THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, JUNE 19, 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 June 5, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Interviews – Youth Commission

2. Health Department
   a. Resolution to Accept Funding from City of Lansing and to Act as the Fiduciary/Payee for the Human Relations & Community Services Department
   b. Resolution to Enter an Agreement with Lansing Community College for Medical Assistant Medication Administration Training
   c. Resolution to Authorize an Agreement with Redhead Design Studio for a Lyme Disease Public Education Campaign
   d. Resolution to Authorize a Letter of Intent to Transfer Sparrow Medical Group – Volunteers of America Clinic to Ingham County Health Department

3. Human Services Committee – Ingham County Representation on Capital Area Transportation Authority (CATA) Board of Directors (Discussion)

4. Medical Examiner – Medical Examiner Agreement with Edward W. Sparrow Hospital Association (Discussion)

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.
Members Present: Tennis, Anthony, Sebolt, McGrain, Banas, Nolan, and Naeyaert

Members Absent: None.

Others Present: Russ Kolski, Linda Vail, Mark Stevens, Steve Lance, Jill Rhode, Andrew Smith, Sally Auer, Jared Cypher, Liz Kane, 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 May 15, 2017 Minutes


Additions to the Agenda

None.

Substitute –

3. Special Transportation Millage
   a. Resolution Authorizing the Second Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

Limited Public Comment

Andrew Smith, Michigan Nurses Association Labor Relations Representative, stated he would be reading a brief statement on Kathy Kacynski, MNA President’s, behalf. He further stated that the MNA had worked hard to collaborate with the County about the Health Center reorganization process, but he wanted it made clear the confines to which the MNA agreed.

Mr. Smith read the following prepared statement from Ms. Kacynski:

“As you know, MNA nurses have been involved in discussions with the County regarding the best path forward for registered nurse’s roles in the Health Department. MNA’s nurse leaders would like to express appreciation for the Commission’s willingness to slow this process down and work with us as partners. We are pleased to have reached an agreement to address a limited number of vacancies preserving bargaining unit work and to provide a new path for RNs to express their concerns about their workloads.
It is important to note that by reaching this agreement, we are not consenting to any wider staffing models or reorganizations. It is also crucial that the parties continue to meet and confer as each staff opening arises as agreed to in our medication administration settlement.

As we move forward together, please know that MNA RNs continue to be concerned about much more than the effect on workers’ jobs. We want to be sure that the care and services provided to the public are safe and delivered by the appropriate health care professional. We do not support and will not agree to measures that put patients at risk. We continue to address efforts that undermine our professional practice to aim to eliminate the role of RNs in our community public health and our bargaining unit will remain strong and committed to these goals.

Thank you,

Kathy Kacynski”

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

1. Health Department
   a. Resolution to Amend Resolution #15-325 to Adjust the Amount Authorized for Contractual Services with Michigan Public Health Institute
   b. Resolution Honoring Mary Ashley

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Health Department
   c. Resolution to Authorize the Reorganization of the Ingham County Health Department Community Health Centers

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

Commissioner McGrain asked if the resolution before the Committee was the same as the one that had been before them at the last Committee meeting, and if anything had changed.

Chairperson Tennis stated the resolution was exactly the same as the previous resolution, and the only change was the on the handout, that now had signatures from the MNA.

Linda Vail, Ingham County Health Officer, stated the only change was the statement of support from the MNA.

Chairperson Tennis stated that MNA had previously been opposed to the reorganization, but after a number of meetings, it seemed that the MNA’s concerns about the resolution at hand been alleviated.

Discussion.
Commissioner Banas asked if, in cases where people were in severe health crises, there would be an RN assigned to the case or the health team.

Ms. Vail stated that each team currently had an RN on it.

Commissioner Banas asked the staff to explain the types of cases where RNs would step in to perform tasks in the future.

Russ Kolski, Ingham County Health Department Executive Director, stated the RNs would provide care to the most acute cases, or where they could provide the most good and educate patients or help with self-management training. He further stated the Health Department would assign RNs to parts of the population they had identified that might have the most risk factors or cases to which physicians had referred them.

Mr. Kolski stated that they had more RNs working in the clinics than they needed for those higher functions, so they would be performing their usual tasks for the time being as well. He further stated they would be adding more case management RNs in the future.

Ms. Vail stated that case management was different from what RNs were doing in their jobs currently, and case management would be a highly desirable role the RNs could work toward.

Discussion.

THE MOTION PASSED UNANIMOUSLY.

2. Medical Care Facility
   a. Resolution of Intent to Issue Bonds for the Renovation and Expansion of the Medical Care Facility

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

Chairperson Tennis asked the staff to give the Committee a brief update about the Ingham County Medical Care Facility’s plans.

Mark Stevens, Ingham County Medical Care Facility Administrator, stated that when they had asked the Board of Commissioners for bonds two years previously, they were working off of estimates that the contractor had given them, which ended up being $5 million less than the actual costs. He further stated that the ICMCF could not afford to be that far off their budget, so they reevaluated their plans.

Mr. Stevens stated that they had changed the expansion and renovation project to only include two phases instead of the originally proposed three phases, which reduced the cost from $25 million to $22 million. He further stated that with the new plans for the expansion and renovation, they were going to reduce the amount of new rehabilitation beds and long-term care rooms by ten each from their originally proposed expansion, and eliminate the front entrance and office space referred to as Phase III.
Mr. Stevens stated that by doing these renovations, the facility would be able to expand the scope of services provided to patients. He further stated that ICMCF was working with hospitals in the area and implemented value-based purchasing, because a lot of patients in the hospital were simply housed there because they did not have anywhere else to go.

Mr. Stevens stated that a lot of services currently provided by the hospital but that would not be the case in the future, because health care was changing. He further stated that their facility would be able to provide similar services as hospitals, at a fraction of the cost.

Mr. Stevens highlighted some of the renovations the ICMCF would be doing, including the addition of 68 private rooms to cater to baby boomers’ expectations of more privacy when receiving care. He further stated that the ICMCF was actually two or three years ahead of the market compared to other facilities, and the renovations would allow them to stay ahead of the curve, without any general funding from the County needed.

Chairperson Tennis asked what the bonds meant for the County.

Jill Rhode, Financial Services Director, stated that of the $22 million total estimated project cost, the ICMCF would use $12 million of their cash reserves to pay for the project first, and then they would use the $10 million bond secured through Ingham County. She further stated that the ICMCF would pay the County back for the bond, so there would be no out-of-pocket cost for the County.

Commissioner Nolan stated that she had received feedback that patients were being turned away from the facility because they were full.

Mr. Stevens stated that was the only time patients were turned away, since they accepted all types of insurance and payments.

Commissioner Nolan asked if the ICMCF kept data about the rejection of patients due to lack of space.

Mr. Stevens stated the facility did keep all types of data, including those numbers.

Commissioner Nolan stated she expected the expansion to help with the capacity level and the extra beds would fill up.

Mr. Stevens stated there was a lot more that went into the projections of bed fills, but he expected it would help. He further stated they were projecting a lower census than they anticipated, as they were being conservative with their estimations, but he expected the facility to be 97-98% occupied.

Ms. Rhode stated the Finance Department had extended the period of time the facility had to pay off the bond, to be sure they could easily make payments.

Mr. Stevens stated the facility would also make sure they had at least one hundred days of cash on hand, amounting to at least $8 million, so they could be sure to make their payments back to the County.
Commissioner McGrain stated his concerns were about payback and security, and while he understood they ran a tight ship, he wanted to make sure the ICMCF paid the bond back.

Ms. Rhode stated the County held their cash, so they could always retrieve the funds if they ran short on their payments.

Commissioner McGrain asked if there was a concern about a drop in patient demand for the facility in the future.

Mr. Stevens stated the renovation and expansion would only enhance the demand for the facility.

Commissioner Naeyaert asked how long Mr. Stevens expected it would be until they needed to ask the County for more money, considering the demand for long-term care and rehabilitation was increasing.

Mr. Stevens stated the next-closest facility was 8% less occupied than the ICMCF on average, and the ICMCF facility was the preferred provider for Ingham County. He further stated that as health care changed, they would also want to keep people out of nursing homes and get them into affordable assisted living.

Mr. Stevens stated he was hopeful that society would allow them to make these changes to care, and if they were successful, the facility could maintain their census and could come back for more long-term care in three to four years.

Commissioner Naeyaert asked if the ICMCF had added dementia care.

Mr. Stevens stated the facility currently had 102 beds for dementia care, and had them set up in a way that patients with similar symptoms could be cared for together. He further stated that the need for assisted living and memory care was growing exponentially, so the next time they needed to expand, it would likely be for assisted living and memory care rather than nursing beds.

Ms. Rhode stated as she had mentioned at previous meetings, the ICMCF was a well-funded facility and it was one of the only departments that had a fully-funded pension and had excess funds on hand.

Commissioner Nolan asked when they expected the renovation and expansion would be completed.

Mr. Stevens stated they had been quoted that the project would be done in June 2018, so he expected it to be finished September 2018. He further stated they were meeting with the contractors regularly to make sure they were staying on track.

Commissioner Banas asked what the average length of stays at the facility was.

Mr. Stevens stated the ICMCF had just reached its all-time lowest average stay length of 13.5 days in May. He further stated this reduction in length of stays was done by third-party managed care plans only allowing eight day stays at the facility.
Mr. Stevens stated Medicaid allowed for eighteen or nineteen day stays, which raised the average length of stays.

Commissioner Banas asked what the ICMCF was doing to keep people out of nursing homes.

Mr. Stevens stated the ICMCF were one-third owners of PACE (Program for the All-Inclusive Care of the Elderly) in the area, which wrapped all types of long-term care into a single program to provide quality care. He further stated the ICMCF was allowed up to 250 participants, and they currently had 150 participants and were enrolling seven or eight more per month.

Mr. Stevens stated they were working very hard to make sure they were providing the best care they could, and worked closely with Sparrow Hospitals to evaluate any readmitted patients’ issues.

THE MOTION PASSED UNANIMOUSLY.

2. Medical Care Facility
b. Resolution to Amend Resolution #15–79 Authorizing Expansion and Renovation of the Ingham County Medical Care Facility

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

THE MOTION PASSED UNANIMOUSLY.

1. Health Department
d. Power of We Coordinator Position (Discussion)

Ms. Vail laid out the history and proposed plan for the Power of We Coordinator Position.

Commissioner Anthony asked who had filled in the role of Coordinator since December 2016 when the position had been vacated. She further asked if there had been any meetings or activity since December 2016.

Ms. Vail stated there had not been a lot of meetings, other than the steering committee which had met a few times. She further stated that Joel Murr had taken over supervision of the AmeriCorps Vista program, which would still be run by the County so they did not lose the funding for the positions.

Commissioner Anthony asked if the AmeriCorps Vista program participants would be able to help with Power of We tasks if the Coordinator was no longer in Ingham County.

Ms. Vail stated the AmeriCorps Vista participants could continue to do exactly what they currently did, regardless of where the Coordinator was based out of.

Commissioner Anthony stated she noticed there were organizations that were not making their contributions to the program. She asked if they had set up contracts with those organizations, or if there was another type of agreement surrounding the Power of We consortium.
Ms. Vail stated the agreement was set up before she joined the County, and it was a dues-based system. She further stated the structure gradually eroded to the point where it was largely Ingham County-funded.

Ms. Vail stated that she thought having the County contribute reserve funds to the program was not acceptable, and it needed to stop.

Commissioner Anthony asked if the County would try to seek money from the organizations that had not paid, or if the amount would be a wash for the County.

Ms. Vail stated they would not try to seek the funds.

Commissioner Anthony stated she knew that the suggestions to change the Coordinator position had been brought to the Power of We steering committee. She asked what the steering committee’s reaction to the suggested changes was.

Ms. Vail stated the steering committee was excited about the suggested changes, and they thought it could bring a new energy to the position.

Commissioner Anthony stated she recalled a few years ago the Board of Commissioners had put a question on their grant funding application that asked if the applying agency was working with the Power of We. She further stated that was done to encourage deeper collaboration between organizations and make the County’s money go further.

Commissioner Anthony asked what would happen with the application if Power of We was no longer an Ingham County initiative, but rather it transitioned to a private or non-profit organization. She further asked if the Committee wished to keep the question on the application and still be that intentional in holding agencies accountable for their collaboration with the Power of We, if it was transitioned to the United Way.

Commissioner Anthony stated she did not want to set up the agencies for a false hoop, if they did not need to be intentionally connected to Power of We in that way.

Jared Cypher, Deputy Controller, stated that they had put the question on the application two years ago, and through the process they found out that most agencies were already collaborating with the Power of We, and those who were not already collaborating began to after the application. He further stated he could not recall if they had the question on the application last year, but he thought it might have been a box the agency could check on the application.

Commissioner Anthony stated she knew the application had been like that in the past. She asked if the Board of Commissioners wanted to keep that same process going forward.

Ms. Vail stated that she was working on more collaboration ideas, especially surrounding health equity, so the Board of Commissioners should stay tuned for her suggestions.

Commissioner McGrain stated he liked having their grantees tied into a larger network, whether that was done through Ms. Vail’s forthcoming suggestions or their current process. He asked if the AmeriCorps participants would be linked to the Power of We collaborative or health equity sites.
Ms. Vail stated the AmeriCorps Vista participants were not necessarily linked to the Power of We process, nor did they have to be, but they were currently linked because the Coordinator was their supervisor, so it created a nice overlap of focus.

Commissioner McGrain stated he did not think they needed full overlap between Power of We and AmeriCorps Vista, but he thought some connection would be beneficial.

Ms. Vail stated that it was hard to be a social services agency in Ingham County and not be connected in some way.

Commissioner McGrain stated he wanted to make sure those connections were intentional on paper, as it was on the application. He asked if the County would be contributing money to the United Way in the future for the Coordinator position.

Ms. Vail stated she would prefer not to contribute money to the United Way for the position.

Commissioner McGrain clarified that 2017 would be the last year that funds were allocated for the position.

Ms. Vail stated that was correct, but they had not yet paid their 2017 budget allocation and they had not been asked for the fund.

Commissioner McGrain clarified that the United Way would then be expected to pay for the position on its own after this year.

Ms. Vail stated that the Coordinator position would not be dedicated to the Power of We full-time, so the United Way would use the staff member for other purposes in their office, but it aligned well with Power of We work. She further stated that the position was already filled at the United Way, and they saw a strong connection to incorporate Power of We work into their job description.

Commissioner McGrain asked what would happen to the program if the United Way decided to stop funding the program in a few years, and if the County had assurance going forward that the program would continue.

Ms. Vail stated they did not have assurance, just as it was within the County when programs faced budget cuts. She further stated she did not anticipate the program being eliminated any time soon, because it had been a part of the community for a long time and it was a collaborative of collaborative in the community.

Commissioner McGrain stated he would hate for the program to go away in a few years. He further stated that he noticed that Ingham County seemed to take the lead financially on a lot of these programs, and he suggested that the United Way also ask Clinton and Eaton Counties for funding if they needed more.

Ms. Vail stated that this position change would not come before the Board of Commissioners as a resolution, but would be part of their 2018 budget.
Commissioner Anthony left at 7:10 p.m.

3. Special Transportation Millage
   a. Resolution Authorizing the Second Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

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

Commissioner Anthony returned at 7:12 p.m.

Commissioner Nolan stated she thought it was time for the Board of Commissioners to have a voting member on the CATA Board. She asked Chairperson Tennis if he could put the item on their next agenda and possibly have Commissioner Grebner, the current non-voting member from the Board of Commissioners on the CATA Board, join the Committee to discuss the possibility of requesting a voting member position.

Chairperson Tennis stated he had spoken with Commissioner Grebner about this issue, and Commissioner Grebner was concerned that the CATA Board might not want this to happen and may say it was not legal for the Board of Commissioners to have a voting representative on their board, but he would like CATA to also have their say before the Committee. He further stated that because the County was heavily involved in the millages that CATA put forth, he thought that if it was legal, the Board of Commissioners should have a voting member on the CATA Board.

Discussion.

Commissioner Anthony stated that as a previous non-voting member of the CATA Board, it was paralyzing not to have a voice on their board. She further stated there were some issues that needed to have a strong County voice at the table, and with the current changes happening at CATA, it would be beneficial for the County to have a vote.

Chairperson Tennis stated that the Board of Commissioners was influential in the drafting of the resolution before the Committee.

Commissioner Anthony asked if the Board of Commissioners should ask for a formal legal opinion before requesting a voting position, or if they were just going to discuss it with CATA.

Discussion.

Mr. Cypher stated he recommended they go forward with asking for a formal legal opinion before discussing the matter further.

THE MOTION PASSED UNANIMOUSLY.

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

Commissioner Anthony asked if the Committee wanted to keep the question on the application about the Power of We collaboration.

Chairperson Tennis stated he thought they should keep the question, because it was not a bar for funding, but it strongly encouraged the collaboration.

Discussion.

Commissioner Naeyaert asked if they should keep it to the same criteria.

Chairperson Tennis stated they would keep it to the same criteria, because in previous budget crises, they had kept the criteria to providing the most basic needs for citizens of the County to make it easier to select agencies’ applications.

Commissioner McGrain stated he understood there was a budgeted amount each year for the funding. He asked when the applications were reviewed in October 2017 for funding, if the funds would come from the 2017 or 2018 budget.

Mr. Cypher stated the funds came from the 2018 budget.

Commissioner McGrain clarified that the funding amount had not been set yet, because a budget had not yet been approved.

Mr. Cypher stated that was correct; the Controller-recommended budget would come out in August, and then the budget hearings would be in late August or September.

Commissioner McGrain asked if they waited to select the agencies’ applications until they had a good idea about their funding for the next year.

Mr. Cypher stated that they usually waited until after the Finance Committee had recommended a budget.

Commissioner McGrain asked if the County needed to be stricter on the criteria this year because of the budget issues, or if they needed to set the expectation that things may not be fully funded this year like they had in years past. He further stated he was glad they expanded the line item in previous years and did not want to see that go away, but they needed to be realistic.

Chairperson Tennis stated he thought it was premature to put that in writing at this moment, because they did not know what the final budget numbers would look like, and they probably would not know until after the November Election if they decided to go ahead with the tax allocation question.

Commissioner Banas stated she did not think the County should discourage people from applying for funding. She further stated that she liked the simplicity of the County’s long-term objective, “Meeting Basic Needs.”
THE MOTION PASSED UNANIMOUSLY.

5. Human Services Committee – Greater Lansing Homeless Resolution Network Board Position (Discussion)

Mr. Cypher explained the history of the Greater Lansing Homeless Resolution Network board with the County. He stated that Ms. Vail had been the representative of the County on the GLHRN Board, but she had been voted off.

Commissioner Nolan asked why Ms. Vail had been voted off the GLHRN Board.

Mr. Cypher stated he was not sure why she was voted off, but he believed it was the GLHRN Board who made the decision.

Discussion.

Commissioner Anthony stated she noticed the third clause in the resolution, that referred to a presentation that was given to the Committee where it was indicated that increased commitment and support from the Ingham County Board of Commissioners was necessary to leverage the maximum amount of federal funding for the region. She asked if the Committee had expressed the other contributions a member of the Board of Commissioners could have on the GLHRN Board, as she did not want someone to be there in name only so they could receive funding.

Mr. Cypher stated that when the resolution came before the Committee in 2016, there was confusion surrounding the federal funding. He further stated that if there was a representative from the County on the GLHRN Board, then the agency would score higher on federal funding applications.

Mr. Cypher stated that seemed to an important piece, as for anything else, he was unclear.

Commissioner Anthony asked if Ms. Vail counted as an adequate representative of the County.

Chairperson Tennis stated the letter did not specify that the County representative had to be a Commissioner.

Commissioner McGrain stated he recalled there was a lot of confusion over the federal funding issue when the resolution came before the Committee in 2016, as to whether they actually needed a County representative on the GLHRN Board or if they just needed the County to cosign a letter from time to time. He further stated that he thought Ms. Vail would be the best County representative for the GLHRN Board.

Chairperson Tennis stated he would like to get Ms. Vail’s opinion before they nominated her.

Commissioner McGrain stated he thought the County should be involved in the GLHRHN, as they had a lot of work they were doing in their clinics around the homeless community.

Chairperson Tennis stated he thought they should hold off nominating someone to the GLHRN Board for now, as they should discuss it more at the Board of Commissioners meeting and
caucus meetings to see if other Commissioners were interested in serving on the GLHRN Board, or if Ms. Vail had any suggestions.

Mr. Cypher clarified that the resolution that was included in the Committee’s packets had already been passed, and it was just there for reference.

**Announcements**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 7:27 p.m.
ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. Health Department
   a. Resolution to Accept Funding from City of Lansing and to Act as the Fiduciary/Payee for the Human Relations & Community Services Department

   This resolution authorizes an agreement with the City of Lansing to facilitate a Medicaid match for the City’s Human Relations and Community Services Department (HRCS). As the fiduciary/payee, ICHD will:

   1. Receive funds from City of Lansing up to $100,000
   2. Set up a system to provide an initial payment to HRCS and subsequent reimbursement of costs
   3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
   4. Perform on site, quarterly sub-recipient monitoring of HRCS
   5. Forward any required reports as provided by HRCS

   HRCS will:

   1. Provide quarterly financial reports of all expenses as provided by their third party accounting firm
   2. Provide quarterly reports for Medicaid Outreach
   3. Keep ICHD up-to-date on any changes in funding

   The County will retain an administrative fee in the amount not to exceed 11.38% of the total funds received.
   The contract period of each agreement will be from May 1, 2017 through April 30, 2018.

   b. Resolution to Enter an Agreement with Lansing Community College for Medical Assistant Medication Administration Training

   This resolution provides onsite medication administration courses for approximately 50 ICHD Medical Assistants at a cost not to exceed $20,000, including training materials. ICHD has previously received Health Resources & Services Administration (HRSA) designated quality improvement funding for developing and improving care delivery systems which will cover the cost of this training. Existing Medical Assistants at the Ingham County Health Department (ICHD) now require training to ensure their competency to perform their new medication administration duties.

   c. Resolution to Authorize an Agreement with Redhead Design Studio for a Lyme Disease Public Education Campaign

   This resolution authorizes an agreement for a Lyme disease education campaign with Redhead Design Studio, in an amount not to exceed $24,800 for the period of June 1, 2017 to June 30, 2017. Funding for this agreement will come from a Public Health Emergency Preparedness (PHEP) grant.
**d. Resolution to Authorize a Letter of Intent to Transfer Sparrow Medical Group – Volunteers of America Clinic to Ingham County Health Department**

This resolution authorizes a letter of intent with Sparrow and Volunteers of America to transfer the operation of the SMG-VOA homeless health care clinic to Ingham County Health Department. The clinic currently operates at a significant net loss without a mechanism for enhanced Medicaid/Medicare reimbursement, requiring substantial investment by Sparrow Health System (SHS) to continue to provide services. The Ingham County Health Department’s (ICHD) Community Health Centers are the designated Federally Qualified Health Centers (FQHC) serving residents of Ingham County and greater Lansing. As a certified FQHC, the department receives direct federal funding to support operations and also qualifies for enhanced reimbursement from Medicare and Medicaid. ICHD is proposing to integrate SMG-VOA operations into the scope of services of the ICHD FQHC network to maximize the resources in providing medical care for the homeless population, reduce SHS’s financial loss, and increase collaboration between SHS and ICHD. ICHD anticipates the expense of the integration will be covered through projected revenue.

**OTHER ITEMS:**

1. **Interviews** – Youth Commission

3. **Human Services Committee** – Ingham County Representation on Capital Area Transportation Authority (CATA) Board of Directors *(Discussion)*

4. **Medical Examiner** – Medical Examiner Agreement with Edward W. Sparrow Hospital Association *(Discussion)*

Ingham County has been notified that Sparrow intends to terminate the agreement for medical examiner services. Sparrow proposes to renegotiate the terms of the contract to include a rate increase from $1.63 per capita to $2.50 per capita. Initial estimates show that increase would cost the County an additional $280,000 annually.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 23, 2017
SUBJECT: Fiduciary Agreement for City of Lansing
For the meeting agendas of June 19, 2017 and June 21, 2017

BACKGROUND
The City of Lansing’s Human Relations & Community Services Department (HRCS) is currently engaged in multiple local initiatives to provide outreach, facilitate services and address services gaps for underserved individuals and families. Each year they hold a community forum with more than 60 local service agencies to identify needs and gaps in our community. HRCS forges partnerships to coordinate multiple healthcare related services for high-need target areas and populations, especially youth, children, families, and the growing refugee population.

Ingham County Health Department (ICHD) will enter into an agreement with the City of Lansing to facilitate a Medicaid match for HRCS. As the fiduciary/payee, ICHD will:

1. Receive funds from City of Lansing up to $100,000.
2. Set up a system to provide an initial payment to HRCS and subsequent reimbursement of costs
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on site, quarterly sub-recipient monitoring of HRCS
5. Forward any required reports as provided by HRCS

HRCS will:

1. Provide quarterly financial reports of all expenses as provided by their third party accounting firm
2. Provide quarterly reports for Medicaid Outreach
3. Keep ICHD up-to-date on any changes in funding

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Under these agreements, ICHD will receive funds of up to $100,000 from City of Lansing and retain an administrative fee in the amount not to exceed 11.38% of the total funds received. The contract period of each agreement will be from May 1, 2017 through April 30, 2018.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support entering into an agreement to accept funds from City of Lansing in an amount up to $100,000 and an agreement with City of Lansing on behalf of HRCS for ICHD to act as their fiduciary/payee for the period of May 1, 2017 through April 30, 2018.
INTRODUCE BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDING FROM CITY OF LANSING AND TO ACT AS THE FIDUCIARY/PAYEE FOR THE HUMAN RELATIONS & COMMUNITY SERVICES DEPARTMENT

WHEREAS, the City of Lansing’s Human Relations & Community Services Department (HRCS) is currently engaged in multiple local initiatives to provide outreach, facilitate services and address services gaps for underserved individuals and families; and

WHEREAS, HRCS forges partnerships to coordinate multiple healthcare related services for high-need target areas and populations, especially youth, children, families, and the growing refugee population; and

WHEREAS, Ingham County Health Department (ICHD) will enter into an agreement with the City of Lansing to facilitate a Medicaid match for HRCS; and

WHEREAS, As the fiduciary/payee, ICHD will:

1. Receive funds from City of Lansing up to $100,000
2. Set up a system to provide an initial payment to HRCS and subsequent reimbursement of costs
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on site, quarterly sub-recipient monitoring of HRCS
5. Forward any required reports as provided by HRCS

WHEREAS, HRCS will:

1. Provide quarterly financial reports of all expenses as provided by their third party accounting firm
2. Provide quarterly reports for Medicaid Outreach
3. Keep ICHD up-to-date on any changes in funding

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement to accept funds from City of Lansing in an amount up to $100,000 and an agreement with City of Lansing on behalf of HRCS for ICHD to act as their fiduciary/payee for the period of May 1, 2017 through April 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement to accept funds from City of Lansing in an amount up to $100,000 and an agreement with City of Lansing on behalf of HRCS for ICHD to act as their fiduciary/payee for the period of May 1, 2017 through April 30, 2018.

BE IT FURTHER RESOLVED, ICHD will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary 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 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: June 5, 2017
SUBJECT: Agreement with Lansing Community College for Medical Assistant Training
For the meeting agenda of June 19, 2017 & June 21, 2017

BACKGROUND
Resolution #17-172 authorized a letter of agreement between Ingham County and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) to assign medication administration duties to the Medical Assistant job classification. Existing Medical Assistants at the Ingham County Health Department (ICHD) now require training to ensure their competency to perform these new medication administration duties. Lansing Community College’s (LCC) Business and Community Institute can provide the necessary training for ICHD’s Medical Assistants.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
LCC will provide onsite medication administration courses for approximately 50 ICHD Medical Assistants at a cost not to exceed $20,000, including training materials. ICHD has previously received Health Resources & Services Administration (HRSA) designated quality improvement funding for developing and improving care delivery systems which will cover the cost of this training.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a medication administration training agreement with LCC in an amount not to exceed $20,000, for the period of July 1, 2017 through June 30, 2018.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER AN AGREEMENT WITH LANSING COMMUNITY COLLEGE FOR MEDICAL ASSISTANT MEDICATION ADMINISTRATION TRAINING

WHEREAS, Resolution #17-172 authorized a letter of agreement between Ingham County and the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) to assign medication administration duties to the Medical Assistant job classification; and

WHEREAS, existing Medical Assistants at the Ingham County Health Department (ICHD) now require training to ensure their competency to perform these new medication administration duties; and

WHEREAS, Lansing Community College’s (LCC) Business and Community Institute can provide onsite medication administration courses for approximately 50 ICHD Medical Assistants at a cost not to exceed $20,000, including training materials; and

WHEREAS, ICHD has previously received Health Resources & Services Administration (HRSA) designated quality improvement funding for developing and improving care delivery systems which will cover the cost of this training; and

WHEREAS, the Health Officer recommends authorize for a medication administration training agreement with LCC in an amount not to exceed $20,000, for the period of July 1, 2017 through June 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a medication administration training agreement with LCC in an amount not to exceed $20,000, for the period of July 1, 2017 through June 30, 2018.

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 consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 2, 2017
SUBJECT: Lyme Disease Campaign with Redhead Design Studio
For the meeting agendas of June 19, 2017 & June 21, 2017

BACKGROUND
The Michigan Department of Health and Human Services (MDHHS) recently elevated the level of risk for Lyme disease in Ingham County from “potential risk” to “known risk.” Through appropriate education and awareness, most residents can learn to avoid Lyme disease and the significant health effects of late-stage infection. MDHHS recently awarded Ingham County Health Department a Public Health Emergency Preparedness (PHEP) grant in the amount of $149,319 to be used for Lyme disease prevention efforts. ICHD’s Emergency Preparedness office will be working with Redhead Design Studio (RDS) to develop a Lyme disease education campaign for the public.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The agreement with RDS will not exceed $24,800, all of which will be covered by the MDHHS PHEP grant detailed above. If this grant money is not spent by June 30, 2017, it will be returned to MDHHS.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement for a Lyme disease education campaign with RDS, in an amount not to exceed $24,800 for the period of June 1, 2017 to June 30, 2017.
Introduces the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REDHEAD DESIGN STUDIO FOR A LYME DISEASE PUBLIC EDUCATION CAMPAIGN

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) recently elevated the level of risk for Lyme disease in Ingham County from “potential risk” to “known risk”; and

WHEREAS, through appropriate education and awareness, most residents can learn to avoid Lyme disease and the significant health effects of late-stage infection; and

WHEREAS, MDHHS recently awarded Ingham County Health Department a Public Health Emergency Preparedness (PHEP) grant in the amount of $149,319 to be used for Lyme disease prevention efforts; and

WHEREAS, ICHD’s Emergency Preparedness office will be working with Redhead Design Studio (RDS) to develop a Lyme disease education campaign for the public; and

WHEREAS, the agreement with RDS will not exceed $24,800, all of which will be covered by the MDHHS PHEP grant detailed above; and

WHEREAS, if this grant money is not spent by June 30, 2017, it will be returned to MDHHS; and

WHEREAS, the Health Officer recommends authorization of an agreement for a Lyme disease education campaign with RDS, in an amount not to exceed $24,800 for the period of June 1, 2017 to June 30, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement for a Lyme disease education campaign with RDS, in an amount not to exceed $24,800 for the period of June 1, 2017 to June 30, 2017.

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 consistent with this resolution upon 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: June 9, 2017
SUBJECT: Letter of Intent to Transfer Sparrow Medical Group – Volunteers of America Clinic to Ingham County Health Department

For the meeting agendas of June 19 and June 21, 2017

BACKGROUND
The Sparrow Medical Group – Volunteers of America (SMG-VOA) clinic provides a vital service to the vulnerable homeless population in the community. However, SMG-VOA clinic currently operates at a significant net loss without a mechanism for enhanced Medicaid/Medicare reimbursement, requiring substantial investment by Sparrow Health System (SHS) to continue to provide services. The Ingham County Health Department’s (ICHD) Community Health Centers are the designated Federally Qualified Health Centers (FQHC) serving residents of Ingham County and greater Lansing. As a certified FQHC, the department receives direct federal funding to support operations and also qualifies for enhanced reimbursement from Medicare and Medicaid. ICHD is proposing to integrate SMG-VOA operations into the scope of services of the ICHD FQHC network to maximize the resources in providing medical care for the homeless population, reduce SHS’s financial loss, and increase collaboration between SHS and ICHD.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
ICHD anticipates the expense of the integration will be covered through projected revenue. With the current payer mix of patients served by SMG-VOA, revenue is projected at $1,035,402.00 annually, including $935,402.00 in billable revenue for 6,180 medical visits and 400 behavioral health visits annually. $100,000 of Health Care for the Homeless funding ICHD receives as part of its approved Scope through the U. S. Department of Health and Human Services Health Resources and Services Administration will also be used to cover the integration expenses. These revenue projections do not include any Ingham County general funds. Projected expenses are anticipated at $1,029,568 of which $952,000 are direct costs for operation, lease agreements, provider and non-provider staff costs, and the balance to cover County overhead costs.

OTHER CONSIDERATIONS
The above arrangement to integrate the SMG-VOA into the FQHC network is contingent upon approval by the Ingham Community Health Center Board of Directors.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a letter of intent with SHS and VOA to transfer the operation of the SMG-VOA homeless health care clinic to Ingham County Health Department (ICHD).
WHEREAS, the Sparrow Medical Group – Volunteers of America (SMG-VOA) clinic provides a vital service to the vulnerable homeless population in the community; and

WHEREAS, the SMG-VOA clinic currently operates at a significant net loss without a mechanism for enhanced Medicaid/Medicare reimbursement, requiring substantial investment by Sparrow Health System (SHS) and community philanthropy to continue to provide services; and

WHEREAS, the Ingham County Health Department’s (ICHD) Community Health Centers are the designated Federally Qualified Health Centers (FQHC) serving residents of Ingham County and greater Lansing and as a certified FQHC, the department receives direct federal funding to support operations and also qualifies for enhanced reimbursement from Medicare and Medicaid; and

WHEREAS, ICHD is proposing to integrate SMG-VOA operations into the scope of services of the ICHD FQHC network to maximize the resources in providing medical care for the homeless population, reduce SHS’s financial loss, and increase collaboration between SHS and ICHD; and

WHEREAS, ICHD anticipates the expense of the integration will be covered through revenue projected for the current payer mix of patients served by SMG-VOA at $1,035,402.00 annually, including $935,402.00 in billable revenue for 6,180 medical visits and 400 behavioral health visits; and

WHEREAS, $100,000 of Health Care for the Homeless funding ICHD receives as part of its approved Scope through the U. S. Department of Health and Human Services Health Resources and Services Administration will also be used to cover the integration expenses; and

WHEREAS, these revenue projections do not include any Ingham County general funds. Projected expenses are anticipated at $1,029,568 of which $952,000 are direct costs for operation, lease agreements, provider and non-provider staff costs, and for County overhead costs; and

WHEREAS, the above arrangement to integrate the SMG-VOA into the FQHC network is contingent upon approval by the Ingham Community Health Center Board of Directors; and

WHEREAS, the Health Officer recommends authorization for a letter of intent with SHS and VOA to transfer the operation of the SMG-VOA homeless health care clinic to Ingham County Health Department (ICHD).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a letter of intent with SHS and VOA to transfer the operation of the SMG-VOA homeless health care clinic to Ingham County Health Department (ICHD).
BE IT FURTHER RESOLVED, that 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 Human Services Committee  
FROM: Jared Cypher, Deputy Controller  
DATE: June 12, 2017  
SUBJECT: Medical Examiner Agreement with Sparrow  
For the meeting agenda of June 19, 2017

BACKGROUND  
Sparrow Hospital has issued a series of letters regarding Ingham County’s agreement with them for medical examiner services. I have attached the series of letters for your reference. These letters make clear Sparrow’s intent to invoke the 60 day clause and terminate our contract for medical examiner services effective August 5, 2017. The contract would then be renegotiated at a higher rate.

ALTERNATIVES  
Staff believes the options that should be explored are as follows:

1) Issue an RFP for medical examiner services  
2) Explore bringing the medical examiner function ‘in-house’

FINANCIAL IMPACT  
Sparrow informed us during a recent meeting that they are heavily subsidizing our agreement, and due to budget concerns they can no longer shoulder that burden. According to the Health Officer’s calculations, Sparrow’s proposal to increase the rate to $2.50 per capita would increase Ingham County’s costs by approximately $280,000 annually.

OTHER CONSIDERATIONS  
The current agreement with Sparrow for Medical Examiner services was not set to expire until December 31, 2018 and included 10% annual increases.

RECOMMENDATION  
Based on the information presented, I respectfully recommend exploration of the alternatives mentioned above.
May 3, 2017

Linda S. Vail, MPA
Health Officer
Ingham County Health Department
5303 S. Cedar Street
Lansing, MI 48909-7661

Dear Linda,

Sparrow Forensic Pathology is proud to provide medical examiner services for Ingham County. We take pride in providing your county’s citizens with the highest quality forensic pathology and medical examiner services available in the state. Due to Sparrow’s commitment to excellence, we have attained accreditation of Ingham County’s Medical Examiner’s office through the National Association of Medical Examiners. We value our relationship with Ingham County and would like to thank you for your continued selection of Sparrow.

Unfortunately, in order to maintain such excellence and provide quality medical examiner services, we have incurred a growing monetary loss. Sparrow’s leaders have expressed a commitment to continue to provide this nationally accredited service to our local counties, including Ingham County, but have determined that it is no longer feasible to provide such service at a monetary loss.

With that in mind, Jon Baker, who is the Director of Sparrow Laboratories, and I would like to meet with you to discuss this issue and to devise a plan to continue our mutually beneficial arrangement to provide this vital service. Please contact Rebecca Price at rebecca.price@sparrow.org to arrange a meeting to discuss this matter. We look forward to speaking with you and continuing our relationship with Ingham County.

Respectfully,

[Signature]

Elizabeth M. Reust
Forensic Pathology Manager
June 1, 2017

Ms. Linda S. Vail, MPA
5303 S. Cedar Street
Lansing, MI 48909-7661

Dear Ms. Vail,

Sparrow Forensic Pathology is honored to serve as the Ingham County Medical Examiner’s Office. Our physicians and staff are committed to providing outstanding death investigation services, as demonstrated by our National Association of Medical Examiners accreditation.

For many years, Sparrow Forensic Pathology has operated at an annual deficit of approximately $500,000 which has been absorbed by Sparrow Health System. Unfortunately, the financial climate in which we now operate prevents Sparrow Health System from continuing to subsidize county Medical Examiner’s Offices. As such, we have been forced to reevaluate the contracts that we have with all the counties that we serve.

Throughout the country, Medical Examiner’s Offices are funded at range of $1.30 to $8.00 per capita. The median rate is approximately $3.00 per capita. We are proposing a rate increase to $2.50 per capita, which will allow us to break even on this service. Currently Ingham County pays $1.63 per capita, which includes .13 per capita that is paid directly to the transportation service.

Enclosed is a letter outlining our intention to terminate our current contract with Ingham County. We sincerely hope that we can renegotiate the terms of our contract and that we can continue to serve as your Medical Examiner’s Office.

Respectfully,

Jon Baker
Laboratory Director
June 1, 2017

Ms. Linda S. Vail, MPA
5303 S. Cedar Street
Lansing, MI 48909-7661

Re: Medical Examiner Services Agreement

Dear Ms. Vail,

Edward W. Sparrow Hospital Association, a Michigan nonprofit corporation ("Sparrow"), and County of Ingham, a municipal corporation and political subdivision of the State of Michigan (the "County"), have entered into a Medical Examiner Services Agreement dated effective as of the 1st day of March, 2015 ("Agreement") (a copy of which is attached). Sparrow has been providing County with medical examiner services pursuant to the Agreement since the effective date.

However, pursuant to Sparrow’s letter dated March 1, 2017, and the June 6, 2017 meeting between Sparrow and County, Sparrow informed County that Sparrow can no longer provide medical examiner services at the rates specified in the Agreement. Sparrow advised County that if such rates could not be renegotiated, then Sparrow would be terminating the Agreement.

Accordingly, because Sparrow finds it necessary to renegotiate rates to continue services, pursuant to Section 21 of the Agreement, through this letter, Sparrow is terminating the Agreement by providing County with the required 60 days' written notice. Such termination shall be effective as of August 5, 2017.

Although the Agreement is being terminated in its entirety, Sparrow will continue to be available to provide such assistance as required related to services provided prior to termination of the Agreement. Such services include, but are not limited to, consulting with law enforcement officials and providing testimony.
Sparrow hopes that it can continue its relationship with the County by entering into a new Agreement to provide medical examiner services at newly negotiated rates.

If you have any questions regarding this notice, please let us know.

Sincerely,

[Signature]

Jill Baker
Laboratory Director

Enclosure

cc: Nicole E. Stratton, Esq.
June 5, 2017

Ms. Linda S. Vail, MPA
5303 S. Cedar Street
Lansing, MI 48911

Dear Ms. Vail,

This letter is a follow up to the Notice to Terminate the Medical Examiner Services Agreement with Ingham County. We are hopeful that you value the accredited service that Sparrow Forensic Pathology provides and that you will choose to renegotiate the terms of your contract with us.

Your decision could impact our decisions regarding continuation of this service. Because of this, we kindly ask that you communicate your intentions to us no later than June 23, 2017.

If you have any questions or would like to discuss this matter further, please contact me at 517-364-2006.

Respectfully,

[Signature]

Jon Baker
Laboratory Director
June 8, 2017

Ms. Linda S. Vail, MPA
5303 S. Cedar Street
Lansing, MI 48909-7661

Re: Medical Examiner Services Agreement

Dear Ms. Vail,

I am writing in reference to our letters dated June 1 and June 5, 2017. Both of these letters were sent in error as we have not yet discussed the materials referenced. I take full responsibility for this error.

Please accept this letter as formally rescinding the attached.

Sincerely,

[Signature]

Jon Baker
Laboratory Director
Ingham County
Summary of Cases

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24 Not every case that is reported to the Medical Examiner’s office falls within our jurisdiction. We accept cases for investigation based on the circumstances surrounding the death and the law that governs the Medical Examiner’s authority (MCL 52.202). We declined jurisdiction in 164 cases that were reported to us in 2016.

25 In previous years, this number was listed as the sum of exams (complete, limited, external) and bodies for storage only. In 2016, this number was obtained from the contracted transport provider, and thus excludes decedents who died at Sparrow hospital and would have been transported to the Sparrow morgue by Sparrow staff irrespective of their status as a ME or non-ME case.