

CHAIRPERSON
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VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
RYAN SEBOLT
DEB NOLAN
BRIAN McGRAIN
SARAH ANTHONY
TERI BANAS
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, DECEMBER 4, 2017 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 20, 2017 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Health Services Millage – Resolution Authorizing a Health Services Millage Contract with the Ingham County Health Plan Corporation ([IHPC](#))
2. Health Department
 - a. Resolution to Authorize an Agreement with [Graphic Sciences, Inc.](#) for the Transport, Storage, and Retrieval of Health Department Files
 - b. Resolution to Authorize an Agreement with Professional Credential Verification Services, Inc. ([PCVS](#)) to Provide Verification of Professional Credentials of Physicians and Allied Health Professionals
3. Controller's Office
 - a. Resolution Approving Various [Contracts](#) for the 2018 Budget Year
 - b. Resolution Amending the Ingham County [Board Rules](#)
4. Human Services Committee – Resolution Congratulating [Stephen W. Frank American Legion Post 269](#) on the Occasion of its 80th Year Anniversary

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.

DECEMBER 4, 2017 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

1. Health Services Millage – *Resolution Authorizing a Health Services Millage Contract with the Ingham County Health Plan Corporation (IHPC)*

This resolution authorizes a 2018 contract with Ingham Health Plan Corporation (IHPC) to utilize the Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services as set forth in Attachments A and B. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc. The contract will not exceed \$1,000,000 from the Health Services Millage, and funds are included in the 2018 budget. The administrative rate remains 20% in 2018.

2. Health Department

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

This resolution extends the current agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of ICHD files through September 29, 2018. The annual cost of this agreement shall not exceed \$24,000. The proposed costs are based on \$.288 per box and \$6.30 per file requested. This per file fee includes locating, removing and re-filing the requested document. In addition, the costs to remove, transport and catalog the files at Graphic Science, Inc. is estimated to cost approximately \$11,500. The funds for the annual cost of this agreement are included in the FY 18 County Budget.

b. *Resolution to Authorize an Agreement with Professional Credential Verification Services, Inc. (PCVS) to Provide Verification of Professional Credentials of Physicians and Allied Health Professionals*

This resolution an agreement with Professional Credential Verification Services, Inc. (PCVS). PCVS is a credentials verification organization that provides verification of the professional credentials of physicians and allied health professionals through the collection and verification of the authenticity of documents. The proposed annual cost of this agreement shall not exceed \$6,000. These costs are included in the FY 18 Ingham County Health Department Budget

3. Controller's Office

a. *Resolution Approving Various Contracts for the 2018 Budget Year*

This resolution This resolution will approve the attached list of contracts for the 2018 budget year. The list consists only of contracts that are included in the 2018 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

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

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate (2.1% for 2018) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2018 increase of 2.1% or less are the only ones included in this resolution.

b. Resolution Amending the Ingham County Board Rules

This resolution reassigns the liaison committee for the Parks Department and Ingham County Fair from the County Services Committee to the Human Services Committee.

4. Human Services Committee – Resolution Congratulating Stephen W. Frank American Legion Post 269 on the Occasion of its 80th Year Anniversary

This resolution extends best wishes and gratitude to the Stephen W. Frank American Legion Post 269 on the occasion of its 80th Year Anniversary.

HUMAN SERVICES COMMITTEE
November 20, 2017
Draft Minutes

Members Present: Tennis, Anthony, Banas, McGrain, Nolan, and Sebolt (arrived at 6:02 p.m.)

Members Absent: Naeyaert

Others Present: Commissioner Grebner, Don Lehman, Ann Scott, Mark Stevens, Linda Vail, Jared Cypher, Stephanie McLean and others.

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

Approval of the November 6, 2017 Minutes

WITHOUT OBJECTION, CHAIRPERSON TENNIS STATED THAT THE MINUTES OF THE NOVEMBER 6, 2017 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS PRESENTED.

Absent: Commissioners Naeyaert and Sebolt

Additions to the Agenda

Substitutes –

5. Health Department
 - a. Resolution to Adjust Staffing Levels

Commissioner Sebolt arrived at 6:02 p.m.

Limited Public Comment

Linda Vail, Ingham County Health Officer, introduced Ann Scott, Deputy Health Officer, who was replacing Russ Kolski.

Chairperson Tennis invited Don Lehman, MSU Extension District Coordinator, to approach the committee.

Chairperson Tennis thanked Mr. Lehman for his service and congratulated him on his retirement.

Commissioner Nolan asked Mr. Lehman about his replacement.

Mr. Lehman stated that there would be interviews in Mid-December.

Commissioner Banas asked how long Mr. Lehman had been with MSU extension.

Mr. Lehman responded that he had been there for 19 years, seven and one half years as District Coordinator.

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

3. Michigan Department of Health & Human Services – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services
4. MSU Extension – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County to Approve the Annual Work Plan for 2018
5. Health Department
 - a. Resolution to Adjust Staffing Levels
 - b. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development
 - d. Resolution to Accept Mid-State Health Network Funds
 - e. Resolution to Authorize Participation in the Mother and Infant Oral Health Pilot Project

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

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

5. Health Department
 - c. Resolution to Amend Resolution #17-207 to Adjust the Ingham County Health Department Environmental Health Division Fees

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION.

Commissioner McGrain stated that he had received an email from a constituent regarding septic issues, and that he had a stack of letters generated from Clean Water Action regarding regular inspection of septic systems every three years. He further stated that he was surprised that he had not heard this issue from the County.

Ms. Vail stated that this was the first she had heard of the issue.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

1. Medical Care Facility – Affordable Assisted Living (AAL) (*Discussion*)

Mark Stevens, Ingham County Medical Care Facility Administrator, addressed the

Committee.

Mr. Stevens stated that he had been working with the Ingham County Department of Health and Human Services (DHHS) to explore ways to bring Affordable Assisted Living (AAL) to Ingham County. He further stated that there was a complete void of AAL in Ingham County, and that only 2 facilities currently existed in the entire state.

Mr. Stevens stated that Volunteers of America (VOA), United Methodist Retirement Communities (UMRC) and the Ingham County Housing Commission had asked to join this endeavor, and that VOA and UMRC are currently partnered with the Medical Care Facility (MCF) in the MCF's All-Inclusive Care for the Elderly Program.

Mr. Stevens referred to the letter he sent dated November 20, 2017 which outlined the project and the obstacles it was facing from the Michigan State Housing Development Authority (MSHDA), and he asked that the Dobie Road property be donated to establish AAL.

Commissioner McGrain stated that he was surprised that MSHDA was problematic and asked for clarification on whom the program would serve.

Mr. Stevens stated that it would serve all Ingham County residents.

Discussion.

Mr. Stevens stated that the County owns all of the Dobie Road property, and that the Housing Commission owns separate parcel.

Commissioner Grebner stated it was formerly County Poor Farm, however it was not all developable.

Mr. Stevens stated that 25 of the 110 acres were wetlands.

Commissioner Banas stated that only 215 of 880 acres were able to be developed due to wetlands.

Chairperson Tennis asked who would be operating the facility.

Mr. Stevens stated UMRC would operate the facility.

Chairperson Tennis asked if it would be tiered, a continuum of care.

Mr. Stevens stated that there would be 2 tiers: AAL, and Independent Living.

Commissioner Banas asked if there were any other claims on the property.

Mr. Stevens stated that he was not aware of any other claims.

Commissioner Grebner asked for a map of the proposed site.

Commissioner Nolan asked that this request be put on a future Caucus agenda.

2. Special Transportation Millage – Resolution Requesting a Voting Seat on the Capital Area Transportation Authority (CATA) Board Of Directors

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated that he was reporting to the committee as a liaison of the Board to CATA.

Commissioner Grebner stated that at the last committee meeting, he had requested that the committee put together a resolution to ask that the County be given a voting seat on the CATA Board. He further stated that there would be new leadership on the CATA Board as of December 4, 2017, and that was good for the County.

Discussion.

Commissioner Grebner stated that he had asked CATA for a transcription or tape of the meeting he had attended, but was told that verbatim transcripts were not kept. He further stated that it would be good for the County to have a formal seat on the CATA board because he simply did not know why he was removed from the meeting at closed session, nor what was going on at CATA.

Commissioner Nolan stated that when she started on the Board of Commissioners in 2005, she had requested minutes from the Road Commission, and was told the Commission did not have a recording or minutes. She further stated that she found it hard to believe that in 2017, CATA did not have minutes.

Chairperson Tennis asked if the Board of Commissioners were tying financial support of approximately \$2 million per year to the acceptance of the request, and further, what the Board of Commissioners would do with that funding if the request were denied.

Commissioner Grebner stated that the Board of Commissioners could continue as they had been if denied a seat because the Board of Commissioners had a three year contract, however if CATA refused, the Board of Commissioners could take a stern position with them. He further stated that he did not believe that it would be an issue.

Chairperson Tennis asked if the resolution would essentially remove \$2 million if CATA refused to grant a voting seat to both the County and MSU.

Chairperson Tennis stated that he understood the resolution to say that CATA would allocate one voting seat in exchange for continuing financial support of County millage dollars at approximately \$4 million per year.

Commissioner Grebner stated that the Board's current commitment to CATA was \$4 million, and that the County would propose that the financial commitment for the voting seat be \$2 million, and that the other \$2 million continue as it was.

Chairperson Tennis stated that the County would not take away \$2 million, but that in exchange for continued support, the County was requesting a seat. He further stated that this language seemed like a threat.

Commissioner Grebner stated that it should seem like a threat. He further stated that the threat was that the County had no obligation to provide transit services, nor did they have any obligation to work with CATA if they did provide transit services.

Commissioner Grebner stated that that was why the County always got what it wanted, and that he never thought that the County had to ask for a voting seat, that it was implicit coercion.

Chairperson Tennis stated that the resolution, then, made a voting seat explicit.

Commissioner Grebner stated that \$2 million was a little bit higher than the average contribution by the existing municipalities per seat, and it was also roughly the size of the MSU contract. He further stated that it would be nice if the contribution request of MSU were approximately what they were already paying.

Commissioner Anthony stated that if MSU were mentioned in the resolution, that it should spell out Michigan State University.

Commissioner Anthony asked if MSU stated that they actually wanted a seat on the CATA Board.

Commissioner Grebner stated that MSU had not formally adopted such an action, however the MSU representative to CATA indicated that this was true, and that he was working with the MSU bureaucracy to do that. He further stated that he did not believe that MSU would be able to say that they wanted a seat in less than six months.

Commissioner Anthony suggested that MSU be deleted from the resolution completely because they had not formally requested a seat. She further stated that she was not comfortable with the Board of Commissioners endorsing a similar allocation for MSU under those circumstances, because it would be presumptuous.

Commissioner Anthony stated that she believed the Board of Commissioners should not convolute the issues, that the Board should speak only for itself. Further, she stated that she was uncomfortable putting what seemed to be threatening language in the resolution.

Commissioner Banas asked what had led Commissioner Grebner to be interested in a voting seat when it did not seem to be an issue earlier, and from which issues he had been excluded.

Commissioner Grebner stated that he did not know what issues from which he had been excluded, because he had been excluded.

Discussion.

Commissioner Banas asked what circumstance had led him to believe that a voting seat for the County was necessary.

Discussion.

Commissioner Grebner stated that he believed that it was necessary for the County to take a formal step because he was formally asked to leave when the CATA Board went into executive session. He further stated that this had never happened before, that he had participated in every executive session prior.

Discussion.

Commissioner Sebolt stated that he agreed with Commissioner Anthony that MSU be taken out of the resolution, and that language that could be perceived as threatening also be removed from the resolution.

Discussion.

Commissioner Nolan asked if CATA was stating that a \$2 million contribution bought one a seat on the board.

Discussion.

Chairperson Tennis asked which municipalities held seats on the CATA board.

Commissioner Grebner stated that five municipalities held seats on the CATA Board: East Lansing, Lansing, Delhi Township, Lansing Township and Meridian Township.

Commissioner Anthony asked if voting representation were based on population.

Commissioner Grebner stated that it was for those municipalities, but not for the County.

Discussion.

Commissioner Anthony asked if there were another CATA Board meeting this year.

Commissioner Grebner stated that there would be a CATA Board meeting on December 4, 2017.

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

THEREFORE BE IT RESOLVED, Ingham County requests of CATA that it be allocated one voting seat., ~~in exchange for continuing financial support from county millage dollars of at approximately (\$2 million) per year, that being the average financial contribution from millage~~

~~dollars per voting seat provided by the existing voting members of the CATA Board. The contribution is contingent upon the County receiving millage funds.~~

Commissioner Grebner stated he felt it was important to set an amount because if it were left to CATA, they would require all of the millage money.

Commissioner Anthony stated that the CATA Board had never done that before.

Discussion.

The amendment was amended as follows:

THEREFORE BE IT RESOLVED, Ingham County requests of CATA that it be allocated one voting seat **at a contribution rate commensurate with other CATA Board members.**

This was considered a friendly amendment.

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

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. NOLAN, TO AMEND THE RESOLUTION TO SPELL OUT MICHIGAN STATE UNIVERSITY IN EACH INSTANCE IN THE RESOLUTION.

THE AMENDMENT WAS AMENDED TO SPELL OUT MICHIGAN STATE UNIVERSITY THE FIRST TIME IT WAS USED WITH (MSU) IN PARENTHESES, AND TO USE MSU THEREAFTER.

This was considered a friendly amendment.

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

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE RESOLUTION AS FOLLOWS:

~~BE IT FURTHER RESOLVED, Ingham County Endorses the similar allocation of a voting seat to MSU in exchange for similar financial support.~~

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

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

WHEREAS, recently the MSU and Ingham County representative to CATA found himself excluded from Board discussions, denied access to information distributed to other Board members; and

Discussion.

THE MOTION CARRIED. **Yeas:** Tennis, Anthony, Banas, McGrain and Sebolt **Nays:** Nolan
Absent: Naeyaert

Jared Cypher, Deputy Controller, stated that the language in the resolution which read “The contribution is contingent upon millage funds” was recommended by the County Attorney.

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

THEREFORE BE IT RESOLVED, Ingham County requests of CATA that it be allocated one voting seat at a contribution rate commensurate with other CATA Board members. **The contribution is contingent upon the County receiving millage funds.**

THE AMENDMENT WAS AMENDED AS FOLLOWS:

THEREFORE BE IT RESOLVED, Ingham County requests of CATA that it be allocated one voting seat at a contribution rate commensurate with other CATA Board members. The contribution **is would be** contingent upon the County receiving millage funds.

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Commissioner Tennis stated he would vote against the resolution because he believed it was an implied threat.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED. **Yeas:** Anthony, Banas, McGrain, Nolan and Sebolt **Nays:** Tennis **Absent:** Naeyaert

Announcements

None

Public Comment

None.

Adjournment

The meeting was adjourned at 7:33 p.m.

Agenda Item 1

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: November 21, 2017
SUBJECT: Resolution Authorizing a Health Services Millage Contract with IHPC
For the meeting agendas of December 4 and December 6

BACKGROUND

This resolution authorizes a 2018 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services as set forth in Attachments A and B. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

ALTERNATIVES

The Ingham Health Plan Corporation requested \$1,425,000 for FY 2018, which would cover all IHPC membership. The Board of Commissioners could opt to fully fund the IHPC request. There are sufficient funds in the fund balance of the millage fund to cover all members in the short term (one year).

FINANCIAL IMPACT

The contract will not exceed \$1,000,000 from the Health Services Millage, and funds are included in the 2018 budget. The administrative rate remains 20% in 2018. If at the end of the contract period the total amount paid by the County is less than \$1,000,000 IHPC may request payment from the County on the December invoice of additional expensed funds. In 2017 millage expenditures on the IHPC contract are projected to be slightly less than \$1 million.

OTHER CONSIDERATIONS

Prior to implementation of the Affordable Care Act (ACA), IHPC had roughly 12,000 members in Ingham County. Since that time, millage eligible membership has run roughly between 1,000 and 1,100 members. However, the uncertain future of the ACA may bring about unforeseen changes to the number of millage eligible Ingham County residents needing IHPC services.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a Health Services Millage contract with IHPC.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A HEALTH SERVICES MILLAGE CONTRACT WITH THE
INGHAM HEALTH PLAN CORPORATION (IHPC)**

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in November 2012, the electorate approved a countywide health services millage level of 52/100 (.52) of one mill for a period of three years (2012-2014) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance; and

WHEREAS, in November 2014, the electorate approved a renewal of the millage to ensure that the current level of service can still be provided; and

WHEREAS, IHPC provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed \$1,000,000 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2018 through December 31, 2018 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, the annual not to exceed amount of \$1,000,000 includes administrative costs, which will be capped at 20% of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.

BE IT FURTHER RESOLVED, that Health Services Millage funds will not be used to provide benefits to IHPC members who are eligible for insurance coverage under the ACA unless those individuals have been granted an income-related or hardship exemption.

BE IT FURTHER RESOLVED, that any additional services that IHPC wishes to be reimbursed for beyond what is in the attached scope of services must be approved by the Ingham County Board of Commissioners as an amendment to the contract.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall appoint a representative put forth by the Ingham County Board of Commissioners to its Board of Directors.

BE IT FURTHER RESOLVED, that Ingham County reserves the right to make requests of IHPC for data that includes enrollment figures, financial reports, and other information and IHPC is obligated to provide the requested data in a timely manner.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

BE IT FURTHER RESOLVED, that if expenses under this agreement exceed the \$1 million cap, the Ingham County Board of Commissioners will consider a request from IHPC for an amendment to the agreement to cover the additional millage eligible expenses.

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.



COVERED SERVICES

PLAN B MEDICAL COVERAGE

Physician, Physician Assistant, and Nurse Practitioner Services

Office visit Copay: \$5.00

Covered when provided by the member's Primary Care Physician or provided by a Specialty Care Physician. Services must be provided in an office or outpatient setting.

- Office visits
- Annual physical exams, including breast exams, pap smears, and screening tests
- Administration of immunizations (vaccine serums not covered)
- Administration of injections
- Allergy testing and serums
- Administration of allergy extract
- Anesthesia services
- Injectable antibiotic serums (all other injectable drugs not covered)
- Diagnostic and treatment services
- Immunizations
- Oral Surgery
- Ophthalmology services provided by an Ophthalmologist or Optometrist (must be related acute or chronic medical condition)
- Podiatry services
- Physical Therapy visits (6 per year)
- Radiation therapy
- Surgery
- Observation and Inpatient hospital daily visits (CPT 99221-99239 only)

Outpatient Hospital Services

Copay: \$0.00

Covered when ordered by the member's PCP or specialist physician to whom the enrollee is appropriately referred and medically necessary

- Anesthesia
- Diabetes education
- Radiation therapy
- Practitioner charges related to diagnostic testing and treatment services/no facility fee
- Practitioner charges related to outpatient surgeries/no facility fee
- Physical Therapy (6 visits per year)

Urgent Care Services**Copay: \$5.00**

Covered for after-hours, non-emergency medical conditions that need to be treated before a PCP appointment can be scheduled

- Urgent care visits (facility charged not covered)
- Administration of immunizations (serum not covered- exception flu vaccine)
- Administration of injections (serum not covered- exception antibiotics)

Laboratory Services**Copay: \$0.00**

Covered when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

Radiology Services**Copay: \$0.00**

Covered for diagnosis and treatment purposes when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary

- Diagnostic x-rays
- CT scans
- Mammograms
- MRI scans
- PET scans

Medical Supplies**Copay: \$0.00**

Covered with a valid prescription when ordered by the member's PCP or specialist physician and medically necessary.

- Glucose monitors
- Medical supplies other than gradient surgical garments, formulas and feeding supplies, oxygen and related supplies, and supplies related to any non covered durable medical equipment item
- Syringes, test strips, and lancets Available through member's Pharmacy Benefit.
- Limited wrist and knee orthotics

Pharmacy**Copay: \$5.00 (Generic)/\$10.00 (Brand)**

- IHP formulary medications filled at a IHP participating pharmacy
- Diabetic supplies (insulin syringes, lancets, and test strips)

PLAN B DENTAL COVERAGE

Covered Services*	Member Copay**
Cleanings	No
Preventative Exams	No
X-rays	No
Filings	Yes, for some fillings (See Member Copayment Schedule for amount)
Crowns	Yes (See Member Copayment Schedule for amount)
Root Canals	Yes (See Member Copayment Schedule for amount)
Bridges & Dentures	Yes (See Member Copayment Schedule for amount)

* For a list of your covered dental services and copay, see the EPO Member Copayment Schedule and certificate.

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: November 15, 2017
SUBJECT: Agreement with Graphic Sciences, Inc.
For the meeting agendas of December 4th & 6th, 2017

BACKGROUND

The Ingham County Health Department (ICHHD) currently has an agreement with Graphic Sciences, Inc. for the transport, storage & retrieval of ICHHD files. This agreement ended September 29, 2017 and ICHHD having been satisfied with the services, wishes to extend the agreement through September 29, 2018. The terms and conditions remain the same as was passed by Resolution # 16-366.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The proposed annual cost of this agreement shall not exceed \$24,000. The proposed costs are based on \$.288 per box and \$6.30 per file requested. This per file fee includes locating, removing and re-filing the requested document. In addition, the costs to remove, transport and catalog the files at Graphic Science, Inc. is estimated to cost approximately \$11,500. The funds for the annual cost of this agreement are included in the FY 18 County Budget.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Ingham County Health Department (ICHD) currently has an agreement with Graphic Sciences, Inc. for the transport, storage and retrieval of Health Department files; and

WHEREAS, this agreement ended September 29, 2017 and ICHD, having been satisfied with the services wishes to extend the agreement for one additional year; and

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

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

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

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

WHEREAS, the costs for the storage of documents included in the FY 18 Ingham County Health Department budget; and

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract with Graphic Sciences, Inc. for the time period of September 30, 2017 through September 29, 2018.

BE IT FURTHER RESOLVED, that the costs of monthly storage fees, file retrieval and re-file fees will not exceed \$24,000.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a one-time cost not to exceed \$11,500 for the removal, transport and cataloging of files at Graphic Sciences, Inc.

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

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: November 20, 2017
SUBJECT: Agreement with Professional Credentialing Verification Services, Inc. (PCVS)
for the meeting agendas of December 4th & 6th, 2017

BACKGROUND

Ingham County is seeking to enter into an agreement with Professional Credential Verification Services, Inc. (PCVS). PCVS is a credentials verification organization that provides verification of the professional credentials of physicians and allied health professionals through the collection and verification of the authenticity of documents. As a Health Center Program Grantee of the Health Resources and Services Administration's Bureau of Primary Health Care (BPHC), the Health Department is required to follow the requirements of the BPHC Policy Information Notices (PINs).

PIN 2001-16 states that a Health Center must verify that its licensed or certified health care practitioners possess the requisite skills and expertise to manage and treat patients and to perform the medical procedures that are required to provide these authorized services.

PCVS has provided these services to the Health Department since January 2013 via a Short Form Authorization in 2013. This agreement would allow PCVS to continue providing these services effective January 1, 2018, with an annual 1% increase per year. The agreement will continue until terminated by either party.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The proposed annual cost of this agreement shall not exceed \$6,000. These costs are included in the FY 18 Ingham County Health Department Budget

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

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

**AGREEMENT BETWEEN
PROFESSIONAL CREDENTIAL VERIFICATION SERVICE, INC.
AND
INGHAM COUNTY HEALTH DEPARTMENT**

This Agreement is entered into this 1st day of January, 2018 (the “Effective Date”) between Professional Credential Verification Services, Inc. (PCVS), and Ingham County Health Department, hereinafter referred to as Client.

WHEREAS, PCVS is a credentials verification organization (CVO) that provides verification of the professional credentials of physicians and allied health professionals;

WHEREAS, PCVS proposes to provide credentialing verification services for Client;

WHEREAS, Client desires to contract for credentialing verification services;

NOW, THEREFORE, in consideration of the foregoing and the mutual promises contained in this Agreement, the parties hereby agree as follows:

1. Obligations of Client

- 1.1 Client hereby contracts with PCVS to collect and verify the authenticity of documents evidencing the credentials of physicians and allied health professionals where the Client has decided that verification of such credentials is required for the Client to make decisions regarding provider status of a physician or allied health professional with Client. The credentials elements and verification sources delegated to PCVS by Client are specified in **Addendum A**, attached hereto and incorporated herein by reference.
- 1.2 Client shall complete and include the Verification Submission Form or mutually agreed upon alternative, **Addendum B**, attached hereto and incorporated herein by reference with each group of applications submitted.
- 1.3 Client shall review applications and maintain the original of each application before submission to PCVS.
- 1.3.1 Client shall compensate PCVS in the amounts specified in **Addendum A** for each physician and/or allied health professional whose credentials are verified by PCVS. Notwithstanding any term or condition contained in this Agreement to the contrary, the fees included on Addendum A shall automatically increase by one (1%) percent on the first day of each year of the Term, beginning in 2018. Client shall reimburse PCVS the amount of any pass through fees or costs charged by third parties for the verification of credentials as specified in **Addendum A**. Compensation and fees/costs are payable to PCVS for all services rendered to Client, including services rendered relative to withdrawn files (see Section 1.6, below).
- 1.4 Client shall pay the PCVS invoice in full, within 30 days of invoicing, for credentialing services performed by PCVS.
- 1.5 If applicable, Client shall designate PCVS as the “designated agent” of Client to query the National Practitioner Data Bank (NPDB) and shall execute and deliver any documents reasonably requested by PCVS for this purpose.
- 1.6 Client shall pay PCVS for work performed on applications that have been withdrawn from PCVS’ credentialing process by Client:

1. 0-3 weeks in process \$20
2. 3-4 weeks in process \$30
- 4+ weeks in process \$40

1.7 A new client set-up fee of \$265 will be charged to client and included in the first months invoice once services are billed. This set-up fee is a pass thru from PCVS' software and database provider, and is charged by that entity to configure all new clients into the PCVS system.

2. Obligations of PCVS

- 2.1 PCVS shall collect and verify the authenticity of documents evidencing the professional credentials elements according to the verification sources identified in **Addendum A**. PCVS shall be entitled to accept at face value the authenticity of any information or document which a verification respondent directly furnishes, mails or delivers to PCVS.
- 2.2 PCVS shall acknowledge receipt of the application within 5-business days of receipt of the application by PCVS.
- 2.3 PCVS shall notify Client at the time of product delivery of any adverse information or sanctions related to any physician's or allied health professional's state or federal licenses disclosed to PCVS during the collection and verification process. PCVS will share the results of NPDB queries, requested on behalf of Client, only with Client.
- 2.4 A file will be returned to Client as "closed out" if PCVS has made three attempts (via letter, fax/e-mail, and verbal call) to collect the required element(s) as described in **Addendum A** and the requested information has not been furnished to PCVS.
- 2.5 PCVS shall have no responsibility for the accuracy (or lack of accuracy) or the omission of information furnished to PVCS by Client, an applicant, or a verification respondent. PVCS shall have no obligation to forward to Client information, pertaining to an applicant, which is known to PVCS but was not requested by Client in writing.

3. Authorizations

Client authorizes PCVS to list Client as a PCVS client in its marketing and promotional materials.

4. Right to Accept or Deny Participation

Client shall retain and has the sole right and responsibility to accept or deny participation of any physician or allied health professional, and for all decisions pertaining to the granting, denial, revocation, or limitation of affiliation and the delineation of clinical privileges, for whom PCVS obtains information, at the time of initial credentialing, reappointment/recredentialing, or at any other time, whether for cause or without cause. The services furnished by PCVS shall not be construed as expressing an opinion or giving a representation, warranty, or guarantee of any kind relative to an applicant's experience, competence, credentials, qualifications, performance, or suitability.

5. Indemnification

Client shall indemnify, defend and hold harmless PCVS, its officers, directors, trustees, employees and representatives from and against any and all liabilities, losses, fines, damages, and expenses, including reasonable attorney fees, that may arise as a result of any documents, data or other information which PCVS furnishes to Client in good faith without actual knowledge that it has been altered, fabricated, falsified, whether by a health professional being credentialed, a verification respondent or other person, or which result from any claims asserted or assertable against PCVS (whether by an applicant, patient or other person) arising from actions taken by Client referenced in Section 4, above.

6. Confidentiality

- 6.1 Client and PCVS mutually agree that any information provided by PCVS regarding the credentials of physicians and allied health professionals verified by PCVS shall remain confidential. Except for its own internal use, Client further agrees that it shall not copy, alter, or revise any credentials verification response or summary report of credentials or other documentation provided by PCVS. Client also agrees not to disclose, provide, or sell PCVS-generated summaries derived therefrom. Client also agrees not to disclose, provide, or sell conclusions/decisions, which are a direct outcome of the information provided by PCVS, to any third party. Notwithstanding anything in this paragraph to the contrary, Client may disclose information concerning an applicant's credentials as may be required by an order of the court or pursuant to state statute or in accordance with an approved auditing body such as URAC, JCAHO, NCQA or AAAHC. Client and PCVS are each responsible to comply with their respective legal obligations relative to maintaining the confidentiality of information furnished by the National Practitioner Data Bank.
- 6.2 PCVS shall take reasonable measures to maintain the confidentiality of all information provided by physician and allied health professional applicants, and the primary source respondents. PCVS shall disclose information to third parties only when authorized by an authorization to release information signed and dated by the applicant within one year, unless otherwise permitted or required by law. PCVS shall have the right, but not the obligation, to assert any applicable peer review or other similar privilege in response to a subpoena or other third party request for confidential information, regardless of the assertion (or lack of assertion) of any such privilege by Client. Notwithstanding any term or condition contained herein to the contrary, client agrees that PCVS may disclose any physician and allied health professional demographic information it received pursuant to this Agreement to the Michigan State Medical Society and/or PCVS' other corporate affiliates.
- 6.3 PCVS shall ensure that all its products and services provided to Client hereunder shall be in compliance with all federal and state regulations governing the privacy and security of protected health information, to the extent applicable, provided that Client and/or applicant give PCVS advance written notice that information furnished to PCVS qualifies as health information protected under such laws.

7. Miscellaneous

- 7.1 This Agreement shall be construed and enforced according to the laws of the State of Michigan, without application of conflict of laws principles.
- 7.2 The assignment of this Agreement by PCVS or of any rights contained in this Agreement shall be void and of no force or effect, unless expressly approved in writing by Client.

- 7.3 In the event any provision of this Agreement shall be held invalid or illegal for any reason by a court of competent jurisdiction, the invalidity or illegality shall not affect the remaining parts of this Agreement, and this Agreement shall be construed and enforced as if the invalid or illegal provision had not been included in this Agreement, provided the basic purposes of this Agreement can be effectuated through the remaining valid and legal provisions.
- 7.4 Any notice required to be given pursuant to the terms and provisions of this Agreement shall be in writing and shall be sent by registered mail to PCVS and Client at their respective places of business.
- 7.5 This Agreement constitutes the entire agreement between the parties. Changes in this Agreement may be made by mutual consent of the parties, and must be made in writing and signed by the parties in order to become effective.
- 7.6 The waiver of a violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach of the same or other provision of this Agreement.
- 7.7 The headings of sections, paragraphs, and subparagraphs of this Agreement are for reference only and are not intended as, nor shall they be deemed substantive in any way.
- 7.8 The parties shall work in good faith to attempt to resolve any disputes that arise under this Agreement.

8. Term and Termination

The term of this Agreement (the "Term") shall commence on the Effective Date and continue until terminated. Either party may terminate this Agreement at any time upon 30-days written notice to the other party. In the event such notice is given, PCVS shall be reimbursed for all completed work and all work in process, prior to the termination date established in the termination notice, according to the schedule specified in section 1.6. Also, in the event a termination notice is given, PCVS shall transmit to Client copies of Client's applicant/provider files within 45 days of receipt of the notice.

Acceptance of the terms of this Agreement constitutes an authorization and release to PCVS to act on behalf of Client for the verification of the professional credentials of applicants/providers whose applications are submitted to PCVS.

**PROFESSIONAL CREDENTIAL
VERIFICATION SERVICES, INC.**

CLIENT

By: _____
Kevin M. McFatridge

By: _____

Title: Chief Executive Officer

Title: _____

Date: _____

Date: _____

Credentialing Verification Proposal Ingham County Health Department

Professional Credentials Verification Service (PCVS) is a URAC and NCQA accredited credentials verification organization (CVO). JCAHO does not accredit CVOs but PCVS does follow their standards when contracted to by the Facility.

If the terms of the proposal are agreeable to you and you would like to proceed with contracting, please contact Nicole Freed at (517) 336-5732 to request further information.

3. Credentialing Process

- The Facility obtains the necessary information from the medical professional, screens the applications for completeness, and obtains any missing information from the applicant, including:
 - ❑ Completely filled out application
 - ❑ Signed attestation statement
 - ❑ Signed authorization for release of information
 - ❑ Complete names and addresses of hospitals, medical school education and training. Facility mails or digitally uploads a copy of the complete packet to PCVS. (Facility retains original)
- The application is received by PCVS.
- Documented verification is obtained.
- The completed verification packet is mailed or digitally uploaded to Facility.

Initial Credentialing Verification-Table 1

Element	Verification Source
In-state license – primary state of practice	<ul style="list-style-type: none"> • State licensing agency (additional charges may be passed-through to the Facility if charged by the state licensing agency)
DEA certification	<ul style="list-style-type: none"> • NTIS query
Medical education and training <ul style="list-style-type: none"> • Physicians: only if not board certified • Allied health: highest level only • DDS (DDS and all training verified) 	<ul style="list-style-type: none"> • AMA/AOA Physician Profiles (Current pass-through fees) or • Directly from issuing board or institution (additional charges may be passed-through to the Facility if charged by the issuing institution)
ECFMG	<ul style="list-style-type: none"> • Directly from source (Current pass-through fee)
Medicare/Medicaid sanctions	<ul style="list-style-type: none"> • NPDB, (Current pass-through fee), OIG and EPLS

Verifications are performed in the order numbered. Not all sources are queried. Verifications are considered complete when a source has produced a completed verification.

Recredentialing Verification-Table 2

Element	Verification Source
In-state license (primary state of practice)	<ul style="list-style-type: none"> State licensing agency (additional charges may passed-through to the Facility if charged by the state licensing agency)
DEA certification	<ul style="list-style-type: none"> NTIS query
Medicare/Medicaid sanctions	<ul style="list-style-type: none"> NPDB (Current pass-through fee), OIG and EPLS

Verifications are performed in the order numbered. Not all sources are queried. Verifications are considered complete when a source has produced a completed verification.

The completed verification packet (both initial and reappointment) is mailed to Facility within **45 calendar days** from the date the application was received by PCVS that includes:

- **Documentation of all verifications obtained**
- Practitioner Profile generated by PCVS
- Memo listing items identified by PCVS that the Facility may want to make note of.

Application Processing*

- \$ 48.00 Initial Credentialing Verification per applicant + pass-through fees when applicable
- \$ 43.00 Reappointment Verification per applicant + pass-through fees when applicable

**Charges are based on current processing fees. PCVS reserves the right to adjust charges, upon 60-day notification, in the event that a fee is increased.*

Additional Services Available

- \$ 40.00 **Expedited credentialing**, on a requested basis for files completed within 30 days

Sanction Monitoring- \$100 per month

DATE: _____

ENTITY NAME: Ingham County Health Department

CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

NUMBER OF APPLICATIONS IN THIS SUBMISSION: _____

APPLICANT LAST NAME, FIRST NAME	INITIAL:	REPP'T:
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
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Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PROFESSIONAL CREDENTIAL VERIFICATION SERVICES, INC. (PCVS) TO PROVIDE VERIFICATION OF PROFESSIONAL CREDENTIALS OF PHYSICIANS AND ALLIED HEALTH PROFESSIONALS

WHEREAS, Ingham County Health Department is a Health Center Program Grantee of the Health Resources and Service Administration's Bureau of Primary Health Care (BPHC); and

WHEREAS, Ingham County Health Department is required to follow the requirements of the BPHC Policy Information Notices (PIN's); and

WHEREAS, HRSA PIN 2001-16 states that a Health Center must verify that its licensed or certified health care practitioners possess the requisite skills and expertise to manage and treat patients and to perform the medical procedures that are required to provide these authorized services; and

WHEREAS, PCVS has provided these services to the Health Department since 2013 via a short form authorization; and

WHEREAS, PCVS has agreed to provide these services effective January 1, 2018 with a 1% increase per year thereafter; and

WHEREAS, the costs of these services are not to exceed \$6,000 for a one year period; and

WHEREAS, the costs for these services are included in the FY 18 Ingham County Health Department budget; and

WHEREAS, the agreement will continue until terminated by either party; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a contract between Professional Credential Verification Services, Inc. in an amount not to exceed \$6,000 to provide verification of professional credentials of physicians and allied health professionals.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract between Ingham County and Professional Credential Verification Services, Inc. to provide verification of professional credentials of physicians and allied health professionals in an amount not to exceed \$6,000.

BE IT FURTHER RESOLVED, that this agreement will take affect January 1, 2018 and will continue until terminated by either party.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.

TO: Board of Commissioners Finance and Liaison Committees
FROM: *Jill Bauer, Administrative Analyst*
DATE: 11/16/2017
SUBJECT: *Resolution Approving Various Contracts for the 2018 Budget Year*
For the meeting agendas of November 30th, December 4th, 5th and 6th

BACKGROUND

This resolution will approve the attached list of contracts for the 2018 budget year. The list consists only of contracts that are included in the 2018 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

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

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate (2.1% for 2018) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2018 increase of 2.1% or less are the only ones included in this resolution.

ALTERNATIVES

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

FINANCIAL IMPACT

Budgets were approved in the 2018 Budget for the contracts included in the list attached.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The budget office recommends approving the attached contracts for the 2018 Budget year.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2018 BUDGET YEAR

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

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

WHEREAS, funding for these contracts has been included within the 2018 Adopted Budget; and

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

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

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

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

HUMAN SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2017 COST	2018 PROJECTED	Proj. Increase over 2017	% Increase over 2017	Funding Source
Ingham County	Capital Area United Way	Annual Renewal of Contract for Central Michigan 2-1-1 Services	01/01/18	12/31/18	\$ 45,750	\$ 45,750	\$0	0%	General Fund
Health Department	Volunteers of America	Homeless Day Center	10/01/17	09/30/18	\$ 45,000	\$ 30,000	-\$15,000	-33%	General Fund
Health Department	Our Savior Lutheran Church	Food Pantry Operation - 1515 W. Holmes Road	10/01/17	09/30/18	\$ 7,200	\$ 7,200	\$0	0%	General Fund

Revenue Contracts

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2017 REV	2018 PROJECTED	Proj. Increase over 2017	% Increase over 2017
VA	Michigan Veterans Trust Fund	Services Provided for Ingham County Trust Fund	10/01/17	09/30/18	\$ 7,800	\$ 7,800	\$0	0%
VA	Michigan Veterans Trust Fund	Services Provided for Ingham Clinton County Trust Fund	10/01/17	09/30/18	\$ 1,700	\$ 1,700	\$0	0%
VA	Clinton County	Services Provided to Clinton County	01/01/18	12/31/18	\$ 25,697	\$ 26,229	\$532	2%

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE INGHAM COUNTY BOARD RULES

WHEREAS, current Board Rules provide that the County Services Committee is the liaison for the Ingham County Fair, Parks Department, and their respective Boards; and

WHEREAS, the Board of Commissioners wishes to assign this responsibility to the Human Services Committee.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby assigns the liaison committee responsibility for the Ingham County Fair and Fair Board, Parks Department and Parks and Recreation Commission to the Human Services Committee, effective immediately.

BE IT FURTHER RESOLVED, that the appropriate change is to be made to the Board Rules.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CONGRATULATING STEPHEN W. FRANK AMERICAN LEGION POST 269
ON THE OCCASION OF ITS 80TH YEAR ANNIVERSARY**

WHEREAS, the Stephen W. Frank American Legion Post 269 was founded in 1937 -- 80 years ago – to welcome veterans from all branches of the Armed Forces and continues to welcome all military personnel serving the nation under the banner of “God, Country and Community”; and

WHEREAS, Post 269 was chartered after 23 former servicemen gathered to form this American Legion Post in Haslett, Michigan, the membership roll was signed by the following: James Flood, Lester Steffy, Floyd Rush, Lee Barber, Charles Warren, Homer Newark, George Beck, Phillip Fishburn, Robert R. Robinson Sr., Leon Grennell, Glenn E. Canfield, Roy O. Webb, MD, Edgar E. Morgan, Mark E. Twist, David E. Gallup, Lewis Flood, Russell M. Smith, Arista F. Parrish, Chester Arbaugh, Dwight M. Newell, Ray Scott, Lewis G. Laycock and Julius F. Chamberlain; and

WHEREAS, the charter was granted on October 23, 1937 to the “Chief Okemos Post” in Haslett, Michigan by the American Legion, the first Commander was Edgar Morgan, with five more of the original members becoming Commanders in later years; and

WHEREAS, Post 269 took up residence on Haslett Road in the former “Babbitt Store” where it remains today; and

WHEREAS, in 2005, Post 269 was renamed the “Captain Steven W. Frank Post” in honor of Captain Frank, a Haslett High School graduate and West Point graduate who died in Iraq on April 29, 2005; and

WHEREAS, Post 269 hosts three active groups today – the Veterans of the American Legion, the Ladies Auxiliary and the Sons of the American Legion; and

WHEREAS, Post 269 has held to its exemplary mission to implement goals, aspirations, dreams and blessings for our country by giving aid and assistance to our local needy veterans and families, helping also to support financially worthy community programs and projects.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends its best wishes and gratitude to the Stephen W. Frank American Legion Post 269 on the occasion of its 80th Year Anniversary.