

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, MAY 1, 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 [April 17, 2017](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Health Department
 - a. Resolution to Authorize [Amendment #3](#) to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
 - b. Resolution Honoring [Tammy Heilman](#)
2. Human Resources
 - a. Resolution Approving the Grievance [Settlement Agreement](#) with Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit
 - b. Resolution Approving a Letter of Understanding with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-TOPS) Regarding the [Medical Assistant](#) Classification
3. Controller's Office – Resolution to Update Various [Fees](#) for County Services

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE

April 17, 2017

Draft Minutes

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

Members Absent: Banas and Nolan

Others Present: Russ Kolski, Sally Auer, Jared Cypher, Liz Kane, and others

The meeting was called to order by Chairperson Tennis at 6:31 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the April 3, 2017 Minutes

WITHOUT OBJECTION, CHAIRPERSON TENNIS RECOGNIZED THAT THE MINUTES OF THE April 3, 2017 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS PRESENTED.

Absent: Commissioners Nolan and Banas

Additions to the Agenda

None.

Limited Public Comment

Sally Auer, UAW Representative, stated that over the last year, she worked closely and diligently with the Ingham County Health Department regarding their reorganization. She further stated they took into account budget concerns and protecting their employees, including UAW employees.

Ms. Auer stated that she was in support of the Health Department reorganization plan. She further stated that she and Russ Kolski had sat down that morning to work on the Medical Assistant job description.

Ms. Auer stated that the Letter of Understanding may be changed but would be forthcoming, and she would be ready to sign it. She further stated it had taken a long time to get the Health Department to a place where they could save money and work more efficiently, and in their current situation, that was how the County needed to run.

Ms. Auer stated she was in full support of the reorganization plan, and was pleased with how the Health Department was completely transparent throughout the process, even if they ended up disagreeing at times.

Ms. Auer stated she attended the first employee budget meeting at the Grady Porter Building in Lansing that afternoon. She further stated she was disappointed that only twenty employees out of the 200-300 employees who worked there attended, but she was impressed with the presentation.

Ms. Auer stated there was ample time for questions if people had them. She encouraged others to attend one of the other upcoming sessions in Mason on Tuesday or the Human Services Building in Lansing on Wednesday.

Commissioner McGrain stated he acknowledged that the Controller put on the meeting and publicized it. He asked what governed employees being able to attend, or if they had a right to leave work and attend.

Ms. Auer stated it was up to each department head to encourage or allow employees to take time to go to the meeting. She further stated she acknowledged that departments, like the Community Health Centers, could not shut down, but she knew her own supervisor encouraged employees to go to the meeting and ask questions and could only speak to her department.

Jared Cypher, Deputy Controller, stated they had received positive results about allowing employees to attend and the publicizing of the meetings. He further stated that regardless of the good feedback, they expected similar small turnouts to the budget meetings over the next two days.

Commissioner McGrain asked if the Controller's Office could report back to the Committee about who attended the meetings and what questions they had.

Ms. Auer suggested to send the handout from the meeting via email to the entire County in order for more employees to be informed.

Mr. Cypher stated he thought it would either be emailed or put on the website and the link would be sent to employees.

Discussion.

1. Health Department
 - a. Resolution to Authorize Agreements with Azara Healthcare and Michigan Primary Care Association, and to Accept Additional Funding from Health Resources & Services Administration

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan and Banas

1. Health Department
 - b. Community Health Center Reorganization (*Discussion*)

Russ Kolski, Health Department Executive Director, introduced how the reorganization process had worked.

Mr. Kolski stated that the Community Health Centers were not seeing enough patients, which contributed to their current financial situation. He further stated they had made as many cuts as they could and they now needed to figure out how to use the resources they had to see more patients.

Mr. Kolski stated there were four vacant provider positions that, if filled, could bring in 10,000-12,000 more patient visits per year and their average reimbursement rate per visit was \$136. He further stated they could see the same amount of patients with their current staffing situation, they were just not using their resources as well as they could.

Mr. Kolski presented the four-step process as it was laid out in the memo he provided to the Committee.

Mr. Kolski explained in Step 2 of the reorganization, they would look at converting the River Oak facility to a Prompt Care facility and move some staff to other facilities. He further stated that the Prompt Care would not be Urgent Care, but rather would just be for patients already seen by Community Health Centers who needed same-day care.

Mr. Kolski stated there were providers who were interested in the Prompt Care positions. He further stated that in the past there had been mention of closing the River Oak facility, however the buyout was too expensive and it made more sense for the facility to stay open.

Mr. Kolski stated he had met with Kathy Kacynski from the Michigan Nurses Association, and they were in agreement about Step 1 and Step 2 of the process. He further stated that they disagreed on Steps 3 and 4, which allotted one Registered Nurse to four providers.

Mr. Kolski stated that, in the interest of full disclosure, the MNA believed 12,000 visits for one RN would be too much. He further stated that the Community Health Center Board met with Commissioner Grebner to figure out how to increase visits and recruitment.

Mr. Kolski stated recruitment would be built into the 2018 budget, and the Health Department was having Sparrow and McLaren assist with recruiting employees who would be qualified for loan forgiveness and other programs the CHC offers. He further stated that he hoped the reduction in the number of new patients they could see would only be temporary, but the reduction was needed to properly care for the existing patients.

Mr. Kolski stated that the MNA was not in agreement with converting positions as they were vacated, because they would like to hold onto the current positions. He further stated many of their providers were at the low end of average productivity, and they could not justify more staff for the lower volume of patients.

Mr. Kolski stated that 3500 visits was a threshold in the provider incentive package, in which if they exceeded the 3500 visit mark, they would receive ten dollars for every patient they saw past that mark. He further stated that was very rare, and there were only two physicians who had come close to the threshold.

Mr. Kolski stated that the MNA requested only certified or registered Medical Assistants be hired by the Health Department moving forward, and that was now in the draft agreement. He further stated charge nurses would be slowly phased out and converted through attrition, as they did not work well in the community health center model.

Mr. Kolski stated it was hard to predict when the existing charge nurses would choose to retire or leave the organization, but they would make the changes as they came along.

Commissioner McGrain thanked all parties involved for coming together to figure out a solution that would be good for patients, employees and the bottom line. He asked if the 3500 visit threshold was not attainable, or if the incentive of ten dollars per patient was not high enough.

Mr. Kolski stated it was a bit unreachable in the system as it was, and they were trying to figure out a more reachable number, which would probably be closer to 2750-3000 visits. He further stated that he was working with the Finance Department to create a model and see where the reimbursements would put the Health Department's budget.

Mr. Kolski stated that Commissioner Grebner stressed to the Community Health Center Board that the pay for providers needed to be sustainable.

Discussion.

Commissioner McGrain stated he was thrilled that the Health Department was trying to find the right balance between productivity and proper rewards while keeping the bottom line in mind.

Commissioner Tennis asked if there would be a grandfather clause for existing Medical Assistants who may not be under the same certification.

Mr. Kolski stated that the Letter of Understanding stated that everyone would get the training, and at the MNA's request, the number of hours of the training was being increased. He further stated he was working with Lansing Community College to get a proposal for around twelve hours of training and lab monitoring for Medical Assistants.

Commissioner Tennis stated he wanted to make sure they did not have employees that would be terminated because they were not properly certified.

Mr. Kolski stated that no one would lose their job, and everyone would go through the training. He further stated that if the current employees successfully completed the training, they would be entitled to a \$1000 one-time bonus for the change in job description, however they could stay at their current job description and not handle medical administration.

Mr. Kolski stated the only thing they reserved was the right to move the current Medical Assistants around to facilities that may have a greater need.

Commissioner Tennis asked when they could expect to see the full resolution.

Mr. Kolski stated he expected it to be presented toward the end of May, since he would be speaking to the other committees in the coming week.

2. Controller's Office – Discussion: Resolution Updating Various Fees for County Services

Mr. Cypher introduced the County fees and their procedure for increasing them. He stated that the fees before the Committee were mostly regarding the Health Department, on the public health side, not the clinical side.

Mr. Cypher referred to section 9d of the 2018 Update of County Fees memo sent by the Controller, which mentions the fees for the Office of Young Children and pool inspections, which were not increased as much to stay in line with similar programs in other municipalities.

Discussion.

Commissioner Tennis asked if any fees increased significantly.

Mr. Cypher stated he did not think so, because they were based on the CPI percentage.

Commissioner McGrain asked if the Controller's Office went along with department recommendations on rebuttal, because he noticed the pool inspection fee did not change.

Mr. Cypher stated they did not really have formal controller recommendations, but in his opinion, he concurred with the department's recommendation.

Commissioner McGrain asked why some fees in the Community Health Center were not rounded.

Mr. Cypher stated he would look into it and get back to the Committee about that.

Commissioner Tennis stated there was a target percent the County tried to make cost-based, but they usually subsidized some to stay in line with other municipalities. Commissioner Tennis asked what the STFU inspection fee was, and why it was subsidized so much.

Mr. Cypher stated he believed the inspection fee involved food, and it may be something that the State also helped to support, and the County was just making up the difference of what the State did not pay for.

Commissioner Tennis asked when they would see the final resolution.

Mr. Cypher stated he expected it to be in the next round of meetings.

Announcements

Commissioner Anthony reminded Committee members that the optional budget meeting for the Board of Commissioners was Thursday, April 20 at 6:00 p.m.

Commissioner Tennis stated he would not be able to attend the next regularly scheduled meeting, so Commissioner Sebolt would be chairing the meeting.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:07 p.m.

MAY 1, 2017 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. Health Department
 - a. *Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health*

This resolution authorizes amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health.

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,336,177 to \$5,360,352, an increase of \$24,175. The amendment makes the following specific changes in the budget:

Nutrition & Physical Activity Self-Assessment for Child Care: increase of \$2,500 from \$5,000 to \$7,500
Family Planning Services: increase of \$20,000 from \$256,392 to \$276,392
Tuberculosis (TB) Control: increase of \$20,135 from \$12,513 to \$32,648
WIC Breastfeeding: increase of \$35,200 from \$58,195 to \$93,395
WISEWOMAN: increase of \$24,000 from \$30,000 to \$54,000
Breast & Cervical Cancer Control Coordination: decrease of \$53,375 from \$280,000 to \$226,625
Michigan Colorectal Cancer Early Detection Program: decrease of \$1,785 from \$6,375 to \$4,590
Wise Choices: decrease of \$22,500 from \$22,500 to \$0

This resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. The compensation for all authorized positions will not exceed the \$35,200 in WIC funding provided by the agreement.

- b. *Resolution Honoring Tammy Heilman*

This resolution honors Tammy Heilman for more than 17 years of dedicated service to Ingham County and for her dedication and commitment to her work.

2. Controller's Office – Resolution to Update Various Fees for County Services
 - a. *Resolution Approving the Grievance Settlement Agreement with Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit*

In follow-up to the grievance hearing conducted by the County Services Committee on March 7, 2017, representatives of the Health Department, Human Resources Department, and Corporation Counsel met with representatives of the Michigan Nurses Association for further discussion. The parties successfully reached a tentative agreement (see meeting support documents) and prepared a Grievance Settlement Agreement for consideration by the County Services Committee. The management team recommends approval of the Settlement Agreement as presented.

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

The Ingham County Health Department, specifically the Ingham Community Health Centers, have evaluated the current practice of only allowing RN's to perform medication administration. This practice has limited RN's from performing at the top of their scope of work, impacts program sustainability, and extends patient wait times. Medication administration is not currently part of the job description for Ingham County Medical Assistants but is part of the standard scope for Medical Assistants currently being trained to enter this field. Medical Assistants routinely perform this level of work at other Federal Qualified Health Centers and at private practices state-wide. Medical Assistants currently employed by the Ingham County Health Department will be assessed for their current knowledge and skill level related to medical administration and will be provided refresher training based upon their level of need, previous training, and comfort with current requirements. After successfully demonstrating competency, Medical Assistants will be able to perform medication administration duties. Some Medical Assistants may require additional employer paid training and this will be provided as required to allow all Medical Assistants to begin to perform these duties and demonstrate proficiency.

The Employer engaged the UAW to discuss the need for the change in the Medical Assistants job description. The UAW agreed to the conditions outlined in the attached Letter of Understanding (LOU). There is also a modification to the new Medical Assistant job description (LOU Exhibit 1), which would require graduation from a recognized program and certification as a Medical Assistant and not list it as only a preference statement. Upon demonstrating proficiency in medication administration, the current Medical Assistants will be paid a one-time lump sum of \$1000, less applicable withholdings in accordance with the LOU.

3. *Controller's Office – Resolution to Update Various Fees for County Services*

This resolution updates various fees for County Services. When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2018 consistent with this standing directive and offer a few adjustments for your consideration. Please see the memorandum attached to the resolution for more details.

Agenda Item 1a

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: April 13, 2017
SUBJECT: FY 17 State of Michigan Comprehensive Agreement Amendment # 3
For the meeting agenda of May 1, 2017, May 2, 2017 and May 3, 2017

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339, Amendment #1 in Resolution 16-494 and Amendment # 2 in Resolution 17-034.

ALTERNATIVES

There are no other alternatives.

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,336,177 to \$5,360,352, an increase of \$24,175. The amendment makes the following specific changes in the budget:

Nutrition & Physical Activity Self-Assessment for Child Care: increase of \$2,500 from \$5,000 to \$7,500
Family Planning Services: increase of \$20,000 from \$256,392 to \$276,392
Tuberculosis (TB) Control: increase of \$20,135 from \$12,513 to \$32,648
WIC Breastfeeding: increase of \$35,200 from \$58,195 to \$93,395
WISEWOMAN: increase of \$24,000 from \$30,000 to \$54,000
Breast & Cervical Cancer Control Coordination; decrease of \$53,375 from \$280,000 to \$226,625
Michigan Colorectal Cancer Early Detection Program: decrease of \$1,785 from \$6,375 to \$4,590
Wise Choices: decrease of \$22,500 from \$22,500 to \$0

This resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. The compensation for all authorized positions will not exceed the \$35,200 in WIC funding provided by the agreement.

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 3 with MDHSS.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

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

WHEREAS, the MDHHS and Ingham County have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and Amendment #1 in Resolution # 16-494; and Amendment # 2 in Resolution \$17-034; and

WHEREAS, the MDHHS has proposed amendment #3 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment # 3 to the 2016-2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,336,177 to \$5,360,352, an increase of \$24,175.

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

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of \$2,500 from \$5,000 to \$7,500
- Family Planning Services: increase of \$20,000 from \$256,392 to \$276,392
- Tuberculosis (TB) Control: increase of \$20,135 from \$12,513 to \$32,648
- WIC Breastfeeding: increase of \$35,200 from \$58,195 to \$93,395
- WISEWOMAN: increase of \$24,000 from \$30,000 to \$54,000
- Breast & Cervical Cancer Control Coordination; decrease of \$53,375 from \$280,000 to \$226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of \$1,785 from \$6,375 to \$4,590
- Wise Choices: decrease of \$22,500 from \$22,500 to \$0

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant, as well as a temporary .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant, with compensation for all authorized positions not to exceed the \$35,200 in WIC funding provided by the agreement.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2017 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendment #3 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING TAMMY HEILMAN

WHEREAS, after more than 17 years of dedicated service to Ingham County Health Department (ICHD) Tammy Heilman will retire on May 31, 2017; and

WHEREAS, Tammy started her career in 1999 with ICHD as an Early Childhood Consultant for the Office for Young Children; and

WHEREAS, Tammy was responsible for assisting parents to find the best quality childcare services for their children and for educating childcare providers to help meet licensing and Great Start to Quality standards; and

WHEREAS, Tammy's knowledge, relationships, and experience in the early childhood field allowed her to champion positive outcomes and increase quality in childcare provider practices and initiatives; and

WHEREAS, Tammy has taken on numerous special assignments over the years that have made her versatile in her role, such as quality improvement, literacy, and childcare start up grants; and

WHEREAS, Tammy served as a liaison to the Department of Health and Human Services to assist unlicensed, subsidized providers and is certified to teach Cardiac Pulmonary Response (CPR) and First Aid, and is certified as a Child Development Specialist; and

WHEREAS, Tammy's positive interaction with childcare providers and community partners demonstrated her diverse knowledge of many aspects of the early childhood profession which allowed her to effectively contribute to the policies, practices, and overall growth of the profession; and

WHEREAS, Tammy's excellent attention to detail, and expertise in the Early Childhood field makes her a true advocate of what measures best practices and drives quality care for children, as well as someone who will be greatly missed by her colleagues.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Tammy Heilman for more than 17 years of dedicated service to ICHD and for her dedication and commitment to her work.

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

Agenda Item 2a

TO: Board of Commissioners – Human Services Committee and County Services Committee
FROM: Travis Parsons, Human Resources Director
DATE: April 18, 2017
SUBJECT: Grievance Settlement Agreement – MNA – Nurse Practitioner/Clinic Nurses Unit
Human Services May 1st Agenda, County Services May 2nd Agenda

BACKGROUND

On October 4, 2016, the Michigan Nurse Association (MNA) filed a grievance regarding Ingham County entering into an agreement with the UAW – TOPS bargaining unit to allow Medical Assistants to perform immunization job duties that have traditionally been done by MNA bargaining unit nurses.

After being held in abeyance, pending additional discussions between the parties, the grievance was ultimately processed at step 4 at the County Services meeting on March 7, 2017. The step 4 response was provided to the MNA on March 8, 2017. The grievance was denied and no relief was granted, except it was acknowledged the notice provision under Article 6, Section 7 was violated.

In the step 4 response, the County Services Committee also directed the Health Department Director and Human Resources Director to propose reorganization based on the Board of Commissioners' stated goal of utilizing attrition such that no currently employed Registered Nurses would be displaced as a result of modifications of immunization administration assignments to Medical Assistants.

The MNA provided notice Human Resources of their appeal to arbitration on April 3, 2017. Although we had a meeting set up to discuss this matter on April 11, 2017, the unit wanted to preserve their right to arbitration in accordance with the contract.

The parties met on April 11th and we were able to achieve a tentative agreement regarding the grievance issue and produce the attached Grievance Settlement Agreement.

ALTERNATIVES

If the Grievance Settlement Agreement is not executed, the MNA will proceed to grievance arbitration.

FINANCIAL IMPACT

The execution of the attached Grievance Settlement Agreement will allow the Ingham County Health Department, specifically the Ingham Community Health Centers, to continue to explore cost effective options to deliver care.

OTHER CONSIDERATIONS

The execution of the Grievance Settlement Agreement will allow the final execution of the Letter of Understanding (LOU) with UAW for Medical Assistants to be trained to perform medication administration duties. The LOU with UAW will come before you under separate cover.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Grievance Settlement Agreement between the Employer and the MNA.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE GRIEVANCE SETTLEMENT AGREEMENT WITH
MICHIGAN NURSES ASSOCIATION, NURSE PRACTITIONERS/CLINIC NURSES UNIT**

WHEREAS, the Michigan Nurses Association filed a grievance regarding sharing the responsibility of medication administration with Medical Assistants in the United Auto Workers – TOPS Unit; and

WHEREAS, all Parties are desirous of settling matters related to this grievance; and

WHEREAS, representatives from the Health Department, Human Resources and the County Attorney met with the Michigan Nurses Association and discussed the issue; and

WHEREAS, the parties reached tentative agreement and prepared the attached Grievance Settlement Agreement between Ingham County and Michigan Nurses Association.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the attached Grievance Settlement Agreement, settling the matter with the Michigan Nurses Association.

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

GRIEVANCE SETTLEMENT AGREEMENT

BETWEEN

INGHAM COUNTY (Employer)

AND

**MICHIGAN NURSES ASSOCIATION (Union)
NURSE PRACTITIONERS/CLINIC NURSES UNIT**

WHEREAS, the Ingham Community Health Centers (“ICHC”) seeks to provide quality patient centered care within the resources available from billed patient services, grants and general fund dollars; and

WHEREAS, ICHC ended FY2016 approximately \$925,000 over budget and the Health Centers have been informed that such budget deficits cannot continue; and

WHEREAS, ICHC is seeking to increase revenue from existing sources and decrease costs by changing staffing patterns to maximize efficiencies and eliminate waste; and

WHEREAS, it is the goal of the ICHC that all RNs practice at the maximum level within their job descriptions; and

WHEREAS, it is anticipated that future opportunities may include Care Management and MIHP education as we expect these services to be reimbursable and will assist in generating revenue to cover staff costs; and

WHEREAS, the integrity of the bargaining unit and patient safety are significant concerns of the Union; and

WHEREAS, in June of 2016, ICHC requested the agreement of the Michigan Nurses Association to allow Medical Assistants in the UAW to share the responsibility of medication administration; and

WHEREAS, citing safety and concerns regarding transfer of such duties, the Michigan Nurses Association made a demand to bargain over the issue. Michigan Nurses Association also filed a timely grievance dated October 4, 2016, over the issue.

The Parties desire to resolve this grievance amicably and avoid the cost and time associated with arbitration and unfair labor practice charges. Accordingly, the Parties mutually agree to resolve the dispute under the following terms:

1. The Employer commits that it will not use, directly or indirectly, the transfer of medication administration duties as a basis or factor in any reduction in bargaining unit registered nurse positions currently working as Health Center Nurse or Charge Nurse. As provided in this Agreement, work traditionally and exclusively performed by members of

the MNA bargaining unit (i.e. medication administration), will not be assigned to non-bargaining unit employees for the purpose of eroding the MNA bargaining unit.

2. In exchange, the MNA agrees that medication administration will be a shared responsibility of Medical Assistants and Registered Nurses, depending on organizational need.
 - a. However, the Employer commits that it will only assign medication administration to medical assistants that have a medical assistant certification through an accredited Medical Assistant Program and additional training in medication administration, or by medical assistants currently employed by ICHC who are provided with in-house training.
3. It is understood by the Parties that Bargaining Unit Registered Nurses and Nurse Practitioners shall not delegate to Medical Assistants the administration of medication. Furthermore, medication administration performed by Medical Assistants will not be performed under the Bargaining Unit Registered Nurses or Nurse Practitioner's license.
 - a. The Parties recognize the Medical Assistants and Nurses work as a team; however, with the sole exception of currently employed Medical Assistants who will be trained on medication administration in-house Registered Nurses and Nurse Practitioners shall not be expected to routinely or formally supervise or train Medical Assistants during the performance of medication administration including vaccinations. It is understood that formal and/or routine supervision and training is solely the responsibility of supervisors of the ICHC. It is further understood that Registered Nurses and Nurse Practitioners in the Bargaining Unit have an ethical duty to report to their supervisors if they observe occurrences of inappropriate medication administration as well as to bring the incident to the attention of the Medical Assistant.
 - b. Although it is understood that routine or formal supervision and training of Medical Assistants is solely the responsibility of designated training staff or a Nurse Educator or supervisors of the ICHC, professional feedback, counseling, or clarification is expected from bargaining unit Registered Nurses and Nurse Practitioners on an incidental basis.
4. ICHC may utilize attrition to reallocate RN staff within the organization as needed, so that no currently employed Registered Nurses would be displaced as a result of transferring medication administration duties to Medical Assistants. Operational needs will be evaluated as openings arise based on the number of visits per clinic and its remaining staff, and following a meet and confer with the President of the MNA Bargaining Unit.

5. The October 4, 2016 Grievance filed by the MNA and referred to above shall be withdrawn by the MNA following execution of this Settlement Agreement.

COUNTY OF INGHAM

MICHIGAN NURSES ASSOCIATION

Sarah Anthony, Chairperson Date
Ingham County Board of Commissioners

Kathryn Kacynski Date

Linda Vail, Health Officer Date

Jane Southwell Date

Date

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

Bonnie G. Toskey Date

Agenda Item 2b

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

FROM: Travis Parsons, Human Resources Director

DATE: April 21, 2017

SUBJECT: LOU–UAW-TOPS for Human Services Agenda – May 1st, County Services Agenda – May 2nd and Finance Agenda – May 3rd

UPDATED BACKGROUND

The attached Letter of Understanding (LOU) with the UAW – TOPS unit originally went through Human Services on September 19th, County Services on September 20th, and Finance Committee on September 21st. Members of The Michigan Nurses Association appeared at the Board of Commissioners meeting, on September 27, 2016, in opposition to the proposed LOU. The Resolution and LOU were pulled from the Board of Commissioners Agenda on September 27, 2016 and referred back to County Services and Finance Committees.

In addition to the original background information below regarding the need for the LOU, the parties addressed the Michigan Nurses Association's concerns in the grievance process and ultimately achieved a settlement agreement. The grievance settlement agreement is being presented to the Board of Commissioners under separate cover.

There is also a modification to the new Medical Assistant job description (LOU Exhibit 1), which would require graduation from a recognized program and certification as a Medical Assistant and not list it as only as a preference statement.

Original Background Information Provided in the Memo, Dated September 1, 2016

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

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

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

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

ALTERNATIVES

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

FINANCIAL IMPACT

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

Upon demonstrating proficiency in medication administration, the current Medical Assistants will be paid a one-time lump sum of \$1000, less applicable withholdings in accordance with the LOU.

OTHER CONSIDERATIONS

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

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

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

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

**LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM (Employer)
AND
UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT
WORKERS OF AMERICA (UAW) INGHAM COUNTY UNIT LOCAL #2256 (Union)**

WHEREAS, the Employer and the Union have entered a collective bargaining agreement that covers the Medical Assistant classification (“MA”), extending through December 31, 2017; and

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

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

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

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

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

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

both parties will be paid on a one-time basis the gross sum of \$1,000.00 by separate payroll check, less applicable withholdings.

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

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

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

COUNTY OF INGHAM

UAW LOCAL 2256

Sarah Anthony, Chairperson Date
Ingham County Board of Commissioners

Sally Auer, Chairperson Date

Date

Date

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

Mattis Nordfjord

**INGHAM COUNTY
JOB DESCRIPTION
MEDICAL ASSISTANT I**

General Summary: Under the supervision of a Health Center Supervisor, assists health care providers with examinations and procedures to ensure an expeditious flow of patients through the clinic. Upon direction of the provider conducts various tests to identify health problems in patients. May determine eligibility for center services. Tasks include conducting initial interviews, preparing patients for examinations, administering medications, injections and standardized tests, and recording results.

Essential Functions:

1. Receives patients and their families at a health center or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
2. Prepares patients for examination by escorting them to examination rooms, documenting complaints and symptoms. Taking vital signs including temperature, blood pressure, pulse and pulse oximetry. Measures height, weight and pediatric head circumference. Records vital statistics and relevant visit information in patient electronic health record (EHR).
3. Arranges for specialized testing, medical procedures and specialist referrals. Completes necessary paperwork and EHR documentation, contacts specialist's offices, hospitals, labs or other facilities to make appointments as needed. Contacts patients or caregivers to inform them of appointments. Completes paperwork, notifies patients or caregivers and assists in tracking of referrals to ensure necessary care is completed. Forwards to proper personnel to complete referral authorizations as needed.
4. Administers standardized tests or performs procedures ordered by providers such as developmental screening, EKGs, peak flow meter testing, ear irrigations and vision/hearing tests.
5. Assist health care professionals conducting medical examinations as required.
6. Collects specimens such as blood, urine and throat swabs per provider and/or standing order upon proof of competency. Collects or receives samples and conducts CLIA Waived tests per Ingham Community Health Center (IHC) quality assurance training and documents within EHR. May prepare specimens to be sent to outside laboratories.
7. Administers medications and injections safely following established standards, policies and procedures.
8. Documents all care and communication within the EHR per training and established procedure.
9. Provides care following established procedure under the Patient-Centered Medical Home model of care.
10. Prepares assigned clinic area for daily activities to meet provider and patient needs according to established protocols and established checklists. Order materials, supplies, medications, vaccines, test kits and other items needed.

11. Assists other support staff as necessary and performs a variety of clerical, record keeping and account keeping assignments.
12. Provides all care and communication according to the Health Department Core Values.
13. Attends staff meetings and trainings as assigned.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Possession of a high school diploma or equivalent. **Graduation from a recognized Medical Assistant program and certification as a Medical Assistant such that they meet the federal guidance for Meaningful Use compliance.** Current CPR training must be maintained during employment.

Experience: Prefer six months experience in a clinic setting.

Other Requirements:

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position operates non-powered hand tools such as medical equipment, etc.
3. This position is exposed to communicable diseases, blood, other body fluids, etc.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in traversing, climbing, balancing, squatting, kneeling and crawling.
- This position's physical requirements require periodic stamina in sitting, twisting, bending, stooping/crouching, lifting, pushing and pulling
- This position's physical requirements require continuous stamina in standing, walking, carrying, reaching, grasping, handling, pinching, typing, enduring repetitive movements of the wrists, hands or fingers
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

***Union UAW
Pay Grade D
Updated 4/17/17***

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: April 19, 2017

SUBJECT: Resolution to Update Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2017, for the Park and Zoo winter seasonal fees on November 1, 2017, and for all other departments, on January 1, 2018. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2018 cost was calculated by multiplying the 2017 cost by the 2018 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$84,250. Any additional revenue will be recognized in the 2018 Contoller Recommended Budget.

As directed by the Board of Commissioners, the Controller’s Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPDATE VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2018 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2017, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2017.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

**Attachment A: Fees Which Are Adjusted
Law and Courts Committee**

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
Animal Control	Sterilized	25.0%	\$14.00	\$15.00
Animal Control	Sterilized - Delinquent	25.0%	\$46.00	\$30.00
Animal Control	Sterilized - 3 year License	25.0%	\$34.00	\$35.00
Animal Control	Un-Sterilized	75.0%	\$70.00	\$45.00
Animal Control	Un-Sterilized - Delinquent	75.0%	\$140.00	\$90.00
Animal Control	Un-Sterilized - 3 year License	75.0%	\$155.00	\$125.00
Animal Control	Boarding Fee-Dangerous Animals	100.0%	\$76.00	\$77.00
Animal Control	Boarding Fee per day-others	75.0%	\$34.00	\$35.00
Animal Control	Dogs(under six years of age)	75.0%	\$74.00	\$75.00
Animal Control	Euthanasia Fee	100.0%	\$130.00	\$135.00
Animal Control	Rabies vaccination on redeemed dogs	100.0%	\$20.00	\$21.00
Pros Atty	Diversion - Initial Interview	50.0%	\$35.00	\$36.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$455.00	\$460.00
Pros Atty	Diversion - Felony Offender	50.0%	\$805.00	\$810.00
Jail	Day Rate	100.0%	\$54.00	\$55.00
Sheriff	Costs for Command per hour	100.0%	\$65.01	\$65.60
Sheriff	Costs for Deputy per hour	100.0%	\$58.31	\$58.84

Attachment A: Fees Which Are Adjusted
Human Services Committee

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
BCCCP	Patient Education - Non Physician Provider	100%	\$169.00	\$170.00
Comm. Health	MIHP Tran. Bus/Van	100%	\$35.60	\$36.02
Comm. Health	MIHP - Trans Taxi	100%	\$32.56	\$32.95
Comm. Health	MIHP Trans. Volunteer	100%	\$0.35	\$0.36
Med Examiner	Cremation Permits	100%	\$27.00	\$28.00
Med Examiner	Autopsy Report Copies (others)	100%	\$25.00	\$26.00
OYC	Consultation Request (per hr.)	100%	\$73.00	\$74.00
OYC	Agency Training Request- Base, 2.5 hr.	100%	\$360.00	\$365.00
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	100%	\$29.00	\$30.00
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	100%	\$36.00	\$37.00
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	100%	\$72.00	\$75.00
OYC	OYC-Agency Request Head Start CPR & 1st Aide	100%	\$70.00	\$71.00
Env. Health	Category 1 (see definition below) - Full Plan Review	80%	\$970.00	\$975.00
Env. Health	Category 1 (see definition below) - New Owner/Eval	80%	\$515.00	\$520.00
Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	80%	\$620.00	\$625.00
Env. Health	Category 2 (see definition below) - License Fee	80%	\$645.00	\$650.00
Env. Health	Category 2 (see definition below) - Full Plan Review	80%	\$1,350.00	\$1,355.00
Env. Health	Category 2 (see definition below) - New Owner/Eval	80%	\$725.00	\$730.00
Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	80%	\$760.00	\$765.00
Env. Health	Category 3 (see definition below) - License Fee	80%	\$915.00	\$920.00
Env. Health	Category 3 (see definition below) - Full Plan Review	80%	\$1,945.00	\$1,950.00
Env. Health	Category 3 (see definition below) - New Owner/Eval	80%	\$1,055.00	\$1,060.00
Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	80%	\$1,170.00	\$1,175.00
Env. Health	Mobile - License Fee	80%	\$360.00	\$365.00
Env. Health	Mobile - Full Plan Review	80%	\$495.00	\$500.00
Env. Health	STFU - Full Plan Review	80%	\$495.00	\$500.00
Env. Health	STFU - New Owner/Eval	80%	\$445.00	\$450.00
Env. Health	Constnction/Remodeling that begins without approved plans	80%	\$790.00	\$795.00
Env. Health	Informal Hearing Fee	100%	\$1,126.00	\$1,130.00
Env. Health	Formal Hearing Fee	100%	\$1,126.00	\$1,130.00
Env. Health	Follow Up inspection to assess compliance for critical violations	100%	\$524.00	\$530.00
Env. Health	Fee for new owner operating without new license	80%	\$650.00	\$655.00
Env. Health	Septic - new or repair permit for residential or commercial	90%	\$850.00	\$855.00
Env. Health	Combined - well & septic	90%	\$1,050.00	\$1,055.00

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
Env. Health	Septic - new/repair septic tank only	90%	\$350.00	\$355.00
Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	90%	\$495.00	\$500.00
Env. Health	License renewal	80%	\$330.00	\$335.00
Env. Health	Full plan review	80%	\$430.00	\$435.00
Env. Health	Permanent Campground	100%	\$415.00	\$420.00
Env. Health	Temporary Campground	100%	\$185.00	\$190.00
Env. Health	Full inspection, water system, sewage disposal, building and grounds	100%	\$280.00	\$285.00
Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	90%	\$335.00	\$340.00
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	100%	\$130.00	\$135.00
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	100%	\$150.00	\$155.00
Env. Health	Tobacco & E- cigarette sales license vending machine	100%	\$335.00	\$340.00
Env. Health	Temporary Tobacco License - Sampling Permit	100%	\$130.00	\$135.00
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	50%	\$70.00	\$71.00
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	50%	\$145.00	\$150.00
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) Reporting Fee	50%	\$145.00	\$150.00
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) Inspection Fee	50%	\$235.00	\$240.00
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	50%	\$220.00	\$225.00
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	50%	\$350.00	\$355.00

Attachment A: Fees Which Are Adjusted
County Services Committee

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
Clerk	Expedited Svc - copies of Vital Records	100.0%	\$25.00	\$30.00
Drain Comm.	Photography	100.0%	\$280.00	\$285.00
Drain Comm.	Topography	100.0%	\$565.00	\$570.00
Drain Comm.	Preliminary Comm. Site Plan Review	75.0%	\$695.00	\$700.00
Drain Comm.	Preliminary Plat Review	75.0%	\$695.00	\$700.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$695.00	\$700.00
Drain Comm.	Additional acre	100.0%	\$78.00	\$79.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,500.00	\$2,510.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	100.0%	\$495.00	\$500.00
Drain Comm.	Tap-in Permit - Commercial	75.0%	\$410.00	\$415.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$605.00	\$610.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	100.0%	\$60.00	\$61.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	100.0%	\$530.00	\$535.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	100.0%	\$450.00	\$455.00
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	100.0%	\$45.00	\$46.00
Drain Comm.	Escrow account-1/2 acre or less	100.0%	\$565.00	\$570.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,700.00	\$1,710.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,400.00	\$3,410.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,625.00	\$5,635.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,825.00	\$2,835.00
Drain Comm.	Soil Erosion Permit - 9 month duration	75.0%	\$250.00	\$255.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$325.00	\$330.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$47.00	\$48.00
Drain Comm.	Violation and Cease&Desist Order	100.0%	\$295.00	\$300.00
Econ. Devel.	Application Fee - Brownfield	100.0%	\$1,500.00	\$1,510.00
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	100.0%	12.00	\$13.00
Equalization	28" x 40" Digitally Produced Paper Maps- Parcel Layer	100.0%	\$31.00	\$32.00
Equalization	28" x 40" Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer	100.0%	\$63.00	\$64.00
Equalization	34" x 44" Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer	100.0%	\$76.00	\$77.00
Parks	Resident Annual Parking	75.0%	\$30.00	\$32.00
Parks	Non-Resident Annual Parking	100.0%	\$40.00	\$42.00
Parks	Winter Sports Building (100 Person Capacity) ****	100.0%	\$95.00	\$96.00
Parks	Lake Lansing South Lakeview Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Lake Lansing North Oak Knoll Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Lake Lansing North Sandhill Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Hawk Island Kestrel Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Hawk Island 1/2 of Peregrine Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Burchfield Deer Run Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Burchfield Pine Knoll Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Burchfield Southridge Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Lake Lansing - North - Main Shelter 240 Person	100.0%	\$180.00	\$185.00
Parks	Burchfield - North Bluff Shelter 240 Person	100.0%	\$180.00	\$185.00
Parks	Burchfield - Woodsong Shelter 240 Person	100.0%	\$180.00	\$185.00
Parks	Lake Lansing - South - Main Shelter 300 Person	100.0%	\$180.00	\$185.00
Parks	Burchfield - Overlook Shelter 300 Person	100.0%	\$180.00	\$185.00

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
Parks	Hawk Island - Red Tail Shelter 375 Person	100.0%	\$255.00	\$260.00
Parks	Hawk Island Cabanas 30 person capacity	100.0%	\$75.00	\$80.00
Parks	Lake Lansing South 30 person capacity	100.0%	\$75.00	\$80.00
Parks	Burchfield 30 person capacity	100.0%	\$75.00	\$80.00
Parks	Abandonment Recovery Fee	100.0%	\$40.00	\$41.00
Parks	Late Fee (arriving 1/2 hour or later after closing)	100.0%	\$20.00	\$21.00
Parks	Resident Monday-Friday 9am-4pm Day Camp	100.0%	\$95.00	\$96.00
Parks	Resident Mon-Fri 7:30am-5:30pm	100.0%	\$125.00	\$130.00
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	100.0%	\$135.00	\$140.00
Parks	Moonwalk	100.0%	\$280.00	\$285.00
Parks	Dunk Tank	100.0%	\$230.00	\$235.00
Parks	Giant Slide	100.0%	\$410.00	\$415.00
Zoo	Resident - daily (April - October) Parking Fee	75.0%	\$3.00	\$4.00
Zoo	Resident Annual Parking Fee	75.0%	\$30.00	\$31.00
Zoo	Non-Resident Annual Parking Fee	100.0%	\$40.00	\$41.00
Zoo	Non-Resident Adult (April - October) Admission	100.0%	\$11.00	\$12.00
Zoo	Non-Resident Senior (April - October) Admission	100.0%	\$10.00	\$11.00
Zoo	Potter Park Penguin Cove Shelter	100.0%	\$100.00	\$110.00
Zoo	Potter Park Eagle Landing Shelter	100.0%	\$125.00	\$135.00
Zoo	Potter Park - Tiger Den Shelter	100.0%	\$200.00	\$205.00
Treasurer	NSF Checks	100.0%	31.00	\$32.00

Attachment B: Fee Which Adjustment is Recommended
Law and Courts Committee

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
Circuit Court	Show Cause - Probation	100.0%	\$180.00	\$185.00
Family Division	Delinquency Court Costs	100.0%	\$280.00	\$285.00
Family Division	Tether	25.0%	\$32.00	\$33.00