

CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
BRIAN McGRAIN, CHAIR
TERI BANAS
TODD TENNIS
CAROL KOENIG
DEB NOLAN
KARA HOPE
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, FEBRUARY 1, 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 [January 25, 2016 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews
 - a. Senior Citizen Advisory Board
 - b. Community Health Center Board
2. Facilities - Resolution Amending the Agreement with Hobbs+Black to Provide Architectural and Engineering (A&E) Services for [Health Department Renovations](#) to the Human Services Building
3. Health Department
 - a. [Code-a-Thon Prize Memo](#)
 - b. Resolution to Authorize an Agreement with [TransFirst](#) as a Credit/Debit Card Processing Agent for Ingham County Health Department
 - c. Resolution to Authorize [Amendment #2](#) to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services
 - d. Presentation: Ingham County Health Facilities and Clinics
 - e. Presentation: Ingham County Health Department Activities Regarding Lead and Other Environmental Toxins
4. Discussion - Mental Health Services at the Ingham County Jail

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

HUMAN SERVICES COMMITTEE

January 25, 2016

Draft – Minutes

Members Present: McGrain, Banas, Tennis, Koenig (Arrived at 6:33 p.m.), Hope, and Case-Naeyaert

Members Absent: Nolan

Others Present: Jared Cypher, Vince Foess, Jamie Griggs, Randy Marwede, Henry Rojas, and others

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

Approval of the November 30, 2015 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. BANAS, TO APPROVE THE MINUTES OF THE NOVEMBER 30, 2015 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan and Koenig.

Additions to the Agenda

6. Ingham Health Plan Update
7. Veterans’ Affairs Director Interview Update

Limited Public Comment

None.

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

1. Michigan State University Extension - Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2016
2. Facilities - Resolution Amending the Contract with Len’s Carpet Care & Consultants to Provide Mold Remediation Services at Forest Community Health Center
3. Innovation & Technology - Resolution to Authorize the Relocation of AT&T Trunk at Forest Community Health Center (FCHC)
4. Health Department

- a. Resolution to Amend the Ingham Community Health Center Board Bylaws
 - b. Resolution to Amend Resolution #15-371 to Adjust Early Head Start Partnership Expansion Grant Funding
 - c. Resolution to Enter into an Agreement with OSIS
 - d. Resolution to Amend the Service Agreement with Shred-It for Shredding Services
 - e. Resolution to Authorize Subcontract Agreements, Supply Purchases, and Computer Purchases in Support of the Healthy Start Project
 - f. Resolution to Enter into an Agreement with the Michigan Association of United Ways to Act as the Fiduciary/Payee for the Children's Healthcare Access Programs
 - g. Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center
5. Controller's Office - Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth Capital Area Mentoring Partnership Program for 2016

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan and Koenig.

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

6. Ingham Health Plan Update

Jared Cypher, Deputy Controller, provided an update regarding the Ingham Health Plan Update.

Comm Case-Naeyaert asked what an acceptable time to sign the contract was.

Mr. Cypher answered that he told them that in order to ensure they get paid for January, they should sign the contract as soon as possible.

7. Veterans' Affairs Director Interview Update

Mr. Cypher provided an update regarding the interview process for the Veterans' Affairs (VA) Director position.

Commissioner Koenig arrived at 6:33 p.m.

Commissioner Banas asked Mr. Mardwede what the department should look for in candidates for the position.

Mr. Mardwede answered that the most important part of the position was to be able to communicate with staff and other agencies throughout the community.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. BANAS, TO SUSPEND THE RULES AND ALLOW COMM. KOENIG TO VOTE ON THE CONSENT AGENDA

ITEMS FOR WHICH SHE WAS ABSENT.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

Commissioner Tennis commended the purchasing department for their work on the Resolution Amending the Contract with Len's Carpet Care & Consultants to Provide Mold Remediation Services at Forest Community Health Center.

Announcements

Chairperson McGrain announced that at the February 1, 2016 Human Services Committee, the Health Department would be present for a discussion on what the County does to ensure water safety and that they would provide an update on the physical location of services offered throughout the County. He stated that there would also be a discussion on Community Mental Health.

Commissioner Koenig clarified that the issue with the jail was not a finance issue but more about attracting and keeping qualified individuals.

Commissioner Hope announced that Bob Evans would be hosting a 15% off event from 8 a.m. – 8 p.m. and that the proceeds would go towards Meals on Wheels.

Chairperson McGrain announced that he would be meeting with Sandra Dargatz, Executive Director of the Ingham County Fair, at 5:15 p.m. January 26, 2016 to provide an update on the Fair's upcoming project.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:45 p.m.

FEBRUARY 1, 2016 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. *Facilities – Resolution Amending the Agreement with Hobbs+Black to Provide Architectural and Engineering (A&E) Services for Health Department Renovations to the Human Services Building*

This resolution authorizes an amended contract with Hobbs & Black to provide A&E services for the renovations to the Human Services Building. Based upon review of the bids, the Facilities Department and the Health Department made some changes and reductions to the scope of work, which required additional value engineering services. In addition to the previously amended A&E costs of \$67,504.90 an additional \$6,000.00 is needed to modify the current bid documents and project manual. This brings the new A&E total cost to a not exceed amount of \$73,504.90.

3. *Health Department*

a. *Code-a-Thon Prize Memo*

A Health Department employee participated in a contest at the American Public Health Association annual meeting in Chicago in November 2015. The team on which this employee participated came in second place, and as a prize each team member was awarded \$170. The Health Department seeks approval from the Human Services Committee to allow the employee to keep his prize.

b. *Resolution to Authorize an Agreement with TransFirst as a Credit/Debit Card Processing Agent for Ingham County Health Department*

This resolution authorizes a contract with TransFirst for the use of credit/debit card devices at the Ingham County Health Department Community Health Centers (ICHD/CHC). HRSA encourages the use of credit/debit cards for payment of clinic services to maximize patient revenue and for convenience of the patients. Additionally, ICHD/CHC patients have requested the use of credit/debit cards to pay for services. The costs for purchasing the credit/debit card swipe devices are \$125.00 per device and ICHD/CHC requests to purchase up to 20 machines. Other costs include a maintenance fee of \$11.27 per month per device and a processing fee per transaction of .10 cents per credit card swipe plus .80% to 2.95% and .50% of the transaction value depending on the credit/debit card used. The costs to purchase credit/debit card devices and payment of transaction related fees will be paid from existing operating costs and expected increase in payments for services.

c. *Resolution to Authorize Amendment #2 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services*

This resolution authorizes Amendment #2 of the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS). This amendment will increase the budget for Comprehensive Local Health Services from \$4,998,301 to \$5,029,541, an increase of 31,240. The amendment makes the following specific changes in the budget:

Amendment # 2

1. Fetal Infant Mortality Review (FIMR) Case Abstraction - \$3,240 - new funding
2. Great Start Trauma Informed System Community Demonstration - \$3,800 - new funding
3. Immunization Billing Practice Infrastructure Enhancement \$4,000 - new funding
4. Nurse Family Partnership increase of \$20,000 from \$485,300 to \$505,300 – additional funding
5. Communicable Disease Control ELPHS increase of \$200 from \$580,885 to \$581,885

The resolution includes authorization of a contract, up to \$2,000, to the Children's Trauma Assessment Center at Western Michigan University for trauma training.

OTHER ITEMS:

1. Interviews
 - a. *Senior Citizen Advisory Board*
 - b. *Community Health Center Board*

3. Health Department
 - d. *Presentation: Ingham County Health Facilities and Clinics*
 - e. *Presentation: Ingham County Health Department Activities Regarding Lead and Other Environmental Toxins*

4. Discussion – *Mental Health Services at the Ingham County Jail*

Agenda Item 2

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 19, 2016

SUBJECT: **RESOLUTION AMENDING THE AGREEMENT WITH HOBBS+BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING (A&E) SERVICES FOR HEALTH DEPARTMENT RENOVATIONS TO THE HUMAN SERVICES BUILDING**

The scope of work has changed since the amended Resolution #15-124 was approved in April of 2015.

Based upon review of the bids, both the Facilities and Health Department made some changes, and reductions, to the scope of work which required additional value engineering services.

In addition to the previously amended A&E costs of \$67,504.90 an additional \$6,000.00 is needed to modify the current bid documents and project manual. This brings the new A&E total cost to a not exceed amount of \$73,504.90.

Funds for the Hobbs+Black A&E services for this project are available within the approved CIP Line Item 511-61553-976000-02011.

I recommend approval of this resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE AGREEMENT WITH HOBBS+BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING (A&E) SERVICES FOR HEALTH DEPARTMENT RENOVATIONS TO THE HUMAN SERVICES BUILDING

WHEREAS, the scope of work has changed since the amended Resolution #15-124 was approved in April of 2015; and

WHEREAS, based upon review of the bids both the Facilities and Health Department made some changes and reductions to the scope of work which required additional value engineering services; and

WHEREAS, the additional value engineering services increased the current A&E cost by \$6,000.00; and

WHEREAS, in addition to the previously amended A&E costs of \$67,504.90 an additional \$6,000.00 is needed to modify the current bid documents and project manual bringing the new A&E total cost to a not to exceed amount of \$73,504.90; and

WHEREAS, funds for the Hobbs+Black A&E services for this project are available within the approved CIP Line Item 511-61553-976000-02011.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the agreement with Hobbs+Black, 117 East Allegan Street, Lansing, Michigan 48933 to include an additional \$6,000.00 for value engineering services to modify the current bid documents and project manual for the Ingham County Health Department renovations to the Human Services Building for a not to exceed A&E cost of \$73,504.90.

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

Agenda Item 3a

TO: Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 12, 2016
SUBJECT: Code-a-thon Prize

Mr. Lewis Wooster, a Health Analyst with Ingham County Health Department (ICHD), participated in a code-a-thon sponsored by the American Public Health Association (APHA). The purpose of the event was to bring together public health professionals, coders, and application developers, to create tools relevant to public health. Mr. Wooster's team, Team Tinder, developed a tool that would allow users of the dating app Tinder to receive information about sexual health resources and direct them to local agencies. Team Tinder's app won second place. As a prize, each member of Team Tinder received a check for \$170 from APHA.

Since this was a public health conference and the application could be a useful tool in the prevention and control of sexually transmitted infections, Mr. Wooster was considered to be working for ICHD during the code-a-thon. As a result, when Mr. Wooster received the award check in mid-December he submitted the check to ICHD.

ICHD is proud of Mr. Wooster's accomplishment and, when possible, encourages creativity and innovation to all staff. To that end, it is recommended that Mr. Wooster be allowed to receive the award check from APHA.

c: Joel Murr

Agenda Item 3b

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: January 12, 2016

SUBJECT: Resolution to Contract with TransFirst for the Purchase and use of Credit/Debit Card Devices

Attached is a resolution to contract with TransFirst for the use of credit/debit card devices at the Ingham County Health Department Community Health Centers (ICHD/CHC).

The ICHD/CHC receives Health Resources and Services Administration (HRSA) funding for the operation of its Federally Qualified Health Centers. HRSA encourages the use of credit/debit cards for payment of clinic services to maximize patient revenue and for convenience of the patients. Additionally, ICHD/CHC patients have requested the use of credit/debit cards to pay for services.

ICHD/CHC responded with an analysis of credit/debit card processing agents with the ability to interface with current Electronic Health Records and the decision was made to contract with TransFirst for processing of credit/debit card payments for ICHD/CHC services. The Ingham Community Health Center (IHC) Board has reviewed and supports an agreement with TransFirst to provide credit/debit card processing services.

The costs for purchasing the credit/debit card swipe devices are \$125.00 per device and ICHD/CHC requests to purchase up to 20 machines. Other costs include a maintenance fee of \$11.27 per month per device and a processing fee per transaction of .10 cents per credit card swipe plus .80% to 2.95% and .50% of the transaction value depending on the credit/debit card used.

The costs to purchase credit/debit card devices and payment of transaction related fees will be paid from existing operating costs and expected increase in payments for services.

I recommend that the Ingham County Board of Commissioners authorize a contract, with TransFirst, for the use of credit/debit card devices.

cc: Eric Thelen, w/attachment
Barbara W. Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TRANSFIRST AS A CREDIT/DEBIT CARD PROCESSING AGENT FOR INGHAM COUNTY HEALTH DEPARTMENT

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

WHEREAS, HRSA encourages Federally Qualified Health Centers allow payment for services via credit/debit card to maximize patient revenue; and

WHEREAS, ICHD/ ICHD/CHC patients have requested the use of credit/debit cards to pay for services; and

WHEREAS, the Health Department responded with an analysis of credit/debit card processing agents with the ability to interface with current Electronic Health Records; and

WHEREAS, the decision was made to contract with TransFirst for processing of credit/debit card payments for Health Department services; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports an agreement with TransFirst to provide credit/debit card processing services; and

WHEREAS, the costs for purchasing the credit/debit card swipe devices are \$125.00 per device and ICHD/CHC requests to purchase up to 20 machines; and

WHEREAS, other costs include a maintenance fee of \$11.27 per month per device and a processing fee per transaction of .10 cents per credit card swipe plus .80% to 2.95% and .50% of the transaction value depending on the credit/debit card used; and

WHEREAS, the costs to purchase credit/debit card devices and payment of transaction related fees will be paid from existing operating costs and expected increase in payments for services; and

WHEREAS, the Health Officer recommends the Board of Commissioners authorize an agreement with TransFirst to provide credit/debit card processing services.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes ICHD/CHC to enter into an agreement contract with TransFirst for the provision of providing credit/debit card processing services.

BE IT FURTHER RESOLVED, the costs for purchasing the credit card swipe devices are \$125.00 per device and ICHD/CHC requests to purchase up to 20 machines.

BE IT FURTHER RESOLVED, other costs will include a maintenance fee of \$11.27 per month per device and a processing fee per transaction of .10 cents per credit card swipe plus .80% to 2.95% and .50% of the transaction value depending on the credit/debit card used.

BE IT FURTHER RESOLVED, the costs to purchase credit/debit card devices and payment of transaction related fees will be paid from existing operating costs and expected increase in payments for services.

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

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: January 14, 2016

RE: Resolution to Authorize Amendment #2 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services

This is a resolution to authorize Amendment #2 of the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS). The Comprehensive Agreement is the annual process whereby the MDHHS transmits state and federal funds to Ingham County Health Department (ICHHD) to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2015-2016 Agreement in Resolution #15-413, Amendment #1 in Resolution 15-479.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. This amendment will increase the budget for Comprehensive Local Health Services from \$4,998,301 to \$5,029,541, an increase of 31,240. The amendment makes the following specific changes in the budget:

Amendment # 2

1. Fetal Infant Mortality Review (FIMR) Case Abstraction \$3,240 - new funding.
2. Great Start Trauma Informed System Community Demonstration \$3,800 - new funding.
3. Immunization Billing Practice Infrastructure Enhancement \$4,000 - new funding.
4. Nurse Family Partnership increase of \$20,000 from \$485,300 to \$505,300 – additional funding
5. Communicable Disease Control ELPHS increase of \$200 from \$580,885 to \$581,885

The resolution includes authorization of a contract, up to \$2,000, to the Children's Trauma Assessment Center at Western Michigan University for trauma training

I recommend that the Board of Commissioners authorize the amendment to the 2015-2016 Comprehensive Agreement with MDHHS.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2015-2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

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

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

WHEREAS, the MDHHS and Ingham County Health Department (ICHD) have entered into a 2015-2016 Agreement authorized in Resolution #15-413; and

WHEREAS, the MDHHS and Ingham County have entered into a 2015-2016 Agreement authorized in Resolution #15-413, and Amendment #1 in Resolution 15-479; and

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

WHEREAS, ICHD had anticipated and included the grant increase in the FY16 Board of Commissioners approved budget; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the Amendment to the 2015-2016 Comprehensive Agreement with MDHHS.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services (MDHHS).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$4,998,301 to \$5,029,541, an increase of \$31,240.

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

- Fetal Infant Mortality Review (FIMR) Case Abstraction \$3,240 – new funding
- Great Start Trauma Informed System Community Demonstration \$3,800 - new funding
- Immunization Billing Practice Infrastructure Enhancement \$4,000 - new funding
- Nurse Family Partnership increase of \$20,000 from \$485,300 to \$505,300 – additional funding.
- Communicable Disease Control ELPHS increase of \$200 from \$580,885 to \$581,885

BE IT FURTHER RESOLVED, the resolution includes authorization of a contract, up to \$2,000, to the Children's Trauma Assessment Center at Western Michigan University for trauma training.

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment #2 of the 2015-2016 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

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