</tr>
</tbody>
</table>

C. Project Staff Travel

Local Travel

<table>
<thead>
<tr>
<th>Purpose -Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Staff Travel: 309 miles X $0.54/mile</td>
<td>0</td>
<td>167</td>
<td>167</td>
<td>0</td>
</tr>
<tr>
<td>CATEGORY Totals</td>
<td>0</td>
<td>167</td>
<td>167</td>
<td>0</td>
</tr>
</tbody>
</table>

Long Distance Travel

<table>
<thead>
<tr>
<th>Purpose -Destination -Other Travel -Trans. Amount -Meals/Lodging</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Training: Coordinator Training-5 Day Professional Conference Total Costs to attend - Meals/Lodging 1,390 Trans 700 Other 910</td>
<td>0</td>
<td>3,000</td>
<td>3,000</td>
<td>0</td>
</tr>
<tr>
<td>CATEGORY Totals</td>
<td>0</td>
<td>3,000</td>
<td>3,000</td>
<td>0</td>
</tr>
</tbody>
</table>
### D. Equipment

<table>
<thead>
<tr>
<th>Item/Purpose - Qty - Unit Cost</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 0 x 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### E. Supplies

<table>
<thead>
<tr>
<th>Item Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies and Supplies for Members: Total cost</td>
<td>0</td>
<td>3,485</td>
<td>3,485</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>3,485</td>
<td>3,485</td>
<td>0</td>
</tr>
</tbody>
</table>

### F. Contractual Service

<table>
<thead>
<tr>
<th>Purpose Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contract for Development &amp; Evaluation of VISTA Members:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### I. Other Volunteer Support Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications:</td>
<td>0</td>
<td>19</td>
<td>19</td>
<td>0</td>
</tr>
<tr>
<td>Printing:</td>
<td>0</td>
<td>500</td>
<td>500</td>
<td>0</td>
</tr>
<tr>
<td>Logistics:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>519</td>
<td>519</td>
<td>0</td>
</tr>
</tbody>
</table>

### J. Indirect Costs

<table>
<thead>
<tr>
<th>Calculation - Rate - Rate Claimed - Cost Type</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>SECTION Totals</strong></td>
<td>15,000</td>
<td>61,612</td>
<td>76,612</td>
<td>0</td>
</tr>
<tr>
<td><strong>PERCENTAGE</strong></td>
<td>20%</td>
<td>80%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section II. Volunteer Expenses

### A. Personnel Expenses

#### Living Allowances

**Full Time (Federal)**

<table>
<thead>
<tr>
<th>Description/Sites - # Mbrs - Allowance Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community and faith-based organizations: - 9 x 11880</td>
<td>0</td>
<td>0</td>
<td>106,920</td>
<td>106,920</td>
</tr>
<tr>
<td>VISTA Leader: - 1 x 14280</td>
<td>0</td>
<td>0</td>
<td>14,280</td>
<td>14,280</td>
</tr>
<tr>
<td>5 short term (less than 2 weeks) overlap slots if needed.: - 5 x 495</td>
<td>0</td>
<td>0</td>
<td>2,475</td>
<td>2,475</td>
</tr>
<tr>
<td>CATEGORY Totals</td>
<td>0</td>
<td>0</td>
<td>123,675</td>
<td>123,675</td>
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</tbody>
</table>

**Full Time (non-Federal)**

<table>
<thead>
<tr>
<th>Description/Sites - # Mbrs - Allowance Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 cost share member: - 6 x 11880</td>
<td>0</td>
<td>71,280</td>
<td>71,280</td>
<td>0</td>
</tr>
<tr>
<td>Overlap slots for November placement, not to exceed 2 weeks.: - 2 x 495</td>
<td>0</td>
<td>990</td>
<td>990</td>
<td>0</td>
</tr>
<tr>
<td>CATEGORY Totals</td>
<td>0</td>
<td>72,270</td>
<td>72,270</td>
<td>0</td>
</tr>
</tbody>
</table>

**Summer Associate (Federal)**

<table>
<thead>
<tr>
<th>Description/Sites - # Mbrs - Allowance Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY Totals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Summer Associate (non-Federal)**

<table>
<thead>
<tr>
<th>Description/Sites - # Mbrs - Allowance Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY Totals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Education and End of Service Awards**

<table>
<thead>
<tr>
<th>Item - # Mbrs - Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Award: - 12 x 5775</td>
<td>0</td>
<td>0</td>
<td>69,300</td>
<td>69,300</td>
</tr>
<tr>
<td>Education Award - Summer Associate: - 0 x 1222</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>End of Service Stipend - Regular: - 11 x 1500</td>
<td>0</td>
<td>0</td>
<td>16,500</td>
<td>16,500</td>
</tr>
<tr>
<td>End of Service Stipend - Leader: - 0 x 3000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### B. Fringe Benefits

#### Health Insurance

<table>
<thead>
<tr>
<th>Item/Description - # Mbrs - Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance: - 23 x 2700</td>
<td>0</td>
<td>0</td>
<td>62,100</td>
<td>62,100</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>62,100</td>
<td>62,100</td>
</tr>
</tbody>
</table>

#### FICA

<table>
<thead>
<tr>
<th>Item/Description - Rate (%) - Stipend Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA: - 0 x 5.65 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### C. Travel

<table>
<thead>
<tr>
<th>Item/Description - Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Travel: 16 members x 270.0231 miles/member x $0.54 per mile</td>
<td>0</td>
<td>2,333</td>
<td>2,333</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>2,333</td>
<td>2,333</td>
<td>0</td>
</tr>
</tbody>
</table>

#### G. Other Volunteer Expenses

<table>
<thead>
<tr>
<th>Item - Description</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal COLA Increase:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Federal COLA/Costshare Increase:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fingerprinting Reimbursement Enter $25 per full-time grant VISTA:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>SECTION Totals</strong></td>
<td>0</td>
<td>74,603</td>
<td>346,176</td>
<td>271,575</td>
</tr>
<tr>
<td><strong>PERCENTAGE</strong></td>
<td>0%</td>
<td>22%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| <strong>BUDGET Totals</strong>                           | 15,000     | 136,215       | 422,790      | 271,575        |
| <strong>PERCENTAGE</strong>                              | 4%         | 32%           |              |                |</p>
<table>
<thead>
<tr>
<th>Total MSYs</th>
<th>23.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost/MSY</td>
<td>652</td>
</tr>
</tbody>
</table>

**Source of Funds**

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I. Volunteer Support Expenses</td>
<td></td>
</tr>
<tr>
<td>Section II. Volunteer Expenses</td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION AMENDING RESOLUTION #16-425 TO AUTHORIZE THE FOURTH YEAR OF THE AMERICORPS VISTA GRANT CYCLE FOR 2016-2017

WHEREAS, Ingham County Health Department (ICHD) on behalf of the Power of We Consortium (PWC) was the recurring recipient of grant funds in support of the AmeriCorps* VISTA Project from 2006-2010, and annual renewal of such funding was accepted by resolution (#06-333, #07-307, #08-321, #09-159, #10-055, #10-396 ); and

WHEREAS, The Corporation for National and Community Services (CNCS) provided a new funding cycle which the first year of such funding was accepted by resolution #13-380; and the second year funding was accepted by #14-388; and the third year funding was accepted by #15-352; and

WHEREAS, Resolution #16-425 accepted funding for Year Four of the grant cycle and CNCS has provided Ingham County an amended agreement for this fourth year of the funding cycle for 2016-2017 with a total budget of $151,215 comprised of $15,000 CNCS funds, and $136,215 from local funds of which CNCS is requiring payment of the VISTA Cost Share in the amount of $72,270 as stated in Amendment #1 of the Memorandum of Agreement dated 09/28/16. This will provide funding with up to sixteen (16) AmeriCorps*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

WHEREAS, out of a total of 16 FTE AmeriCorps*VISTA members, 15 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the Power of We Consortium; and

WHEREAS, separate from the $151,215 budget program expenses, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $123,675, Education and End of Service Awards $85,800 and Health Insurance $62,100 for a total of $271,575 additional Federal dollars; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the amended fourth year of the funding cycle for the AmeriCorps*VISTA program with the 2016-2017 year in the budget amount of $151,215 made up of $15,000 CNCS funds and $136,215 local resources, and authorizes a grant agreement with the CNCS for the time period of September 18, 2016 through September 16, 2017.

BE IT FURTHER RESOLVED, that a non-federal match of $136,215 is authorized, obtained through cash contributions of up to $6,700.67 from each of fifteen external AmeriCorps*VISTA host sites totaling $100,510, as selected through a Request for Proposal process, up to $14,000 from VISTA Deferred Revenue Funds and $21,705 in Ingham County Funds.
BE IT FURTHER RESOLVED, that separate from the $151,215 program budget expenses, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $123,675, Education and End of Service Awards $85,800 and Health Insurance $62,100 for a total of $271,575.

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 Health Officer is authorized to submit the Amended 2016-2017 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement. After approval as to form by the County Attorney, the Memorandum of Agreement is final.
TO: Board of Commissioners Human Services, County Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 17, 2016
SUBJECT: Community Health Representative IV conversion to Coding Specialist
For the meeting agenda of 12/5/16 and 12/7/16

BACKGROUND
The Ingham Community Health Department (ICHD) currently has a vacant Community Health Representative IV position in the Billing & Reporting Unit. An analysis was conducted to determine if this position was appropriate based on the continuing complexity of medical/dental and behavioral health coding. It was determined a Coding Specialist position is more appropriate, as it would allow additional support for medical chart/record audits for coding compliance to Federal & State regulations and guidelines. In addition, a Coding Specialist would provide an additional resource for education and training on accurate coding and documentation practices.

ICHD engaged the United Auto Workers (UAW) to discuss the need for a Letter of Understanding (LOU) which allows an employee up to 12 months from date of hire to obtain the necessary training and obtain certification to become a (Certified Professional Coder – CPC).

ALTERNATIVES
Position remains a Community Health Representative IV.

FINANCIAL IMPACT
The proposed conversion of this position is an additional $8,500 annually based on step 5 personnel cost comparison of both positions. The budget analysis is attached. The expected improvements in coding compliance, chart auditing and staff training will lead to improved efficiencies. Additionally, it is expected that two (2) positions will remain vacant in the Billing & Reporting unit in FY 17.

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, I respectfully recommend conversion of the Community Health Representative IV position (601303) to a Coding Specialist position.
### Conversion Financial Analysis - Ingham County Health Department

<table>
<thead>
<tr>
<th></th>
<th>Current - FY 17</th>
<th>Proposed</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Community</td>
<td>Coding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health Rep IV</td>
<td>Specialist</td>
<td></td>
</tr>
<tr>
<td>1.0 FTE</td>
<td>601303</td>
<td>601303</td>
<td></td>
</tr>
<tr>
<td>Position #</td>
<td>UAW F Step 5</td>
<td>UAW G Step 5</td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>44,839</td>
<td>45,085</td>
<td>246</td>
</tr>
<tr>
<td>Unemployment -</td>
<td>237</td>
<td>225</td>
<td>(12)</td>
</tr>
<tr>
<td>Fica</td>
<td>3,626</td>
<td>3,449</td>
<td>(177)</td>
</tr>
<tr>
<td>Retirement</td>
<td>7,049</td>
<td>2,822</td>
<td>(4,226)</td>
</tr>
<tr>
<td>Health Insurance Waiver</td>
<td>2,563</td>
<td>-</td>
<td>(2,563)</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>-</td>
<td>15,325</td>
<td>15,325</td>
</tr>
<tr>
<td>Retiree Health Surcharge Chargeback</td>
<td>3,347</td>
<td>3,347</td>
<td>(0)</td>
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<tr>
<td>Health Insurance Trust</td>
<td>2,133</td>
<td>2,029</td>
<td>(104)</td>
</tr>
<tr>
<td>Dental</td>
<td>904</td>
<td>904</td>
<td>-</td>
</tr>
<tr>
<td>Vision</td>
<td>124</td>
<td>124</td>
<td>-</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>95</td>
<td>95</td>
<td>1</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>79</td>
<td>79</td>
<td>-</td>
</tr>
<tr>
<td>Disability</td>
<td>62</td>
<td>62</td>
<td>0</td>
</tr>
<tr>
<td>CARES</td>
<td>33</td>
<td>33</td>
<td>-</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>336</td>
<td>338</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>65,427</strong></td>
<td><strong>73,918</strong></td>
<td><strong>8,491</strong></td>
</tr>
</tbody>
</table>

**Note:**

Analysis was based on FY 17 Personnel Cost Projections.
Health insurance costs is based on a 2-person policy.
General Summary:
Under the supervision of the Billing and Reporting Manager, assists with the adherence of the Department’s coding and documentation policies. Trains and coordinates the duties of billing staff responsible for charge entry and review. Participates in medical chart/record audits for coding compliance according to federal and state regulations and guidelines. Prepares reports of findings and works with staff to provide education and training on accurate coding and documentation practices.

Essential Functions:
1. Provides training to new and existing staff that enter or review submitted charge codes from the Electronic Health/Dental Record for accuracy and compliance.
2. Coordinates the duties of billing staff that perform charge entry/review functions to ensure all activities are complete in a timely and accurate manner.
3. Identifies issues with coding submissions and works to achieve corrections and performance improvement.
4. Audits medical record documentation to identify miscoded and under/up coded services; prepares reports of findings and meets with providers to provide education and training on accurate coding practices and compliance issues.
5. Interacts with providers and other staff regarding billing, coding and documentation policies, procedures, and regulations.
6. Trains, instructs, and/or provides technical support to medical providers and other staff regarding coding compliance documentation, regulatory provisions, and third party payer requirements.
7. Keeps updated on all changes to insurance requirements based on contracts, industry standards and new regulations. Reviews and interprets state documentation and policies related to program benefits and billing.
8. Develops, reviews and modifies relevant procedures, protocols, and data management systems.
9. Interacts with providers and management to review and/or implement codes and to update charge documents.
10. Attends coding conferences, workshops, and in-house sessions to receive updated coding information and changes in coding and/or regulations.
11. May serve as a back-up with billing, claims payment entry and rejection follow-up.
Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

Employment Qualifications:

Education: High School diploma or equivalent and a minimum of specialized training acquired through seminars and workshops, or related activities which are cumulatively viewed as the equivalent to 12 credits of college level training is required. Associates Degree or higher preferred.

Certification: Certified Professional Coder (CPC) or equivalent required or the ability to obtain CPC Apprentice Status within 12 months of hire. Plus a Certified Professional Medical Auditor (CPMA) preferred.

Experience: A minimum of one year of experience in billing and coding. Previous experience reviewing medical charts preferred. Experience in conducting training sessions preferred.

Other Requirements: None

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

Physical Requirements:
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

September 2016
UAW G
LETTER OF UNDERSTANDING

BETWEEN

COUNTY OF INGHAM (Employer)

AND

UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW) INGHAM COUNTY UNIT LOCAL #2256 (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement that covers the new classification of Coding Specialist, extending through December 31, 2017 (the “CBA”); and

WHEREAS, the job description, as agreed to by the Employer and the Union, includes the certification of Certified Professional Coder (CPC), which can be obtained within twelve (12) months of hire, as a minimum qualification; and

WHEREAS, the certification may take up to 12 months following their date of hire to complete the necessary training and obtain certification; and

WHEREAS, the Employer and the Union recognize that the certification process exceeds the current probationary period of 180 days under Article 7, Section 2. Probationary Period; and

WHEREAS, the Employer and the Union agree to extend the probationary period for the Coding Specialist classification to 1 year from the date of hire into the position.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The new classification description for Coding Specialist, that includes the Certified Professional Coder (CPC), is attached as Exhibit 1.

2. The extension of probation to 1 year is solely for the purpose of employment status, specifically Article 7, Section 2. B. and C. of the CBA shall apply for 1 year, and all other benefits shall be in accordance with the 180 day probationary period.

3. The extension of the probationary period would not apply to current employees who have already completed their initial 180 day probationary period.

4. It is expressly understood and agreed by the parties that because of the particular set of factual circumstances for this new classification, this LOU is without precedence or prejudice as to any other cases.
5. All the other terms and condition specified in the parties' collective bargaining agreement shall remain in full force and effect.

COUNTY OF INGHAM

Kara Hope, Chairperson Date
Ingham County Board of Commissioners

Linda Vail, Health Officer Date

UAW LOCAL 2256

Sally Auer, Chairperson Date

APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM:
COHL, STOKER & TOSKEY, P.C.

Mattis Nordfjord

Exhibit 1
TO: Linda Vail, Health Officer  
Russ Kolski, Deputy Health Officer  
Lynn Kiter, Billing and Reporting Manager

FROM: Beth Bliesner, Employment Specialist

DATE: 11-10-16

RE: Memo of Analysis for reorganization of the Billing and Reporting Department

The Health Department is reorganizing the Billing and Reporting Department to enhance their ability to serve residents of Ingham County.

1. Position number 601303 a Community Health Representative IV is currently vacant.
2. The Billing and Reporting Department has created a new position titled Coding Specialist. The newly created position will be compensated at an UAW G, salary range ($37,812.51 - $45,084.11)
3. The Billing and Reporting Department would like to convert vacant position 601303 from a CHR IV to a Coding Specialist.
4. I have attached the updated job descriptions for your records.

I have sent the UAW chair notice and they support the reorganization. I have attached their response.

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

If I can be of further assistance, please email or call me (887-4375).
From: Auer, Sally
Sent: Thursday, November 10, 2016 4:43 PM
To: Parsons, Travis
Subject: RE: Coding Specialist - 1 year probation
Attachments: LOU for Coding Specialist Probationary Period.pdf

Here’s a signed copy of the LOU for Coding Specialist. The UAW is in agreement with both the LOU and the newly created job description and position level. If you need anything else, please contact me.

Sally Auer  
Chairperson Ingham County Unit  
UAW Local 2256  
(517) 483-6209 – Office  
(517) 574-6548 – Cellular

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From: Parsons, Travis
Sent: Thursday, November 10, 2016 4:19 PM
To: Auer, Sally
Subject: Coding Specialist - 1 year probation

Sally,
Per our conversation this afternoon, please see the revised LOU regarding the extension of probation of the Coding Specialist classification. Please respond with an affirmative email stating your agreement to the LOU.

Thank you,

Travis Parsons  
Human Resources Director  
5303 S. Cedar Street, Suite 2102  
Lansing, MI 48911  
Phone: (517) 887-4327  
Fax: (517) 887-4396  
tparson@tms.nms.org
RESOLUTION AUTHORIZING THE CONVERSION OF A COMMUNITY HEALTH REPRESENTATIVE IV POSITION TO A CODING SPECIALIST POSITION

WHEREAS, the Billing & Reporting unit has a vacant Community Health Representative IV position; and

WHEREAS, an analysis was completed to determine the direction and operational efficiencies of the unit; and

WHEREAS, it was determined that a Coding Specialist position would meet those needs; and

WHEREAS, the proposed conversion is anticipated to cost an additional $8,500 per year based on step 5 personnel cost comparisons; and

WHEREAS, the additional costs will be absorbed by the expected vacancies within the Billing & Reporting Unit; and

WHEREAS, the proposed conversion will allow improvements in medical charts/records audits for coding compliance to Federal & State regulations and guidelines; and

WHEREAS, the Ingham County Board of Commissioners and the UAW are agreeable to this arrangement, as reflected in the attached Letter of Understanding between the parties.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves conversion of position #601303, a Community Health Representative IV (UAW F, $44,389) to a Coding Specialist position (UAW G, $45,085).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the Health Officer are hereby authorized to sign any necessary contract documents consistent with this resolution on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services, County Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 15, 2016

SUBJECT: Letter of Understanding Reinstating Shift Differential for Jail Nurses

For the meeting agenda of 12/5/16; 12/6/16 and 12/7/16

BACKGROUND
A Letter of Understanding existed between Ingham County Health Department (ICHD) and the ICEA County Professionals Union (ICEA) allowing a shift differential to be paid to Jail Nurses working evening hours. This Letter of Understanding has since expired. To remain competitive in the hiring process and for staff retention ICHD would like to continue this shift differential. The ICEA and its Professional Employees Unit has agreed to terms of this shift differential, which would allow for a premium of $1.00 above straight-time rates for all normal hours worked from 6:30 PM – 11:59 PM and a premium of $2.00 above straight-time rates for all normal hours worked from 12:00 AM to 6:30 AM. ICHD Jail Nurses work shifts that provide coverage into the evening and overnight hours.

ALTERNATIVES
A shift differential for registered nurses is a community standard for those working evening hours and allows the county to remain competitive in its hiring processes.

FINANCIAL IMPACT
There is no negative financial impact as the currently budgeted salaries and wages for ICHD Jail Health Services is sufficient to cover this additional shift premium.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a Letter of Understanding to the Collective Bargaining Agreement (CBA), to provide a shift differential for ICHD Jail Nurses working between the hours of 6:30 PM and 6:30 AM.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM (Employer)
AND
INGHAM COUNTY EMPLOYEES’ ASSOCIATION (Union)
and its PROFESSIONAL EMPLOYEES UNIT

WHEREAS, the Employer and the Union have entered a collective bargaining agreement (CBA) with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, A shift differential for Jail Nurses is being requested; and

WHEREAS, the parties wish to amend their Collective Bargaining Agreement (CBA), effective as soon as approved by both parties.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. A premium of $1.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 6:30 P.M. – 11:59 P.M. for any Jail Nurse.

2. A premium of $2.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 12:00 A.M. – 6:30 A.M. for any Jail Nurse.

3. (A) A “holiday” for the purposes of this Agreement shall be defined as beginning at 12:00 A.M. and ending at 11:59 P.M. for the days listed in Article 19, Holidays

(B) The RN’s assigned to work Holidays shall be determined by seniority rights with the most senior RN having the option to work any Holidays first and then moving down the seniority list until all Holidays are appropriately staffed. In the event Holiday coverage based on employee exercise of seniority rights does not result in adequate coverage the Employer shall assign Holidays based on inverse seniority.

(C) An RN who works a Holiday who clocks in between 12:00 A.M. and 11:59 P.M. on the Holiday shall be entitled up to a maximum of eight (8) consecutive hours at Holiday rate pursuant to Article 19, Section 4.

(1) An RN clocking in on a Holiday who works at least eight (8) consecutive hours shall be entitled to eight (8) hours at holiday rate even though some of the eight (8) hours worked may fall on the next consecutive day following the Holiday.

(D) Holiday Pay shall be made in accord with Article 19, Section 10. If any Jail RN is not regularly scheduled for the day on which the Holiday falls, the Jail RN shall receive Holiday Pay in accord with Article 19, Section 10.

4. All other terms and conditions specified in the parties’ collective bargaining agreement shall remain in full force and effect, except as stated above.
COUNTY OF INGHAM

______________________________   ______________________________
Kara Hope, Chairperson     Desiree Cook, President
Ingham County Board of Commissioners

______________________________   ______________________________
Linda Vail, Health Officer     Jeffrey S. Donahue, ICEA Counsel

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

_______________________________
Mattis D. Nordfjord
From: Cook, Desiree
Sent: Monday, November 14, 2016 5:46 PM
To: Bliesener, Elisabeth
Subject: Re: LOU

We support this LOU.

Sent from my Verizon Wireless 4G LTE Droid

On Nov 14, 2016 5:40 PM, "Bliesener, Elisabeth" <EBliesener@ingham.org> wrote:

Desiree,

After our meeting today and discussing the Letter of Understanding for the Jail Nurse’s, does the Health Department and HR have the unions support to move forward with the LOU regarding the Jail Nurse’s?

I forgot to mention in our meeting today the board of commissioners likes us to have the union support in writing as part of the resolution packet.

Thanks,

Beth Bliesener
Ingham County
Human Resources
Employment Specialist
517-887-4375
Transmission is Privileged and Confidential.
Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.
RESOLUTION AUTHORIZING A SHIFT DIFFERENTIAL FOR INGHAM COUNTY HEALTH DEPARTMENT JAIL NURSES DURING WORK HOURS OF 6:30 PM TO 6:30 AM

WHEREAS, a Letter of Understanding existed between Ingham County Health Department (ICHD) and the ICEA County Professionals Union (ICEA) allowing a shift differential to be paid to Jail Nurses working evening hours; and

WHEREAS, this Letter of Understanding has since expired; and

WHEREAS, a shift differential is a community standard for registered nurses working evening hours and is necessary to be competitive for hiring and staff retention; and

WHEREAS, the ICEA has agreed to the proposed shift differential for the ICHD Jail Nurses and is in fact, reinstating what had already been in place in an expired Letter of Understanding; and

WHEREAS, the parties wish to amend their collective Bargaining Agreement (CBA), effective as soon as approved by both parties, through a term running until December 31, 2017; and

WHEREAS, the parties agree that a premium of $1.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 6:30 PM – 11:59 PM for any Jail Nurse; and

WHEREAS, the parties agree that a premium of $2.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 12:00 AM – 6:30 AM for any Jail Nurse.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes to reinstate a Letter of Understanding approving a shift differential of $1.00 above straight-time rates for hours worked 6:30 PM to 11:59 PM and $2.00 above straight-time rates for hours worked 12:00 AM to 6:30 AM for the Jail Nurses.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and Health Officer to sign the agreement after it is approved as to form by the County Attorney.
TO:        Board of Commissioners Human Services & Finance Committees  
FROM:      Linda S. Vail, MPA, Health Officer  
DATE:      November 15, 2016  
SUBJECT:   Head Start Agreement with Capital Area Community Services, Inc.  
            For the meeting agendas of 12/5/16 and 12/7/16

BACKGROUND  
The Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has been partnering with Capital Area Community Services (CACS) to facilitate early childhood Head Start services for over 16 years. CACS has proposed a FY 2017 agreement for OYC to implement classroom evaluations of Head Start Program Standards. Under this agreement, OYC will conduct Classroom Assessment Scoring System (CLASS) evaluations for up to 78 Head Start classrooms in the fall and spring of FY 2017.

ALTERNATIVES  
There are no alternatives.

FINANCIAL IMPACT  
Through this agreement, CACS will compensate OYC up to $15,600 for the specified services; this funding was anticipated in the FY 2017 ICHD budget.

OTHER CONSIDERATIONS  
There are no other considerations.

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with CACS who will compensate OYC with up to $15,600 to provide implementation and evaluation support for Head Start services for the period of October 1, 2016 through July 31, 2017.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A FY 2017 AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES, INC. FOR HEAD START EVALUATIONS

WHEREAS, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has been partnering with Capital Area Community Services (CACS) to facilitate early childhood Head Start services for over 16 years; and

WHEREAS, CACS has proposed a FY 2017 agreement for OYC to implement classroom evaluations of Head Start Program Standards by providing Classroom Assessment Scoring System (CLASS) evaluations for up to 78 Head Start classrooms in the fall and spring of FY 2017; and

WHEREAS, through this agreement CACS will compensate OYC up to $15,600 for the specified services; and

WHEREAS, this funding was anticipated in the FY 2017 ICHD budget; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with CACS who will compensate OYC up to $15,600 to provide implementation and evaluation support for Head Start services for the period of October 1, 2016 through July 31, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with CACS who will compensate OYC up to $15,600 to provide implementation and evaluation support for Head Start services for the period of October 1, 2016 through July 31, 2017.

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 Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 16, 2016
SUBJECT: 340B Onsite Pharmacy Agreement with Cardinal Health 132, LLC
For the meeting agendas of 12/5/16 and 12/7/16

BACKGROUND
The Ingham County Health Department’s (ICHD) Ingham Community Health Centers (ICHC) would like to begin offering 340B pharmacy services to patients onsite at Forest Community Health Center. The 340B pharmacy program allows prescription drugs to be purchased at federally mandated pricing that is substantially lower than retail pricing. This pharmacy will give qualified health center patients access to medications at a reduced cost, improve patient compliance, and reduce patient transportation issues. ICHC patients not eligible for 340B and members of the public will also have access for their prescriptions to be filled as this will be a full service retail pharmacy. ICHC is proposing to contract with Cardinal Health 132, LLC to administer this pharmacy; it will be branded as part of Forest Community Health Center’s operations.

ALTERNATIVES
A request for proposal was issued by Ingham County Purchasing to 340B pharmacy vendors; four responses were received. Cardinal Health was the highest ranking submission from those responses and the only bidder that did not ask for a percentage of the funds saved under the 340B program to be included in their fee. The request for proposal also included a provision that Cardinal Health supply pricing for medications for jail inmates with the hope of reducing that overall cost.

FINANCIAL IMPACT
ICHC will lease space within Forest Community Health Center to Cardinal Health for $1 per year. Cardinal Health will cover the cost of any renovations (up to $65,000) necessary to create a functional, full-service pharmacy within Forest. This will result in “shared savings” from manufacturers through the 340B drug program. Fees for Cardinal Health to provide pharmacy services will be $18.25 per prescription filled under the 340B program; however, ICHC anticipates this will still result in an estimated generation of between $60,000 and $400,000 annually in revenue for ICHC. This amount will be dependent on the types of prescriptions filled at the Cardinal Health pharmacy. The agreement also establishes a minimum monthly prescription volume to guarantee promotion of the pharmacy within ICHC and baseline revenue for Cardinal Health.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Cardinal Health 132, LLC to lease space within Forest Community Health Center at the rate of $1 per year, for the purpose of operating a 340B pharmacy for the period of November 1, 2016 through October 31, 2021 with an additional agreement establishing Cardinal Health’s per prescription fee and minimum monthly prescription volume.
WHEREAS, the Ingham County Health Department’s (ICHD) Ingham Community Health Centers (ICHC) would like to begin offering 340B pharmacy services to patients onsite at Forest Community Health Center; and

WHEREAS, this pharmacy will give qualified health center patients access to medications at a reduced cost, improve patient compliance, and reduce patient transportation issues; and

WHEREAS, ICHC patients not eligible for 340B and members of the public will also have access for their prescriptions to be filled as this will be a full service retail pharmacy; and

WHEREAS, a request for proposal was issued by Ingham County Purchasing to 340B pharmacy vendors with Cardinal Health 132, LLC being the highest ranking submission from those responses and the only bidder that did not ask for a percentage of the funds saved under the 340B program to be included in their fee; and

WHEREAS, ICHC is proposing to contract with Cardinal Health 132, LLC to administer this pharmacy; it will branded as part of Forest Community Health Center’s operations; and

WHEREAS, ICHC will lease space within Forest Community Health Center to Cardinal Health for $1 per year with Cardinal Health covering the cost of any renovations (up to $65,000) necessary to create a functional, full-service pharmacy within Forest; and

WHEREAS, fees for Cardinal Health to provide pharmacy services will be $18.25 per prescription filled under the 340B program with ICHC anticipating the program will still result in an estimated generation of between $60,000 and $400,000 annually in revenue for ICHC, dependent on the types of prescriptions filled at the Cardinal Health pharmacy; and

WHEREAS, the agreement also establishes a minimum monthly prescription volume to guarantee promotion of the pharmacy within ICHC and baseline revenue for Cardinal Health; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Cardinal Health 132, LLC to lease space within Forest Community Health Center at the rate of $1 per year, for the purpose of operating a 340B pharmacy for the period of November 1, 2016 through October 31, 2021 with an additional agreement establishing Cardinal Health’s per prescription fee and minimum monthly prescription volume.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with Cardinal Health 132, LLC to lease space within Forest Community Health Center at the rate of $1 per year, for the purpose of operating a 340B pharmacy for the period of November 1, 2016 through October 31, 2021 with an additional agreement establishing Cardinal Health’s per prescription fee and minimum monthly prescription volume.
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: Board of Commissioners Human Services, County Services, & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 7, 2016
SUBJECT: Great Start Agreement with the Midland County Educational Services Agency
For the meeting agendas of 12/5/16 and 12/7/16

BACKGROUND
Since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has received funding from the Midland County Educational Services Agency (MCESA) to serve as the Central Resource Center for the Great Start to Quality Program. An agreement has been proposed by MCESA for OYC to continue to provide these services for FY 2017.

Under this agreement, OYC will coordinate regional communication and outreach, oversee Central Resource Center management, and provide assistance and professional development to childcare programs and families within a ten county region. This agreement will be in effect from October 1, 2016 through September 30, 2017.

In addition to funding received from MCESA, Office for Young Children has also received funding from the Michigan Department of Health and Human Services (MDHHS) for the Infant Safe Sleep grant; this funding was authorized in Resolution #16-339. Under this grant, OYC will coordinate safe sleep outreach and engagement/education efforts within Lansing, focusing on populations with highest needs. This work will be completed by an existing .5 FTE OYC Early Childhood Consultant, Position #601490. In order to support the Infant Safe Sleep grant, ICHD is requesting a 0.25 FTE increase to Position #601490 for the duration of the grant.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
MCESA will subcontract with ICHD for up to $468,836.73 to serve as the Central Resource Center for the Great Start to Quality Program. This funding was anticipated in the ICHD FY 2017 budget. $18,000 in funding for coordination of Infant Safe Sleep has already been received by ICHD through the MDHHS CPBC agreement; costs associated with the 0.25 FTE increase of Position #601490 will be covered under this funding.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend the Board of Commissioners adopt the attached resolution authorizing an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017. The resolution also authorizes a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.
RESOLUTION AUTHORIZING A GREAT START AGREEMENT WITH THE MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY AND 0.25 FTE INCREASE OF POSITION #601490

WHEREAS, since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has received funding from the Midland County Educational Services Agency (MCESA) to serve as the Central Resource Center for the Great Start to Quality Program; and

WHEREAS, an agreement has been proposed by MCESA for OYC to continue to provide these services for FY 2017; and

WHEREAS, this agreement includes up to $468,836.73 in funding for these services which was anticipated in the ICHD FY 2017 budget; and

WHEREAS, in addition to funding received from MCESA, Office for Young Children has also received $18,000 in funding from the Michigan Department of Health and Human Services (MDHHS) CPBC agreement (authorized by Resolution #16-339) for the Infant Safe Sleep grant; and

WHEREAS, in order to support the Infant Safe Sleep grant, ICHD is requesting a 0.25 FTE increase to Position #601490 for the duration of the grant; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017; and

WHEREAS, the Health Officer also recommends that the Board of Commissioners authorize a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Board of Commissioners also authorizes a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget and position allocation list 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: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 21, 2016
SUBJECT: Health Department Reorganization
For the meeting agendas of 12/5/16; 12/6/16 and 12/7/16

BACKGROUND
Ingham County Health Department (ICHD) Administration is requesting approval for a department reorganization. ICHD has completed the steps outlined in the County’s Reorganization Policy and brought this forward to the Human Services Committee as a discussion item at the November 14th, 2016 meeting.

This reorganization request largely centers around alignment of the Community Health Center (CHC) Administration. The current administrative structure for the CHCs has much redundancy built in which is inefficient for proper oversight of health center operations. In addition, supervision of providers (physicians, nurse practitioners, physician assistants) is not linked to the Medical Director. This was noted in the 2014 HRSA site visit and should be addressed prior to the upcoming site visit in 2017.

The reorganization redefines two former administrative positions in the CHCs to eliminate redundancy and create more effective oversight of health center operations. These positions are as follows:
- Clinical Services Manager will now supervise all clinical support areas and centralized services
- The former Compliance Manager position is retitled Strategic Projects and Implementation Manager so that strategic direction and new initiatives are a focus in addition to oversight of program compliance.

It also improves clinical supervision of all providers (MD, DO, NP, and PA) by having them report to the Medical Director.

In addressing the administrative structure for the CHCs, it was determined that some functions should be reassigned to the Deputy Health Officer (DHO) in Administration (current title is Assistant Deputy Health Officer). Programs and functions reporting to this DHO provide support to the entire organization rather than being a part of either CHCs or Public Health Services (PHS). Maintaining a structure for these types of programs that does not align them within CHCs or PHS helps break down silos in the organization and facilitates departmental collaboration and partnership. Currently this includes Communications, Health Equity and Social Justice, Data Analysis, and IT support. The reorganization will add the Grants Coordinator as well as the Electronic Health Records (EHR) staff to those programs and services supervised by the DHO—Administration which are supportive of the larger organization. The reorganization moves the Grants Coordinator from reporting to the DHO-CHCs to the DHO-Administration. It also places the entire EHR team under the lead of the IT Coordinator and reporting to the DHO—Administration. The existing Systems Analyst position becomes the IT Coordinator position.

ALTERNATIVES
There are no other alternatives.
**FINANCIAL IMPACT**
Two position changes in the reorganization will result in financial impact. Position #601245 Clinical Services Supervisor MCF-10 changes to Clinical Services Manager MCF-11 with a projected increase of $4,753 for FY 17. Position #601135 Assistant Deputy Health Officer MCF-10 changes to Deputy Health Officer-Administration MCF-14 with a projected increase of $11,192 for FY 17. All other position changes are budget neutral.

**OTHER CONSIDERATIONS**
N/A

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the attached resolution to support a reorganization of the Health Department.
RESOLUTION AUTHORIZING A REORGANIZATION OF THE HEALTH DEPARTMENT’S STAFF AND ADMINISTRATIVE STRUCTURE

WHEREAS, the current administrative structure for the Community Health Centers (CHC) has much redundancy built in which is inefficient for proper oversight of health center operations also, supervision of providers (physicians, nurse practitioners, physician assistants) is not linked to the Medical Director; this was noted in the 2014 HRSA site visit and should be addressed prior to the upcoming site visit in 2017; and

WHEREAS, the reorganization redefines two former administrative positions (Clinical Services Supervisor and Compliance Manager) in the CHCs and reassigns some administrative functions to the Deputy Health Officer (DHO) in Administration (current title is Assistant Deputy Health Officer); and

WHEREAS, the Clinical Services Manager will now supervise all clinical support areas and centralized services; the former Compliance Manager position is retitled Strategic Projects and Implementation Manager so that strategic direction and new initiatives are the focus in addition to oversight of program compliance this also improves clinical supervision of all providers (MD, DO, NP, and PA) by having them report to the Medical Director; and

WHEREAS, programs and functions reporting to the DHO-Administration provide support to the entire organization rather than being a part of either CHCs or Public Health Services (PHS), maintaining a structure for these types of programs that does not align them within CHCs or PHS helps break down silos in the organization and facilitates departmental collaboration and partnership; and

WHEREAS, the reorganization will add the Grants Coordinator as well as the six Electronic Health Records (EHR) positions to those programs and services supervised by the DHO – Administration which are supportive of the larger organization; and

WHEREAS, the reorganization moves the Grants Coordinator from reporting to the DHO-CHCs to the DHO-Administration and also places the entire EHR team under the lead of the IT Coordinator and reporting to the DHO—Administration and the existing Systems Analyst position becomes the IT Coordinator position; and

WHEREAS, the Human Resources Department has reviewed the proposed changes and has no objections; and

WHEREAS, the ICEA Professionals union has reviewed the proposed changes and has no objections.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the following changes to the Health Department’s Staff and Administrative Structure:

Position #601245 Clinical Services Manager-MCF 10 changes to Clinical Services Supervisor-MCF 11;
Position #601079 Compliance Manager-MCF 11 changes to Strategic Projects and Implementation Manager-MCF 11;
Position #601135 Assistant Deputy Health Officer-MCF 10 changes to Deputy Health Officer-Administration MCF 14;
Position #601054 Systems Analyst-ICEA Pro 9 changes to IT Coordinator-ICEA Pro 9;
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.
TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 22, 2016
SUBJECT: Resolution to amend Resolution # 16-309 with NEC Networks, LLC dba CaptureRX, for 340b Prescription Third Party Administrator Services and Resolution #16-310 with Walgreen Company for 340b Prescription Drug Services to include McKesson Corporation as the 340b drug wholesaler
For the meeting agendas of December 5th, 2016 and December 7th, 2016

BACKGROUND
The Ingham Community Health Department (ICHD) entered into agreements with NEC Networks, LLC dba CaptureRx and Walgreen Company to provide services under the 340b drug program. These agreements were authorized by Resolution # 16-309 and Resolution # 16-310 respectively. These agreements require a wholesaler to provide the 340b drugs used in the program. CaptureRX and Walgreen Company use McKesson Corporation as a drug wholesaler to meet those needs.

The 340B drug program generates the savings (revenue) described in the previously approved resolutions by replacing medications used by Walgreen’s and Rite Aid with lower cost medications purchased through their supplier of choice which is McKesson Corporation. ICHD must work through each pharmacies preferred supplier if they want to generate savings. ICHD will purchase the replacement medications through McKesson Corporation at the significantly lower federally mandated 340B program price and McKesson Corporation will ship the medications directly to the appropriate local pharmacy. This amendment authorizes ICHD to work with McKesson Corporation to complete the required medication replacement that generates the savings.

ICHD is requesting the approval to enter into an agreement with McKesson Corporation as a 340b drug wholesaler for CaptureRX and Walgreens Company. Also as part of the agreement McKesson Corporation will require ICHD to complete a customer credit application and bank account EFT authorization.

ALTERNATIVES
There are no other alternatives.

FINANCIAL IMPACT
This amended resolution does not change the financial impact as detailed in Resolutions # 16-309 & 16-310.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into agreement with McKesson Corporation as the drug wholesaler for the 340b drugs for CaptureRX and Walgreens Company.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #16-309 WITH NEC NETWORKS, LLC dba CAPTURERX, FOR 340B PRESCRIPTION THIRD PARTY ADMINISTRATOR AND RESOLUTION #16-310 TO WALGREEN COMPANY FOR 340B PRESCRIPTION DRUG SERVICES TO INCLUDE MCKESSON CORPORATION AS 340B DRUG WHOLESALER

WHEREAS, Ingham County entered into an agreement with NEC Networks, LLC dba CaptureRX for 340b prescription third party administrator services; and

WHEREAS, Ingham County entered into an agreement with Walgreen Company for 340b prescription drug services; and

WHEREAS, both NEC Networks, LLC dba Capture RX and Walgreen Company use McKesson Corporation as their 340b drug wholesaler; and

WHEREAS, the 340b program requires medication replacement through a wholesaler selected by the contract pharmacy; and

WHEREAS, no savings (revenue) can be generated without a corresponding agreement with a wholesaler; and

WHEREAS, ICHD requests entering into an agreement with McKesson Corporation as the drug wholesaler for the 340b drugs for CaptureRX and Walgreens Company; and

WHEREAS, McKesson Corporation requires a customer credit application and bank account EFT authorization to be completed.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement which will allow McKesson Corporation to become a 340b drug wholesaler for CaptureRX and Walgreens Company, effective upon approval of this resolution.

BE IT FURTHER RESOLVED, Ingham County Health Department will provide McKesson Corporation with a credit application and bank account EFT authorization.

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.
WHEREAS, Lisa St. Clair started her career with the Ingham County Health Department (ICHD) in October 2000 as a Prescription Assistance Coordinator and in 2001 became a Parent Educator in the Public Health Nursing Division; and

WHEREAS, in 2005, after a brief break in service at ICHD, Lisa returned to accept a position as an Environmental Health Specialist in Environmental Health and was promoted to Sanitarian I in 2012; and

WHEREAS, Lisa became a Registered Sanitarian in 2013 and was promoted to the position of Sanitarian II in 2015; and

WHEREAS, for the past 15 years Lisa has taught CPR courses for ICHD staff and provided dedicated service for the following areas/programs: Public Health Nursing, food service inspections, pool evaluations, surface water sampling, Household Hazardous Waste, and complaint investigations; and

WHEREAS, Lisa has always shown commitment and compassion in the Environmental Health Division through her relationships with coworkers and clients; and

WHEREAS, Lisa retired from her position at ICHD on November 17th, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Lisa St. Clair for her 15 years of dedicated service to the community and ICHD, and for her commitment to protecting and promoting the safety of the public through her work.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all her future endeavors.
BACKGROUND
This resolution will approve the attached list of contracts for the 2017 budget year. The list consists only of contracts that are included in the 2017 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over $5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index’s Annual Inflation rate (0.9% for 2017) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners’ Guidelines. Expenditure contracts with a 2017 increase of 1% or less are the only ones included in this resolution.

ALTERNATIVES
This process is in place to reduce the number of contracts that have to go the Board of Commissioners each year.

FINANCIAL IMPACT
Budgets were approved in the 2017 Budget for the contracts included in the list attached.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
The budget office recommends approving the attached contracts for the 2017 Budget year.
INTRODUCED BY THE FINANCE COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2017 BUDGET YEAR

WHEREAS, county policy requires that all contracts over $5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2017 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller’s Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.
## HUMAN SERVICES COMMITTEE

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 COST</th>
<th>2017 PROJECTED</th>
<th>Proj. Increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingham County</td>
<td>Capital Area United Way</td>
<td>Annual Renewal of Contract for Central Michigan 2-1-1 Services</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$45,750</td>
<td>$45,750</td>
<td>0%</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Health Department</td>
<td>Volunteers of America</td>
<td>Homeless Day Center</td>
<td>10/01/16</td>
<td>06/30/17</td>
<td>$60,000</td>
<td>$45,000</td>
<td>-25%</td>
<td>-25%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Health Department</td>
<td>Out Savior Lutheran Church</td>
<td>Food Pantry Operation - 1515 W Holmes Road</td>
<td>10/01/16</td>
<td>06/30/17</td>
<td>$7,200</td>
<td>$7,200</td>
<td>0%</td>
<td>0%</td>
<td>General Fund</td>
</tr>
</tbody>
</table>

### Revenue Contracts

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 REV</th>
<th>2017 PROJECTED</th>
<th>Proj. Increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA</td>
<td>Michigan Veterans Trust Fund</td>
<td>Services Provided for Ingham County Trust Fund</td>
<td>10/01/16</td>
<td>09/30/17</td>
<td>$7,800</td>
<td>$7,800</td>
<td>0%</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>VA</td>
<td>Michigan Veterans Trust Fund</td>
<td>Services Provided for Ingham Clinton County Trust Fund</td>
<td>10/01/16</td>
<td>09/30/17</td>
<td>$1,700</td>
<td>$1,700</td>
<td>0%</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>VA</td>
<td>Clinton County</td>
<td>Services Provided to Clinton County</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$35,604</td>
<td>$25,667</td>
<td>-30%</td>
<td>-29%</td>
<td>General Fund</td>
</tr>
</tbody>
</table>
TO: Board of Commissioners Finance and Liaison Committees
FROM: Teri Morton, Budget Director
DATE: November 21, 2016
SUBJECT: Year End Adjustment and Contingency Fund Update
For the meeting agendas of 12/1/16 Law and Courts, 12/5/16 County Services,
12/6/16 Human Services, and 12/7/16 Finance

BACKGROUND
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.

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any
necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621
(Uniform Budgeting & Accounting Act), and to balance the 2016 Budget. The General Fund budget will be
adjusted to the amount of $82,862,858 for the fourth quarter of 2016.

FINANCIAL IMPACT
Detail of the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year
2016 are attached. The total decrease to the General Fund is $145,450.

There are just two major adjustments this quarter. One is an additional appropriation of $100,000 to the
Department of Health and Human Services Child Care fund for costs associated with Federal Audit findings.
With State matching funds, the total increase to the budget will be $200,000. The general fund portion will be
funded from the 2016 contingency account.

The second adjustment is a decrease to State Prisoner Care revenue of $145,450, as the result of the abruptly
canceled contract for leased Jail beds by the State of Michigan. This will also be funded from the 2016
contingency account.

There are also a few adjustments in the Machinery and Equipment Revolving Fund for replacement computer
equipment and copiers. Funds are available for these purchases through accumulated chargebacks to
departments.

OTHER CONSIDERATIONS
Also included is an update of contingency fund spending so far this year. The current contingency amount is
$245,450. If this resolution is approved as presented, the 2016 contingency account will be depleted. The
attached document details how the Board has allocated the contingency funds throughout the year, beginning
with a balance of $350,000.

RECOMMENDATION
Adoption of this resolution is recommended.
## 2016 CONTINGENCY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Contingency Amount</td>
<td>$350,000</td>
</tr>
<tr>
<td>R16-165: BOC Temporary Employee for FOIA</td>
<td>(4,550)</td>
</tr>
<tr>
<td>R16-269: VOA New Hope Day Shelter</td>
<td>(30,000)</td>
</tr>
<tr>
<td>R16-362: DHHS Additional Appropriation</td>
<td>(50,000)</td>
</tr>
<tr>
<td>R16-421: Temporary Assistant Prosecutor</td>
<td>(20,000)</td>
</tr>
<tr>
<td>Proposed 4&lt;sup&gt;th&lt;/sup&gt; Quarter/Year End Adjustment</td>
<td>(245,450)</td>
</tr>
<tr>
<td><strong>Current Contingency Amount</strong></td>
<td><strong>$0</strong></td>
</tr>
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</table>
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; and

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$83,008,308</td>
<td>($145,450)</td>
<td>$82,862,858</td>
</tr>
<tr>
<td>288</td>
<td>DHHS – Child Care</td>
<td>4,212,707</td>
<td>200,000</td>
<td>4,412,707</td>
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<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>1,391,998</td>
<td>14,778</td>
<td>1,406,776</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2016 Ingham County General Fund budget at $82,862,858.
## General Fund Revenues

### 2016 Budget – 11/15/16

#### Tax Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 Budget</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Property Tax</td>
<td>44,782,645</td>
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<td>44,782,645</td>
</tr>
<tr>
<td>Property Tax Adjustments</td>
<td>(150,000)</td>
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<td>(150,000)</td>
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<tr>
<td>Delinquent Real Property Tax</td>
<td>15,000</td>
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<td>15,000</td>
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<tr>
<td>Unpaid Personal Property Tax</td>
<td>(10,000)</td>
<td></td>
<td>(10,000)</td>
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<tr>
<td>Industrial Facility Tax</td>
<td>300,000</td>
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<td>300,000</td>
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<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
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<td>15,000</td>
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#### Intergovernmental Transfers

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 Budget</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Revenue Sharing</td>
<td>6,088,744</td>
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<td>6,088,744</td>
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<tr>
<td>Convention/Tourism Tax - Liquor</td>
<td>1,395,224</td>
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<td>1,395,224</td>
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<tr>
<td>Court Equity Fund</td>
<td>1,490,000</td>
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<td>1,490,000</td>
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<tr>
<td>Use of Fund Balance</td>
<td>5,128,068</td>
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<td>5,128,068</td>
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#### Department Generated Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>2016 Budget</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Control</td>
<td>710,636</td>
<td></td>
<td>710,636</td>
</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>1,016,625</td>
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<tr>
<td>Circuit Court - Friend of the Court</td>
<td>562,000</td>
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<tr>
<td>Circuit Crt - General Trial</td>
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</tr>
<tr>
<td>Controller</td>
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<tr>
<td>Cooperative Extension</td>
<td>2,500</td>
<td></td>
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</tr>
<tr>
<td>County Clerk</td>
<td>632,210</td>
<td></td>
<td>632,210</td>
</tr>
<tr>
<td>District Court</td>
<td>2,674,448</td>
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<tr>
<td>Drain Commissioner/Drain Tax</td>
<td>394,758</td>
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<tr>
<td>Economic Development</td>
<td>56,640</td>
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</tr>
<tr>
<td>Service</td>
<td>2016 Budget - 11/15/16</td>
<td>Proposed Changes</td>
<td>2016 Proposed Budget</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-------------------------</td>
<td>------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Elections</td>
<td>247,677</td>
<td></td>
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<tr>
<td>Emergency Operations</td>
<td>53,582</td>
<td></td>
<td>53,582</td>
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<tr>
<td>Equalization /Tax Mapping</td>
<td>10,100</td>
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<td>10,100</td>
</tr>
<tr>
<td>Facilities</td>
<td>172,957</td>
<td></td>
<td>172,957</td>
</tr>
<tr>
<td>Financial Services</td>
<td>89,673</td>
<td></td>
<td>89,673</td>
</tr>
<tr>
<td>Health Department</td>
<td>120,000</td>
<td></td>
<td>120,000</td>
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<tr>
<td>Human Resources</td>
<td>42,368</td>
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<tr>
<td>Probate Court</td>
<td>277,178</td>
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<td>277,178</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>602,452</td>
<td></td>
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</tr>
<tr>
<td>Register of Deeds</td>
<td>2,036,729</td>
<td></td>
<td>2,036,729</td>
</tr>
<tr>
<td>Remonumentation Grant</td>
<td>87,454</td>
<td></td>
<td>87,454</td>
</tr>
<tr>
<td>Sheriff</td>
<td>6,007,197</td>
<td>(145,450)</td>
<td>5,861,747</td>
</tr>
<tr>
<td>Treasurer</td>
<td>5,222,133</td>
<td></td>
<td>5,222,133</td>
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<tr>
<td>Tri-County Regional Planning</td>
<td>63,921</td>
<td></td>
<td>63,921</td>
</tr>
<tr>
<td>Veteran Affairs</td>
<td>399,829</td>
<td></td>
<td>399,829</td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td><strong>83,008,308</strong></td>
<td>(145,450)</td>
<td><strong>82,862,858</strong></td>
</tr>
</tbody>
</table>

**GENERAL FUND EXPENDITURES**

<table>
<thead>
<tr>
<th>Service</th>
<th>2016 Budget - 11/15/16</th>
<th>Proposed Changes</th>
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<td>Board of Commissioners</td>
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<td>Circuit Court - General Trial</td>
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<td>Probate Court</td>
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| Program                                      |_amt_1_ | _amt_2_
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Circuit Court - Family Division</td>
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<td>Jury Selection</td>
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<td>Register of Deeds</td>
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<td>Historical Commission</td>
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<td>Tri-County Regional Planning</td>
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<td>Tri-County Metro Squad</td>
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<td>Department</td>
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<td>Budget</td>
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<td>Community Corrections</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>Community Health Centers</td>
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<td>Department of Human Services</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>Parks and Recreation</td>
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<td>Contingency Reserves</td>
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<td>(245,450)</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>Additional Pension Contribution</td>
<td>1,850,000</td>
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<tr>
<td><strong>Total General Fund Expenditures</strong></td>
<td><strong>83,008,308</strong></td>
<td><strong>(145,450)</strong></td>
</tr>
</tbody>
</table>

**Total General Fund Expenditures:** 82,862,858
**General Fund Revenues**

Sheriff: Decrease State Prisoner Care revenue $145,450 based on current projections.

**General Fund Expenditures**

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. of Hlth/Human Svs.</td>
<td>Increase general fund transfer up to $100,000 for costs associated with Federal Audit findings.</td>
</tr>
<tr>
<td>Contingency</td>
<td>Decrease contingency $145,450 to offset decreased Sheriff revenue and $100,000 for increased transfer to Department of Health and Human Services Child Care fund.</td>
</tr>
</tbody>
</table>

**Non-General Fund Adjustments**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>DHHS Child Care (F288)</td>
<td>Increase general fund transfer up to $100,000 for costs associated with Federal Audit findings. Funds will be matched by the State of Michigan for a total budget of $200,000.</td>
</tr>
<tr>
<td>Mach./Equip. Revolving (F664)</td>
<td>Increase CIP upgrade funds for replacement of two copiers for the Road Department ($12,540), a laptop for Parks ($1,330), and a PC for the Budget Office ($908).</td>
</tr>
</tbody>
</table>