

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, SEPTEMBER 19, 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 [August 25, 2016 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Facilities Department
 - a. Resolution Amending Resolution #16-267 to Add a [Day Porter](#) at Forest Community Health Center
 - b. Resolution Authorizing Amending Resolution #16-267 for RNA Facilities Management [Janitorial Services](#)

2. Health Department
 - a. Resolution to [Amend Resolution #15-354](#) to Accept Additional Funding to Provide Refugee Health Assessments
 - b. Resolution Authorizing a Contract for Medical Direction and Consultation with [Barry Eaton District Health Department](#)
 - c. Resolution to Amend the Collaborative Agreement with the [Capital Area United Way](#)
 - d. Resolution to Authorize a [FY 2017 Provider Agreement](#) with the Ingham Health Plan Corporation
 - e. Resolution to Authorize an Amendment to the Contract with the [Ionia County Health Department](#) for Medical Direction and Program Consultation
 - f. Resolution to Enter into an Agency Agreement with Michigan State University to Delegate Certain [Environmental Health](#) Responsibilities
 - g. Resolution Authorizing an Agreement with Hospital Network Healthcare Services Medical Waste Management/Disposal through [HPS Group](#) Purchasing Contract
 - h. Resolution Authorizing an Agreement with Volunteers of America Michigan to Provide Certain [Dental Services](#) for Poor and Uninsured Individuals who Reside within Ingham County
 - i. Resolution Honoring [Karen Dunlap](#)
 - j. Resolution Honoring [Pamela Maxwell](#)

3. Human Resources - Resolution Approving a Letter of Understanding with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-TOPS) Regarding the [Medical Assistant](#) Classification

4. Controller's Office
 - a. Department of Health and Human Services Child Care Fund Update
 - b. Ingham Health Plan Audit Update

5. Human Services Committee - Rescheduling the October 31, 2016 Human Services Committee Meeting (*Discussion*)

Announcements
Public Comment
Adjournment

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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

August 25, 2016

Draft Minutes

Members Present: McGrain, Banas, Case-Naeyaert, Hope, Koenig (arrived 5:05 p.m.), and Nolan

Members Absent: Tennis

Others Present: Tim Dolehanty, Jared Cypher, Teri Morton, Linda Vail, Jill Bauer, Patrick Patterson, Jamie Griggs, Fran Curry, Don Lehman, Natrenah Blackstock, Kate Long, Tammy Lemmer, Steve Lance, Patricia Hemingway, Robin Reynolds, Carole Keyhoe, Ryan Buck, and others

The meeting was called to order by Chairperson McGrain at 5:00 p.m. in the Personnel Conference Room "D&E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the August 15, 2016 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE MINUTES OF THE AUGUST 15, 2016 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig and Tennis.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Budget Hearings
 - a. Capital Area Mentoring Partnership
 - d. Cooperative Extension
 - h. Medical Care Facility
 - j. Mid-Michigan 2-1-1 Alliance
 - m. Tri-County Aging Consortium
 - n. Veteran Affairs

Chairperson McGrain asked those department or affiliated entity representatives that were satisfied with their pieces of the Controller's Recommend Budget to stand and state their name.

The following representatives stated they were satisfied with their piece of of the Controller's Recommended Budget:

<u>Representative</u>	<u>Department or Affiliated Entity</u>
Fran Curry	Capital Area Mentoring Partnership
Don Lehman	Cooperative Extension
Natrenah Blackstock	Veteran Affairs
Kate Long/Tammy Lemmer	Tri-County Aging Consortium
Steve Lance	Medical Care Facility
Patricia Hemingway	Mid-Michigan 2-1-1 Alliance

1. Budget Hearings
 - b. Community Agencies

Commissioner Koenig arrived at 5:04 p.m.

Chairperson McGrain stated that Community Agencies were continuing budget based on last year's budget.

1. Budget Hearings
 - c. Community Mental Health
 - k. MSHN Substance Abuse

Jared Cypher, Deputy Controller, stated that this was mostly a status quo budget recommendation compared to last year's budget. He further stated that there was a 3% increase, however it was consistent with the funding formula. Mr. Cypher stated that they requested a slight increase from the Health Services Millage, and that was included in this recommendation as well.

1. Budget Hearings
 - l. Transportation Millage

Chairperson McGrain stated that it appeared that this would be a continuation as well. He asked whether there was money budgeted for administration.

Mr. Cypher provided an overview. He stated that there was approximately \$120,000 kept for veterans' transportation to VA Hospitals.

Teri Morton, Budget Director, answered that no money was budgeted for administration.

1. Budget Hearings
 - e. Department of Human Services

Mr. Cypher provided an overview of the budget recommendation and additional \$315,213 request that DHHS had submitted.

Carol Keyhoe, DHHS Child Welfare Director, addressed the Committee.

Commissioner Nolan asked whether the state would hold us liable for the entire amount if the County did not budget the requested \$315,213 amount.

Mr. Cypher answered yes.

Commissioner Nolan stated that this was extortion on the part of the state.

Ms. Keyhoe provided an overview of the audit results and its impact on their budget requests.

Chairperson McGrain stated that this was a type of unfunded mandate. He asked whether the County would be in the hole despite the \$5.00 increase.

Ms. Keyhoe answered yes.

There was a discussion about the Z-list and reserves.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BANAS, TO PLACE \$315,213 FOR INGHAM COUNTY DHHS ON THE Z-LIST.

Commissioner Banas asked how much more of an increase this would be.

Teri Morton, Finance Director, answered that it was an increase of approximately 15%.

Commissioner Banas asked whether state lawmakers had been contacted regarding this issue.

Mr. Cypher answered no.

Commissioner Hope stated that the letter she had prepared was addressed to U.S. Senator Debbie Stabenow.

Commissioner Banas stated that state lawmakers needed to be engaged on this issue.

Ms. Morton stated that this issue was attributable to the decrease in the foster care caseloads from 15:1 to 13:1 and private agency reimbursements.

Discussion.

Commissioner Nolan asked that Chairperson McGrain keep this issue a top priority in subsequent Human Services Committee meetings.

Commissioner Koenig asked how long would it take to license relatives.

Ms. Keyhoe answered approximately 180 days.

Discussion.

Commissioner Koenig stated that some counties could not or would not be compliant. She asked what would happen.

Ms. Keyhoe answered that she did not know.

Commissioner Koenig asked for an update on the Title-IV audit appeals.

Mr. Cypher stated that one appeal had been successful while the other appeal remained pending.

Discussion.

Chairperson McGrain stated that he would keep this topic on future agendas.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

1. Budget Hearings
 - e. Health Department
 - i. Medical Examiner

Mr. Cypher provided an overview of this piece of the budget.

Discussion.

1. Budget Hearings
 - g. Health Services Millage

Robin Reynolds, Ingham Health Plan CEO, addressed the Committee. She stated that they were interested in raising the administration fee rate from its current rate of 10% to 35%.

Chairperson McGrain asked what was contained the Controller's Recommended Budget.

Mr. Cypher stated that this budget would not include the contract with IHP, which would have to come by separate resolution. He further stated that the budget would set the millage rate.

Discussion.

Commissioner Koenig asked how many members IHP had.

Ms. Reynolds stated they had 1,535 members of which 1,100 were millage eligible.

Commissioner Koenig asked how many employees IHP had.

Ms. Reynolds answered fourteen employees of which only five employees employed by the health plan. She stated that they had other programming.

Commissioner Koenig asked what other programming IHP performed.

Ms. Reynolds stated that they were the hub for the Pathways Program.

Discussion.

Commissioner Banas asked why they were asking for 35% if most insurance companies were 20%.

Ms. Reynolds stated that they had fewer members than most insurance companies.

Discussion.

1. Budget Hearings
 - o. Volunteers of America

Patrick Patterson, VOA, provided an overview of their position for this piece of the budget. He requested an increase from \$35,000 to \$70,000.

Commissioner Case-Naeyaert asked whether the increase in the number of programs had hurt the VOA.

Mr. Patterson answered no. He provided an overview of the assistance they had rendered to the County and the community. Mr. Patterson stated that there was a scarcity of services and little duplication of services.

Commissioner Banas asked what additional services they intended to provide with this increase and what percentage the County's contract would be of their budget.

Mr. Patterson stated that the County's contract was 20% of the New Hope program. He provided an overview of the services they would offer with the requested increase.

Commissioner Banas asked how they would work around not receiving this increase.

Mr. Patterson stated that they would attempt to secure the resources elsewhere, however he did not know whether they would be successful.

Commissioner Banas asked where this money would come from if they approved an increase.

Mr. Cypher stated that he anticipated that it would go on the Z-list.

Discussion.

Mr. Cypher stated that this contract came through the Health Department. He further stated that these contracts come with a reporting requirement.

Commissioner Nolan stated that the County was facing some difficult budget issues.

Discussion.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. KOENIG, TO PLACE \$30,000 FOR THE VOA ON THE Z-LIST.

THE MOTION CARRIED. **Yeas:** McGrain, Banas, Koenig, Hope, and Case-Naeyaert **Nay:** Nolan **Absent:** Tennis

Chairperson McGrain recognized Linda Vail, Health Officer.

Ms. Vail stated that the Health Department had worked with the Controller's Office and had arrived at the budget recommendation that was before the Committee tonight.

2. Final Ranking

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BANAS TO RANK THE Z-LIST ITEMS IN THE FOLLOWING PRIORITY:

1. \$315,213 FOR INGHAM COUNTY DHHS
2. \$30,000 FOR THE VOA

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

MOVED BY COMM. BANAS, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE BUDGET RECOMMENDATION WITH THE Z-LIST PRIORITIES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Announcements

Commissioner Hope stated that she would be emailing a survey to commissioners, which the United Way had provided.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:09 p.m.

**SEPTEMBER 19, 2016 HUMAN SERVICES AGENDA
STAFF REVIEW SUMMARY**

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. Facilities Department

- a. *Resolution Amending Resolution #16-267 to Add a Day Porter at Forest Community Health Center*
- b. *Resolution Authorizing Amending Resolution #16-267 for RNA Facilities Management Janitorial Services*

These resolutions amend the contract with RNA Facilities Management for janitorial services, to add a day porter at Forest Community Health Center and remove the Drain Office and 55th District Court from the contract. The inclusion of a day porter at Forest will add an additional cost of \$27,720 for the first year, and removing the Drain Office and 55th District Court from the contract will provide a savings of \$34,580. The net savings to the contract from these two resolutions is \$6,860. The Facilities Director will also be prepared to answer any questions about county wide record storage, as those came up at the August 15 Human Services meeting.

2. Health Department

- a. *Resolution to Amend Resolution #15-354 to Accept Additional Funding to Provide Refugee Health Assessments*

This resolution amends an existing agreement with the Michigan Department of Health and Human Services (MDHHS) to provide refugee health assessments by increasing the amount of the agreement from \$600,000 to \$760,000 and updating the service language. This agreement is in effect from October 1, 2015 through September 30, 2018.

- b. *Resolution Authorizing a Contract for Medical Direction and Consultation with Barry Eaton District Health Department*

This resolution authorizes a contract to provide medical direction and consultation to the Barry-Eaton District Health Department (BEDHD). Ingham County will provide approximately 20% of the Medical Director's time to the BEDHD, including a commitment to being on site at least 16 hours during each month. BEDHD will compensate Ingham County \$54,104 for services in 2017; an increase of 2% to an annual rate of \$55,187 for services in 2018; and an increase of 2% to an annual rate of \$56,290 for services in 2019.

- c. *Resolution to Amend the Collaborative Agreement with the Capital Area United Way*

This resolution amends the 2016 collaborative agreement with the Capital Area United Way (CAUW) to support the Community Indicators Project and includes additional funding to bring the not to exceed total to \$38,051.

- d. *Resolution to Authorize FY 2017 Agreement with the Ingham Health Plan Corporation*

This resolution authorizes an agreement with the Ingham Health Plan Corporation (IHPC) to provide members of the Ingham Health Plan with the services of physicians and other professional healthcare providers and to provide funding for other healthcare services to serve low-income populations in Ingham County. The agreement will be for the period of October 1, 2016 through September 30, 2017. IHPC will reimburse the County on a fee-for-service basis, according to a negotiated fee schedule.

- e. *Resolution to Authorize an Amendment to the Contract with the Ionia County Health Department for Medical Direction and Program Consultation*

This resolution authorizes an extension to the contract to provide medical direction and consultation to the Ionia County Health Department. The contract includes an increase in compensation from Ionia County of 2%, to an annual rate of \$54,104 for services in 2017; an increase of 2% to an annual rate of \$55,187 for services in 2018; and an increase of 2 % to an annual rate of \$56,290 for services in 2019.

f. *Resolution to Enter into an Agency Agreement with Michigan State University to Delegate Certain Environmental Health Responsibilities*

This resolution authorizes a new agency agreement with MSU for the period of January 1, 2017 through December 31, 2020 (with automatic annual renewal thereafter) for the purpose of designating authority to inspect licensed food service establishments on the MSU main campus.

g. *Resolution Authorizing an Agreement with Hospital Network Healthcare Services Medical Waste Management/Disposal through HPS Group Purchasing Contract*

This resolution authorizes entering into a contract with HNHS for disposal of medical waste collected by the ICHD CHCs, for the period of October 1, 2016 through September 30, 2019, with a two (2) year period renewal option. The rates of the HNHS contract for each container of medical waste are as follows: 1-3 containers at \$50 each, 4-8 containers at \$40 each, 9 or more containers at \$35 each. Funds for this contract are included in the 2017 recommended budget.

3. *Human Resources – Resolution Approving a Letter of Understanding with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-TOPS) Regarding the Medical Assistant Classification*

This resolution approves a letter of understanding with UAW-TOPS to allow for medical assistants to perform medication administration. Currently this function is performed only by RNs. If approved, the resolution would allow for future program expansion and for RNs to provide care that only they can perform. The Medical Assistants will be paid a one-time lump sum of \$1000, less applicable withholdings.

OTHER ITEMS:

2. *Health Department*

i. *Resolution Honoring Karen Dunlap*

j. *Resolution Honoring Pamela Maxwell*

h. *Resolution Authorizing an Agreement with Volunteers of America Michigan to Provide Certain Dental Services for Poor and Uninsured Individuals who reside Within Ingham County*

This resolution authorizes a contract with Volunteers of America Michigan (VOAMI) to provide dental services. The contract is necessary for VOA to take advantage of funding made available through the Dental Adjuster Payment (DAP) for the dental clinic at their location. The Deputy Controller and the Health Officer have deep reservations in recommending approval of the resolution recognizing that other options exist to serve the poor and uninsured by utilizing current dental services within the Health Department (ICHD). In addition this agreement between ICHD and VOAMI for dental services will require redirection of current ICHD staffing to fulfill the terms of the contract.

4. *Controller's Office*

a. *Department of Health and Human Services Child Care Fund Update*

b. *Ingham Health Plan Audit Update*

Mary Lannoye has a contract with Ingham County to verify that services reimbursed through the millage are to millage eligible Ingham Health Plan members, and that those services are within the scope of the County's agreement with Ingham Health Plan. Mary will attend the meeting to discuss her 2015 final report.

Agenda Item 1a

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

FROM: Rick Terrill, Facilities Director

DATE: September 6, 2016

SUBJECT: Amend Resolution #16-267 to add a day porter at Forest Community Health Center

For the meeting agendas of: September 19, 20 and 21

BACKGROUND

Resolution #16-267 approved a contract with RNA Facilities Management for janitorial services in several county buildings. Forest Community Health Center does not currently have a day porter. Both the Community Health Center Supervisor and the Facilities Department would like to add one day porter scheduled to work 12:00 pm-5:00 pm Monday through Friday.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Adding a day porter five hours per day Monday through Friday will add an additional cost of \$27,720.00 for the first year. Years two and three will also increase, according to Living Wage.

Funds for the additional cost are available in the appropriate Forest Community Health Center contractual line item.

OTHER CONSIDERATIONS

Adding a day porter will provide the clean environment needed for patient care.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution amendment to support adding a day porter at Forest Community Health Center from 12:00 pm – 5:00 pm Monday through Friday.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING RESOLUTION #16-267 TO ADD A DAY PORTER
AT FOREST COMMUNITY HEALTH CENTER**

WHEREAS, Resolution #16-267 approved a contract with RNA Facilities Management for janitorial services in several county buildings; and

WHEREAS, Forest Community Health Center does not currently have a day porter; and

WHEREAS, both the Community Health Center Supervisor and the Facilities Department would like to add one day porter scheduled to work from 12:00 pm – 5:00 pm Monday through Friday; and

WHEREAS, adding a day porter will provide the clean environment needed for patient care; and

WHEREAS, adding a day porter five hours per day Monday through Friday will add an additional cost of \$27,720 for the first year; and

WHEREAS, years two and three will increase according to Living Wage; and

WHEREAS, funds for the additional cost are available in the appropriate Forest Community Health Center contractual line item.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending Resolution #16-267 with RNA Facilities Management, 4722 S. State Road, Ann Arbor, Michigan, 48108, to provide a day porter at Forest Community Health Center from 12:00 pm – 5:00 pm Monday through Friday.

BE IT FURTHER RESOLVED, adding a day porter from 12:00 pm – 5:00 pm Monday through Friday will add an additional first year cost of \$27,720, with years two and three increasing according to Living Wage.

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 1b

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

FROM: Rick Terrill, Facilities Director

DATE: September 6, 2016

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

For the meeting agendas of: September 19, 20 and 21

BACKGROUND

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

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

WHEREAS, removing the Drain Office and 55th District Court from the contract will provide a savings of \$34,580 for the first year as well as substantially higher savings amounts in the two years following.

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

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

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: 8/22/16
SUBJECT: Resolution to Amend Resolution #15-354
For the meeting agenda of September 27, 2016

BACKGROUND

Resolution #15-354 authorized the Ingham County Health Department (ICHHD) to enter into an agreement with the Michigan Department of Health and Human Services (MDHHS) to provide refugee health assessments. This agreement is in effect from October 1, 2015 through September 30, 2018. MDHHS recently informed ICHHD that it plans to increase the maximum allowable amount of this agreement from \$600,000.00 to \$760,000.00; the service language within this agreement will also be updated. ICHHD would like to amend Resolution #15-354 to reflect this increase in funding.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

MDHHS funding for ICHHD to provide refugee health assessments will increase by \$160,000.00 (from \$600,000.00 to \$760,000.00).

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #15-354 and authorize acceptance of an additional \$160,000.00 in funding from MDHHS and of the updated service language.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #15-354 TO ACCEPT ADDITIONAL FUNDING TO PROVIDE REFUGEE HEALTH ASSESSMENTS

WHEREAS, Resolution #15-354 authorized the Ingham County Health Department (ICHD) to enter into an agreement with the Michigan Department of Health and Human Services (MDHHS) to provide refugee health assessments; and

WHEREAS, this agreement was authorized for a maximum allowable amount not to exceed \$600,000 and is in effect from October 1, 2015 through September 30, 2018; and

WHEREAS, MDHHS recently informed ICHD that it plans to increase the maximum allowable amount of this agreement by \$160,000, from \$600,000 to \$760,000 and update the service language within the agreement; and

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

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the amendment of Resolution #15-354 to allow for the increase in funding and the updated service language.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #15-354 to reflect the \$160,000 increase of the maximum allowable amount of the MDHHS agreement, from \$600,000 to \$760,000 and for the updated service language.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

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

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

TO: Board of Commissioners, Finance Committee and Human Services Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 16, 2016

SUBJECT: Berry Eaton County Health Department - Contract for Medical Direction
For the meeting agenda of September 27, 2016

BACKGROUND

Barry-Eaton District Health Department (BEDHD) has contacted Ingham County Health Department (ICHD) to provide medical direction and consultation to the Barry-Eaton District Health Department. ICHD currently provides medical direction and consulting for Ionia County in a similar capacity.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The compensation for the agreement will represent about 20% of the cost of supporting one full time physician. The recommendation includes an annual rate of \$54,104 for services in 2017; an increase of 2% to an annual rate of \$55,187 for services in 2018; and an increase of 2 % to an annual rate of \$56,290 for services in 2019.

OTHER CONSIDERATIONS

Under this agreement ICHD agrees to provide approximately 20% of the Medical Director's time to the BEDHD, including a commitment to being on site at least 16 hours during each month. This commitment will be fulfilled primarily by Dr. Sugandha Lowhim. Additionally, the agreement provides that the administrative staff of ICHD occasionally consults with the staff of BEDHD County.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement for Medical Direction between ICHD and BEDHD for the term of January 1, 2017 through December 31, 2019.

Introduced by the Finance Committee and Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT FOR MEDICAL DIRECTION AND
CONSULTATION WITH BARRY EATON DISTRICT HEALTH DEPARTMENT**

WHEREAS, Barry-Eaton District Health Department (BEDHD) has contacted Ingham County Health Department (ICHD) to provide medical direction and consultation to the Barry-Eaton District Health Department; and

WHEREAS, ICHD currently provides medical direction and consulting for Ionia County with a similar agreement; and

WHEREAS, the compensation for the agreement will represent about 20% of the cost of supporting one full time physician; and

WHEREAS, the recommendation includes an annual rate of \$54,104 for services in 2017; an increase of 2% to an annual rate of \$55,187 for services in 2018; and an increase of 2 % to an annual rate of \$56,290 for services in 2019; and

WHEREAS, this recommendation authorizes an agreement for the term of January 1, 2017 through December 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract for Medical Direction between ICHD and BEDHD for the term of January 1, 2017 through December 31, 2019.

BE IT FURTHER RESOLVED, that the agreement includes an annual rate of \$54,104 for services in 2017; an increase of 2% to an annual rate of \$55,187 for services in 2018; and an increase of 2 % to an annual rate of \$56,290 for services in 2019.

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

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

TO: Board of Commissioners Human Services and
Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 31, 2016

SUBJECT: Amend Collaborative Agreement with the Capital Area United Way
For the meeting agenda of September 27, 2016

BACKGROUND

Resolution #05-148 authorized a collaborative agreement between Ingham County Health Department (ICHD) and Capital Area United Way (CAUW). Since that resolution passed in 2005, the agreement has been extended multiple times to allow CAUW to contract with a vendor for data collection on behalf of and with funding from ICHD, Barry-Eaton District Health Department (BEDHD), and Mid-Michigan District Health Department (MMDHD), to support the Community Indicators Project, a core component of ICHD's strategy for informing the community about the health status of residents. Without this data, ICHD would be unable to fulfill our obligations towards the Community Indicators Project; it would also harm ICHD's ability to provide partner organizations such as local hospitals and community based organizations with some of the valuable information they use in their planning efforts.

This project is also instrumental to the *Healthy! Capital Counties* project, a community health assessment done in collaboration with BEDHD, MMDHD, Sparrow Health Systems, McLaren Greater Lansing, Hayes-Green Beach Medical Center, and Eaton Rapids Medical Center. The current agreement expired September 30, 2015; we would like to extend this agreement through September 30, 2016.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend the collaborative agreement with CAUW to extend the term of the agreement through September 30, 2016.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE COLLABORATIVE AGREEMENT WITH
THE CAPITAL AREA UNITED WAY**

WHEREAS, the Behavioral Risk Factor Survey (BRFS) measures a number of health indicators and quality of life indices including: chronic diseases, cigarette and alcohol use, obesity and physical activity, and neighborhood safety, often to available at county and definitely not available at sub-county geographies; and

WHEREAS, information from the BRFS is used to gauge the number of uninsured and access to care is central to the Board of Commissioners' goal of promoting access to care; and

WHEREAS, data from the BRFS is essential to the *Healthy! Capital Counties*, a community health assessment done in collaboration with two of our neighbor local health departments and the four local hospitals in our region; and

WHEREAS, data from the BRFS is central to the Community Indicators Project, a core component of the Department's strategy for informing the community about health status; and

WHEREAS, Ingham County Health Department (ICHD) and the Capital Area United Way (CAUW) executed a collaborative agreement in 2005, wherein CAUW arranges for consulting and contractual services in support of the Community Indicators Project; and

WHEREAS, the collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-16, #14-226, and #15-176 and collaborative activities have continued since the agreement's inception; and

WHEREAS, under this agreement CAUW has coordinated funding from Barry-Eaton District Health Department, Mid-Michigan District Health Department, and Ingham County Health Department to administer the BRFS; and

WHEREAS, this resolution will authorize an amendment extending the agreement with CAUW through September 30, 2016, allowing data collection to continue; and

WHEREAS, the amount of additional funding for this amendment was anticipated in the ICHD FY 2016 budget and is not to exceed \$38,051, the same amount of funding for FY 2015; and

WHEREAS, the Health Officer has recommended to amend the collaborative agreement with CAUW to extend the term of the agreement through September 30, 2016 and to include additional funding for FY 2016 in an amount not to exceed \$38,051.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the collaborative agreement with CAUW to extend the term of the agreement through September 30, 2016 and to include additional funding for FY 2016 in an amount not to exceed \$38,051.

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

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: 8/22/16

SUBJECT: Primary Care Provider Agreement with Ingham Health Plan Corporation
For the meeting agendas of September 27, 2016

BACKGROUND

The Ingham Health Plan Corporation (IHPC) has historically contracted with Ingham County Health Department (ICHHD) to provide members of the Ingham Health Plan with the services of physicians and other professional healthcare providers and to provide funding for other healthcare services to serve low-income populations in Ingham County. IHPC has proposed a provider agreement with ICHHD for this purpose for the period of October 1, 2016 through September 30, 2017.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHP members assigned to the ICHHD Community Health Centers. ICHHD will receive the same fee-for-service payment as other IHP medical providers. The reimbursement amount will be no less than Medicaid reimbursement rates, less co-payments, deductibles and other such amounts.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorizing ICHHD to enter into a provider agreement with IHPC for the period of October 1, 2016 through September 30, 2017.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A FY 2017 PROVIDER AGREEMENT WITH THE
INGHAM HEALTH PLAN CORPORATION**

WHEREAS, the Ingham Health Plan Corporation (IHPC) has historically contracted with Ingham County Health Department (ICHHD) to provide members of the Ingham Health Plan with the services of physicians and other professional healthcare providers and to provide funding for other healthcare services to serve low-income populations in Ingham County; and

WHEREAS, IHPC has proposed a provider agreement with ICHHD for this purpose for the period of October 1, 2016 through September 30, 2017; and

WHEREAS, the provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHP members assigned to the ICHHD Community Health Centers; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a provider agreement with the IHPC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a provider agreement with IHPC for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the IHPC will pay ICHHD through the Provider Agreement, on a fee-for-service basis, according to a negotiated fee schedule.

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

TO: Board of Commissioners, Finance and Human Services Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: 08/16/16

SUBJECT: Contract Amendment for Medical Direction and Consultation for Ionia County
For the meeting agenda of September 27, 2016

BACKGROUND

Since the mid-1980's, the Ingham County Health Department (ICHD) has provided Medical Direction and Consultation to the Ionia County Health Department. The current agreement will expire on December 31, 2016. This is a recommendation to authorize an amendment to extend that relationship through 2019 with annual increases in compensation.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Through the current agreement ending December 31, 2016, Ionia County is paying ICHD \$53,044 for services provided. This compensation represents about 20% of the cost of supporting one full time physician. With the new agreement the recommendation includes an increase of 2%, to an annual rate of \$54,104 for services in 2017; an increase of 2% to an annual rate of \$55,187 for services in 2018; and an increase of 2 % to an annual rate of \$56,290 for services in 2019.

OTHER CONSIDERATIONS

Under this agreement ICHD agrees to provide approximately 20% of the Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month. This commitment will be fulfilled primarily by Dr. Sugandha Lowhim. Additionally, the agreement provides that the administrative staff of ICHD occasionally consults with the staff of Ionia County.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an amendment for Medical Direction and Consultation between ICHD and Ionia County Health Department for the term of January 1, 2017 through December 31, 2019.

Introduced by the Human Services Committee and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT WITH THE IONIA COUNTY HEALTH DEPARTMENT FOR MEDICAL DIRECTION AND PROGRAM CONSULTATION

WHEREAS, since the mid-1980's, ICHD has provided Medical Direction and Consultation to the Ionia County Health Department; and

WHEREAS, through the current agreement ending December 31, 2016, Ionia County is paying ICHD \$53,044 for services provided; and

WHEREAS, with the new agreement the recommendation includes an increase of 2%, to an annual rate of \$54,104 for services in 2017; an increase of 2% to an annual rate of \$55,187 for services in 2018; and an increase of 2 % to an annual rate of \$56,290 for services in 2019; and

WHEREAS, under this agreement ICHD agrees to provide approximately 20% of the Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month; and

WHEREAS, additionally, the agreement provides that the administrative staff of ICHD occasionally consults with the staff of Ionia County; and

WHEREAS, this recommendation to authorizes an amendment to extend that relationship through 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to the contract for Medical Direction between ICHD and Ionia County Health Department for the term of January 1, 2017 through December 31, 2019.

BE IT FURTHER RESOLVED, that the new agreement recommendation includes an increase of 2%, to an annual rate of \$54,104 for services in 2017; an increase of 2% to an annual rate of \$55,187 for services in 2018; and an increase of 2 % to an annual rate of \$56,290 for services in 2019.

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

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

TO: Board of Commissioners Human Services
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 2, 2016
SUBJECT: Food Inspection Agency Agreement with Michigan State University
For the meeting agenda of September 27, 2016

BACKGROUND

There are currently 63 licensed food service establishments on the main Michigan State University Campus (MSU) in East Lansing that must be inspected according to MI PA 92 of 2000, more commonly known as the Michigan Food Law. Since the 1970s, Ingham County Health Department (ICHD) has delegated authority to MSU to conduct inspections on the main campus; however, the agency agreement between MSU and ICHD has not been updated since 2010.

Modifications to the 2010 agreement are necessary because there have been updates to Michigan Food Law, changes to various codes referenced in the agreement, and the addition of new key administrators within both agencies. Other minor adjustments will also include, but are not limited to, the clarification of authority over foodborne illness investigations and the number of inspections ICHD Environmental Health will conduct for quality assurance purposes.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an updated agency agreement between MSU and ICHD for the period of January 1, 2017 through December 31, 2020 (with automatic annual renewal thereafter) for the purpose of designating authority to inspect licensed food service establishments on the MSU main campus.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO AN AGENCY AGREEMENT WITH MICHIGAN STATE UNIVERSITY TO DELEGATE CERTAIN ENVIRONMENTAL HEALTH RESPONSIBILITIES

WHEREAS, Ingham County Health Department (ICHHD) has delegated certain authority to inspect licensed food service establishments operating on the main campus of Michigan State University (MSU) to MSU; and

WHEREAS, the power to delegate this authority is derived from the MI Act 92 of 2000, commonly known as the Michigan Food Law; and

WHEREAS, the Ingham County Board of Commissioners in Resolution #8-229, as amended in Resolutions #09-017 and #10-191, entered into an Agency Agreement with MSU appointing MSU as ICHD's agent for the purpose of inspecting and licensing food services at MSU; and

WHEREAS, in the time since the last agreement was entered into in 2010 there have been updates to Michigan Food Law, changes to various codes referenced in the agreement, and the addition of new key administrators within both agencies; and

WHEREAS, a new agreement would allow these updates and changes to be reflected; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize a new agency agreement with MSU for the period of January 1, 2017 through December 31, 2020 (with automatic annual renewal thereafter) for the purpose of designating authority to inspect licensed food service establishments on the MSU main campus.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a new agency agreement with MSU for the period of January 1, 2017 through December 31, 2020 (with automatic annual renewal thereafter).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners, on behalf of ICHHD, hereby appoints MSU as its agent for the purpose of making recommendations on license applications and for the enforcement of provisions set forth in the Michigan Food Law, as amended, and the minimum program requirements as established by the Michigan Department of Agriculture and Rural Development regarding all food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity whether fixed, mobile, temporary, transitory (STFUs), or permanent, that are located on the main MSU campus in East Lansing.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

TO: Board of Commissioners, Finance Committee & Human Services Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 11, 2016

SUBJECT: Medical Waste Management/Disposal Contract with Hospital Network Healthcare Services through HPS Group Purchasing Contract

For the meeting agenda of September 27, 2016

BACKGROUND

Ingham County Health Department (ICHD) is required to properly dispose of potentially infectious medical waste. The service is for medical waste disposal for Ingham County Health Department's nine Community Health Centers (CHCs) for a period of three years with the option of a two-year renewal. ICHD currently has a group purchasing agreement contract with Hospital Purchasing Services (HPS) and Hospital Network Healthcare Services (HNHS) is one of the medical waste management vendors within this contract.

FINANCIAL IMPACT

Funds for this purpose are included in the FY17 budget at a reduced rate as the current contract cost is at over \$90,000 annually. Based on the current annual volume of medical waste disposal containers (less than 150) and the rates of the HNHS contract for each container (1-3 containers at \$50 each, 4-8 containers at \$40 each, 9 or more containers at \$35 each), there is a potential savings of \$50,000 or more if the collection remains at the current level.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to contract with Hospital Network Healthcare Services (HNHS) for the disposal of medical waste collected by the ICHD CHCs, for the period of October 1, 2016 through September 30, 2019, with a two (2) year period renewal option.

Introduced by the Finance and Human Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH HOSPITAL NETWORK HEALTHCARE SERVICES MEDICAL WASTE MANAGEMENT/DISPOSAL THROUGH HPS GROUP PURCHASING CONTRACT

WHEREAS, the Ingham County Health Department (ICHD) is required to properly dispose of potentially infectious medical waste; and

WHEREAS, the contract is for medical waste disposal for Ingham County Health Department's nine Community Health Centers (CHCs) is for a period of three years with the option of a two-year renewal; and

WHEREAS, ICHD currently has a group purchasing agreement contract with Hospital Purchasing Services (HPS) and Hospital Network Healthcare Services (HNHS) is one of the medical waste management vendors within this contract; and

WHEREAS, funds for this purpose are included in the FY17 budget at a reduced rate and based on the current annual volume there is a potential savings of \$50,000 if current collection rates remain the same; and

WHEREAS, the Health Officer recommends to contract with HNHS for the disposal of medical waste collected by the ICHD CHCs, for the period of October 1, 2016 through September 30, 2019, with a two (2) year period renewal option.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes entering into a contract with HNHS for disposal of medical waste collected by the ICHD CHCs, for the period of October 1, 2016 through September 30, 2019, with a two (2) year period renewal option.

BE IT FURTHER RESOLVED, the rates of the HNHS contract for each container of medical waste are as follows: 1-3 containers at \$50 each, 4-8 containers at \$40 each, 9 or more containers at \$35 each.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 5, 2016

SUBJECT: Resolution to enter into an Agreement with Volunteers of America Michigan

For the meeting agenda of September 27, 2016

BACKGROUND

Ingham County Health Department (ICHD) has the purpose of endeavoring to prevent disease, prolong life, and promote public health through organized programs, including the prevention and control of health problems of particularly vulnerable groups and the development of health care facilities and health services delivery systems. ICHD intends to enter into an agreement with Volunteers of America Michigan (VOAMI) to provide certain dental clinic services to poor and uninsured individuals.

ICHD must provide or demonstrate the provision of priority health services and may enter into contracts necessary or appropriate to provide such services. This agreement will allow ICHD to meet the provision of priority health services by providing certain dental services to Ingham County residents with income at or below 300% of the federal poverty level and who do not have dental insurance or who are covered by Medicaid, Healthy Michigan Plan, MICHild, and Delta Healthy, Kids, or other public assistance programs.

ALTERNATIVES

Dental services are a core offering of the Ingham Community Health Centers within the ICHD. The dental services provided by ICHD were recently centralized within the new Forest Community Health Center and dental services are currently available to interested persons. These current services could be enhanced to serve the VOAMI population through the following activities.

- Utilizing the new Mobile Dental Unit to provide targeted cleaning and restoration care at convenient and agreed upon locations. ICHD could have scheduled service dates at VOAMI locations already familiar to VOAMI clients.
- Facilitate transportation to the Forest clinic for target population. By working our logistics to transport clients to Forest, clients could also be provided access to additional services including behavioral health services provided at that location by Community Mental Health of CEI.
- VOAMI clients could be connected to ICHD Community Health Workers to actively work with persons in need of care and facilitate appointments within the current Forest Community Health Center.

FINANCIAL IMPACT

VOAMI will pay ICHD for Public Dental Program services provided by ICHD. The amount to be paid by VOAMI to ICHD will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Programs services provided by ICHD.

OTHER CONSIDERATIONS

Pursuant to MCL 333.2433(1), ICHD has the purpose of endeavoring to prevent disease, prolong life, and promote the public health through organized programs, including the prevention and control of health problems of particularly vulnerable groups and the development of health care facilities and health services delivery systems.

RECOMENDATION

Based on the information presented I respectfully recommend with reservations, approval of the attached resolution recognizing that other options exist to serve this population by utilizing current dental services within ICHD. In addition this agreement between ICHD and VOAMI for dental services will require redirection of current ICHD staffing to fulfill the terms of the contract. The contract term is for three years with ICHD having the option to renew the agreement for an additional two years.

Introduced by the Finance Committee and Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH VOLUNTEERS OF AMERICA MICHIGAN TO PROVIDE CERTAIN DENTAL SERVICES FOR POOR AND UNINSURED INDIVIDUALS WHO RESIDE WITHIN INGHAM COUNTY

WHEREAS, Ingham County Health Department (ICHHD) has the purpose of endeavoring to prevent disease, prolong life, and promote the public health through organized programs, including the prevention and control of health problems of particularly vulnerable groups and the development of health care facilities and health services delivery systems; and

WHEREAS, ICHHD wishes to enter into an agreement with Volunteers of America Michigan (VOAMI) pursuant to which VOAMI will provide dental clinic services for poor and uninsured individuals who reside within Ingham County on behalf of ICHHD; and

WHEREAS, VOAMI will pay ICHHD for Public Dental Program services provided by ICHHD; and

WHEREAS, the amount to be paid by VOAMI to ICHHD will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Program services provided by ICHHD; and

WHEREAS, this agreement will be effective from the date of execution for the term of three years with ICHHD having the option to renew the agreement for an additional 2 years; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with VOAMI.

THEREFORE BE IT RESOLVED, ICHHD will enter into an agreement with VOAMI to provide certain dental services for poor and uninsured individuals who reside within Ingham County.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an intergovernmental transfer of funds to the Michigan Medical Services Administration quarterly, or as otherwise determined by the Michigan Medical Services Administration to pay the non-federal share of Medicaid Public Dental Clinic Enhanced Reimbursement Rate payments for Dental clinic Services provided by VOAMI as a Public Dental Clinic on behalf of the Health Department.

BE IT FURTHER RESOLVED, VOAMI will reimburse the County for Public Dental Program services provided by the ICHHD.

BE IT FURTHER RESOLVED, this agreement will be effective from the date of execution for the term of three years with ICHHD having the option to renew the agreement for an additional 2 years.

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

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING KAREN DUNLAP

WHEREAS, Karen Dunlap began her career with the Ingham County Health Department (ICHD) in June 1988 as a Clinic Technician with Family Planning (currently Women's Health Services); and

WHEREAS, Karen transferred as a Clinic Technician to provide services to the homeless population throughout Ingham County; and

WHEREAS, Karen shifted to provide services in the satellite ICHD clinics, including Leslie, the Ingham County Youth Center, and Black Child and Family Institute; and

WHEREAS, in 2000 Karen became a Community Health Representative II who provided billing services to active Ingham Health Plan members; and

WHEREAS, in 2013 Karen transferred to Registration and Enrollment where she continued to provide health literacy and enrollment into health coverage as a Certified Marketplace Navigator, as well as being an instrumental part of coordinating various trainings; and

WHEREAS, Karen has linked numerous individuals and families in the community to primary care and other health coverage, and has provided valuable guidance on how to resolve barriers to care and navigate the health care system; and

WHEREAS, Karen's commitment to her clients will leave a lasting impression in improving the health outcomes of our community and has contributed to a positive image for ICHD that will last many years to come.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Karen Dunlap for 26 years of dedicated service to the community and for the contributions she has made to ICHD.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING PAMELA MAXWELL

WHEREAS, Pamela Maxwell started her career with Ingham County Health Department in Central Reception/Billing in December of 1994 as an Account Clerk II; and

WHEREAS, as an Account Clerk II, Ms. Maxwell was responsible for processing all claims and invoices for services on behalf of the BCCCP Program. Ms. Maxwell also assisted with registration duties for patients at the Human Services Building, as well as billing duties; and

WHEREAS, Ms. Maxwell was reclassified to a Billing and Reporting Clerk in October of 1992 in the Billing and Reporting Department; and

WHEREAS, Ms. Maxwell has been responsible for processing claims and payments for services rendered within the Ingham County Health Department's Community Health Centers; and

WHEREAS, Ms. Maxwell's exceptional organizational skills and attention to detail have enabled her to achieve a level of accuracy and excellence that is to be commended; and

WHEREAS, Ms. Maxwell's interaction with patients with questions was thoughtful and compassionate. She was committed to performing her job functions in the best interest of the customers and patients; and

WHEREAS, Ms. Maxwell's skills, initiative, and positive support of her team members will be missed by her colleagues.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Pamela Maxwell for more than 21 years of dedicated service to the Health Department and for her dedication and commitment to her work.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

Agenda Item 3

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

FROM: Travis Parsons, Human Resources Director
Linda Vail, Public Health Officer

DATE: September 1, 2016

SUBJECT: LOU – UAW-TOPS for Human Services Agenda - September 19th, County Services Agenda - September 20th and Finance Agenda - September 21st

BACKGROUND

The Ingham County Health Department, specifically the Ingham Community Health Centers, have evaluated the current practice of only allowing RN's to perform medication administration. This practice has limited RN's from performing at the top of their scope of work, impacts program sustainability and extends patient wait times.

Medication administration is not currently part of the job description for Ingham County Medical Assistants but is part of the standard scope for Medical Assistants currently being trained to enter this field. Medical Assistants routinely perform this level of work at other Federal Qualified Health Centers and at private practices state-wide.

Medical Assistants currently employed by the Ingham County Health Department will be assessed for their current knowledge and skill level related to medical administration and will be provided refresher training based upon their level need, based upon previous training and comfort with current requirements. After successfully demonstrating competency, Medical Assistants will be able to perform medication administration duties. Some Medical Assistants may require additional employer paid training and this will be provided as required to allow all Medical Assistants to begin to perform these duties and demonstrate proficiency.

The Employer engaged the UAW to discuss the need for the change in the Medical Assistants job description. The UAW agreed to the conditions outlined in the attached Letter of Understanding (LOU).

ALTERNATIVES

Maintaining the current model increases allocated costs and is not sustainable.

FINANCIAL IMPACT

Limiting medication administration to RN's will eventually effect the ability to offer programs within the established budget. Future program expansion will require the utilization of the most cost effective options possible to deliver care.

Upon demonstrating proficiency, the Medical Assistants will be paid a one-time lump sum of \$1000, less applicable withholdings.

OTHER CONSIDERATIONS

Future program expansion will require utilization of the most cost effective options possible to deliver care. By changing the model of care, RN's will start doing care that only they can perform, including Care Management and oversight of clinical operations at each location.

Through the meet and confer process, the Employer and the UAW reached agreement and captured the agreement in the attached LOU.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and UAW regarding the change in duties to the Medical Assistant Classification.

Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH
UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF
AMERICA (UAW-TOPS) REGARDING
THE MEDICAL ASSISTANT CLASSIFICATION**

WHEREAS, the County of Ingham (Employer) and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) have entered into a collective bargaining agreement with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, the Employer recognized a need to assign medication administration duties to the Medical Assistant classification, represented by UAW; and

WHEREAS, the Employer and the UAW-TOPS, Local 2256 are agreeable to the change to the duties of the classification, as reflected in the attached Letter of Understanding between the parties; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the Human Services Committee, County Services Committee and Finance Committee regarding the addition of medication administration to the classification.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

**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 Medical Assistant classification (“MA”), extending through December 31, 2017; and

WHEREAS, the Employer seeks to assign medication administration duties to the MAs; and

WHEREAS, those MAs who complete the necessary training or are currently certified to perform medication administration and demonstrate proficiency will assume those job duties and responsibilities set out in the new position description; and

WHEREAS, the Employer recognizes that the addition of medication administration duties for current MAs justifies additional compensation in the form a one-time lump sum payment; and

WHEREAS, the Employer and the Union agree to add medication administration duties for those MAs that demonstrate proficiency.

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

1. Those MAs that are employed by the Employer on the date this LOU is executed by both parties will be required to attend training, paid for by the Employer, for medication administration. For those MAs that are currently certified for medication administration, they may begin performing these duties as soon as they have demonstrated proficiency to the Employer’s satisfaction, with or without completing the training.
2. Upon completion of the training, 80% of the total number of MAs that are employed by the Employer on the date this LOU is executed must demonstrate proficiency to the Employer’s satisfaction and be willing and able to perform medication administration. In the event a current MA does not demonstrate proficiency or is unwilling and unable to perform medication administration, they may continue to be employed under the previous position description (that does not include medication administration) or reassigned.
3. The revised MA position description that includes medication administration is attached as Exhibit 1.
4. Upon demonstrating proficiency in medication administration to the Employer’s satisfaction, those MAs that are employed by the Employer on the date this LOU is executed by both parties will be paid on a one-time basis the gross sum of \$1,000.00 by separate payroll check, less applicable withholdings.

5. In the event the ability of the MAs to perform medication administration is challenged before MERC, the Employer may suspend or discontinue this LOU upon 30 days written notice to the Union.

6. It is expressly understood and agreed by the parties that because of the particular set of factual circumstances, this LOU is without precedence or prejudice as to any other cases.

7. All the other terms and condition specified in the parties' collective bargaining agreement shall remain in full force and effect.

COUNTY OF INGHAM

UAW LOCAL 2256

Kara Hope, Chairperson Date
Ingham County Board of Commissioners

Sally Auer, Chairperson Date

Date

Date

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

Mattis Nordfjord