CHAIRPERSON RYAN SEBOLT

VICE-CHAIRPERSON CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM RANDY MAIVILLE

HUMAN SERVICES COMMITTEE

TODD TENNIS, CHAIR IRENE CAHILL CHRIS TRUBAC THOMAS MORGAN KARLA RUEST SIMAR PAWAR MONICA SCHAFER

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, 2023 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT https://ingham.zoom.us/j/83587032242.

Agenda

Call to Order
Approval of the April 17, 2023 Minutes
Additions to the Agenda
Limited Public Comment

1. Interviews

- a. Veterans Affairs Committee
- b. Capital Area District Library

2. Ingham Health Plan

- a. Resolution Honoring the Ingham Health Plan Corporation on the Event of Their 25th Anniversary
- b. Ingham Health Plan Annual Report (Presentation)

3. Veterans Affairs Department

- a. Resolution to Authorize a 2023 Service Agreement with Clinton County
- b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2024 County Veteran Service Fund Grant on Behalf of Clinton County
- c. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2024 County Veteran Service Fund Grant

4. Parks Department

- a. Resolution to Amend Resolution #23-163 to Authorize a Line Item Transfer for the Contract with KJP Roofing and Sheet Metal for Reroofing Services at Burchfield County Park
- b. Resolution to Amend Resolutions #22-394 and #23-027 to Authorize an Agreement with Landscape Structures Inc. for Replacement of a Portion of the Lake Lansing South County Park Playground
- c. Resolution to Authorize a Prescribed Burn at Lake Lansing Park North

5. Fairgrounds

- a. Resolution to Accept a Grant for the Construction of a New Grandstand
- b. Resolution to Authorize the Purchase of a Tractor for the Fairgrounds
- c. Resolution to Authorize a Contract with Triterra to Complete an Environmental Study for the Construction of a New Grandstand at the Ingham County Fairgrounds
- d. Resolution Authorizing Amendments to the Fair Budget

6. <u>Health Department</u>

- a. Resolution to Amend Resolution #23-131
- b. Resolution to Reorganize the Billing & Reporting Unit within Ingham County Health Department
- c. Resolution to Authorize the Medical Health Officer to Sign Contracts through E-Grams
- d. Resolution to Authorize an Agreement with Robin Turner to Provide Facilitation and Outreach Services to the East Lansing Community Health Center's Community Advisory Committee
- e. Resolution to Renew a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the Purpose of Leasing Space at Forest Community Health Center
- f. Resolution to Authorize a Consulting Services Agreement with Thelen & Thelen Enterprises, LLC

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, 2023 Draft Minutes

Members Present: Tennis, Cahill, Trubac, Morgan (Left at 7:42 p.m.), Ruest (Left at 7:23 p.m.),

Pawar, and Schafer.

Members Absent: None.

Others Present: Dr. Adenike Shoyinka, Eric Thelen, Laura Bartley, Kris Drake, Nicole

Wallace, Tim Morgan, Rhiannon Schindewolf-DeShais, Patrick Cleary,

Jared Cypher, Mark Cheatham, Kaitlyn Hetfield and others

The meeting was called to order by Chairperson Tennis at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at https://ingham.zoom.us/j/83587032242.

Approval of the April 3, 2023 Minutes

CHAIRPERSON TENNIS STATED, WITHOUT OBJECTION, THAT THE MINUTES FROM THE APRIL 3, 2023 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Substitute –

1. Parks Department –

c. Resolution to Authorize an Amendment to Onondaga Township Trails and Parks Millage Agreement TR094

Removed -

1. Parks Department –

a. Resolution to Authorize a Contract with Natural Community Services, LLC for a Five-Year Stewardship Management Plan for the Ingham County Parks Department

Jared Cypher, Ingham County Deputy Controller, stated Agenda Item No. 1 was tabled by the Ingham County Parks Commission.

Limited Public Comment

Marcus Cheatham, Board of Health member and Haslett resident, stated the Board of Health was very excited about the Ingham County Health Department's strategic planning process and the Board of Health was using that to think strategically about their own planning. He further stated

there were two principles guiding them right now; one was that the Health Department reported to the Board of Commissioners, not the Board of Health, and their role was to act as a supporter.

Mr. Cheatham stated the second was the administration in the Health Department was excellent, the department was very well-led, and the County has a Human Resources Department to guide them. He further stated the Board of Health believed there was a big problem with the public health system, with a strong gap in advocacy for public health and support of local health departments.

Mr. Cheatham stated Ingham County was very supportive, but State and Federal leadership was not as supportive. He further stated there had been political confusion on the attacks on public health during COVID-19 Pandemic, which was still happening in some parts of Michigan.

Mr. Cheatham stated the Board of Health wished to focus and encourage other Boards of Health to engage stronger in advocacy. He further stated there was a number of opportunities for this now and several organizations in the State working to rebuild the public health infrastructure, including the Network for Public Health Law, National Association of Local Boards of Health, and Healthy Democracy, Healthy People.

Mr. Cheatham stated Denise Chrysler, Network for Public Health Law Senior Advisor, had been present in March of 2023 to provide a model of public health codes to States. He further stated that he was working with Healthy Democracy, Healthy People, which was trying to use the healthcare system to try and engage with voters and increase participation in the electoral system.

Mr. Cheatham stated these were the plans in the coming year and, if there were exciting things happening, the Board of Health would be sure to keep the Board of Commissioners informed.

Chairperson Tennis thanked Mr. Cheatham for his time and stated it was always good to see him.

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

1. Parks Department

b. Resolution to Accept the Holt-Mason Trail Connection Grant from Representative Elissa Slotkin's Community Project Funding Program

2. Health Department

- a. Resolution to Amend Resolution #22-495 with Michigan Department of Health and Human Services for the Child and Adolescent Health Center Program
- b. Resolution to Authorize Amendment #3 to the 2022-2023 Emerging Threats
 Master Agreement with the Michigan Department of Health and Human Services
 for the Delivery of Public Health Services Under the Comprehensive Agreement
- c. Resolution to Authorize Amendment #3 to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
- e. Resolution Honoring Diane Pendell, CHR II

- 3. <u>Community Mental Health</u> Resolution Authorizing an Extension to the Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for the House of Commons Facility
- 4. <u>Human Services Committee</u> Resolution in Honor of the 2023 State Arbor Day Celebrations

THE MOTION CARRIED UNANIMOUSLY.

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

1. <u>Parks Department</u>

c. Resolution to Authorize an Amendment to Onondaga Township Trails and Parks Millage Agreement TR094

MOVED BY COMM. TRUBAC, SUPPORTED BY COMM. RUEST, TO APPROVE THE RESOLUTION.

Commissioner Morgan stated he wanted to discuss the item as a procedural matter since the cost of the project had skyrocketed since the initial award and he stated he thought those present would like to know "what gives."

Rhiannon Schindewolf-DeShais, Onondaga Township Deputy Treasurer, stated that originally the contractor that was used drew up plans and they had based all of their numbers on those figures. She further stated when they were awarded the grant they had contracted with Boss Engineering and after starting the permit process and meeting with the Ingham County Drain Commissioner had found there were permitting issues, flood plains, and soil erosion, which were not factored into the original bid.

Ms. Schindewolf-DeShais stated they had met with the permitting authorities regarding the project and due to the safeguards and the preservation of the land and water, there were some additional items that needed to be added on. She further stated COVID-19 hit and took forever for their Department of Environment, Great Lakes, and Energy (EGLE) permit to be granted.

Ms. Schindewolf-DeShais stated once Onondaga Township had received the permit, they put the project up for bid but they were already in a tight constraint of their timeline to have the project completed. She further stated they only had one contractor bid for around \$800,000 and had bid again on the second round of bids they accepted.

Ms. Schindewolf-DeShais stated she met with the Ingham County Parks Department regarding those figures as she did not want to come back to the County and ask for \$800,000 since she thought that was exponentially high. She further stated the Parks Department agreed and discussed they would put the project up for rebid and submit a letter of extension to the County.

Ms. Schindewolf-DeShais stated they had three contractors bid on the next round of bids and Laux Construction came in the lowest and was highly recommended. She further stated that brought her to sitting in front of the Human Services Committee at that moment.

Patrick Cleary, Boss Engineering Senior Associate, stated when the original grant was made they had based the amount off of contractor's quotes and essentially the quote was limited to what was asked for, not the big picture. He further stated when Boss Engineering got involved, there was a lot more involved than the original bids reflected.

Mr. Cleary stated there was automatic escalation of the budget based on regulatory requirements. He further stated there were delays from the beginning and the original quotes were from 2019 and were affected by COVID-19, inflation that caused them to not be able to get to project out to bid in a good bidding environment.

Mr. Cleary stated they had decided to wait as the construction environment was too wild. He further stated when the project was rebid they had received three competitive bids.

Mr. Cleary stated the increase was quite a bit higher from a dollar standpoint but there were several reasons that point to the extra costs. He further stated the scope of the project did not change but the storm water management was not accounted for.

Mr. Cleary stated there were no extras added to the project but the increase was driven by four years of history and regulatory items.

Commissioner Morgan asked if there had been any discussion or consideration to waiting out the market and waiting for demand in the construction industry to decrease to get a more reasonable and accurate cost after the "bubble were to burst." He further stated it was a stable source of revenue that could be used down the road.

Mr. Cleary stated that was their attitude in 2022.

Ms. Schindewolf-DeShais stated that was there discussion and the reason they had requested the extension. She further stated having a longer timeline and letting things cool down from COVID-19 and the election environment they would get a more reasonable price.

Ms. Schindewolf-DeShais stated she felt Laux Construction came in with a reasonable price and was not far off from what the probable cost estimate that Boss Engineering had provided. She further stated Laux Construction came in the closest to the probable cost estimate out of the three bids that were received.

Ms. Schindewolf-DeShais stated she understood that the County had worked with Laux Construction on other projects so she felt their numbers were reasonable.

Mr. Cleary stated the market could cool off further but inflation built things in as well. He further stated the price of lumber had decreased some but was still higher than it was three years ago and was hard to tell.

Tim Morgan, Ingham County Parks Department Director, stated, to Commissioner Morgan's point, their experience the last two years was if the Parks Department received more than one bid, they were excited. He further stated Onondaga Township had received one bid that was high and now they had a bid that was \$200,000 less after receiving three bids.

Mr. Morgan stated he would not bet on this market that you would get a lower price if you waited. He further stated he did not have a crystal ball but he felt that inflation and prices would continue to rise.

Mr. Morgan stated on the Parks Commission side they would be excited to get three quotes for any project. He further stated that Laux Construction was a local bidder and the lowest bid.

Mr. Morgan stated Laux Construction had completed a project for accessibility at Lake Lansing North and the Onondaga project was for accessibility so he knew this type of project Laux Construction was well-versed in and were highly recommended. He further stated he felt sitting on the project would not do anything other than run the risk of higher bids in the future.

Mr. Morgan stated there was a lot of American Rescue Plan Act (ARPA) funding out there and when a lot of money was pumped into the infrastructure projects, the Parks Department saw limited bidding because contractors were very busy. He further stated he spoke with the State of Michigan Parks Director and they had received state ARPA funds of \$600 million and had State Park projects going on all over the place.

Mr. Morgan stated he told the State of Michigan Parks Director that they were driving the prices up since they had all of the bids and there were only so many contractors to do the work. He further stated it was the nature of the environment right now and contractors were not very hungry because their workload was full.

Mr. Morgan stated he did not feel waiting would produce fruit. He further stated Onondaga had already received a quote for \$200,000 less and he was pleasantly surprised at that in the current environment.

Commissioner Morgan stated that was his point, that the environment had to change and the signs were already showing it would slow down. He further stated his concern was whether it was a pressing issue and needed to be completed now or if it was possible to look at it when things slowed down.

Commissioner Morgan stated he understood it was a risk. He further stated he was wondering if that had been discussed and considered.

Ms. Schindewolf-DeShais stated initially it was considered and that was the delay for the last year because they wanted to put the project back up for bidding at a better time.

Commissioner Schafer asked if Onondaga Township had received other money from the Parks and Trails Millage.

Ms. Schindewolf-DeShais stated this was their first awarded grant.

Mr. Morgan stated Onondaga Township had applied for Trust Fund Land and Water in 2016 but did not receive funding from the Department of Natural Resources (DNR) and came to the Parks Commission for future funding. He further stated he knew it was a priority of the Board of Commissioners to get projects done in the small communities.

Ms. Schindewolf-DeShais stated there was a lot of community support and there had been a lot of fundraising on their own part for the parks. She further stated the baseball field had received \$12,000 in renovations from community money, donations and her family's time and effort.

Ms. Schindewolf-DeShais stated youth softball and baseball teams utilizing the fields and their families are taking advantage of fishing on the river and walking the trails. She further stated their improvements had all been done through fundraising efforts.

Ms. Schindewolf-DeShais stated there was \$4,000 saved that was raised by the community for planting trees and landscaping after the park project was completed.

Commissioner Schafer stated her agreement with Commissioner Morgan's statements on the prices. She further stated once you read into it more with how long they have held off on the project and prices going up, the funding was coming from the Parks and Trails Millage and not the direct budget.

Commissioner Schafer stated she represented the outskirts of the County and she often saw that the concern the community showed for paying into the Parks and Trails Millage but were not receiving as much from it. She further stated she saw that there was a \$9 million fund balance and a Township that had not received anything since they had been paying in the Millage.

Commissioner Morgan asked Mr. Morgan what the Parks and Trails Millage brings in every year.

Mr. Morgan stated it was just over \$4 million a year.

Commissioner Morgan stated the irony of the tax and spend liberal and the rural republicans discussing this on opposite sides was not lost on him and he appreciated how non-partisan the Board of Commissioners was. He further stated he was worried because they would have to be creative with Millage dollars to back fill the General Fund this year.

Commissioner Morgan stated he had nothing against Onondaga Township but his concern was that Onondaga was 1% of the population. He further stated those things needed to be considered when looking at how to equitably spend funding.

Commissioner Morgan stated he would support the resolution but he felt a gun was being held to their heads by the construction industry against the public and it was astronomical that the cost had increased 400%. He further stated if you were to take the amount and multiply it by 1.99 to

figure out the rest of the County it would be around a couple hundred million dollars versus a \$4 million intake each year.

Chairperson Tennis stated the reason he was concerned was not so much the overall amount because as Commissioner Schafer stated there was a fund balance but it was the surprise. He further stated the first time he was approached to add this to the agenda it was a 400% increase from what was approved in 2019.

Chairperson Tennis stated the Board of Commissioners had become inured to inflation and the construction industry in particular several projects that had to come back over the last two years where it had doubled but this was the first project he had seen where it had quadrupled. He further stated the explanation received had made him feel a little better and worse.

Chairperson Tennis stated there were things that were simply left out on the initial estimate which was good that there was an explanation of why the bid was so high. He further stated concern for why the contractor that was not named so low or why the contractor did not plan for the engineering or permitting issues.

Chairperson Tennis stated when the contractor developed the original bid to go through the Parks and Trails Millage process, the number was way off. He further asked Mr. Cleary to weigh in on how the contractor got the number so wrong.

Mr. Cleary stated it was the first project that Onondaga Township had gotten involved in.

Chairperson Tennis stated he was not blaming the Township at all.

Mr. Cleary stated he was not indented to "throw anyone under the bus" but in his opinion the first part of the process should have been to get an engineer involved instead of getting a contractor involved. He further stated the engineer would be the one to know the need to deal with EGLE and the Road Commission.

Ms. Schindewolf-DeShais stated she wrote the grant and dealt with the contractor. She further stated the contractor presented a beautiful sketch, a YouTube video and it showed all the lovely things that was going to be done in the park.

Ms. Schindewolf-DeShais stated her naivety did not think to ask, when she was writing the grant and submitting the contractor's numbers, if they had looked into the permitting.

Chairperson Tennis asked why would you have questioned the contractor on that.

Mr. Cleary stated his agreement with Chairperson Tennis.

Ms. Schindewolf-DeShais stated Commissioner Maiville had contacted her and was a driving force behind applying for the Parks Grant. She further stated Commissioner Maiville had told her that everything had gone through and she immediately contracted with Boss Engineering and found the issues the contractor had not addressed.

Ms. Schindewolf-DeShais stated Tanya with the Spicer Group had mentioned things on walk-through tours that were of concern.

Mr. Morgan stated Tanya was the Parks and Trails Millage consultant.

Mr. Morgan stated Nicole Wallace, Trails and Parks Millage Coordinator, joined Ingham County shortly after this project was approved and the Parks Department tried to encourage smaller communities to do plan and design grants before a full grant was requested for a project to attempt to avoid issues like these. He further stated it was better to spend some money upfront on planning, engineering, and design to receive more realistic numbers than to get some numbers from a contractor because this issue would be more possible.

Ms. Wallace stated, since she started, the Parks Department reached out to smaller communities and recommended they have the proper professionals in the beginning of their projects to help steer them in the right direction. She further stated Vevay and Alaiedon Townships were good examples, as they were doing their five-year recreation plans.

Commissioner Cahill left at 7:00 p.m.

Chairperson Tennis reiterated Commissioner Schafer's statement and stated this was a Countywide millage and this would be the first time Onondaga Township would have received funding from this millage. He further stated he did not wish to throw anyone under the bus in this regard and he believed this was done in good faith.

Commissioner Cahill returned at 7:01 p.m.

Chairperson Tennis stated he believed the reason they were discussing this project was to learn more and ask questions because of the sticker shock of the funding request. He further stated more of an understanding of the history of the project was required to feel more comfortable moving forward.

Chairperson Tennis stated he felt more comfortable about the request for this project, but also asked if Commissioner Pawar could weigh in as well, as she was a member of the Parks Board.

Commissioner Pawar stated she understood the scope of the project did not change and she had clarified that at the last Parks Board meeting. She further asked, moving forward, if there was a possibility to reevaluate what was being put into the project to attempt to bring the costs down.

Mr. Cleary stated he had included some alternates in the bidding process to attempt to have some flexibility with the costs. He further stated the scope was pretty straightforward.

Mr. Cleary stated there was a paved parking lot, a kayak launch, and accessible restrooms that would be connected by a gravel trail that could be paved in the future for accessibility. He further stated it was mandated to have as much of an accessible route to the accessible restrooms, but they had decided not to pave that at this time.

Mr. Cleary stated there was a ravine that had been eroding for a while that they were attempting to improve the storm water to make it nicer. He further stated a bridge was involved as well, as it was necessary to have the ability to cross the ravine to get to the restrooms.

Commissioner Cahill left at 7:04 p.m.

Mr. Cleary stated the bridge was a typical metal bridge about six feet wide. He further stated they attempted to keep the bridge as basic as possible but still accessible.

Mr. Cleary stated one of the two drivers was that there was grass that would be paved near storm water controls where pre-treatment would be required that provided some engineering issues. He further stated the solution made sense in an engineering and floodplain standpoint, but from a cost standpoint it would end up being more expensive, which causes limitations.

Mr. Cleary stated a concrete wall was required that would be colored to look like stone that cost more money. He further stated they could take that out and put in a regular concrete wall, which would potentially save approximately \$10,000.

Mr. Cleary stated there were great looking trees in the park that would have to be removed to put the parking lot in. He further stated the removal of trees could cost more as well, as some were very large.

Mr. Cleary stated alternatives had been looked at to see what the Township could take on in a pinch or if things could be removed from the project altogether due to costs.

Commissioner Cahill returned at 7:08 p.m.

Commissioner Pawar asked if sustainability was a concern and could become a further burden on the community in the future.

Mr. Cleary stated that was something they were working to avoid. He further stated the kayak launch was an easy dock system that was used throughout the County that could have been done with less expensive materials and methods, but he did not believe the longevity would be there.

Mr. Cleary stated the rusty, steel bridge could be a bad term because it was intended to rust in place and form a protective coating on it, as opposed to other options that had been used in the past that could end up looking bad over the years. He further stated it might not look as nice as a fresh paint job but it would last longer and was less expensive.

Mr. Cleary stated some things were done in the engineering and others were revisited within the last year.

Commissioner Schafer asked if this spot was the best place to put the park with the many issues they have had. She further asked if other spots had been considered.

Ms. Schindewolf-DeShais stated, when Onondaga Township applied for the DNR grant in 2016, there was a different location for a kayak launch, but it was not ADA accessible. She further stated there would not be a way for someone in a wheelchair to get closer to the launch if it was needed.

Ms. Schindewolf-DeShais stated there was another location that had pavilions that was accessible from a sidewalk that had some grade issues and would need to be repaired. She further stated a drive was planned at the north end of the park to allow more accessibility for any individual with a disability.

Mr. Morgan stated Ms. Wallace had a visual of the site that could be presented and stated it was not a very big site.

Chairperson Tennis stated he did not believe that was necessary as he believed they had the votes.

Commissioner Pawar asked what the impact on the community would be.

Ms. Schindewolf-DeShais stated her father purchased the park from Ingham County for \$1 and they had sent out a community survey when it was taking place regarding the types of activities that would be wanted. She further stated accessibility to the river and kayaking were the main activities residents wanted more of.

Ms. Schindewolf-DeShais stated that park has always been busy all summer long since her involvement beginning in 2014. She further stated residents were always there doing activities and kayaking and walking into downtown Onondaga as well.

Ms. Schindewolf-DeShais stated the park was utilized by Leslie, Eaton Rapids, and others around the area. She further stated Lansing residents had been using their softball fields and noticing the park and continued to come back to utilize the area.

Mr. Cypher left at 7:04 p.m.

Mr. Cypher returned at 7:04 p.m.

Mr. Morgan stated this would be the first accessible launch site in the Upper Grand area and was very critical. He further stated there were two in Burchfield Park and now one in this park.

THE MOTION CARRIED UNANIMOUSLY.

2. Health Department

d. Resolution to Reorganize the Billing & Reporting Unit within Ingham County Health Department (Discussion)

Dr. Adenike Shoyinka, Ingham County Medical Health Officer, stated these positions were a critical part of staffing. She further stated there had been a lot of things that had changed over time that resulted increased volume of work and complexity of what they do.

Dr. Shoyinka stated the increased and complexity of duties created the need to restructure to be more flexible and efficient. She further stated the idea was to be more adaptable and work more efficiently.

Laura Bartley, Ingham County Health Department Billing Manager, stated she had started her position in July of 2021. She further stated she moved out of what was the Billing Specialist position into the Management position.

Ms. Bartley stated when she was in the Billing Specialist position she assisted in the credentialing and the enrollment duties that get the providers enrolled with the payers. She further stated there was a need for that to continue which is why she wanted to change the Billing Specialist position to an Enrollment Specialist.

Ms. Bartley stated pieces of the former Billing Specialist position duties would then be sprinkled out among the Billing and Recording Clerks. She further stated she wanted to split the Billing and Recording Clerks into Billing and Reimbursement and then Charge Entry Clerks.

Ms. Bartley stated that would cover all of the duties that the department handled. She further stated it also created room for advancement within the same department and felt better than where the department was right now.

Dr. Shoyinka stated it was critical to reorganize because retention and recruitment was a struggle. She further stated making it more workable for the staff in order to continue to do the work was very important and would allow employees to be more efficient and enjoy what they were doing.

Ms. Bartley stated her agreement.

Chairperson Tennis asked if Ingham County Employees' Association (ICEA) and United Auto Workers (UAW) had been consulted.

Dr. Shoyinka stated confirmation.

Ms. Bartley stated ICEA and IAW approved.

Commissioner Schafer confirmed that there was no new position being created. She further asked if there were any open positions.

Ms. Bartley confirmed there was no new position being created. She further stated there was one new staff member that came onboard six days ago.

Eric Thelen, Ingham County Health Department Chief Financial Officer, stated they had received a resignation effective May 5, 2023. He further stated this reorganization would affect the position that will open up and hopefully enhance the recruitment for the position and make it more attractive.

Commissioner Schafer stated even though it was not adding anyone extra, it was adding to the budget. She further stated that there was going to be a good conversation about the budget coming up.

Commissioner Schafer stated her concern was that it was adding to the budget. She further stated when Commissioner Morgan had talked about Agenda Item 1c, he talked about the millages doing some supplementing, which concerned her.

Commissioner Schafer stated the millages should be more protected since they were voted on for specific things. She further stated her concern was that there were some things that needed to be worked out financially with the County and increasing the budget with reorganization would add to that.

Mr. Thelen stated they had decreased the number of people in that unit about four to five years ago. He further stated since then, Allen Neighborhood and at least three other clinics had been added and that allowed them more capacity.

Chairperson Tennis asked if they were having to fill the positions every year.

Ms. Bartley stated since she came on board in June of 2021 there were four Billing and Recording Clerks that had since left or moved to a new positions. She further stated three left the County completely and one moved within the department.

Chairperson Tennis stated that they were hoping that this would stop the bleeding so to speak.

Ms. Bartley stated confirmation.

Commissioner Ruest left at 7:23 p.m.

2. Health Department

f. Ingham Community Health Centers (Presentation)

Kris Drake, Ingham Community Health Centers Executive Director, provided an overview of the Ingham Community Health Centers. The presentation has been included in the minutes as Attachment A.

Commissioner Morgan left at 7:33 p.m.

Commissioner Morgan returned at 7:35 p.m.

Commissioner Pawar asked how patients were made aware of services when they did not know the services existed.

Mr. Drake stated that was an opportunity for the Health Centers. He further stated they had not been able to create a robust marketing plan in their current state.

Mr. Drake stated they resources such as himself and his staff members to promote the services within the community. He further stated he would love to be able to launch a robust marketing campaign to make people aware of their services.

Commissioner Pawar suggested Mr. Drake work with local food pantries as they were a great resource to circulate information. She further stated that was something they had tried in the Okemos area and it was well-received in the community.

Commissioner Pawar stated there was also a church group who circulated the information in Easter Baskets which was well received. She further stated there was a need for bilingual information to circulate as well.

Commissioner Pawar asked if the Health Center had to have an agreement with a hospital.

Mr. Drake stated the Allen Community Center was the newest center and the center on Larch Street was not new.

Commissioner Pawar asked for clarification.

Mr. Drake stated the location on Larch Street used to be the Volunteers of America (VOA).

Chairperson Tennis stated at least three or four years ago there was a change of ownership. He further stated that Sparrow had created their own facility at the VOA and asked Ingham County to take it over since it was no longer working for Sparrow.

Mr. Drake stated confirmation that that was pre-pandemic.

Commissioner Trubac commended Mr. Drake for the work he did and his leadership. He further stated he was proud the County was able to provide these services to people in the community.

Commissioner Trubac asked for PDF copies of the presentation documentation that Mr. Drake had provided.

Mr. Drake stated confirmation he would provide PDF copies of the documents.

Commissioner Cahill stated she did not know there were so many hours at New Hope Community Center and it was amazing. She further stated she and her coworkers encounter a lot of homeless individuals and she would like to have information to pass out information on the Health Centers.

Commissioner Cahill stated for other outreach initiatives for the County she was able to pass out a lot of information by talking to individuals. She further stated Capital Area Community Services (CACS) passed out food on Tranter Street near the bus station on Wednesdays.

Commissioner Morgan left at 7:42 p.m.

Commissioner Cahill stated Saint Vincent de Paul helped individuals pay electric bills and also provided clothing. She further stated these were places that would be successful for marketing outreach for Health Center services.

Commissioner Schafer asked how the School Based Behavior Health program was able to integrate the parents into the school based clinic.

Mr. Drake stated there was a Community Advisory Committee that was comprised of parents and teachers that was required to be in place for the program. He further stated there was no treatment provided without a consent form being signed and on file.

Commissioner Schafer asked what Mr. Drake's thought process was on new funding opportunities.

Mr. Drake stated he had a tremendously talented team and a gifted grant coordinator who pursued funding opportunities by turning over every stone. He further stated they would not stop pursuing those opportunities.

Commissioner Schafer asked how someone would access the mobile unit for care.

Mr. Drake stated there was always opportunity for improvement. He further stated he would bring that back to share with his team and see if there were ways to bring the mobile unit to the more rural parts of the County.

Commissioner Pawar asked if the Health Centers had to contract with the hospitals.

Mr. Drake stated the memorandum of understanding was not time limited. He further stated once that agreement was established, it flowed into perpetuity.

Chairperson Tennis asked what hospitals there were agreements with.

Mr. Drake stated the Health Centers had agreements with Sparrow and University of Michigan hospitals.

Announcements

Commissioner Cahill stated Recycle Rama would be held on April 22, 2023 from 9:00 a.m. to

2:00 p.m. at 5303 South Cedar Street in Lansing. She further stated Meridian Township was holding a similar event on the same day.

Commissioner Cahill stated the City of Lansing was having a seasonal employment fair on April 22, 2023. She further stated it was a good opportunity for someone looking to becoming a truck driver, as the seasonal opportunity will provide assistance in obtaining their Commercial Drivers License (CDL).

Commissioner Cahill stated Arbor Day was on April 28, 2023. She further stated there would be two trees planted at Pattengill Biotechnical Magnet School at 9:30 a.m. and two more trees planted at Potter Park Zoo at 12:30 p.m.

Discussion.

Commissioner Schafer stated if the Onondaga Park improvement goes through, that there should be a large sign that stated it was paid for by the Parks and Millage Fund and was money well spent coming back to your community.

Chairperson Tennis stated that was an excellent idea.

Discussion.

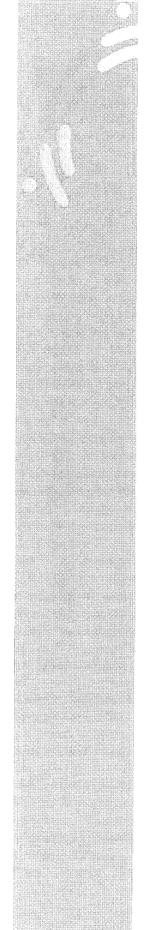
Public Comment

None.

Adjournment

The meeting was adjourned at 7:51 p.m.

Attachment A: Community Health Centers Presentation





Mission Statement

"Our mission is to provide the best experience through people center care."

Vision Statement

"Ingham Community Health Centers will be the premier Center of Excellence for community wellness."

- L Listening
- E Education (ICHC is committed to educating patients and staff.)
- A Access/Availability
- D Diversity/Inclusion
- E Excellence (High Quality Care)
- R Respect (For Others)

According to the Health Resources and Services Administration (HRSA), FQHCs:

- Qualify for funding under Section 330 of the Public Health Service Act (PHS)
- Qualify for enhanced reimbursement from Medicare and Medicaid, as well as other benefits
- Serve an underserved area or population
- Offer a sliding fee scale (i.e. a discount program based on income and family size)
- Provide comprehensive services (either on-site or by arrangement with another provider), including:
- Preventive health services
- Dental services
- Mental health and substance abuse services
- Transportation services necessary for adequate patient care
- Hospital and specialty care
- Have an ongoing quality assurance program
- Have a governing board of directors



affordable, high quality, and health care services to medically Ingham Community Health Centers is dedicated to providing underserved people regardless of their insurance status or ability to pay.

- Serve all who walk through our doors
- Language interpreter services available
- Transportation assistance offered
- All insurances/incomes accepted

- Operated through the Ingham County Health Department
- Primary care, dental, behavioral health, & pharmacy services
- Specialty Care: Women's Health (OB/GYN and family planning), HIV care, homeless health care, dermatology, substance use disorder, podiatry (new)
- School-based/School-linked Health Centers
- Mobile Dental Program (Sealants)
- Leader in LGBTQ+ health care

- Annual physicals
- Immunizations
- Chronic disease management
- Minor office procedures
- Specialty referrals
- Case management
- Nutrition counseling

Obstetrics/gynecology

Family planning

- Health Education
- HIV care and prevention
- STI prevention, screening, and treatment
- Behavioral/mental health
- Substance use disorder screening and treatment
- Medicaid and health plan enrollment
- Enabling services
- Refugee Health Screenings



Services Available:

- Dental Cleanings
- Dental X-rays
- Dental Fillings
- Tooth Extractions
- Oral Cancer Screenings
- Debridement
- Minor Surgical Procedures
- Sealants



- Almost 200 FTEs
- \$30+ million budget
- Serve 20,000 to 30,000 patients annually
- 11 health center offices and one mobile unit

Generated 59,274 in clinical visits in FY 22:

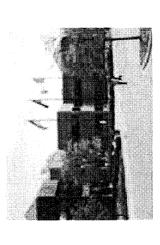
- Medical 39,939 visits
- Behavioral health 12,675 visits
- Dental 6,658 visits

- Performer in LGBTQ Healthcare Equality by the Human Rights Campaign Recognized as a 2022-2023 recipient of the Health Equality Index Top Foundation
- 2021 Health Care Leader



Cedar Community Health Center

5303 S. Cedar Street Lansing, MI 48910 Door 3, 2nd floor



Cedar Pediatrics Women's Health M-Th: 8am-7pm 517-887-4320 F: 8am-5pm Suite 201 OB/GYN

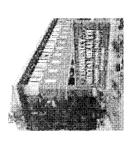
Family Planning

Pediatric Primary Care, 0-18 years of age M-Th: 8am-7pm 517-887-4305 F: 8am-5pm Suite 205

Birch Community Health Center 812 E. Jolly Road, Ste. 112 Lansing, MI 48910

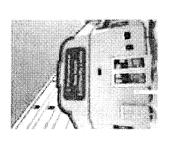
M-F: 8 am-5pm 517-244-8030

Primary care integrated into CEI-CMH services

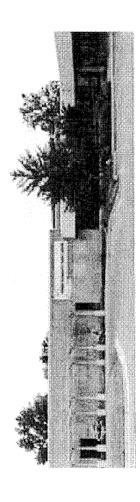


New Hope Community
Health Center
430 N. Larch St., Suite 1
Lansing, MI 48912

Compassionate, highquality preventative care to the area's homeless and medicated assisted treatment program.



517-887-4400 M-F: 8am-5pm



Forest Community

Primary Care for Adults 18

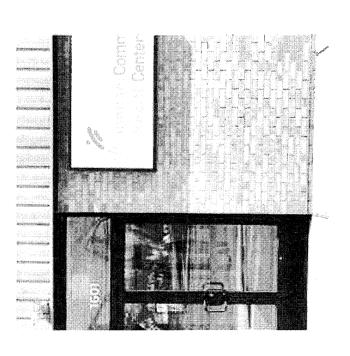
Health Center 2316 S. Cedar St. Lansing, MI 48910 517-887-4302

M-F: 8am-7pm

and older & Dental Care for Onsite Pharmacy and Lab Services all ages

Allen Community Health Center

- Located at Allen Neighborhood Center
- 1601 E. Kalamazoo St. Lansing, MI 48933
- Service offerings
- Primary Care
- Behavioral Health
- Laboratory Services
- On-site Pharmacy (soon)





Eastern Community Health Center

Lansing, MI 48912 626 Marshall St.

M-F: 7am-4pm Ages 5-25

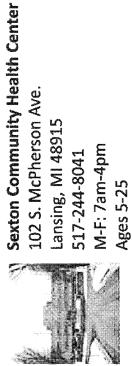


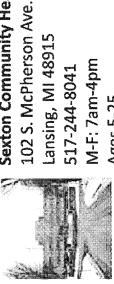
Willow Community Health Center

1115 S. Pennsylvania Ave. Lansing, MI 48912 M-F: 8am-5pm 517-702-3500

Ages 5-25 years

(1)







Gardner International Magnet School 333 Dahlia Dr.

Lansing, MI 48911 517-272-4115

Ages 5-25

Everett High School

Lansing, MI 48910

517-272-4104 M-F: 7am-4pm

Ages 5-25

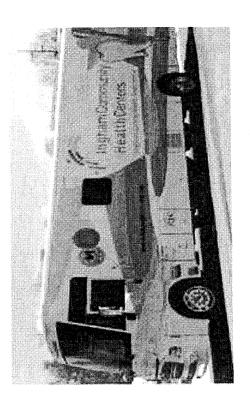
3900 Stabler St.



Pattengill Biotechnical Magnet School Lansing, MI 48912 815 N. Fairview

M-F: 8am-5pm 517-881-7058

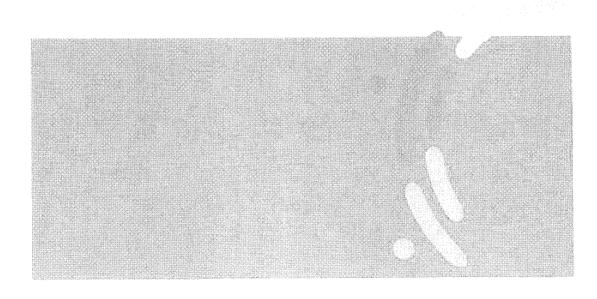
Ages 5-25 years



Provides preventative dental care to school-aged children in the community.

- New Funding Opportunities
- Smart Growth (Enhance Access to Care)
- New Site (East Lansing High School)
- Dental Center Construction Project
- Specialty Services
- Quality of Care
- Industry leader
- High Reliability Organization
- Industry leader in patient safety
- Strategic Partnerships



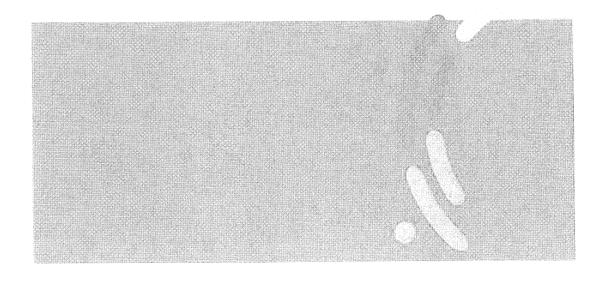


Board Chair: Hope Lovell

Vice Chair: Katreva Bisbee

ICHC Board of Directors is comprised of patients & community members

Meetings: Every 4th Thursday, 5:30pm Human Services Building 5303 S. Cedar Street, Lansing, MI Conference Room D/E



MAY 1, 2023 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. <u>Ingham Health Plan</u>

a. Resolution Honoring the Ingham Health Plan Corporation on the Event of Their 25th Anniversary This resolution honors the Ingham Health Plan Corporation on the event of their 25th Anniversary.

3. <u>Veterans Affairs Department</u>

- a. Resolution to Authorize a 2023 Service Agreement with Clinton County
 This resolution authorizes the annual agreement whereby the Ingham County Department of Veterans Affairs renders services to Clinton County, for the period of January 1, 2023 through December 31, 2023. Clinton County will reimburse Ingham County \$91,998.64 for services provided under this agreement.
- b. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the
 Fiscal Year 2024 County Veteran Service Fund Grant on Behalf of Clinton County
 This resolution authorizes Ingham County Department of Veterans Affairs to apply and administer the County
 Veteran Service Fund Grant on behalf of Clinton County in the amount of \$84,551 for the period of October 1,
 2023 through September 30, 2024. Funds will be issued by the State of Michigan.
 - c. Resolution to Authorize the Ingham County Department of Veterans Affairs to Apply for the Fiscal Year 2024 County Veteran Service Fund Grant

This resolution authorizes Ingham County Department of Veterans Affairs to apply and administer the County Veteran Service Fund Grant in the amount of \$164,173 for the period of October 1, 2023 through September 30, 2024. Funds will be issued by the State of Michigan.

4. <u>Parks Department</u>

- a. Resolution to Amend Resolution #23-163 to Authorize a Line Item Transfer for the Contract with KJP Roofing and Sheet Metal for Reroofing Services at Burchfield County Park

 This resolution authorizes a line-item transfer of \$33,800 from the Trails and Parks Millage to complete various roofing projects at Burchfield Park.
 - b. Resolution to Amend Resolutions #22-394 and #23-027 to Authorize an Agreement with Landscape Structures Inc. for Replacement of a Portion of the Lake Lansing South County Park Playground

This resolution amends Resolutions #22-394 and #23-027 to correct the name of the contractor from Penchura to Landscape Structures Inc. All other terms and conditions of the previous two resolutions remain unchanged.

c. Resolution to Authorize a Prescribed Burn at Lake Lansing Park North

This resolution authorizes the Meridian Land Preservation Board to conduct prescribed burns at Lake Lansing Park North. A prescribed burn is a planned fire that is used to meet specific land management objectives.

5. <u>Fairgrounds</u>

a. Resolution to Accept a Grant for the Construction of a New Grandstand
This resolution accepts a grant from Representative Elissa Slotkin's Community Project Funding program
through Housing and Urban Development (HUD) in the amount of \$2,500,000 to construct a new grandstand at
the Fairgrounds.

- b. Resolution to Authorize the Purchase of a Tractor for the Fairgrounds
 This resolution authorizes the purchase of a tractor from the Village of Dansville not to exceed \$8,000.
- c. Resolution to Authorize a Contract with Triterra to Complete an Environmental Study for the Construction of a New Grandstand at the Ingham County Fairgrounds

 This resolution authorizes a contract with Triterra for an environmental study, which is necessary prior to the construction of the new grandstand. The contract will not exceed \$10,000 and funds are available in the Fairgrounds budget.
- d. Resolution Authorizing Amendments to the Fair Budget
 This resolution authorizes several budget transfers from the Fairgrounds Hotel/Motel Tax Fund to the Operating
 Fund to support advertising and grandstand attractions for the 2023 Ingham County Fair.

6. <u>Health Department</u>

a. Resolution to Amend Resolution #23-131

This resolution authorizes amending Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval.

- b. Resolution to Reorganize the Billing & Reporting Unit within Ingham County Health Department This resolution authorizes a reorganization of the ICHD's Billing and Reporting Unit. The total cost increase resulting from this reorganization will not exceed \$46,489.
- c. Resolution to Authorize the Medical Health Officer to Sign Contracts through E-Grams
 This resolution is for signing authority of contracts in E-grams for the Medical Health Officer, effective upon approval.
- d. Resolution to Authorize an Agreement with Robin Turner to Provide Facilitation and Outreach Services to the East Lansing Community Health Center's Community Advisory Committee

 This resolution authorizes entering into an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee, effective April 1, 2023 through September 30, 2023 in an amount not to exceed \$15,000. Grant funds will cover the cost of this agreement.
 - e. Resolution to Renew a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the Purpose of Leasing Space at Forest Community Health Center

This resolution authorizes renewing a five-year lease agreement with CMH-CEI Counties, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at FCHC effective June 1, 2023 through May 31, 2028, in an amount not to exceed \$268,580.

f. Resolution to Authorize a Consulting Services Agreement with Thelen & Thelen Enterprises, LLC This resolution authorizes entering into a Consulting Services agreement with Thelen & Thelen Enterprises, LLC to assist with continuity in the Health Department's finance operations effective from May 16th, 2023 through August 18th, 2023 at the rate of \$80/hour, for an amount not to exceed \$24,000.

OTHER ITEMS:

- 1. <u>Interviews</u>
 - Veterans Affairs Committee a.
 - Capital Area District Library b.
- 2.
- Ingham Health PlanIngham Health Plan Annual Report (Presentation)

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING THE INGHAM HEALTH PLAN CORPORATION ON THE EVENT OF THEIR 25TH ANNIVERSARY

WHEREAS, the Ingham Health Plan Corporation was formed in May 1998 to serve as a group health plan for the indigent and uninsured residents of Ingham County to ensure that all Ingham County residents had access to an organized system of health care; and

WHEREAS, the organization has formed strong relationships with local community partners to enhance and improve the level of health for uninsured persons; and

WHEREAS, the Ingham Health Plan Corporation, one of this state's pioneers in the community health benefit movement, has worked for the past 25 years, to ensure that Ingham County's citizens, especially the most vulnerable, have access to medical, pharmacy and dental care; and

WHEREAS, Ingham Health Plan Corporation serves, through the work of staff and contractual providers, the needs of approximately 87,000+ residents over the 25 years of being the safety-net in Ingham County; and

WHEREAS, in 2013 Ingham Health Plan Corporation expanded services to include Pathways to Better Health and MATCH Asthma programs; and

WHEREAS, the Ingham Health Plan Corporation is celebrating the 25th Anniversary of their organization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates the Ingham Health Plan Corporation on the event of their 25th anniversary and extends its sincere appreciation to staff and providers for services and contributions they have made to those citizens in need, especially the most vulnerable, within Ingham County.



A Licensed Third Party Administrator

January 26, 2023

Gregg Todd, Controller Ingham County PO Box 319 Mason, MI 48854

Dear Gregg:

Enclosed is the annual report that details member enrollment and expenditures over the January 1, 2022 to December 31, 2022 term of the health services millage agreement between Ingham County and Ingham Health Plan Corporation (IHPC). The funds assisted Ingham Health Plan Corporation in our efforts to continue to offer a health benefit to the uninsured residents of Ingham County whose annual income is at or below 250% of the Federal Poverty Level or \$33,975 for 1 person.

The Ingham Health Plan (IHP) served a total of 1,480 residents (unduplicated users) over the course of 2022. This includes residents who may have gone on and off the plan due to changes in other coverage, residency, income, etc. Therefore, our average monthly enrollment of 1,275 members is slightly less than the annual number.

IHP enrollment and utilization of services are lower than anticipated for 2022. We attribute this to the federal public health emergency mandates that remained in place that keep people on Medicaid, without redetermination, until the federal public health emergency is declared over. In December 2022, new legislation was passed that severs the link between Medicaid continuous enrollment and the COVID-19 public health emergency. This means that effective March 31, 2023, the Medicaid continuous enrollment requirement will end even if the public health emergency remains in effect.

IHP has been positioning ourselves to handle the potential influx of Ingham County residents that may no longer qualify for Medicaid and for which the Marketplace might not be an affordable option. We have been outreaching to community partners to remind them that IHP is here to fill that gap.

Even though membership was lower, we did see an increase in utilization especially in outpatient hospital services and office/urgent care services as compared to 2020. This represents a possible indication that people are able to access the services that they previously had put on hold due to public health emergency.

As we begin, 2023, IHP continues to monitor the needs of Ingham County residents. IHP is ready to adjust to meet emerging needs and continue to be the safety net for those that don't qualify for Medicaid and otherwise find themselves uninsured.

If you have any questions or need any clarification, please feel free to contact me at 517-336-3778 or email at Lnoyer@ihpmi.org.

Sincerely,

Lori Noyer, MA Executive Director

Loui Noyer

cc: IHPC Board of Directors & Jared Cypher



INGHAM COUNTY HEALTH SERVICES MILLAGE FINAL REPORT

JANUARY 1, 2022 - DECEMBER 31, 2022

The Ingham Health Plan Corporation (IHPC) is pleased to submit the 2022 Annual Report identifying how Ingham Health Services Millage funds were used by IHPC. These funds assist IHPC in our efforts to continue to offer a health benefit to the uninsured residents of Ingham County whose annual income is at or below 250% of the Federal Poverty Level (FPL).

In 2022 overall residents served and utilization by the Ingham Health Plan decreased compared to subsequent years due to the impacts of the pandemic.

Total number individuals enrolled during the year was 1,480 (unduplicated users).

Average monthly enrollment was 1,275 with an average of

16 new enrollments & 19 terminations per month



Medical Services

\$918,776 was paid in claims to community health care providers for eligible benefits which includes <u>primary care</u>, <u>urgent care</u>, <u>out-patient hospital</u>, <u>immunizations</u>, <u>laboratory</u>, <u>radiology services</u>, <u>physical therapy</u>, <u>behavioral health</u>, etc.



Pharmacy

- √ \$120,576 was the total cost IHP paid for covered prescriptions
- √ 11,795 Prescriptions were paid
- √ 91.33% Prescriptions were generic



Denta

- √ 1,799 dental services were provided
 - 671 preventative cleanings and exams
- Delta Dental provides the dental benefit with the EPO Service Delivery Network. Seventy-two dental providers were utilized by members.

2022 TOTAL IHPC MILLAGE INVOICE SUMMARY

	Millage Eligible Members	M	edical Expenses	Pharmacy Expenses	Der	ntal Expenses	Admin	TOTAL
January	1322	\$	65,760.67	\$ 12,474.93	\$	13,640.13	\$ 13,781.36	\$ 105,657.09
February	1314	\$	84,038.78	\$ 8,188.05	\$	14,929.49	\$ 16,073.45	\$ 123,229.77
March	1309	\$	106,005.64	\$ 14,092.88	\$	13,001.34	\$ 19,964.98	\$ 153,064.84
April	1282	\$	82,004.15	\$ 7,074.96	\$	13,244.33	\$ 15,348.52	\$ 117,671.96
May	1269	\$	71,409.34	\$ 10,888.16	\$	13,580.45	\$ 14,381.69	\$ 110,259.64
June	1265	\$	77,575.63	\$ 7,789.99	\$	12,798.88	\$ 14,724.68	\$ 112,889.18
July	1256	\$	66,083.56	\$ 9,387.94	\$	9,124.52	\$ 12,689.40	\$ 97,285.42
August	1262	\$	90,582.42	\$ 14,454.29	\$	12,364.23	\$ 17,610.14	\$ 135,011.08
September	1263	\$	57,515.99	\$ 8,588.17	\$	13,355.13	\$ 11,918.89	\$ 91,378.18
October	1259	\$	67,956.36	\$ 11,725.93	\$	12,925.74	\$ 13,891.20	\$ 106,499.23
November	1243	\$	88,350.04	\$ 9,375.10	\$	12,892.71	\$ 16,592.68	\$ 127,210.53
December	1258	\$	61,493.39	\$ 6,535.51	\$	12,584.43	\$ 12,092.00	\$ 92,705.33
	TOTAL	\$	918,775.97	\$ 120,575.91	\$	154,441.38	\$ 179,068.99	\$ 1,372,862.25

 Contract Amount
 \$ 2,056,310.00

 Unused Funds:
 \$ 683,447.75

Demographics 2022

Age of Membership

	0 - 20 Yrs	21 - 30 Yrs	31 - 40 Yrs	41 - 50 Yrs	51 - 64 Yrs	Over 64 Yrs
Member Count	136	151	314	403	358	118
Percentage	9%	10%	21%	27%	24%	8%

1,480 Unduplicated
Members Served During
2022

Race/Ethnicity



Ĭ	White	Black	Hispanic	Indian	Asian	Other	Unknown
Member Count	380	208	747	0	118	12	15
Percentage	26%	14%	50%	0%	8%	1%	1%

Demographics 2022



Key: Conversion of FPL to \$ -Family Size 1

0%-138% FPL S0 - S18,754 139%-150% FPL S18,755 - S20,385 151%-200% FPL S20,386 - S27,180 201%-250% FPL S27,181 - S33,975

Household Size	0-138% FPL	139%- 150% FPL	151%-200% FPL	201-250% FPL
1	259	58	163	60
2	171	15	82	32
3	130	7	31	24
4	172	14	32	12
5+	179	6	31	2
Total	911	100	339	130



Enrollment by zip code

Location	ZipCode	# of Members	Percentage
Dansville	48819	5	0%
Dewitt	48820	1	0%
Dimondale	48821	1	0%
E. Lansing	48823	127	9%
Haslett	48840	55	4%
Holt	48842	53	4%
Mason	48854	18	1%
Okemos	48864	72	5%
Webberville	48892	3	0%
Williamston	48895	14	196
Lansing	48901	2	0%
Lansing	48906	177	12%
Lansing	48908	1	0%
Lansing	48909	1	0%
Lansing	48910	298	20%
S. Lansing	48911	371	25%
Lansing	48912	110	7%
Lansing	48915	78	5%
W. Lansing	48917	51	3%
Lansing	48933	14	1%
Leslie	49251	3	0%
Onondaga	49264	6	0%
Stockbridge	49285	4	0%
Moved out of County	varies	15	1%

Community Enrollment Partners

Online Application (39%)

Ingham Co Health Dept. (38%)

Ingham Community Health Centers (15%)

Allen Neighborhood Center (7%)

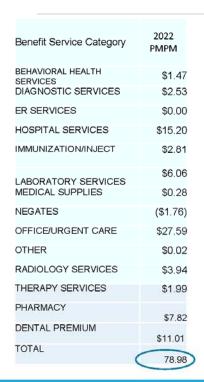


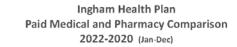
2022 Primary Care Provider Assignment

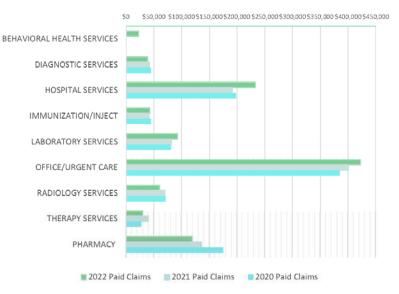
Provider Assignment	Members
Cristo Rey	39%
Ingham Health Centers	37%
Sparrow Medical Group	9%
Michigan State University	6%
CareFree Medical	4%
McLaren Greater Lansing	3%
Other	2%

49 Different Primary Care Provider Offices/sites have IHP members assigned in the community.

2022 UTILIZATION







Medical, Pharmacy & Dental Per Member Per Month (PMPM) 2022-2020 Comparison

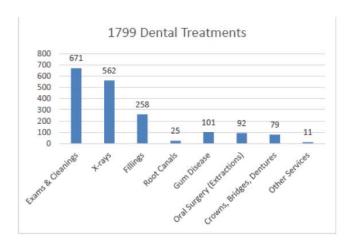


2022 DENTAL STATISTICS

Delta Dental administers the IHP dental plan.

The fully-insured premium cost per person per month was \$11.01 for a total of \$166,736.







For questions on the 2022 Millage Report Contact:

Lori Noyer, MA
Executive Director

Phone: 517-336-3778

Lnoyer@ihpmi.org

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TO: Board of Commissioners Human Services and Finance Committees

FROM: Amy Pocan, Director Department of Veterans Affairs

DATE: April 12, 2023

SUBJECT: Resolution Authorizing The Department Of Veterans Affairs To Enter Into A 2023 Service

Agreement With Clinton County

For the meeting agendas of May 1, 2023 and May 3, 2023.

BACKGROUND

This resolution authorizes the Ingham County Department of Veterans Affairs to enter into a 2023 Service Agreement with Clinton County. Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans.

The Ingham County Department of Veterans Affairs established the original service agreement with Clinton County in 1981.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes Ingham County Department of Veterans Affairs to render services to Clinton County for the period of January 1, 2023 through December 31, 2023. Services provided in this agreement total \$91,998.64.

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing direct services to the veteran population.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a 2023 Service Agreement with Clinton County.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2023 SERVICE AGREEMENT WITH CLINTON COUNTY

WHEREAS, the Department of Veterans Affairs is committed to working diligently to serve veterans and is driven by an earnest belief in our mission, fulfilling both individual and organizational responsibilities; and

WHEREAS, Clinton County does not have a Veterans Affairs Department to render certain essential services to its residents who are veterans and/or their dependents; and

WHEREAS, the Ingham County Department of Veterans Affairs is willing to have its Department perform such services for such residents of Clinton County; and

WHEREAS, Clinton County desires the Ingham County Department of Veterans Affairs to perform such services for its residents who are veterans and/or their dependents; and

WHEREAS, Ingham County Department of Veterans Affairs shall commence performance of the services and obligations required of it on the 1st day of January 2023 and unless said agreement is terminated, continue to provide said services and obligations through the 31st day of December 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2023 Service Agreement with Clinton County, for the period of January 1, 2023 through December 31, 2023.

BE IT FURTHER RESOLVED, that Clinton County shall pay Ingham County the sum of \$91,998.64.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Amy Pocan, Director Department of Veterans Affairs

DATE: April 11, 2023

SUBJECT: Resolution To Authorize Ingham County Department Of Veterans Affairs To Apply For The

Fiscal Year 2024 County Veteran Service Fund Grant On Behalf Of Clinton County

For the meeting agendas of May 1, 2023 and May 3, 2023

BACKGROUND

The State of Michigan with the Michigan Veterans Affairs Agency (MVAA) is accepting applications for fiscal year (FY) 2024 County Veteran Service Fund Grant entitled under Public Act 210 of 2018 that amends PA192 of 1953. This Act created the County Veteran Service Fund to provide for contributions and expenditures from the fund for county government.

This resolution authorizes the Ingham County Department of Veterans Affairs to apply for the MVAA FY24 County Veteran Service Fund Grant on behalf of Clinton County as part of an already established service agreement.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes Ingham County Department of Veterans Affairs to apply and administer the County Veteran Service Fund Grant on behalf of Clinton County in the amount of \$84,551 for the period of October 1, 2023 through September 30, 2024. Funds will be issued by the State of Michigan.

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing services to the veteran population.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the fiscal year 2024 County Veteran Service Fund Grant for Clinton County.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2024 COUNTY VETERAN SERVICE FUND GRANT ON BEHALF OF CLINTON COUNTY

WHEREAS, the State of Michigan under the Michigan Veterans Affairs Agency is accepting applications for fiscal year 2024 for the County Veteran Service Fund Grants under PA 210 of 2018; and

WHEREAS, Ingham County Department of Veterans Affairs is willing to apply, receive, and administer the fiscal year 2024 County Veteran Service Fund Grant on behalf of Clinton County; and

WHEREAS, Clinton County does not have a Veterans Affairs Department to render certain essential services to its residents who are veterans and/or dependents; and

WHEREAS, Clinton County desires the Ingham County Department of Veterans Affairs to apply, receive, and administer the fiscal year 2024 County Veteran Service Fund Grant in the amount of \$84,551.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to apply for the fiscal year 2024 County Veteran Service Fund Grant from the Michigan Veterans Affairs Agency on behalf of Clinton County in the amount of \$84,551.

BE IT FURTHER RESOLVED, that the 2024 County Veteran Service Fund Grant will be used for the purpose of funding the continuation of a Benefits Support Specialist position, effective October 1, 2023 to September 30, 2024.

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 and Finance Committees

FROM: Amy Pocan, Director Department of Veterans Affairs

DATE: April 11, 2023

SUBJECT: RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS

AFFAIRS TO APPLY FOR THE FISCAL YEAR 2024 COUNTY VETERAN SERVICE FUND

GRANT

For the meeting agendas of May 1, 2023 and May 3, 2023.

BACKGROUND

The State of Michigan with the Michigan Veterans Affairs Agency (MVAA) is accepting applications for fiscal year (FY) 2024 County Veteran Service Fund Grant entitled under Public Act 210 of 2018 that amends PA192 of 1953. This Act created the County Veteran Service Fund to provide for contributions and expenditures from the fund for county government.

This resolution authorizes the Ingham County Department of Veterans Affairs to apply for the MVAA FY24 County Veteran Service Fund Grant.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes Ingham County Department of Veterans Affairs to apply and administer the County Veteran Service Fund Grant in the amount of \$164,173 for the period of October 1, 2023 through September 30, 2024. Funds will be issued by the State of Michigan.

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing services to the veteran population.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the fiscal year 2024 County Veteran Service Fund Grant.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY DEPARTMENT OF VETERANS AFFAIRS TO APPLY FOR THE FISCAL YEAR 2024 COUNTY VETERAN SERVICE FUND GRANT

WHEREAS, the State of Michigan under the Michigan Veterans Affairs Agency is accepting applications for fiscal year 2024 for the County Veteran Service Fund Grants under PA 210 of 2018; and

WHEREAS, the Ingham County Department of Veterans Affairs will apply to receive and administer the fiscal year 2024 County Veteran Service Fund Grant in the amount of \$164,173.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Veterans Affairs to apply for the fiscal year 2024 County Veteran Service Fund Grant from the Michigan Veterans Affairs Agency in the amount of \$164,173.

BE IT FURTHER RESOLVED, that the 2024 County Veteran Service Fund Grant will be used for the purpose of funding continuation for a Veteran Benefits Counselor position, department marketing expenditures, office furniture, and technology enhancements, effective October 1, 2023 to September 30, 2024.

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 & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: April 18, 2023

SUBJECT: Amend Resolution #23-163 to Authorize a Line Item Transfer for the Contract with KJP Roofing

and Sheet Metal

For the meeting agenda of May 1, 2023 Human Services and May 3, 2023 Finance

BACKGROUND

Board of Commissioners Resolution #23-163 authorized entering into a contract with KJP Roofing and Sheet Metal for \$43,500 for providing reroofing services for various buildings at Burchfield County Park. This Resolution amends Resolution #23-163 to authorize the appropriate line item transfer in order to complete the project.

ALTERNATIVES

The Parks Department owns and maintains the buildings at Burchfield County Park that is in need of roof replacement. Failure to address these needs could result in damage to the building and contents within.

FINANCIAL IMPACT

Board of Commissioners Resolution #23-163 identified funding in the amount of \$9,700 available in line item 208-75200-976000-22P02 and \$33,800 available in line item 228-75999-976000-20P21. Staff determined that the \$33,800 is actually not available in line item 228-75999-976000-20P21, since it was already allocated for another roofing project at Lake Lansing Park South. The current trails and parks millage cash on hand as of April 13, 2023 is \$9,452,065.38. Staff is requesting funding in the amount of \$33,800 from the Trails and Parks Millage fund balance in order to complete the project.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

At the direction of the Finance committee and their wishes to spend down the Trails and Parks cash on hand fund balance, and on the information presented, I respectfully recommend approval of the attached Resolution authorizing amending Resolution #23-163.

TO: Timothy Morgan, Director, Parks Department

FROM: James Hudgins, Director of Purchasing

DATE: February 15, 2023

RE: Memorandum of Performance for RFP No. 41-23 Roof Replacements at Burchfield Park

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contact for the purpose of providing reroofing services for various buildings at Burchfield Park.

The scope of work includes, but is not limited to, providing all labor, roofing materials according to specifications and necessary permits for the purpose of preparing the roof for the metal roof installation, notably disposing of existing roofing materials, repairing roofing boards as necessary, installing synthetic underlayment on entire roof deck, installing flashing where needed, installing new metal roofing, removing the old drip edge and installing new drip edge on the building eaves and rakes to match new roof color. In addition ensuring final clean-up of the site is completed, repairing or replacing all damage to turf, trees, or park facilities and sweep area for nails and other construction materials.

The Purchasing Department can confirm the following:

Function	<u> </u>	Overall Number of Vendors	Number of Local Vendors
Vendors invite	d to propose	75	15
Vendors respon	nding	2	0

A summary of the vendors' costs is located on the next page.

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at <u>jhudgins@ingham.org</u> or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

				Alternate #1		Option	
	Vendor Name	Local Preference	Base Bid	Consists of the Entrance Booth and the Gas Storage Shed	Total Bid		What gauge of metal roofing are you quoting
-	KJP Roofing and Sheet Metal	No, Chesterfield, MI	\$32,650.00	\$7,350.00	\$40,000.00	-\$19,000 for asphalt shingles	26 G
	C & I Building Maintenance	No, Sparta MI	\$49,399.00	\$10,604.00	\$60,003.00	+\$75.00 for 4x8 sheet - wood decking replacement	26 G

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #23-163 TO AUTHORIZE A LINE ITEM TRANSFER FOR THE CONTRACT WITH KJP ROOFING AND SHEET METAL FOR REROOFING SERVICES AT BURCHFIELD COUNTY PARK

WHEREAS, Resolution #23-163 authorized entering into a contract with KJP Roofing and Sheet Metal for \$43,500 for providing re-roofing services for various buildings at Burchfield County Park; and

WHEREAS, Resolution #23-163 identified that \$9,700 is available in line item 208-75200-976000-22P02 and \$33,800 is available in line item 228-75999-976000-20P21; and

WHEREAS, \$33,800 is not available in line item 228-75999-976000-20P21; and

WHEREAS, Ingham County Parks Department is requesting additional funding in the amount of \$33,800 from the Trails and Parks Millage fund balance; and

WHEREAS, a line item transfer is necessary in order to complete the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amending Resolution #23-163 to revise the funding sources:

- \$9.700 available in line item 208-75200-976000-22P02
- \$33,800 from the Trails and Parks Millage fund balance

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #23-163 remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$33,800 from the Trails and Parks Millage fund balance into a line item and a project code to be assigned.

TO: Board of Commissioners Human Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: April 18, 2023

SUBJECT: Resolution to amend Resolutions #22-394 and #23-027 to authorize an agreement with

Landscape Structures Inc. for replacement of a portion of the Lake Lansing South County Park

playground

For the meeting agenda of May 1, 2023 Human Services and May 3, 2023 Finance Committees

BACKGROUND

Resolution #22-394 authorized an agreement with Penchura Recreation Products and Services for replacement of a portion of the Lake Lansing South County Park playground. Resolution #23-027 authorized a contract modification with Penchura Recreation Products and Services to comply with Ingham County's prevailing wage policy. Penchura Recreation Products and Services is the distributor and Landscape Structures, Inc is the manufacturer. It is necessary for the contract to be with the manufacturer.

ALTERNATIVES

N/A

FINANCIAL IMPACT

No financial impact.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution amending Resolutions #22-394 and #23-027 to authorize an agreement with Landscape Structures Inc. for replacement of a portion of the Lake Lansing South County Park playground.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTIONS #22-394 AND #23-027 TO AUTHORIZE AN AGREEMENT WITH LANDSCAPE STRUCTURES INC. FOR REPLACEMENT OF A PORTION OF THE LAKE LANSING SOUTH COUNTY PARK PLAYGROUND

WHEREAS, Resolution #22-394 authorized an agreement with Penchura Recreation Products and Services for the replacement of a portion of the Lake Lansing South County Park playground; and

WHEREAS, Resolution #23-027 authorized a contract modification with Penchura Recreation Products and Services to comply with Ingham County's prevailing wage policy; and

WHEREAS, Penchura Recreation Products and Services is the distributor and Landscape Structures, Inc. is the manufacturer; and

WHEREAS, it is necessary for the contract to be with the manufacturer.

THEREFORE BE IT RESOLVED, that Resolutions #22-394 and #23-027 are hereby amended to authorize a contract with Landscape Structures, Inc. for replacement of a portion of the playground at Lake Lansing South County Park.

BE IT FURTHER RESOLVED, that all other terms and conditions contained in Resolutions #22-394 and #23-027 remain in effect.

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 Committee

FROM: Tim Morgan, Parks Director

DATE: April 18, 2023

SUBJECT: Prescribed Burn at Lake Lansing Park North

For the meeting agenda of May 1, 2023 Human Services

BACKGROUND

This resolution authorizes the Meridian Land Preservation Board to conduct prescribed burns at Lake Lansing Park North. A prescribed burn is a planned fire that is used to meet specific land management objectives. These fires, sometimes called a, "controlled burn" are carefully planned out with a set of conditions that considers the safety of the public, weather conditions, and the probability of meeting the burn objectives. The goal of a burn in Lake Lansing Park North is to support oak and hickory seedlings, improve plant diversity, increase wildflower density, and improve habitat for native songbirds, small mammals, snakes, turtles and insects. Since previous prescribed burns in 2014 and 2022, there has been an increase in native wildflowers in the understory that are highly important to pollinators, as well as regeneration of young oak and hickory trees. Currently, Ingham County Parks Department is preparing to enter into a contract with a vendor to evaluate Lake Lansing Park North and create a Stewardship Plan which will prioritize areas beneficial for control burning and invasive species control. The Ingham County Parks would like to partner with Meridian Township to accomplish these goals relating to the prescribed burning aspects.

ALTERNATIVES

The alternative is to not authorize this request.

FINANCIAL IMPACT

Ingham County Parks and Meridian Land Preservation Board/Meridian Township will work together to analyze costs and create an agreement to outlay funding sources that coincide with the County's Stewardship Plan. Meridian Land Preservation Board has expressed interest in paying for a large portion of the controlled burn expenses.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their April 10, 2023 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a prescribed burn at Lake Lansing Park North.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PRESCRIBED BURN AT LAKE LANSING PARK NORTH

WHEREAS, the Ingham County Parks Department periodically works with the Meridian Land Preservation Board to conduct prescribed burns; and

WHEREAS, the prescribed burn would be coordinated with the Park Manager on specific dates to be determined at Lake Lansing Park North.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Meridian Land Preservation Board to conduct prescribed burns at Lake Lansing Park North.

BE IT FURTHER RESOLVED, that the Ingham County Parks will work with the County's legal team to review and formulate contract agreement language prior to implementation, providing the specifics to this agreement.

BE IT FURTHER RESOLVED, that the term of the agreement for the burn management schedule will be determined by staff, legal counsel, and Meridian Land Preservation Board/Meridian Township.

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: Lindsey McKeever, Fairgrounds Events Director

DATE: April 18, 2023

SUBJECT: Resolution to Accept Grant for the Construction of a New Grandstand

BACKGROUND

The Fairgrounds is the recipient of a Federal HUD Grant totaling \$2,500,000 to construct a new grandstand. The grandstand was demolished in 2016 after it was determined to be structurally unsafe. Since then, the Fairgrounds has rented portable bleacher systems during Fair week.

ALTERNATIVES

The alternative is to not accept the grant.

FINANCIAL IMPACT

The grant gives The Fairgrounds the ability to construct a new grandstand. The new grandstand will provide a positive revenue stream for the Fairgrounds not only during Fair week, but throughout the year. The master plan will offer an estimate of the financial impact when it is complete, which I will share with the Human Services Committee.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A GRANT FOR THE CONSTRUCTION OF A NEW GRANDSTAND

WHEREAS, the original grandstands at the Fairgrounds were demolished in 2016 due to structural deficiencies; and

WHEREAS, the construction of a new grandstand is vital to the success of the Fairgrounds; and

WHEREAS, the Fairgrounds submitted an application for \$2,500,000 to Representative Elissa Slotkin's Community Project Funding program to construct a new grandstand; and

WHEREAS, the application to construct a new grandstand was funded at \$2,500,000 in the Transportation, Housing, and Urban Development and related agencies (THUD) appropriations bill.

THERORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby accept the Construction of a New Grandstand grant from Representative Elissa Slotkin's Community Project Funding program through Housing and Urban Development (HUD) in the amount of \$2,500,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Lindsey McKeever, Fairgrounds Events Director

DATE: April 17, 2023

SUBJECT: Resolution to Authorize the Purchase of a Tractor for the Fairgrounds

BACKGROUND

The Fairgrounds is in need of an additional tractor to increase efficiency of the maintenance staff in providing services to the public. The Village of Dansville is selling their 1983 2350 John Deere Tractor with 3,385 hours on it. The maintenance staff has determined the tractor is in excellent shape and will be a valuable asset to the grounds.

ALTERNATIVES

The Fairgrounds could continue to operate with three tractors.

FINANCIAL IMPACT

The funding for this project will be taken from the Fair CIP (Hotel/Motel Fund) fund which is budgeted for \$140,000 which was originally budgeted for an asphalt project that is no longer happening this year. The asphalt project has been put on hold until the Master Plan has been completed. The tractor will not exceed \$8,000.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF A TRACTOR FOR THE FAIRGROUNDS

WHEREAS, the Fairgrounds requires an additional tractor to add to the existing fleet of tractors to increase efficiency and productivity; and

WHEREAS, the Village of Dansville is selling a 1983 John Deere 2350 Tractor with 3,385 hours for \$8,000; and

WHEREAS, the funds for this purchase are available in the Fair CIP (Hotel/Motel Fund) fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a tractor from the Village of Dansville not to exceed \$8,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Lindsey McKeever, Fairgrounds Events Director

DATE: April 18, 2023

SUBJECT: Resolution to Authorize a Contract with Triterra to Complete an Environmental Impact Study for the Construction of a New Grandstand at the Ingham County Fairgrounds

BACKGROUND

The Fairgrounds is the recipient of a Federal Housing and Urban Development (HUD) Grant totaling 2.5 million dollars to construct a new grandstand at the Fairgrounds. A requirement of the grant is that an environmental study be completed and approved prior to any other work commencing on the project. In order to comply with the regulations of the grant, it is necessary for the Fairgrounds to hire a company to perform the environmental study. Ten businesses were solicited to provide bids for the study, Triterra was the only respondent.

ALTERNATIVES

The alternative is to not hire a company to complete the environmental study and therefore forfeit the grant.

FINANCIAL IMPACT

The funding for this project will be taken from the Fair CIP (Hotel/Motel Fund) fund which is budgeted for \$140,000 which was originally budgeted for an asphalt project that is no longer happening this year. The asphalt project has been put on hold until the Master Plan has been completed. The cost of completing the environmental study will not exceed \$10,000.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

TO: Lindsey McKeever, Fairgrounds Events Director

FROM: James Hudgins, Director of Purchasing

DATE: April 11th, 2023

RE: Memorandum of Performance for Packet #86-23: Environmental Assessment

Quotes were sought from qualified vendors for the purpose of conducting a National Environmental Policy Act (NEPA) review for a HUD Grant the Fairgrounds received.

The following grid is a summary of the vendors' costs:

Company Name	Local Preference	Amount
Triterra	Y, Lansing MI	\$10,000
Mannik Smith	Y, Okemos MI	Declined - Subbing for Triterra
Soil Exploration Services	N, Grandville MI	No response
Soil and Material Engineers	Y, Lansing MI	No response
Sagasser and Associates	N, Gaylord MI	Declined - Too far away
AECOM Technical Services of Michigan	N, Grand Rapids MI	No response
AKT Peerless	N, Farmington MI	No response
Holland Engineering	N, Holland MI	No response
Advanced Environmental Management Group	N, Plymouth MI	No response
WSP	N, New York	No response

You are now ready to complete the final steps in the process: 1) confirm funds are available; 2) submit your recommendation of award along with your evaluation to the Purchasing Department; 3) write a memo of explanation; and, 4) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at <u>jhudgins@ingham.org</u> or by phone at 676-7309.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH TRITERRA TO COMPLETE AN ENVIRONMENTAL STUDY FOR THE CONSTRUCTION OF A NEW GRANDSTAND AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Fairgrounds has been awarded a Federal Grant to construct a new Grandstand; and

WHEREAS, a requirement of the grant is to complete an environmental impact study; and

WHEREAS, in accordance with the guidelines of the grant, no work can start on the project until the environmental impact study is complete and approved; and

WHEREAS, Triterra provided a bid totaling \$10,000 to complete the environmental impact study; and

WHEREAS, the funds for this contract are available in the Fair CIP (Hotel/Motel Fund) fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Triterra to complete the environmental study in an amount not to exceed \$10,000.

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

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Lindsey McKeever, Fairgrounds Events Director

DATE: April 18, 2023

SUBJECT: Resolution to Amend the Fair Budget

BACKGROUND

The Fair Week budget currently receives a \$30,000 transfer from Fund-230 to be spent on advertising. It is necessary to increase the funding for advertising to reach more people to promote and advertise the Fair. The funding for Fair Week advertising needs to be \$40,000. Therefore, an additional \$10,000 needs to be transferred from Fund-230 into the Fair Week Budget.

Advertising for Jack O' Lanterns Unleashed is currently budgeted at \$30,000. This funding needs to be increased to \$50,000. Noise New Media, approved with Resolution #23-135, will spend a minimum of \$30,000 on digital advertising. This requires an increase of funding to spend on local advertising. Therefore, an additional \$20,000 needs to be transferred from Fund-230 into the Off-Season Budget.

The 2023 Fair entertainment schedule includes a country artist Tracy Byrd on August 4, 2023. In order to accommodate the estimated number of ticket sales for the concert, additional seating is required. The Fair currently rents bleachers and will need to rent additional bleachers and chairs for the concert. The Grandstand expense line item is currently budgeted at \$60,000. This needs to increase by \$25,000 to a total of \$85,000. The concert is going to increase revenue for the Grandstand which is currently budgeted at \$15,000. Line item 56176014-651010 will be increased by \$25,000 in revenue.

ALTERNATIVES

The alternative is to not make an amendment to the budget.

FINANCIAL IMPACT

As of December 31, 2022 Fund 230 has a balance of \$219,223.16. This balance will decrease by \$30,000 for the additional funding for advertising. The additional funding for the grandstand is cost neutral due to the expected revenue by a like amount of \$25,000.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective of providing recreational opportunities.

OTHER CONSIDERATIONS

There are no other considerations at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AMENDMENTS TO THE FAIR BUDGET

WHEREAS, the Fairgrounds need to promote and advertise for Fair Week and Jack O' Lanterns Unleashed; and

WHEREAS, the Hotel/Motel Fund 230 has sufficient funding to increase advertising budgets; and

WHEREAS, the Fair is hosting a concert during Fair week; and

WHEREAS, the concert requires additional seating to accommodate the estimated number of tickets being sold; and

WHEREAS, the concert will generate additional revenue which will make the new associated costs net zero.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a transfer of \$10,000 from Fund 230 to revenue line item 56176014 699110 for advertising purposes.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an increase of \$10,000 to expense line item 56176014 901000 "Advertising."

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a transfer of \$20,000 from Fund 230 to revenue line item 56176013 699110 for advertising purposes.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an increase of \$20,000 to expense line item 56176013 901000 "Advertising."

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an increase to expense line item 56176014 80500 "Grandstand Attractions" totaling \$25,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an increase to revenue line item 51676014 651010 "Grandstand" totaling \$25,000.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Adenike Shoyinka, MD MPH, Medical Health Officer

DATE: April 5, 2023

SUBJECT: Authorization to Amend Resolution #23-131

For the meeting agendas of May 1 and May 3, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval. Resolution #23-131 authorized accept one-time planning funds of \$95,782 from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, but was approved to be signed by the Chairperson of the Board of Commissioners. This agreement is with Michigan Department of Health & Human Services and is required to be electronically signed through Mi-E grants system. All other terms of the agreement shall remain the same.

ALTERNATIVES

Choosing not to enter into this amendment would result in an inability to fully executed ICHD contracts.

FINANCIAL IMPACT

This amendment will allow the acceptance of planning funds in an amount not to exceed \$95,782.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1 (e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

If this resolution is not approved, ICHD's CHCs will encounter issues with executing agreements for grant funding.

RECOMMENDATION

Based on the information presented, I respectfully recommend amending Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #23-131

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval; and

WHEREAS, Resolution #23-131 was approved to accept one-time planning funds of \$95,782 from the Michigan Department of Health and Human Services (MDHHS) Child and Adolescent Health Center (CAHC) Program, but was approved to be signed by Ingham County's Board of Commissioners Chair; and

WHEREAS, this amendment will allow the current Medical Health Officer to sign this agreement; and

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

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize amending Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #23-131 to issue contract signing authority to the Medical Health Officer, effective upon approval.

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

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike Shoyinka, MD MPH, or her designee, is authorized to submit the Child and Adolescent Planning Health Center Planning Grant electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

FROM: Dr. Adenike Shoyinka, MD. Medical Health Officer

DATE: March 29th, 2023

SUBJECT: Ingham County Health Department Billing & Reporting Unit Reorganization

BACKGROUND

Ingham County Health Department (ICHD) wishes to reorganize the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489. As employee recruitment and retention are of paramount importance and with the increasing volume and complexity of billing for services provided by ICHD, the proposed reorganization will allow ICHD's Billing Unit to adapt to the ever-changing challenges associated with billing services. Additionally, many of the affected positions have not been re-evaluated for approximately ten years. These factors facilitate a review of the unit to ensure capacity is available and the flexibility to complete required duties exists. In addition, the reorganization will enable the unit to become more flexible and efficient, while providing more coverage of tasks during staff vacancies.

ALTERNATIVES

Choosing not to reorganize the Billing and Reporting unit could result in continued gaps in ICHD's billing services and continued inefficiency of staffing coverage.

FINANCIAL IMPACT

Projected costs of this reorganization will be between \$39,069 (Step 1) and \$46,849 (Step 5). The increased costs will be funded by ICHD operations.

STRATEGIC PLANNING IMPACT

This reorganization supports the County's goal of attracting and retaining exceptional employees.

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize approval of the attached Resolution to reorganize ICHD's Billing and Reporting Unit effective upon approval for an amount not to exceed \$46,489.

TO: Laura Bartley, Billing and Reporting Manager Joan

FROM: Clous, Human Resources Specialist

DATE: March 16, 2023

RE: Support for reorganization of the Billing and Reporting Department

Per your request, Human Resources has reviewed the information that was provided by the Billing & Reporting Department to reorganize the department.

Provider Enrollment & Credentialing Coordinator (601436) ICEA County Pro 6 (\$54,482.70-\$65,419.97) will be reclassified as a Credentialing & Privileging Coordinator ICEA County Pro 7 (\$59,627.50 - \$71,599.41).

Billing Specialist (601384) ICEA County Pro 6 (\$54,482.70 - \$65,419.97) will be referred to as Enrollment Specialist ICEA County Pro 6 with no change in level.

Coding Specialist (601303) UAW H (\$46,618.32 - \$55,603.90) will be reclassified to a Billing & Coding Coordinator UAW I (\$49,311.78 - \$58,836.68)

Billing & Reporting Clerk (601278, 601038, 601039 & 601063) UAW E (39,407.29 - \$46,971.90) will be reclassified to Billing & Reimbursement Clerk UAW G (\$44,048.79 - \$52,531.56)

Billing & Reporting Clerk (601023, 601489 & 601343) UAW E (39,407.29 - \$46,971.90) will be reclassified to Charge Entry Clerk UAW F (\$41,636.28 - \$49,652.19)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me 887-4374.

From: Laura Bartley

Sent: Wednesday, March 29, 2023 8:36 AM

To: Eric Thelen

Subject: FW: Reorg of the Billing & Reporting Dept.

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, March 16, 2023 10:29 AM
To: Laura Bartley <|Bartley@ingham.org>

Subject: FW: Reorg of the Bliiing & Reporting Dept.

Here is the ICEA County Pro's approval.

From: Desiree Cook Cook@ingham.org>
Sent: Friday, March 10, 2023 10:25 AM
To: Joan Clous JClous@ingham.org>

subject: RE: Reorg of the Billing & Reporting Dept.

Approved. Thank you.

From: Joan Claus JClous@ingham.o rg>
Sent: Friday, March 10, 2023 8:41AM
To: Desiree Cook DCook@ingham.org>

Subject: FW: Reorg of the Billing & Reporting Dept.

Desiree,

Is the union good with these changes?

Thanks, Joan

Frorn: Joan Claus

Sent: Monday, February 27, 2023 2:13 PM
To: Desiree Cook <u><DCook@ingham.org></u>
Subject: Reorg of the Billing & Reporting Dept.

Desiree,

Provider Enrollment & Credentialing Coordinator (Redlined 8) will now be Provider Enrollment & Credentialing Coordinator (ICEA 7)

1	2	3	4	S	6	7	8a	Sb	9	10	11	
190	180	125	120	75	70	110	60	115	10	10	10	1075

Billing Specialist will now be Enrollment Specialist will stay at an ICEA 6 5

9 10 11 190 90 85 85 10 10 10 950 135 115 100 50 70

7

8a

8b

6

Please let me know if you have any questions.

3

4

2

Joan

1

(a) Joan Clous MPA, SHRM-CP

Human Resources Specialist - Labor & Employee Relations

Ingham County

5303 5. Cedar Bldg 2 Suite 2102 Lansing Ml 48911 517-887-4374-Office 517-930-2075 -Cell 517-887-4396- Fax

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From: Laura Bartley

Sent: Wednesday, March 29, 2023 8:35 AM

To: Eric Thelen

Subject: FW: REorg or Billing & Reporting

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, March16,202310:29 AM
To: Laura Bartley <LBartley@ingham.org>
subject: FW: REorg or Billing & Reporting

Here is the UAW's support

From: Teresa Carter Sent: Thursday, March 9, 2023 10:53 PM
To: Joan Clous SUCLOUS@ingham.org>
Subject: RE: REorg or Bliiing & Reporting

Joan the Union is in agreement with the below ReOrg.

Thank you

From: Joan Clous <u>JClous@ingham.ora</u> Sent: Tuesday, February 28, 2023 8:21AM To: Teresa Carter <a href="mailto:Scienter-Scienter

SUbject: RE: REorg or Billing & Reporting

Sorry about that.

From: Teresa Carter <u><TCarter@i ngham.org></u>
Sent: Monday, February 27, 2023 4:20 PM To:
Joan Clous <u><JClous@in gham.org></u> Subject:

RE: REorg or Billing & Reporting

Hey Joan did you send me the new job descriptions for these?

TERESA CARTER OFFICE COORDINATOR

•BIB.ST. IISOl.111 48854

PHONE: m1» &7&-8874

EIIIL: 1Clllla@lt8HIMJII

From: Joan Clous <u><JClous@ingham.org></u>
Sent: Monday, February 27, 2023 3:24 PM To:
Teresa Carter <u><TCarter@in_gham.or</u>

Subject: RE:REorgorBilling& Reporting

Yes, the Charge entry clerk and the Billing & Reimbursement Clerk are being created from the Billing and Reporting Clerk.

From: Teresa Carter <u><TCarter@in gham.org></u>
Sent: Monday, February 27, 2023 3:04 PM
To: Joan Clous <u><IClous@in gham.oo</u>>

Subject: RE: REorg or Billing & Reporting

Hello Joan

One question, are the Charge Entry Clerk a new position?

TERESA CARTER OFFICE CODRDINATOR

From: Joan Claus JOE To: Teresa Carter TCart er@ingham.org Subject: REorg or Billing & Reporting

Teresa,

We meet to discuss the reorg of the Billing and Reporting section of the Health Dept. Coding

Specialist(UAWH) will nowbecalled Billing & Coding Coordinator (UAWI).

1	2	3	4	5	6	7	8a	8b	9	10	11	
65	135	140	120	90	90	130	85	85	10	10	10	970

Billing and Reporting Clerk (UAW E) is being split into two positions Billing & Reimbursement Clerk (UAW G)

1	2	3	4	5	ь	1	8a	Sb	9	Τ0	11	
65	90	100	80	so	90	90	85	85	10	10	10	765
Charge	e Entry Cl	erk (UAW	F)									
1	2	3	4	5	6	7	Sa	8b	9	10	11	
65	65	85	80	50	90	70	85	85	10	10	10	705

The department would like to interview employees for placement within the two new positions instead of posting. Please let me know if you have any questions.

Joan Oous MPA, SHRM-CP

Human Resources Specialist - Labor & Employee Relations

Ingham County
5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 - Office

517-930-2075- Cell 517-887-4396-Fax

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ICEA County Pro's Approval

Provider Enrollment & Credentialing Coordinator (Redlined 8) will now be Provider Enrollment & Credentialing

1	2	3	4 ₁	5	6	7	8a	8b	9
190	180	12 5	120	75	70	110	60	115	10

Billing Specialist will now be Enrollment Specialist - Will stay at an ICEA 6

1	2	3	4	5	6	7	8a	8b	9
190	135	115	100	50	70	90	85	85	10

Coordinator (ICEA 7)

10	11
10	10

1075

10	11
10	10

950

INGHAM COUNTY JOB DESCRIPTION

BILLING AND CODING COORDINATOR

General Summary:

With the direction from the Billing and Reporting Manager, acts as a senior billing person. Responsible for training, coordinating and monitoring the duties of billing and support staff to ensure all activities are completed in a timely manner. Assists with the adherence of the Department's coding and documentation polices. Participates in medical chart/record audits for coding compliance according to federal and state regulations and guidelines. Prepares reports of findings and works with staff to provide education and training on accurate coding and documentation practices. Assists with developing materials used for training staff.

Essential Functions:

- 1. Organizes and prioritizes the duties of billing support staff to ensure all activities are completed in a timely manner. As a senior billing staff, works with support staff to explain situation, and respond to questions related to the billing and payment entry process.
- 2. Assists the Billing and Reporting Manager with developing staff training.
- 3. Provides in person onboarding/training to new and existing Billing and Reporting staff.
- 4. Identifies issues with coding submissions and works to achieve corrections and performance improvements.
- 5. Provides training to health care and behavioral health providers with regards to coding and billing requirements.
- 6. Audits medical record documentation to identify miscoded and under/up coded and training on accurate coding practices and compliance issues.
- 7. Uploads claims into current software system for processing.
- 8. Monitors electronic payment files to ensure timely posting of payments. Acts as back-up to the Billing and Reimbursement Clerks as well as Charge Entry Clerks.
- 9. Keeps updated on all changes to insurance requirements based on contracts, industry standards and new regulations. Reviews and interprets state documentation and policies related to program benefits and billing.
- 10. Works in conjunction with the Centralized Service Manager for training and support to front end staff.
- 11. Evaluates and responds to requests from the Electronic Health Record Team
- 12. Builds, adapts and monitors reports utilized by Billing and Reporting staff

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.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis

Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: High School graduation or equivalent with specialized or technical training generally acquired through seminars. Workshops, which cumulatively is viewed as equivalent to 12 credits or less of college. **Certification:** Certified Professional Coder (CPC) or equivalent required or the ability to obtain CPC Apprentice

Status within 12 months of hire. Plus a Certified Professional Medical Auditor (CPMA) preferred.

Experience: 2 to 4 years in Medical Billing or a Medical Office setting with medical terminology, medical billing and reimbursement.

Other Requirements: None

(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 <u>should</u> <u>not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general guidelines</u> 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 is required to travel for meetings and appointments.
- 3. Works in office conditions
- 4. Hybrid work from home.

Physical Requirements:

- This position requires the ability to sit, stand, walk, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching.
- This position's physical requirements require regular stamina in sitting, and enduring repetitive movements of the writs, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds 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 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.

(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.)

INGHAM COUNTY JOB DESCRIPTION

BILLING AND REIMBURSEMENT REPORTING CLERK

General Summary:

Under the supervision of the Billing and Reporting Manager, this position is responsible for entering payments, monitoring, identifying and resolving issues related to account receivables. Examines account receivable reports to determine unpaid claims, investigating unpaid third party claims for possible rebilling.

Essential Functions:

- 1. Keeps up to date on all changes to insurances based on contracts, industry, or new regulations.
- 2. Monitors and posts electronic funds transfers and electronic remittance advices and status of manual insurance payment entry for timely processing.
- 3. Works through and finds solutions for denials and zero payments from third party payers.
- 4. Monitors and addresses Claim Remedy rejections.
- 5. Processes first and third party paper payments, posts to system.
- 6. Runs payment reports, and reconciles to payments received and entered.
- 7. Runs error and rejection reports by insurance carrier and makes necessary adjustments or corrections. Assures claims are disputed or rebilled in a timely fashion.
- 8. Runs and works the Account Receivable reports by insurance carrier finding resolutions as to non-payment or account or making appropriate adjustments.
- 9. Prepares, records, and maintains Billing and Reporting spreadsheets for tracking purposes. 10Acts as back up for Charge Entry Clerk.

Other Functions:

- Performs other duties as assigned
- 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.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college. Certified Professional Coder (CPC) preferred.

Experience: 1 to 2 years' experience with medical terminology, 1 to 2 years' experience with payment posting and denial follow up. Knowledge and experience of computer software and billing systems.

Other Requirements:

(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 <u>should</u> <u>not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general</u> <u>guidelines</u> that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Ability to access office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to stoop, kneel, and crouch to retrieve and put away supplies and materials.
- Ability to use a step stool to reach supplies.

(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.)

Working Conditions:

- Works in office conditions.
- Hybrid work from home.

UAW G February 2023

INGHAM COUNTY JOB DESCRIPTION

CHARGE ENTRY CLERK

General Summary:

Under the supervision of the Billing and Reporting Manager, this position is responsible for charge-entry review as well as entering all daily charges not loaded into the EHR. Responsible for sending tasks to providers and medical staff when charts are not complete. Reviews patient balances and credits. Runs appropriate reports for front-end edits, patients pending Medicaid coverage, and encounters without charges.

Essential Functions:

- 1. Performs required daily charge entry review for all Medical and Dental charges.
- 2. Sends correspondence to providers and acts as a resource regarding incomplete charts.
- 3. Responsible for building prenatal packages for billing.
- 4. Runs and works Medicaid Pending report.
- 5. Opens and distributes mail. Opens and distributes faxes.
- 6. Responds to phone and mail correspondence in a timely, professional manner. Prepares and sends bill statements to patients as well as receives and posts payments from patients.
- 7. Assists with bad-debt write-off adjustments on aged patient accounts.
- 8. Reviews disputed balance with patients. Runs unbilled, claim edits, kept appointment with no charge and hold reports as pertains to Charge Entry.
- 9. Responsible for record retention of the Billing and Reporting Unit. Transfer required retained information from the Unit to on-site storage. Prepares records to be transferred from on-site to off-site storage.

Other Functions:

- Performs other duties as assigned
- Must adhere to county/department standards in regards to HIPPAA and other privacy policies.
- 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.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college.

Experience: Six months to one year of experience with medical terminology and computer software and equipment.

Other Requirements:

(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 <u>should not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general guidelines</u> that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Ability to access office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to stoop, kneel, and crouch to retrieve and put away supplies and materials.
- Ability to use a step stool to reach supplies.

(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.)

Working Conditions:

- Works in office conditions.
- Hybrid work from home

UAWF February 2023

INGHAM COUNTY JOB DESCRIPTION CREDENTIALING AND PRIVILEGING COORDINATOR

General Summary:

Under the supervision direction of the Billing and Reporting Collections Manager, this position's concentration is the coordination and maintenance of Credentialing and Privileging activities, as well as shared responsibility of payer enrollments for practitioners within the Community Health Center network. Creates initial provider profiles in software tools and tracks license keys. Provides weekly and monthly tracking notifications of various practitioner related groups. Works with internal and external sources to secure and maintain group insurance participation and contracts, credential monitoring, malpractice coverage and provides support for individual practitioner insurance enrollment as needed.

Essential Functions:

- 1. Responsible for the credentialing and privileging, both initially and biennially of licensed and certified staff [directly hired and contractual] by ensuring required documentation is complete and accurate and uploaded securely within required software systems.
- 2. Serves as primary contact for primary source credential verification vendor(s).
- 3. Interacts with state agencies and NCQA to stay current on licensing and full credentialing and privileging requirements, where applicable.
- 4. Incorporates credential verification data into staff's profile and/or database; performs profile audit review for completion and compliance; communicates any missing/erroneous requirements; and preps profile for Committee/Board review. Coordinates appeal meetings as needed.
- 5. Meets monthly with the Medical Director/Credential Committee to review proposed staff credentialing/privileging files in preparation of file presentation at monthly Board Meeting/
- 6. Prior to hire, performs review of selected hire/contractual candidate verifying information found in LARA, OIG and the MI Sanction List.
- 7. Is a point of contact for Employment and Service verifications for the HRSA Bureau of Work Force loan repayment programs.
- 8. Conducts monthly audits of payer rosters to identify accurate PCP stature of listed practitioners and ensure corrections are performed at payer level.
- 9. Facilities CAQH attestations and creates CAQH profiles on those practitioners without Assists with special projects as necessary.
- 10. Receives and processes for approval Student Experience applications. For tracking purposes, enters student information into software system and notes approved by CMO.
- 11. Executes and converts collaborative and practice agreements between mid-levels and physicians as referenced by the CMO.
- 12. Maintains rapport and coordinates malpractice policies between insurance vendor, County and individual practitioners. Oversees annual renewal ensuring timeliness and invoice payment.
- 13. Services as liaison for residents, performing software setup, license tracking and applicable insurance enrollments
- 14. Performs health center facility/group insurance payer enrollments, tracking and disseminating results to Billing Specialist.
- 15. Acts as backup to the Enrollment Specialist.
- 16. May assist with administrative reviews and related processes.

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.

(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: A minimum of a Bachelor's degree is required. Preference for Business Administration, Medical Office Management or other related field.

Experience: 3 to 5 years' experience with provider credentialing is required. Certified Provider Credentialing Specialist [CPCS] preferred.

Other Requirements: None

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

(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.)

Working Conditions:

- Works in office conditions
- Hybrid work from home.

ICEA PRO 7 February 2023

INGHAM COUNTY JOB DESCRIPTION

ENROLLMENT SPECIALIST

General Summary:

Under the direction of the Billing and Collections Manager, this position's concentration will be to coordinate the payer enrollment activities for the community health center network with a shared responsibility of practitioner credentialing. Responsible for enrolling health care professionals and will work with internal and external vendors to secure and maintain group insurance participation contracts. Serve as the primary contact with contractual enrollment services.

Essential Functions:

- 1. Serves as primary contact for verification of health care professionals' payer enrollment.
- 2. Responsible for the initiation of enrollment applications and maintenance of enrollment agreements thereof, for each health care professionals with contracted insurance carriers. Responsible for working with insurance carriers to ensure all enrollment requirements are met and documentation is secured, available and maintained
- 3. Incorporates enrollment verification data into Data Enrollment site for health care professionals/payer contracts. Responsible for loading initial and updated information regarding health care professionals/payer contract status in Data Enrollment site.
- 4. Follow-up with further investigation when needed to resolve insurance enrollment issues.
- 5. Responsible for payer update and maintenance of effective dates in the billing software.
- 6. Monitor claim edit reports for correctness of provider/insurance/location enrollment.
- 7. Acts as a back up to the Credentialing and Privileging Coordinator.
- 8. Assist with monitoring, updates, and re-attestation of the health care professionals CAQH files. Create and monitor reports via Data Enrollment site regarding upcoming expiration dates of for health care professionals' documents. Update re-attestation dates in Data Enrollment site.
- 9. Adds payers to insurance portals
- 10. Assists with special projects as necessary.
- 11. Acts as a resource for the Billing and Reimbursement Coordinator

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 <u>do not</u> include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's degree is required. Preference for Business Administration, Medical Office Management or other related field.

Experience: A minimum of 2 years experience in medical insurance billing including Medicaid, Medicare and commercial insurances is required. Some experience with provider credentialing and enrollment is required. Certified Provider Credentialing Specialist preferred.

Other Requirements:

(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 <u>should not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general guidelines</u> that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

(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.)

Working Conditions:

• The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

ICEA PRO – 06 February 2023

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE THE BILLING & REPORTING UNIT WITHIN THE INGHAM COUNTY HEALTH DEPARTMENT

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489; and

WHEREAS, employee recruitment and retention are of paramount importance; and

WHEREAS, the volume and complexity of billing for services provided by ICHD has increased; and

WHEREAS, these factors facilitate a review of the unit to ensure capacity is available and the flexibility to complete required duties exists; and

WHEREAS, some of the affected positions have not been re-evaluated for approximately ten years; and

WHEREAS, the ICEA Professional Union and UAW Union was consulted and provided their support for the reorganization; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize approving the reorganization of ICHD's Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the proposed reorganization of the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

Position #	Position Title	Action
601436	Provider Enrollment & Cred. Coord. to	ICEA Prof 06 to ICEA Prof 7
	Credentialing & Privileging Coordinator	and updated job description – no
		impact on budget as current
		employee is at an ICEA Prof 08
601384	Billing Specialist to Enrollment Specialist	ICEA Prof 6 to ICEA Prof 6
		and updated job description
601303	Coding Specialist to Billing & Coding	UAW H to UAW I and updated
	Coordinator	job description
601278	Billing & Reporting Clerk to Billing &	UAW E to UAW G and updated
	Reimbursement Clerk	job description
601038	Billing & Reporting Clerk to Billing &	UAW E to UAW G and updated
	Reimbursement Clerk	job description
601039	Billing & Reporting Clerk to Billing &	UAW E to UAW G and updated
	Reimbursement Clerk	job description
		•

601063	Billing & Reporting Clerk to Billing &	UAW E to UAW G and updated
	Reimbursement Clerk	job description
601023	Billing & Reporting Clerk to Billing &	UAW E to UAW F and updated
	Charge Entry Clerk	job description
601489	Billing & Reporting Clerk to Billing &	UAW E to UAW F and updated
	Charge Entry Clerk	job description
601343	Billing & Reporting Clerk to Billing &	UAW E to UAW F and updated
	Charge Entry Clerk	job description

The financial impact associated with the reorganization (including wages & fringes) is as following

Position #	Current Grade, Step 5	Proposed Grade, Step 5	Difference
601303	UAW H; \$104,390	UAW I: \$108,910	\$4,520
601278	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601038	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601039	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601063	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601023	UAW E: \$92,323	UAW F: \$96,070	\$3,747
601489	UAW E: \$92,323	UAW F: \$96,070	\$3,747
601343	UAW E: \$92,323	UAW F: \$96,070	\$3,747

Total Cost of Reorganization:

\$46,849

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary amendments to the budget.

BE IT FURTHER RESOLVED, that each of the reclassifications made as part of the reorganization above are effective the first full pay date following the date each was submitted to the Human Resources Department.

TO: Board of Commissioners Human Services and Finance Committees

FROM: Adenike Shoyinka, MD MPH, Medical Health Officer

DATE: April 6, 2023

SUBJECT: Authorization to Sign Contracts through E-grams

For the meeting agendas of May 1, May 2 and May 3, 2023

BACKGROUND

Ingham County Health Department (ICHD), including Ingham Community Health Centers (CHCs), seeks to obtain signing authority of contracts in E-grams for the Medical Health Officer, effective upon approval. The Michigan Department of Health and Human Services (MDHHS) requires the signing and execution of contracts through its E-grams portal. ICHD and the CHCs receive numerous grant awards through E-grams, which fund programs and service offerings. Certain grant agreements are very time-sensitive and require a fairly rapid turnaround to meet program and funding expectations set by MDHHS.

ALTERNATIVES

Choosing not to enter this agreement would result in a delay in our ability to provide time-sensitive signatures for grant awards.

FINANCIAL IMPACT

No cost(s) are associated with this resolution. Approval of this resolution will ensure timely access to grants awarded through E-grams.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

If this resolution is not approved, ICHD will encounter issues with executing agreements through E-grams for grant funding.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of signing authority of contracts in E-grams for the Medical Health Officer, or her designee, effective upon approval.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE MEDICAL HEALTH OFFICER TO SIGN CONTRACTS THROUGH E-GRAMS

WHEREAS, the Ingham County Health Department (ICHD), including Ingham Community Health Centers, (CHCs) seeks to obtain signing authority of contracts in E-grams for the Medical Health Officer, effective upon approval; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) requires the signing and execution of contracts through its E-grams portal; and

WHEREAS, ICHD and the CHCs receive numerous grant awards through E-grams, which fund programs and service offerings; and

WHEREAS, certain grant agreements are very time-sensitive and require a rapid turnaround to meet program and funding expectations set by MDHHS; and

WHEREAS, no cost(s) are associated with this resolution and approval of this resolution will ensure timely access to grants awarded through E-gram; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize the approval of signing authority of contracts in E-grams for the Medical Health Officer, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes signing authority of contracts in E-grams for the Medical Health Officer, effective upon approval.

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike Shoyinka, MD., or her designee, is authorized to submit grants electronically through the E-Grams system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees

FROM: Adenike Shoyinka, MD MPH, Medical Health Officer

DATE: April 6, 2023

SUBJECT: Authorization to Enter into an Agreement with Robin Turner

For the meeting agendas of May 1 and May 3, 2023

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter into an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee effective April 1 through September 30, 2023 in an amount not to exceed \$15,000. In this capacity, Ms. Turner will ensure that Community Advisory Committee meetings take place in accordance with requirements specified in the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescence Health Center (CAHC) Planning Grant authorized through Resolution #23-131.

ALTERNATIVES

Choosing not to enter into this agreement could result in a lack of compliance specified by MDHHS CAHC Planning Grant

FINANCIAL IMPACT

The cost of these services is \$15,000 and will be covered with MDHHS CAHC planning grant funds authorized through Resolution #23-131.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1 (e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the agreement with Robin Turner to provide facilitation and outreach services to the East Lansing CHC's Community Advisory Committee, effective April 1 through September 30, 2023 in an amount not to exceed \$15,000.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ROBIN TURNER TO PROVIDE FACILITATION AND OUTREACH SERVICES TO THE EAST LANSING COMMUNITY HEALTH CENTER'S COMMUNITY ADVISORY COMMITTEE

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to enter an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee for a total amount not to exceed \$15,000 effective April 1, 2023 through September 30, 2023; and

WHEREAS, in this capacity, Ms. Turner will ensure that Community Advisory Committee meetings take place in accordance with requirements specified in the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescence Health Center (CAHC) Planning Grant authorized through Resolution #23-131; and

WHEREAS, the cost of these services will be \$15,000 and will be covered with the MDHHS CAHC planning grant funds authorized through Resolution #23-131; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee, effective April 1, 2023 through September 30, 2023 in an amount not to exceed \$15,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Robin Turner to provide facilitation and outreach services to the East Lansing Community Health Center's Community Advisory Committee, effective April 1, 2023 through September 30, 2023 in an amount not to exceed \$15,000.

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

TO: Board of Commissioners Human Services and Finance Committees

FROM: Adenike Shoyinka, MD, Medical Health Officer

DATE: April 18, 2023

SUBJECT: Authorization to Renew Lease Agreement with Community Mental Health Authority of Clinton,

Eaton and Clinton (CMH-CEI) Counties for the Purpose of Leasing Space at Forest Community

Health Centers (FCHC)

For the Meeting Agendas of May 1 and May 3, 2023

BACKGROUND

Ingham County Health Department's (ICHD's) Community Health Centers (CHC) wish to renew a five-year lease agreement with Community Mental Health Authority of Clinton, Eaton and Ingham (CMH-CEI) Counties, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at Forest Community Health Center (FCHC), effective June 1, 2023 through May 31, 2028 in an amount not to exceed \$268,580. CMH-CEI will use the leased space for their Adult Mental Health Program and Emerging Markets/Integrated Health Unit to provide outpatient therapy and a medication clinic to adults with mild to moderate mental illness. The current lease agreement, authorized by Resolution #15-145, expires on May 31, 2023.

ALTERNATIVES

Choosing not to renew this lease would result in a gap in critical mental health services provided.

FINANCIAL IMPACT

The total cost of the five-year lease agreement is \$268,580.00 and will be scheduled as follows:

Year	Lease Rate/Sq.Ft	Monthly Payment	Annual
	_		
Year 1:	\$17.22	\$4,305.00	\$51,660
Year 2:	\$17.56	\$4,390.00	\$52,680
Year 3:	\$17.90	\$4,475.00	\$53,700
Year 4:	\$18.25	\$4,562.20	\$54,750
Year 5:	<u>\$18.60</u>	<u>\$4,650.00</u>	\$55,800
	\$89.53	\$22,382.20	\$268,580

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize renewing a five-year lease agreement with CMH-CEI Counties, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at FCHC effective June 1, 2023 through May 31, 2028, in an amount not to exceed \$268,580.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW A LEASE AGREEMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES FOR THE PURPOSE OF LEASING SPACE AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to renew a five-year lease agreement with Community Mental Health Authority of Clinton, Eaton, and Ingham (CMH-CEI) Counties, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at Forest Community Health Center (FCHC), effective June 1, 2023 through May 31, 2028, in an amount not to exceed \$268,580; and

WHEREAS, CMHA-CEI will use the leased space for their Adult Mental Health Program and Emerging Markets/Integrated Health Unit to provide outpatient therapy and a medication clinic to adults with mild to moderate mental illness; and

WHEREAS, the current lease agreement, authorized by Resolution #15-145, expires on May 31, 2023; and

WHEREAS, the total cost of the five-year lease agreement is \$268,580 and will be scheduled as follows:

Year	Lease Rate/Sq.Ft	Monthly Payment	<u>Annual</u>
Year 1:	\$17.22	\$4,305.00	\$51,660
Year 2:	\$17.56	\$4,390.00	\$52,680
Year 3:	\$17.90	\$4,475.00	\$53,700
Year 4:	\$18.25	\$4,562.20	\$54,750
Year 5:	<u>\$18.60</u>	\$4,650.00	<u>\$55,800</u>
	\$89.53	\$22,382.20	\$268,580; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that the Ingham County Board of Commissioners authorize renewing a five-year lease agreement with CMH-CEI, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at the Forest CHC, effective June 1, 2023 through May 31, 2028 in an amount not to exceed \$268,580.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing a five-year lease agreement with CMH-CEI, located at 812 East Jolly Road Suite G-10, Lansing, Michigan 48910, to lease approximately 3,000 square feet of space at Forest CHC, effective June 1, 2023 through May 31, 2028 in an amount not to exceed \$268,580.

BE IT FURTHER RESOLVED, that the Controller/Administrator 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 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: Adenike Shoyinka, MD MPH, Medical Health Officer

DATE: April 19, 2023

SUBJECT: Authorization to Authorize an Agreement with Thelen & Thelen Enterprises, LLC.

For the Meeting Agendas of May 1 and May 3, 2023

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into a Consultant Services agreement with Eric Thelen to assist with continuity in Health Department finance operations as a result of his retirement as Chief Financial Officer, effective May 15, 2023. The Health Department requires assistance with completion of the FY '24 Budget, as well as continued assistance in completing Ingham County's FY '22 Financial Audit. The Consultant Services agreement shall also include providing Health Department with such assistance upon which ICHD and the consultant mutually agree upon including financial statement reporting, grant monitoring, grant reporting, and general support in the financial operations of the department. The effective dates of the agreement will be from May 16th, 2023 through August 18th, 2023, to be extended as needed, at the rate of \$80/hour with Thelen & Thelen Enterprises LLC. for an amount not to exceed \$24,000.

ALTERNATIVES

Choosing not to enter into this Consultant Services agreement could result in a lapse of critical financial operations within the Ingham County Health Department

FINANCIAL IMPACT

Funds for this agreement will be available from attrition within the Health Department's FY '23 budget.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a Consultant Services agreement with Thelen & Thelen Enterprises, LLC to assist with continuity in Health Department finance operations, effective May 16th, 2023 through August 18th, 2023 at the rate of \$80/hour in an amount not to exceed \$24,000.

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONSULTING SERVICES AGREEMENT WITH THELEN & THELEN ENTERPRISES, LLC

WHEREAS, ICHD wishes to enter into a Consultant Services agreement with Thelen & Thelen Enterprises, LLC. to assist with continuity in Health Department finance operations effective May 16th, 2023 through August 18th, 2023 at a rate of \$80.00/hour, for an amount not to exceed \$24,000; and

WHEREAS, Eric Thelen retired in his role of Ingham County Health Department Chief Financial Officer effective May 15th, 2023 and is working as a consultant of Thelen & Thelen Enterprises, LLC.; and

WHEREAS, ICHD requires continued assistance with completion of the FY 2024 Budget, as well as continued assistance in completing the FY 2022 Ingham County Audit; and

WHEREAS, the Consultant Services agreement shall include providing the Health Department with such assistance upon which ICHD and the consultant mutually agree upon including financial statement reporting, grant monitoring, grant reporting, and general financial support in the financial operations of the department; and

WHEREAS, all costs associated with this agreement will be available from attrition within ICHD's FY '23 budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into a Consulting Services agreement with Thelen & Thelen Enterprises, LLC to assist with continuity in the Health Department's finance operations effective May 16th, 2023 through August 18th, 2023 at a rate of \$80.00/hour, for an amount not to exceed \$24,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a Consulting Services agreement with Thelen & Thelen Enterprises, LLC to assist with continuity in the Health Department's finance operations effective from May 16th, 2023 through August 18th, 2023 at the rate of \$80/hour, for an amount not to exceed \$24,000.

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

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.