

CHAIRPERSON  
SARAH ANTHONY

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, FEBRUARY 27, 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 [February 6, 2017 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews – Board of Health Interviews
2. Presentation – CATA Services in the Williamston/Webberville Area (*Discussion*)
3. Facilities – Resolution to Authorize Purchase and Installation of [Air Handler Units](#) at Forest Community Health Center
4. Health Department – Resolution to Authorize an Agreement with Michigan Primary Care Association to Provide Funding for a 1 FTE [Community Health Worker](#) Position
5. Veteran's Affairs Office – Veteran's Affairs Office Update

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](http://www.ingham.org).

HUMAN SERVICES COMMITTEE  
February 6, 2017  
Draft Minutes

Members Present: Tennis, Sebolt, Banas, McGrain, Anthony and Case Naeyaert

Members Absent: Nolan

Others Present: Jared Cypher, Justin Alexander, Maggie Fenger 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 January 23, 2017 Minutes

Commissioner McGrain suggested the following amendment to the January 23, 2017 minutes:

Bob Pena, ~~Eastside Neighborhood Organization Representative~~, stated that ~~he his organization~~ was concerned that there was a new requirement for health care services where people were being asked to provide proof of citizenship.

WITHOUT OBJECTION, CHAIRPERSON TENNIS RECOGNIZED THAT THE MINUTES OF THE JANUARY 23, 2017 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS AMENDED. Absent: Commissioner Nolan.

Additions to the Agenda

None.

Removed From Agenda –

1. Interviews – Community Health Center Board

Limited Public Comment

None.

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

2. Health Department
  - a. Resolution to Authorize Amendment #2 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
  - b. Resolution Honoring Ford Lee

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

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

3. Controller's Office – Resolution to Amend the Clean Air Policy

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CASE NAEYAERT, TO APPROVE THE RESOLUTION.

Commissioner Sebolt asked if anyone knew whether the fifty foot ban would put anyone out in the street. He further stated that he was concerned about the fair application of the resolution and wondered about moving towards a campus wide ban.

Jared Cypher, Deputy Controller, answered that he had not sent Facilities out with a tape measure, but he believed that certain buildings such as the Human Services Building had plenty of space to enforce the ban. He further stated that the Hilliard Building and the Veteran's Memorial Courthouse had certain doors that would not work with this resolution however each building did have at least one area that he believed would allow people to be fifty feet from the building.

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby amends the Clean Air Policy to prohibit smoking within 50 feet **of any exterior wall** of all County buildings.

Commissioner Banas stated that she had received many complaints from her constituents regarding the clouds of smoke at the entrance to county buildings during certain periods of the day. She proposed to add entrances to the fifty foot measurement as well as the walls.

Commissioner McGrain stated that he liked the wall measurement because it got people away from the windows as well as the doors.

Commissioner Case Naeyaert suggested looking into a 100% smoke free campus policy due to the concerns with the fifty foot measurement.

Chairperson Tennis suggested measuring fifty feet from any exterior wall or entrance to cover all issues suggested.

Commissioner Banas stated her support for the Clean Air Initiative and the fact that it promotes a healthy lifestyle.

The resolution was amended as follows:

THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby amends the Clean Air Policy to prohibit smoking within fifty feet of **any exterior wall or entrance** of all county buildings.

This was considered a friendly amendment.

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

#### Announcements

Commissioner McGrain announced that he and Commissioner Sebolt had signed a joint letter to be sent to CATA regarding the issues they each have noticed with CATA's presence on Michigan Avenue, specifically the accessibility and condition of stops on the routes.

Chairperson Tennis stated that Commissioner Grebner had requested a hearing to be scheduled to discuss various CATA routes, specifically Williamston and Webberville connector routes. Chairperson Tennis further stated that he believed the hearing could be broadened to include any issues the commissioners wanted to add.

Commissioner McGrain stated that heavily trafficked CATA routes through Lansing seem to receive preferential treatment compared to the East Lansing routes.

Commissioner Anthony asked if Commissioner Grebner had taken an official position on this as the CATA liaison.

Commissioner McGrain stated that he believed Commissioner Grebner's position had always been if you want something from CATA, just ask for it, which is why he and Commissioner Sebolt were sending the joint letter to CATA.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:41 pm.

## **FEBRUARY 27, 2017 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

**The Deputy Controller is recommending approval of the following resolutions**

3. Facilities – *Resolution to Authorize Purchase and Installation of Air Handler Units at Forest Community Health Center*

This resolution authorizes two purchase orders totaling \$76,627 for the following:

1. Trane US Inc., through a co-op with US Community Contract #15-JLP-023, to purchase the 25 ton rooftop unit for a cost of \$42,497.
2. Nelson Trane for installation of the rooftop unit for a cost of \$34,130, which includes the requested \$5,000 contingency.

Funds for the project are available in the 2017 approved CIP line item #245-60199-976000-7FC10.

This resolution is necessary because the 25 ton RTU #2 at Forest Community Health Center is in need of replacement.

4. Health Department – *Resolution to Authorize an Agreement with Michigan Primary Care Association to Provide Funding for a 1 FTE Community Health Worker Position*

This resolution accepts an award from the Michigan Primary Care Association (MPCA) for \$38,000 to hire a Community Health Worker (CHW). This position will provide breast and cervical cancer navigation services to women in Ingham County.

### **OTHER ITEMS:**

1. Interviews – *Board of Health Interviews*

2. Presentation – *CATA Services in the Williamston/Webberville Area (Discussion)*  
Representatives from CATA will attend the meeting to discuss the discontinuation of the Williamston/Webberville Connector and Williamston Redi-Ride services.

5. Veteran's Affairs Office – *Veteran's Affairs Office Update*

The Director of the Veterans Affairs Department will attend the meeting to give a general update on departmental activities.

### Agenda Item 3

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** February 3, 2017

**SUBJECT:** Resolution authorizing two purchase orders for the 25 ton RTU #2 replacement at Forest Community Health Center

For the meeting agendas of: February 21, February 22 and February 27

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#### **BACKGROUND**

The 25 ton RTU #2 at Forest Community Health Center is in need of replacement.

#### **ALTERNATIVES**

There are no alternatives for this project.

#### **FINANCIAL IMPACT**

Both Trane US Inc., and Ingham County are members of the US Community Contract Program.

Purchasing the unit directly through the manufacturer, Trane US Inc., and the US Community Contract, the County avoids paying the mark-up cost that would apply if the unit was purchased through Nelson Trane.

The Facilities Department is asking for a \$5,000.00 contingency for any unseen circumstances that may arise during installation.

The Facilities Department is requesting approval to issue two purchase orders totaling \$76,627.00, for the following:

3. Trane US Inc., through a co-op with US Community Contract #15-JLP-023 to purchase the 25 ton rooftop unit for a cost of \$42,497.00.
4. Nelson Trane for installation of the rooftop unit for a cost of \$34,130.00, which includes the requested \$5,000.00 contingency.

Funds for the project are available in the 2017 approved CIP line item #245-60199-976000-7FC10.

#### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

#### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the issuing of two purchase orders for the 25 ton RTU #2 replacement at Forest Community Health Center.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE AND INSTALLATION OF  
AIR HANDLER UNITS AT FOREST COMMUNITY HEALTH CENTER**

WHEREAS, the 25 ton RTU #2 at Forest Community Health Center is in need of replacement; and

WHEREAS, both Trane US Inc., and Ingham County are members of the US Community Contract Program;  
and

WHEREAS, purchasing the unit directly through the manufacturer, Trane US Inc., and the US Community Contract, the County avoids paying the mark-up cost that would apply if the unit was purchased through Nelson Trane; and

WHEREAS, the Facilities Department is asking for a \$5,000.00 contingency for any unseen circumstances that may arise during installation; and

WHEREAS, the Facilities Department is requesting approval to issue two purchase orders totaling \$76,627.00 for the following:

1. Trane US Inc., through a co-op with US Community Contract #15-JLP-023 to purchase the 25 ton rooftop unit for a cost of \$42,497.00.
2. Nelson Trane for installation of the rooftop unit for a cost of \$34,130.00 which includes the requested \$5,000.00 contingency; and

WHEREAS, funds for the project are available in the 2017 approved CIP line item #245-60199-976000-7FC10.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes two purchase orders for the 25 ton RTU #2 replacement at Forest Community Health Center as follows.

1. Trane US Inc., 3600 Pammel Creek Road, LaCrosse, Wisconsin, 54601-7599, through a co-op with US Community Contract #15-JLP-023 to purchase the rooftop unit for a total cost of \$42,497.00.
2. Nelson Trane, 5335 Hill 23 Drive, Flint, Michigan, 48507-3906, for installation of the rooftop unit for a total cost of \$34,130.00 which includes the \$5,000.00 contingency.

BE IT FURTHER RESOLVED, the project will be completed for a total not to exceed total cost of \$76,627.00 which includes the \$5,000.00 contingency.

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

## Agenda Item 4

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** February 6, 2017  
**SUBJECT:** Acceptance of Breast and Cervical Funds from MPCA  
For the meeting agendas of 2/22/17 and 2/27/17

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### **BACKGROUND**

The Ingham County Health Department (ICHHD) has received an award from the Michigan Primary Care Association (MPCA) for \$38,000 to hire a Community Health Worker (CHW). This position will provide breast and cervical cancer navigation services to women in Ingham County. The award will support establishing 1 FTE CHW position that will engage patients through a variety of methods, such as providing outreach, incentives and information at community events, in order to increase the number of cervical and breast cancer screenings performed within Ingham County.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The \$38,000 in funding through this agreement will cover the cost of establishing 1 FTE CHW position.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of an agreement with MPCA in an amount up to \$38,000 for the period of October 1, 2016 through September 30, 2017. In addition, I recommend the approval to establish 1 FTE Community Health Worker (CHW) position for the duration of the agreement.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PRIMARY CARE ASSOCIATION TO PROVIDE FUNDING FOR A 1 FTE COMMUNITY HEALTH WORKER POSITION**

WHEREAS, The Ingham County Health Department (ICHHD) has received an award from the Michigan Primary Care Association (MPCA) for \$38,000 to hire a Community Health Worker (CHW); and

WHEREAS, this position will provide breast and cervical cancer navigation services to women in Ingham County; and

WHEREAS, the award will support establishing 1 FTE CHW position that will engage patients through a variety of methods, such as providing outreach, incentives and information at community events, in order to increase the number of cervical and breast cancer screenings performed within Ingham County; and

WHEREAS, the Health Officer recommends approval of an agreement with MPCA in an amount up to \$38,000 for the period of October 1, 2016 through September 30, 2017; and

WHEREAS, the Health Officer also recommends establishing 1 FTE Community Health Worker (CHW) position for the duration of the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MPCA in an amount up to \$38,000 for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes establishing 1 FTE Community Health Worker (CHW) position for the duration of the agreement.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.