

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
KARA HOPE
SARAH ANTHONY
BRIAN McGRAIN
DEB NOLAN
DON VICKERS
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, FEBRUARY 4, 2013 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [January 14, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews - Community Health Center Board
2. Veterans Affairs - Resolution Approving the Use of Contingency Funds for a [Temporary Hire](#) for Ingham County Department of Veteran Affairs
3. Health Department
 - a. Resolution to Accept \$500,000 in [School-Based Health Centers](#) Capital Program Funds from the Health Resources and Services Administration
 - b. Resolution to Accept Supplemental Funding for Quality Improvement in Health Centers from the Health Resources and Services Administration and to Authorize the Allocation of these Funds Toward the Purchase of a [Patient Portal and Website](#)
 - c. Resolution Amending Resolution #12-199, to Accept Clinical Services Expansion Funding for the Child and Adolescent Health Center Program from the Michigan Department of Community Health, to Establish Positions in the Health Department and Enter into an Agreement with [Fahrenheit Creative Group](#)
 - d. Resolution to Authorize an Addendum to the Agreement with [NextGen Healthcare Information Systems, Inc.](#)
 - e. Resolution to Authorize a Memorandum of Understanding with the Michigan Primary Care Association for the Placement of an [AmeriCorps Member](#) within the Community Health Centers
 - f. Resolution to Authorize [Amendment #2](#) to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health
 - g. Resolution to Authorize a [Pharmacy Services](#) Agreement for Services at the Ingham County Jail
 - h. Resolution to Authorize a Letter of Understanding with the Ingham Intermediate School District for [Early On Services](#)

- i. Resolution Honoring [Alice Ailles](#)
- j. Resolution Honoring [Doris Haynes](#)
- k. Resolution Honoring [Suzanne Hoeksema](#)

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**

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HUMAN SERVICES COMMITTEE
January 14, 2013
Minutes

Members Present: Todd Tennis, Kara Hope, Sarah Anthony, Brian McGrain, Deb Nolan, Don Vickers, and Randy Maiville

Members Absent: None

Others Present: Jared Cypher, Chuck Gray, Randy Marwede, Thomas Hetchler, Renée Branch Canady, Deb Brinson, Nancy Hayward and others

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

Approval of the December 3, 2012 Minutes

The December 3, 2012 Minutes were approved as submitted.

Additions to the Agenda

- 3i. Substitute - Resolution to Authorize Amendment #1 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

Limited Public Comment

None.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. MAIVILLE, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

3. Health Department
- b. Resolution to Authorize an Agreement with the Greater Lansing Food Bank to Support Implementation of the Food Security Plan
 - c. Resolution to Amend the Infectious Disease Physician Services Agreement with Michigan State University's College of Osteopathic Medicine – Tuberculosis Program
 - d. Resolution to Authorize an Amended 2012-2013 AmeriCorps Grant
 - e. Resolution to Amend the Collaborative Agreement with the Capital Area United Way
 - f. Resolution to Authorize an Agreement with the Capital Area Health Alliance
 - g. Resolution to Authorize an Agreement with Itentive Healthcare Solutions
 - h. Resolution to Authorize a Contract with Washtenaw County Health Department to Deliver a Workshop in Health Equity and Social Justice
 - i. Resolution to Authorize Amendment #1 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health
 - j. Resolution to Authorize an Amendment to the Agreement with the Shiawassee Regional Education Services District to Retain the Services of the Office for Young Children to Provide Early Head Start Services in Shiawassee County
 - k. Resolution Honoring Linda Hirai

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

3. Health Department

- a. Resolution to Authorize a Memorandum of Understanding Between St. Vincent Catholic Charities, Microenterprise Childcare Program of Michigan and Ingham County to Serve Refugee Families

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN ST. VINCENT CATHOLIC CHARITIES, MICROENTERPRISE CHILDCARE PROGRAM OF MICHIGAN AND INGHAM COUNTY TO SERVE REFUGEE FAMILIES.

Comm. McGrain questioned the length of the contract. Dr. Branch Canady stated this has been a pattern with this funder, further stating, she has been working on changing that pattern. Comm. McGrain questioned if this contract will extend beyond March 31. Dr. Branch Canady explained this is a limited project.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Nolan

2. MSU Extension - Resolution to Authorize a Contract with Capital Area United Way to Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth for 2013

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTRACT WITH CAPITAL AREA UNITED WAY TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE COMMUNITY COALITION FOR YOUTH FOR 2013.

Mr. Randy Bell, MSU Extension introduced himself to the newly elected Commissioners then described his position and the changes within the MSU Extension (MSUE).

(Comm. Nolan arrived at 6:32 pm)

Mr. Bell explained the formation and oversight of the Capital Area Mentoring Partnership (CAMP) and the United Way's interest in providing administrative oversight and programming in 2013. He further explained that the United Way's focus has been invested in mentoring, juvenile justice issues, and after school programming of which some programs have been guided by funding and youth needs in the Community.

Mr. Bell stated that after recent staffing changes at the MSU Extension it was determined by the MSUE staff, Commissioner's liaison to the Community Coalition for Youth (CCY) and representatives from the City of Lansing that contracting with the United Way would be the most effective and efficient way to accomplish the goals of the CCY/CAMP.

Mr. Bell explained CCY established the Ingham Change Initiative (ICI) which looks at the disparity in outcomes for young men of color as opposed to white males in the community. One of the strategies which was examined and effective is mentoring and as mentoring became the underlying principal of CCY and CAMP it made sense when the United Way asked to bring that forward.

Comm. Nolan added that Teresa Kmezt, President of the Capital Area United Way is located in the newly renovated Marshall Street Armory which is a community building and great space for non-profit organizations. She stated there are many non-profits in the building giving the examples of Big Brothers Big Sisters, Michigan Non-Profit Association and College Access Network. She also noted that Ms. Kmezt has a great relationship with Phillip Knight, Executive Director Big Brother Big Sister Michigan Capital Region. She expressed her confidence that Ms. Kmezt will do a great job with the program and this contract is a nice way to segue the program. Comm. Nolan mentioned that MSU Extension focus has progressed to food programs.

Comm. McGrain questioned the staffing for the program asking if they are doing more than coordinating meetings as identified in the resolution. Mr. Bell explained that the scope of services will go beyond meeting coordination and that is in the resolution only to demonstrate specifically that work will continue. He pointed out that the United Way will hold meetings for the full coalition on a quarterly basis and that is important to the Ingham County Board of Commissioners because the CCY is still the County's Advisory Board working on issues related to juvenile justices and the Juvenile Justice Millage. Mr. Bell overviewed the administrative oversight responsibilities of the Capital Area Mentoring Partnership including all programs, membership and pursuit of funding. Comm. McGrain asked for clarification that the administrative oversight and recommendations will come from the Coalition including if this should be continued. Mr. Bell answered yes and it was asked that they report quarterly; however the responsibility and direction of a Coalition is with its membership. Comm. McGrain asked if this was funded in the budget. Mr. Bell stated that is correct.

Comm. Anthony questioned if the staff person will also be staffing the ICI piece. Mr. Bell answered no explaining that ICI has received a small amount of donated funds and they have the ability to generate staffing activities. Comm. Anthony asked if the Capital Area United Way staff have experience as it relates to mentoring. Mr. Bell explained the staff person identified as the lead has been active with the Capital Area mentoring partnership. He acknowledged the matter of United Way mentoring is unique; however, Ms. Kmetz has built a first class team. Comm. Nolan informed the Committee that Comm. Anthony is the Liaison and will be attending the quarterly meetings and making sure the County is getting a value for their money. Additionally, she is welcome to attend the monthly coalition meetings.

Mr. Bell mentioned the funds from the County and city budgets is appreciated but is not enough to accomplish what is needed and as a result it is a huge advantage working with the United Way to find additional resources and opportunities.

MOTION CARRIED UNANIMOUSLY.

1. Veterans Affairs - Discussion: Potential Use of Contingency Funds and Potential Increase of PA 214 Due to Increased Demand

Mr. Marwede welcomed newly elected Commissioners and provided a handout “Cost Associated with additional UAW – D Position”.

Mr. Marwede informed the Commissioners that Veterans Affairs provide services to Veterans and families of Veterans in both Ingham County and Clinton County.

Mr. Marwede asked the Committee for their consideration of using contingency funds to hire a temporary employee while a permanent employee is on maternity leave. He made clear this is not a replacement for the employee.

Mr. Marwede expressed the need for a UAW – D Position either full-time or $\frac{3}{4}$ time and pointed out the cost projections that were prepared by the Budget Office. Mr. Marwede described the job description of the position.

Mr. Marwede referred to the handout “Cost Associated with additional UAW – D Position” the last page “Reports.” He explained this is what the Veterans Affairs office brings into County directly through Veterans and their family members.

Mr. Marwede reviewed the table in the Agenda that explains the 2013 Projected Millage Collection which is 53.95% of the net General Fund Cost as well as the total percentage of services to Indigent veterans in the past three years is 78.02%. Mr. Marwede reluctantly suggested the consideration of an increase of PA 214 due to increased demand. He reviewed the “Indigent Veterans Millage Scenarios”.

Mr. Marwede introduced Tom Hetchler from the Veterans Affairs Committee.

Chairperson Tennis asked if the UAW-D position description is the same as the person on maternity leave. Mr. Marwede answered no noting the UAW-D new position would be a Manager Confidential not responsible for benefit claims or need to be accredited. Mr. Hetchler explained that the other accredited employees will take the workload of the individual on maternity so that the temporary employee will not do claims work but other administrative tasks. Comm. Tennis asked for clarification that the Veterans Affairs is looking for a new position to keep up with the workload and returning veterans from overseas. Mr. Marwede answered yes.

Comm. Nolan thanked the gentlemen for their service stating she has no doubt their Department is overstretched, nonetheless, to find funding for the UAW-D position is a concern. Comm. Nolan stated that she can see funding the maternity leave. Chairperson Tennis clarified that funding of the UAW-D position is the reason for the PA 214 conversation of raising the millage.

Comm. Nolan questioned if raising the millage will go before the voters in 2013. Mr. Hetchler explained the millage does not need to go before the voters because PA 214 predates the Headley amendment and has a maximum increase. Mr. Cypher stated that is correct explaining that unlike other millages this can go toward the payroll budget. Comm. Nolan asked if this can be done by a vote of the Board of Commissioners. Mr. Cypher answered yes. Comm. Nolan asked if that is what Mr. Marwede is proposing. Mr. Marwede answered yes.

Comm. McGrain stated he can appreciate a small office needing a temporary employee during another employee's maternity leave, questioned the budget increase needed to hire a new employee and expressed his concern this was not addressed during the budget process. Mr. Marwede stated when it comes to raising taxes he does not suggest that lightly but right now the office is at a breaking point. Comm. Nolan asked if Mr. Marwede was not prepared during the budget process. Mr. Marwede explained he was not contemplating this with the elimination of County positions but is here today definitely for a reason. Comm. Nolan asked if this is a critical matter. Mr. Marwede answered yes.

Mr. Hetchler explained that Veterans Advisory Board is comprised of a veteran from every era of wartime service and currently there are five. He explained that the Advisory Board keeps looking at the numbers then pointed out increases in death pension claims (+400%), pension claims (+124.3%), compensation claims (+87.9%), and dependency & Indemnity claims (+78.5%) and the list goes on and on. He explained the staff is working hard with less and doing more. He then asked for consideration of another employee acknowledging the County is trying to make ends meet too. He also asked the Commissioners to consider the value added from PA 214 funds that will support the position and the income to the County through its veterans and their families. Mr. Marwede pointed out what is not reflected by the increases is Eaton County no longer contracts with Veterans Affairs so the increases are with fewer clients.

Comm. Nolan asked what law sets up the Statute for the Veterans Affairs Board. Mr. Hetchler answered Statute 192. Comm. Nolan referenced Statue 192 which requires a recommendation from Veteran Affairs or American Legion Post to be a member of the Veterans Affairs Board. She expressed her concern that the Board is diverse because in her experience many posts are not. She suggested that Mr. Marwede and Mr. Hetchler work toward legislation to eliminate the need for Legion Post recommendation. Mr. Hetchler informed the Committee that the Veterans Affairs Board is diverse and some service organizations are more diverse than others but that can be attributed to the fact many do not participate in service organizations estimating 83% and most posts have an older population. However, as service men and women are coming back to the state they are getting involved and that is important. Comm. Vickers stated that there is diversity in the Leslie and Mason posts but could not say if they are members. He also acknowledged the age of those who belong to the posts. Comm. Nolan suggested eliminating the Legion referral. Mr. Marwede explained that individuals are introduced to the service organizations so they are able to receive the letter of recommendation.

Comm. McGrain stated that he is in favor of funding a temporary employee; however, is disappointed that the request for the UAW-D position was not part of the budget process. Comm. McGrain asked for more detailed information on the millage and the new position. Comm. Vickers stated he prefers the idea of a ¾ time employee over a full-time employee not knowing the tax base.

Chairperson Tennis acknowledged staff has been working under crisis mode and until this maternity leave did not put into focus the need another individual.

Mr. Cypher stated the Controller's office has not seen enough information on the permanent position to make a recommendation. Additionally, in regard to the temporary position it will be only a few thousand dollars. He suggested a resolution can come back to the Committee or Veterans Affairs can hire a temporary employee and see how it plays out with their budget.

Comm. McGrain asked why the millage was reduced in 2010. Mr. Cypher explained it was a change in configuration based on indigent case load. The Committee discussed the balance of the Contingency Fund.

The Committee asked Mr. Marwede to work with the Controller's Office in preparing a resolution to provide administrative assistance to Veteran's Affairs while an employee is on maternity leave.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO SUSPEND THE BOARD RULES TO ALLOW COMM. NOLAN TO VOTE ON THE MINUTES, CONSENT AGENDA AND ITEM 3a.

Comm. Nolan voted yes to approve the minutes, consent agenda and Item 3a.

Announcements

Comm. Nolan informed the Committee that snow is being made again at the Hawk Island Snow Park and they will be up and running soon.

Public Comment

Mr. Gray, UAW Chairperson welcomed the new Commissioners. Mr. Gray stated he appreciates the work of the Veteran's Affairs; however, a new position will require the participation of the Union. He expressed his wiliness to work with Veteran's Affairs, Controller and Human Resources to create a position and is happy to see people working.

The meeting adjourned at approximately 7:17 p.m.

Respectfully submitted,

Julie Buckmaster

FEBRUARY 4, 2013 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Assistant Deputy Controller is recommending approval of the following resolutions:

2. Veterans Affairs – Resolution Approving the Use of Contingency Funds for a Temporary Hire for Ingham County Department of Veteran Affairs

This resolution approves the use of up to \$5,012 to hire a temporary employee in Veteran Affairs at the level of UAW D for the period April 8, 2013 through May 31, 2013. This position is necessary to cover an employee's maternity leave. There is \$353,259 in the 2013 Contingency Fund.

3a. Health Department - Resolution to Accept \$500,000 in School-Based Health Centers Capital Program Funds from the Health Resources and Services Administration

This resolution accepts a \$500,000 grant for the following activities:

1. Purchase a fully equipped mobile medical/dental health vehicle. This mobile health center will increase capacity to serve children in schools as well as women and children in the area's homeless shelters.
2. Purchase equipment to update and expand services related to Registration and Enrollment throughout the community health centers.
3. Purchase moveable exam room and office equipment to provide safe and effective health care to students at the newly opened Eastern Health Center, a school-based health center located within Lansing School District's Eastern High School.

3b. Health Department - Resolution to Accept Supplemental Funding for Quality Improvement in Health Centers from the Health Resources and Services Administration and to Authorize the Allocation of these Funds Toward the Purchase of a Patient Portal and Website

This resolution authorizes the acceptance of up to \$55,000 in supplemental funding from the Health Resources and Services Administration to be used toward the purchase of a Patient Portal and website.

3c. Health Department - Resolution Amending Resolution #12-199, to Accept Clinical Services Expansion Funding for the Child And Adolescent Health Center Program from the Michigan Department of Community Health, to Establish Positions in the Health Department And Enter Into An Agreement With Fahrenheit Creative Group

This resolution accepts Clinical Services Expansion Funding from the Michigan Department of Community Health for its three Child and Adolescent Health Centers. Eastern, Sexton and Willow Health Centers each received \$170,000 for a total of \$510,000 for the period October 1, 2012 through September 30, 2016. The purpose of this funding is to expand clinical services within the Child and Adolescent Health Centers and work toward achievement of Patient Centered Medical Home (PCMH) designation through the National Committee on Quality Assurance (NCQA).

To successfully meet the outcomes of the grant, the Health Department proposes to establish:

A part-time (.50 FTE) Nurse Case Manager Position, PHN/3

A full-time (1.0 FTE) Medical Social Worker Position, ICEA PRO/7, which will be posted internally.

After the candidate is selected for the Medical Social Worker position, the successful candidate's position shall be converted to a Medical Social Worker, ICEA PRO/7 using grant funds to support the difference in pay.

These positions will provide case management and increased mental health services within the Child and Adolescent Health Centers. It is the intent that these positions will not be filled for the first five months of this grant. An amount of \$30,000 of the grant award will be used toward the one time purchase of a Patient Portal and related website, which is a requirement for Level 3 PCMH designation through the NCQA and full implementation of Meaningful Use.

3d. Health Department - Resolution to Authorize an Addendum to the Agreement with NextGen Healthcare Information Systems, Inc.

This resolution authorizes an addendum to the agreement with NextGen Healthcare Information Systems, Inc. to allow NextGen to install Patient Portal Provider Licenses for all providers, including mid-level and behavioral health providers. This addendum will cost a one time fee of \$67,987.50 and a monthly provider fee of \$2,832.00. These costs will be paid with grant funds from the Clinical Service Expansion Funding through the Michigan Department of Community Health and FY 12 and with FY2012 Supplemental Funding for Quality Improvement in Health Centers through the Health Resources and Services Administration.

3e. Health Department - Resolution to Authorize a Memorandum of Understanding with the Michigan Primary Care Association for the Placement of an AmeriCorps Member within the Community Health Centers

This resolution authorizes a Memorandum of Understanding with the Michigan Primary Care Association to actively participate in cooperation with Michigan's AmeriCorps program, and allows the placement of an AmeriCorps Member within the Ingham Community Health Centers for a cost of \$8,500.

3f. Health Department - Resolution to Authorize Amendment #2 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

This resolution amends the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health to increase support for the HIV Prevention program to \$156,943 (an increase of \$113,348). The initial agreement included funding for the HIV Prevention program through December 31, 2012. This amendment extends the funding for this program to the end of the agreement, September 30, 2013

3g. Health Department - Resolution to Authorize a Pharmacy Services Agreement for Services at the Ingham County Jail

This resolution extends the existing agreement with Contract Pharmacy Services, Inc., to provide pharmaceuticals to support the medical services at the Ingham County Jail. The extended agreement is for the period of April 1, 2013 through March 31, 2016, at the actual acquisition cost plus a dispensing fee of \$2.65 per prescription, a reduction of 10 cents per prescription.

3h. Health Department - Resolution to Authorize a Letter of Understanding with the Ingham Intermediate School District for Early On Services

This resolution authorizes a Letter of Understanding with Ingham Intermediate School District, which offers Ingham County \$108,573 in Early On funds to compensate the Public Health Nursing Division for 1.25 FTE staff costs.

OTHER/HONORARY ITEMS:

1. Interviews – Community Health Center Board

3i. Health Department - Resolution Honoring Alice Ailles

3j. Health Department - Resolution Honoring Doris Haynes

3k. Health Department - Resolution Honoring Suzanne Hoeksema

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Randy A. Marwede, Director, Veterans Affairs

DATE: January 24, 2013

RE: Request to Hire Temporary Support

Ingham County Department of Veteran Affairs is currently staffed with a Director, two Veteran Benefits Counselors, a Clerk/Trust Fund Agent, and a Transportation Officer.

One of the Veteran Benefits Counselors is scheduled to take a maternity leave from approximately March 31, through June 1, 2013. The majority of this employee's FMLA leave will be unpaid.

I am requesting authorization to hire a temporary employee to assist with the workload for the period April 8 through May 31, 2013.

We do not have a temporary wages line item to cover this cost. Total cost for a temporary UAW/D employee at an hourly rate of \$16.0628, 40 hours per week would cost \$5,012.

I am requesting that funds be granted from the County's contingency fund to support this temporary hire.

c: Travis Parsons
Chuck Gray

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE USE OF CONTINGENCY FUNDS FOR A TEMPORARY HIRE FOR INGHAM COUNTY DEPARTMENT OF VETERAN AFFAIRS

WHEREAS, Ingham County Department of Veteran Affairs is currently staffed with a Director, two Veteran Benefits Counselors, a Clerk/Trust Fund Agent, and a Transportation Officer; and

WHEREAS, one of the Veteran Benefits Counselors will be on maternity leave from approximately March 25, 2013 to June 1, 2013; and

WHEREAS, the majority of the employee's FMLA will be unpaid; and

WHEREAS, the Director and remaining Veteran Benefit Counselor will be responsible for incorporating the additional caseload during this timeframe; and

WHEREAS, in order to maintain orderly services to Ingham County veterans and their families, a temporary hire who will perform perfunctory tasks within the Department is necessary and essential; and

WHEREAS, the Director of Ingham County Department of Veteran Affairs will be responsible for administering all necessary up training for the temporary hire.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves of a temporary hire at the level of UAW D for the period April 8, 2013 through May 31, 2013.

BE IT FURTHER RESOLVED, that funding for this temporary hire in the amount of up to \$5,021 be made available through the use of the Ingham County contingency funds.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution, including the transfer of up to \$5,021 from the 2013 Contingency Fund to the Veteran Affairs temporary budget.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: January 24, 2013

RE: Recommendation to Accept School-Based Health Center Capital Grant Funds From the Health Resources and Services Administration

The Health Department's Community Health Centers has received funding from the Health Resources and Services Administration (HRSA) through its Affordable Care Act (ACA) Grants for School-Based Health Centers Capital Program.

To meet the needs of the Ingham County Community, in its application, Health Department proposed to use \$500,000 in capital funds for the following activities:

1. Purchase a fully equipped mobile medical/dental health vehicle. This mobile health center will increase capacity to serve children in schools as well as women and children in the area's homeless shelters.
2. Purchase equipment to update and expand services related to Registration and Enrollment throughout the community health centers.
3. Purchase moveable exam room and office equipment to provide safe and effective health care to students at the newly opened Eastern Health Center, a school-based health center located within Lansing School District's Eastern High School.

The Health Department requested and received \$500,000 to achieve the above stated goals. I recommend that the Board of Commissioners authorizes the acceptance of up to \$500,000 in funding from the Health Resources and Services Administration.

c: Debbie Brinson, w/attachment
Barb Mastin, w/attachment
John Jacobs, w/attachment
Jan Kimble, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT \$500,000 IN SCHOOL-BASED HEALTH CENTERS CAPITAL PROGRAM FUNDS FROM THE HEALTH RESOURCES AND SERVICES ADMINISTRATION

WHEREAS, as a Health Center Program Grantee, the Health Department's Community Health Centers received funds from the Affordable Care Act (ACA) Grants for School-Based Health Centers Capital Program from the Health Resources and Services Administration in the amount of \$500,00; and

WHEREAS, the purpose of these awards was to address significant and pressing capital needs to improve service delivery and support the expansion of services at School-Based Health Centers throughout the country; and

WHEREAS, the Health Department proposes to use these funds for the following: The purchase of a fully equipped mobile medical/dental health vehicle; to purchase equipment to update and expand services related to Registration and Enrollment Unit; and to purchase moveable exam room and office equipment to provide safe and effective health care to students at the newly opened Eastern Health Center, a school-based health center located within Lansing School District's Eastern High School; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the acceptance of up to \$500,000 in funding from the Health Resources and Services Administration.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of up to \$500,000 in funding from the Health Resources and Services Administration to purchase a fully equipped mobile medical/dental health vehicle; to purchase equipment to update and expand services related to Registration and Enrollment Unit; and to purchase a moveable exam room and office equipment to provide safe and effective health care to students at the Eastern Health Center.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

BE IT FURTHER RESOLVED, the Board Chairperson and County Clerk are authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: January 23, 2013

RE: Recommendation to Accept Supplemental Funding from the Health Resources and Services Administration in Support of Quality Improvement and to Authorize the Allocation of these Funds to be Used Toward the Purchase of a Patient Portal

The Health Department's Community Health Centers received funding from the Health Resources and Services Administration through its FY2012 Supplemental Funding for Quality Improvement in Health Centers. This is one-time supplemental funding under Section 330 of the Public Health Service Act to improve access to services, quality of care and clinical outcomes through the Patient Centered Medical Home (PCMH) model of care. This funding specifically focuses on improving outcomes related to cervical cancer screening for health center patients by supporting PCMH transformation projects.

The Health Department received \$55,000 toward the purchase of a Patient Portal. A Patient Portal is a special secure website that links to a health center's website. Patients can use it to complete tasks securely online - tasks they used to only be able to do by phone or in person. The Patient Portal will allow patients to request an appointment, place and/or check electronic prescription requests at any time, to pay a bill, to register for their first visit and input their medical history, to receive lab results, to view upcoming appointments, to view their outstanding balance, and to view their medical record. The Patient Portal can be used to simplify administrative tasks, including scheduling, appointment reminders, electronic messaging, and general paperwork.

I recommend that the Board of Commissioners authorizes the acceptance of up to \$55,000 in supplemental funding from the Health Resources and Services Administration. In addition, I recommend that the Board of Commissioners authorizes these funds to be used toward the purchase of a Patient Portal and website.

c: Debbie Brinson, w/attachment
Barb Mastin, w/attachment
John Jacobs, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT SUPPLEMENTAL FUNDING FOR QUALITY IMPROVEMENT IN HEALTH CENTERS FROM THE HEALTH RESOURCES AND SERVICES ADMINISTRATION AND TO AUTHORIZE THE ALLOCATION OF THESE FUNDS TOWARD THE PURCHASE OF A PATIENT PORTAL AND WEBSITE

WHEREAS, as a Health Center Program Grantee, the Health Department's Community Health Centers received the FY2012 Supplemental Funding for Quality Improvement in Health Centers from the Health Resources and Services Administration; and

WHEREAS, this is one-time supplemental funding under Section 330 of the Public Health Service Act to improve access to services, quality of care and clinical outcomes through the Patient Centered Medical Home (PCMH) model of care; and

WHEREAS, this funding specifically focuses on improving outcomes related to cervical cancer screening for health center patients by supporting PCMH transformation projects; and

WHEREAS, the Health Department received \$55,000 toward the purchase of a Patient Portal to support PCMH transformation; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the acceptance of up to \$55,000 in supplemental funding from the Health Resources and Services Administration; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes these funds to be used toward the purchase a Patient Portal and a website.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of up to \$55,000 in supplemental funding from the Health Resources and Services Administration to be allocated toward the purchase of a Patient Portal and website.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

BE IT FURTHER RESOLVED, the Board Chairperson and County Clerk are authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: January 23, 2013

RE: Recommendation to Amend Resolution #12-199

The Health Department applied for and received Clinical Services Expansion Funding from the Michigan Department of Community Health for its three Child and Adolescent Health Centers. Eastern, Sexton and Willow Health Centers each received \$170,000 for a total of \$510,000 for the period October 1, 2012 through September 30, 2016. The purpose of this funding is to expand clinical services within the Child and Adolescent Health Centers and work toward achievement of Patient Centered Medical Home (PCMH) designation through the National Committee on Quality Assurance (NCQA).

To successfully meet the outcomes of the grant, the Health Department proposes to establish:

A part-time (.50 FTE) Nurse Case Manager Position, PHN/3

A full time (1.0 FTE) Medical Social Worker Position, ICEA PRO/7, which will be posted internally.

After the candidate is selected for the Medical Social Worker position, the successful candidate's position shall be converted to a Medical Social Worker, ICEA PRO/7 using grant funds to support the difference in pay.

These positions will provide case management and increased mental health services within the Child and Adolescent Health Centers. It is the intent that these positions will not be filled for the first five months of this grant.

An amount of \$30,000 of the grant award will be used toward the one time purchase of a Patient Portal and related website, which is a requirement for Level 3 PCMH designation through the NCQA and full implementation of Meaningful Use.

A Patient Portal is a special secure website that links to a health center's website. Patients can use it to complete tasks securely online; tasks they used to only be able to do by phone or in person. The Patient Portal will allow patients to request an appointment, place and/or check electronic prescription requests at any time, to pay a bill, to register for their first visit and input their medical history, to receive lab results, to view upcoming appointments, to view their outstanding balance, and to view their medical record. The Patient Portal can be used to simplify administrative tasks, including scheduling, appointment reminders, electronic messaging, and general paperwork.

The Patient Portal website will interface with the Community Health Centers (CHC) website. The CHC has worked closely with the Fahrenheit Creative Group for the development of the initial stages of a website. Fahrenheit Creative Group has worked closely with MIS to ensure the CHC website will interface with the County website. We are recommending to enter into an agreement with Fahrenheit Creative Group to develop the website and interface for the Patient Portal and to develop online patient education materials. This period of the agreement shall be February 1, 2013 through January 31, 2014 in an amount up to \$25,000.

I recommend that the Board of Commissioners authorize an amendment to Resolution 12-199 to accept an additional \$510,000 in Clinical Services Expansion Funding from the Michigan Department of Community Health for the period October 1, 2012 through September 30, 2016.

I also recommend that the Board of Commissioners approve the establishment and conversion of the aforementioned positions, and the allocation of \$30,000 in Clinical Services Expansion Funding toward the purchase of the Patient Portal and related website.

In addition, I recommend that the Board of Commissioners authorize an agreement with Fahrenheit Creative Group for an amount of up to \$25,000 for the period February 1, 2013 to January 31, 2014.

c: Debra Brinson, w/attachment
John Jacobs, w/attachment
Barbara Mastin, w/attachment

TO: Barb Mastin, Chief Operating Officer, CHCS
FROM: Michelle Rutkowski, Human Resources Specialist
DATE: 1/22/13
RE: Analysis for Changes to Amend Resolution #12-199

In reference to the Health Department's proposal to Amend Resolution #12-199, Human Resources supplies the following information:

1. We have created a new job classification titled "Nurse Case Manager, Community Health Center Network". A copy of the new job description is attached to the email accompanying this memo.
2. This new classification is equivalent to the established classification of "Nurse Case Manager". Both positions are evaluated at a PHN 3 salary grade.
3. I will send the PHN Unit Chair notification of the new classification. As a courtesy, we allow them 3 days to voice any possible concerns.
4. The classification of "Medical Social Worker" is found in the ICEA PRO bargaining unit and its corresponding salary is an ICEA PRO 7.
5. Changing position #601316 from an Assistant Social Worker to a Medical Social Worker is inappropriate. Assistant Social Workers are compensated at an ICEA PRO 5 and Medical Social Workers are compensated at an ICEA PRO 7. Changing the position while it is occupied results in an inappropriate reclassification for the incumbent and a missed promotional opportunity for other County employees.
6. You have received grant money to fully fund one Medical Social Worker position and partially fund another. The proper procedure for this situation is as follows:
 - a. Internally post the fully funded Medical Social Worker position.
 - b. Allow internal applicants to be screened and referred by H.R.
 - c. After interviews, choose the top applicant from the applicant pool and move him/her into the fully funded Medical Social Worker position.
 - d. Convert the successful candidate's old classification to a Medical Social Worker using the grant funds to compensate for the difference in pay.
 - e. Choose the second-best applicant from the applicant pool for the newly-converted Medical Social Worker position.

While a bit cumbersome, this process ensures a fair and competitive result for all County employees.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposal. If I can be of further assistance, please email or call me (887-4374).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #11-235, TO ACCEPT INCREASED AWARDS TO SUPPORT THE CONTINUED OPERATIONS OF THE HEALTH DEPARTMENT'S CHILD AND ADOLESCENT HEALTH CENTERS

RESOLUTION #12-199

WHEREAS, In Resolution #11-235, the Ingham County Board of Commissioners authorized the acceptance of \$100,000 per year to support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year to support the continued operations at Otto Community Health Center; \$225,000 to support the continued operations at Willow Health Center, and \$175,000 to start a new school-based health center and fund its operations at a Lansing School District High School; and

WHEREAS, the Michigan Department of Community Health (MDCH) notified the Health Department's Community Health Center Network of an increase in funding of approximately 10% (up to \$375,000 total or up to \$75,000 per year). The new grant allocations for the Child & Adolescent Health Centers are:

- Gardner SWP - \$110,000 (currently \$100,000)
- Willow - \$250,000 (currently \$225,000)
- Otto - \$195,000 (currently \$175,000)
- Sexton - \$195,000 (currently \$175,000)

WHEREAS, the new base allocations shall take effect in fiscal year 2012 and shall be applicable to costs for the remainder of the fiscal year; and

WHEREAS, it is the intent of the Michigan Department of Community Health to continue the new allocations for the remainder of the grant cycle through FY 2017, upon approval of a revised budget and work plan; and

WHEREAS, the Ingham Community Health Center Board of Directors has approved the amendment to the existing agreements; and

WHEREAS, the Health Officer recommends that the Board of Commissioners adopt the amendments to Resolution #11-235 and authorize acceptance of the increased amounts to the Michigan Department of Community Health Child and Adolescent Health Center awards to support the continued operations of the Health Department's Child and Adolescent Health Centers.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of up to \$375,000 in additional funds from the Michigan Department of Community to support the continued operations of the Health Department's Child and Adolescent Health Centers.

RESOLUTION #12-199

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of an agreement with KMD consulting for up to \$35,000 per year from October 1, 2011 – October 31, 2016, not to exceed \$175,000 over the five year period to assist in coordinating Patient Centered Medical Home activities, assist in the development, tracking and training related to ongoing compliance monitoring, assist in outreach and enrollment activities to ensure youth are enrolled in an insurance plan and to assist in outreach and engagement activities to recruit and retain youth in care.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes up to \$35,000 per year, or up to \$175,000 over the five year period, to engage in health education and outreach activities at each of its four child and adolescent health centers to be used to fund special part time health advocates who will conduct outreach activities related to youth retention and engagement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amendment to increase the agreement with the School-Community Health Alliance of Michigan by \$5,000 annually, from October 1, 2011 through October 31, 2016 to establish and maintain the required local community advisory committees and that this agreement will not exceed \$30,000 per year.

BE IT FURTHER RESOLVED, that all other terms and conditions of resolution 11-235 remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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

HUMAN SERVICES: Yeas: Nolan, Tennis, McGrain, Vickers, Dougan
Nays: None **Absent:** Schor **Approved 6/18/12**

COUNTY SERVICES: Yeas: Holman, Schor, Grebner, Celentino, De Leon, Vickers
Nays: None **Absent:** None **Approved 6/19/12**

FINANCE: Yeas: Grebner, McGrain, Nolan, Bahar-Cook, Tennis, Dougan
Nays: None **Absent:** None **Approved 6/20/12**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #12-199, TO ACCEPT CLINICAL SERVICES EXPANSION FUNDING FOR THE CHILD AND ADOLESCENT HEALTH CENTER PROGRAM FROM THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH, TO ESTABLISH POSITIONS IN THE HEALTH DEPARTMENT AND ENTER INTO AN AGREEMENT WITH FAHRENHEIT CREATIVE GROUP

WHEREAS, in Resolution #12-199 funds we awarded from the Michigan Department of Community Health to support the continued operations of the Health Department's three Child and Adolescent Health Center programs; and

WHEREAS, the Health Department has received additional funding in the amount of \$510,000 in Clinical Services Expansion Funding for its Child and Adolescent Health Centers, Eastern, Sexton and Willow, from the Michigan Department of Community Health for the period October 1, 2012 through September 30, 2016; and

WHEREAS, the purpose of this funding is to expand clinical services within the Child and Adolescent Health Centers and to work toward the achievement of Patient Centered Medical Home designation through the National Committee on Quality Assurance; and

WHEREAS, through this Clinical Expansion Funding from the Michigan Department of Community Health, the Health Department proposes to establish one part time (0.50 FTE) Nurse Case Manager position, PHN/3 and one full time (1.0 FTE) Medical Social Worker Position, ICEA/PRO 7; and

WHEREAS, the newly established Medical Social Worker Position shall be posted internally and the successful candidate's position shall be converted to a Medical Social Worker, ICEA PRO/7 using grant funds to support the difference in pay; and

WHEREAS, these positions will provide case management and increased mental health services within the Child and Adolescent Health Centers; and

WHEREAS, through this Clinical Expansion Funding from the Michigan Department of Community Health the Health Department proposes to use \$30,000 toward the purchase of a Patient Portal and related website, which is a requirement to achieve Level Three Patient Centered Medical Home designation through the National Committee on Quality Assurance and for full implementation of Meaningful Use; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes an amendment to Resolution #12-199 to accept up to \$510,000 in Clinical Services Expansion Funding from the Michigan Department of Community Health, which will be administered through the Michigan Primary Care Association for the period October 1, 2012 through September 30, 2016; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approves the establishment of the aforementioned positions; and

WHEREAS, that \$30,000 in funds from the Clinical Services Expansion Funding shall be used for the on time purchase of the Patient Portal; and

WHEREAS, an agreement with Fahrenheit Creative Group is authorized to develop the website and interface for the Patient Portal and to develop online patient education materials. This period of the agreement shall be February 1, 2013 through January 31, 2014 in an amount up to \$25,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to Resolution #12-199 to accept up to \$510,000 in additional grant funds through the Clinical Services Expansion Funding from the Michigan Department of Community Health for the period October 1, 2012 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of one part time (0.50 FTE) Nurse Case Manager position, PHN/3 and one full time (1.0 FTE) Medical Social Worker Position, ICEA/PRO 7.

BE IT FURTHER RESOLVED, the newly established Medical Social Worker Position shall be posted internally and the successful candidate's position shall be converted to a Medical Social Worker, ICEA PRO/7 using grant funds to support the difference in pay.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the allocation of \$30,000 in Clinical Services Expansion Funding from the Michigan Department of Community Health to be used toward the purchase of a Patient Portal and related website.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an agreement with Fahrenheit Creative Group for up to \$25,000 from February 1, 2013 to January 31, 2014.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #12-199 remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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

MEMORANDUM

TO: Human Services Committee
Finance Committees

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: January 23, 2013

RE: Recommendation to Authorize an Addendum to the Agreement with NextGen Healthcare Information Systems, Inc.

In Resolution #10-275, the Board of Commissioners authorized an agreement with NextGen Healthcare Information Systems, Inc. (NextGen) for the purpose of obtaining its patient management and electronic health record software systems.

The proposed addendum to the current agreement will allow NextGen to install Patient Portal Provider Licenses for all providers, including mid-level and behavioral health providers. This addendum will cost a one-time fee of \$67,987.50 and a monthly provider fee of \$2,832.00.

The Health Department's Community Health Centers are currently working to achieve Patient Centered Medical Home (PCMH) designation through the National Council on Quality Assurance (NCQA). The Health Department received a \$55,000 grant award from the Health Resources and Services Administration to initiate specific activities in support of Quality Improvement, including PCMH development. The budget for this grant includes \$55,000 to purchase a Patient Portal. In addition, the Health Department received \$510,000 in Clinical Service Expansion Funding through the Michigan Department of Community Health, of which, \$30,000 of this funding was budgeted toward the purchase of a Patient Portal and its implementation.

A Patient Portal is a special secure website that links to a Health Center's website. Patients can use it to complete tasks securely online - tasks they used to only be able to do by phone or in person. The Patient Portal will allow patients to request an appointment, place and/or check electronic prescription requests at any time, to pay a bill, to register for their first visit and input their medical history, to receive lab results, to view upcoming appointments, to view their outstanding balance, and to view their medical record. The Patient Portal can be used to simplify administrative tasks, including scheduling, appointment reminders, electronic messaging, and general paperwork.

Together, the Patient Portal and related website, which will link patients to the secure portal, will cost a one-time fee of approximately \$93,000. Both the grant award from the Health Resources and Services Administration and the FY 13 Clinical Service Expansion Funding through the Michigan Department of Community Health (MDCH) will be used to pay for these items. The MDCH grant will also be used to pay the monthly provider fees of \$2,832.

I recommend that the Board of Commissioners approve the addendum to the agreement with NextGen Healthcare Information Systems, Inc. The term of this addendum shall be for one year commencing on the date signed and automatically renewing for subsequent one year terms unless either party terminates as specified in the agreement.

c: Debra Brinson, w/attachment
Barb Mastin, w/attachment
John Jacobs, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADDENDUM TO THE AGREEMENT WITH
NEXTGEN HEALTHCARE INFORMATION SYSTEMS, INC.**

WHEREAS, in Resolution #10-275, the Board of Commissioners authorized an agreement with NextGen® Healthcare Information Systems, Inc. (NextGen®) for the purpose of obtaining its patient management and electronic health record software systems; and

WHEREAS, the proposed addendum to the current agreement will allow NextGen® to install Patient Portal Provider Licenses for all providers, including mid-level and behavioral health providers; and

WHEREAS, Patient Portal Provider Licenses are needed to achieve Level Three Patient Centered Medical Home designation through the NCQA; and

WHEREAS, this addendum to the agreement will cost a one-time fee of \$67,987.50 and a monthly provider fee of \$2,832.00; and

WHEREAS, these costs will be paid with grant funds from the Clinical Service Expansion Funding through the Michigan Department of Community Health and FY 12 and with FY2012 Supplemental Funding for Quality Improvement in Health Centers through the Health Resources and Services Administration; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approve the addendum to the agreement with NextGen® Healthcare Information Systems, Inc.; and

WHEREAS, the term of this addendum shall be for one year beginning as of the date signed and shall automatically renew for subsequent one year terms unless either party provides notice otherwise.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an addendum to the agreement with NextGen® Healthcare Information Systems, Inc. to install Patient Portal Provider Licenses for all providers, including mid-level and behavioral health providers for a one-time cost of up to \$67,987.50 and a monthly provider fee of \$2,832.00.

BE IT FURTHER RESOLVED, that the term of this addendum shall be for one year commencing on the date signed and automatically renewing for subsequent one year terms unless either party terminates by giving the other party thirty days prior written notice.

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 County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: January 22, 2013

RE: Recommendation to Authorize a Memorandum of Understanding with the Michigan Primary Care Association for the placement of an AmeriCorps Member within the Community Health Centers

The Health Department's Community Health Centers (CHC) are seeking an opportunity to hire an AmeriCorps Member through the Michigan Primary Care Association to conduct several important activities, which will allow the CHC to be successful in transitioning to changes required by the Affordable Care Act. The CHC will use an AmeriCorps Member to improve access to health care, increase outreach and compliance within the community health centers, and increase outreach and enrollment in Medicaid. The cost of this AmeriCorps Member is \$8,500, which includes travel costs to mandatory AmeriCorps events and services projects, for one full year. This cost will be paid through the 511 Fund.

I recommend that the Board of Commissioners authorize a Memorandum of Understanding with the Michigan Primary Care Association to actively participate in cooperation with Michigan's AmeriCorps program, and allow the placement of an AmeriCorps Member within the Ingham Community Health Centers for a cost of \$8,500

c: Debbie Brinson, w/attachment
Barb Mastin, w/attachment
John Jacobs, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING WITH THE MICHIGAN PRIMARY CARE ASSOCIATION FOR THE PLACEMENT OF AN AMERICORPS MEMBER WITHIN THE COMMUNITY HEALTH CENTERS

WHEREAS, the Health Department's Community Health Centers (CHC) are seeking an opportunity to hire an AmeriCorps Member through the Michigan Primary Care Association to conduct several important activities, which will allow the CHC to be successful in transitioning to changes required by the Affordable Care Act; and

WHEREAS, the CHC will use an AmeriCorps Member to improve access to health care, increase outreach and compliance within the community health centers, and increase outreach and enrollment in Medicaid; and

WHEREAS, the cost of this AmeriCorps Member is \$8,500, which includes travel costs to mandatory AmeriCorps events and services projects, for one full year; and

WHEREAS, this cost will be paid through the 511 Fund; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a Memorandum of Understanding with the Michigan Primary Care Association to actively participate in cooperation with Michigan's AmeriCorps program, and allow the placement of an AmeriCorps Member within the Ingham Community Health Centers for a cost of \$8,500.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize a Memorandum of Understanding with the Michigan Primary Care Association to actively participate in cooperation with Michigan's AmeriCorps program, and allow the placement of an AmeriCorps Member within the Ingham Community Health Centers for a cost of \$8,500.

BE IT FURTHER RESOLVED, the Board Chairperson and County Clerk are authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée B. Canady, Ph.D., Health Officer

DATE: January 24, 2013

RE: Resolution to Authorize Amendment #2 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendment #2 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2012-2013 Agreement in Resolution #12-311 and authorized amendment # 1 in Resolution #13-20.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #2 will increase the budget for Comprehensive Local Health Services from \$5,154,373 to \$5,267,721 for a total increase of \$113,348. The Amendment makes the following specific changes in the budget:

1. Increases support for the HIV Prevention program to \$156,943 (an increase of \$113,348).

The initial agreement included funding for the HIV Prevention program through December 31, 2012. This amendment extends the funding for this program to the end of the agreement, September 30, 2013 and is included in the 2013 budget. I recommend that the Board of Commissioners adopt the attached resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #2
TO THE 2012-2013 COMPREHENSIVE AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

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

WHEREAS, the MDCH and Ingham County have entered into a 2012-2013 Agreement for the delivery of public health services under the Comprehensive agreement process as authorized by Resolution #12-311 and amended in Resolution #13-20; and

WHEREAS, the MDCH has proposed an amendment to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,154,373 to \$5,267,721 for a total increase of \$113,348.

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

1. Increases support for the HIV Prevention program to \$156,943 (an increase of \$113,348).

BE IT FURTHER RESOLVED, that the Health Officer, Renee Branch Canady, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit Amendment #2 of the 2012-2013 CPBC grant documents electronically through the Mi-E Grants system.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2013 Budget as required to implement this resolution.

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

MEMORANDUM

To: Law and Courts Committee
Human Services Committee
Finance Committee

From: Renée Branch Canady, PhD, MPA, Health Officer

Date: January 22, 2013

Re: Recommendation to Extend the Contract Agreement with Contract Pharmacy Services, Inc.

In Resolution #10-033, the Board of Commissioners authorized a contract agreement with Contract Pharmacy Services, Inc., to provide pharmaceuticals to support the medical services at the Ingham County Jail. This agreement will expire on March 31, 2013.

The Health Department continues to operate the correctional health services at the Ingham County Jail and is committed to providing high quality and efficient health care services to jail inmates. Pharmacy products represent a necessary but substantial cost in the delivery of health care services to jail inmates.

Contract Pharmacy Services, Inc. has been efficient and successful at performing the required scope of services at the Ingham County Jail.

Contract Pharmacy Services, Inc. has proposed to continue this agreement for the period of April 1, 2013 through March 31, 2016, at the actual acquisition cost plus a dispensing fee of \$2.65 per prescription, a reduction of 10 cents per prescription.

I recommend the continuation of the contract agreement with Contract Pharmacy Services, Inc. for the period April 1, 2013 through March 31, 2016.

c: Deb Brinson, with attachment
Barb Mastin, with attachment
John Jacobs, with attachment
Greg Harless, with attachment
Sam Davis, with attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PHARMACY SERVICES AGREEMENT FOR SERVICES AT THE INGHAM COUNTY JAIL

WHEREAS, in Resolution #10-033, the Board of Commissioners authorized a contract agreement with Contract Pharmacy Services, Inc. for the period April 1, 2010 through March 31, 2013 to provide pharmaceuticals to support the medical services at the Ingham County Jail; and

WHEREAS, the Health Department continues to operate the correctional health services at the Ingham County Jail; and

WHEREAS, the Health Department is committed to providing high quality and efficient health care services to jail inmates; and

WHEREAS, pharmacy products represent a necessary but substantial cost in the delivery of health care services to jail inmates; and

WHEREAS, the Health Officer recommends the continuation of this contract agreement as Contract Pharmacy Services, Inc. have performed efficiently and effectively since April 1, 2010.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract with Contract Pharmacy Services, Inc., 125 Titus Avenue, Warrington, PA 18976, for pharmacy services at the Ingham County Jail.

BE IT FURTHER RESOLVED, that the period of the agreement shall be April 1, 2013 through March 31, 2016.

BE IT FURTHER RESOLVED, that Contract Pharmacy Services, Inc. shall provide pharmaceuticals to support the medical services at the Ingham County Jail at the actual acquisition cost plus a dispensing fee of \$2.65 per prescription.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Renée B. Canady, PhD, MPA, Health Officer

DATE: January 23, 2013

RE: Resolution to Authorize a Letter of Understanding with Ingham Intermediate School District for Early On Services

The Ingham Intermediate School District is the local administrator for the Early On program in Ingham County. Early On is a program serving infants and children from birth to age 3 years, who have medical diagnoses that put them at risk for developmental delays. Children may also be referred to the program for suspected developmental delays.

The Public Health Nursing division has partnered with the Ingham ISD to provide Early On services to high risk infants and children since 1993. The Public Health Nursing staff offer a unique skill set to evaluate the child's medical issues along with knowledge of normal growth and development. Evaluations are done, anticipatory guidance is given, and families are referred to community resources to assist them in caring for their child. Early On children are served in their "natural environment", which is usually their home, and activities to stimulate their development are incorporated into daily routines.

The Ingham Intermediate School District has requested a continuation of this partnership, and has submitted a Letter of Understanding, which offers Ingham County \$108,573 in Early On funds to compensate the Public Health Nursing Division for 1.25 FTE staff costs.

I recommend that Board of Commissioners authorize the Letter of Understanding with the Ingham Intermediate School District.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A LETTER OF UNDERSTANDING WITH THE
INGHAM INTERMEDIATE SCHOOL DISTRICT FOR EARLY ON SERVICES**

WHEREAS, the Ingham Intermediate School District is the local administrator of Michigan's Early On program, a program to identify and serve high risk infants and children from birth through three years of age; and

WHEREAS, the Health Department's Public Health Nursing division serves as an important resource to identify health and developmental concerns in high risk infants and children; and

WHEREAS, the Ingham Intermediate School district partners with the Public Health Nursing division to provide services to high risk infants and children referred for Early On services; and

WHEREAS, the Ingham County Board of Commissioners has authorized an Early On Memorandum of Understanding each year since 1993; and

WHEREAS, the Intermediate School District proposes to execute a new Letter of Understanding for Public Health Nursing Early On service coordination services for FY 2012-2013; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with the Intermediate School District to accept the funds and provide the supportive services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Ingham Intermediate School District to provide up to \$108,573 in Early On funds to reimburse Ingham County for Public Health Nursing services to high risk infants and children.

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2012 through June 30, 2013.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement and to sign any documents that might be required by the Intermediate School District, after review by the County Attorney.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING ALICE AILLES

WHEREAS, Alice Ailles began her career with the Ingham County Health Department in March, 1980 as a Clerk Typist II in the Environmental Health Unit; and

WHEREAS, In December, 1985, Ms. Ailles was promoted to the Clerk Typist III position in Public Health Nursing; and

WHEREAS, Ms. Ailles was moved to the Clerical Coordinator role in Public Health Nursing in October 1987; and

WHEREAS, in the role of Lead Clerical Coordinator, Ms. Ailles is widely known by staff as consistent, efficient and supportive to all. Her attention to detail and creative computer skills has left an impression upon many; and

WHEREAS, as a result of her strong relationships with peers, staff and community partners; Ms. Ailles has served in a leadership capacity with the Department's efforts with volunteer Senior Aides; and

WHEREAS, Ms. Ailles is organized, diligent and committed to the work of the Public Health Services Team; and

WHEREAS, Ms. Ailles has been a tireless advocate for the Public Health Services Division and has assisted staff and clients in identifying resources to meet their needs; and

WHEREAS, Ms. Ailles goes the extra mile to help staff and clients, making herself available and serving as a listening ear to direct them to appropriate resources; and

WHEREAS, with years of dedicated hard work and supportive enthusiasm, she has and continues to boost the morale of the Public Health Services Team, and the department will not be the same without her.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners hereby honors Alice Ailles for her 32 years of dedicated service to the community and for the contributions she has made to the Ingham County Health Department.

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DORIS HAYNES

WHEREAS, Doris Haynes began her career with the Ingham County Health Department in September, 2000 as an Immunization Nurse in the Immunization Clinic; and

WHEREAS, Ms. Haynes dedicated her career spending countless hours immunizing and educating the community about public health, international travel vaccines, and vaccine preventable diseases; and

WHEREAS, Ms. Haynes mentored nurses, students, and residents and educated them on the appropriate standards for immunization practice and on vaccine storage and handling procedures; and

WHEREAS, Ms. Haynes provided on going immunization education and technical assistance as a Vaccine For Children (VFC) site reviewer to private providers and their staff during her years of service; and

WHEREAS, Ms. Haynes provided professional education credits to local physicians, medical office staff, medical assistant programs and Ingham County clinical staff as an Immunization Nurse Educator (INE) for the Ingham County Health Department; and

WHEREAS, Ms. Haynes knowledge and expertise and will be missed by the Immunization Department, her colleagues and several members in the community.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners hereby honors Doris Haynes for her 12 years of dedicated service to the community and for the contributions she has made to the Ingham County Health Department.

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING SUZANNE HOEKSEMA

WHEREAS, Suzanne Hoeksema began her career with the Ingham County in May, 1993 as a Public Health Nurse within the Public Health Nursing Division of the Health Department; and

WHEREAS, Ms. Hoekzema began her career with Ingham County in May 1993, as a Public Health Nurse within the Public Health Nursing Division of the Ingham County Health Department; and

WHEREAS, Ms. Hoekzema has provided tireless support to the Early On® program, where she served as a Service Coordinator through a collaborative effort with the Ingham Intermediate School District for over 15 years; and

WHEREAS, in 1998, Ms. Hoekzema was promoted to the Public Health Nursing Team lead, where she provided leadership and guidance to a team of nursing staff; and

WHEREAS, Ms. Hoekzema utilized her skills in reflective supervision, beginning in 2004, when she served as the Clinical Supervisor for the Jump Start Family Outreach Program; and

WHEREAS, in 2010, Ms. Hoekzema was able to continue these skills with the Teen Parenting Network, where she again served as the Clinical Supervisor for the program; and

WHEREAS, Ms. Hoekzema assisted the Department by serving as the Interim Public Health Nursing Supervisor during 2012; and

WHEREAS, Ms. Hoekzema's dedication and commitment to her musical development as a trained organist will be remembered by all with the same dedication and commitment exemplified in her work as a Public Health Nurse; and

WHEREAS, Ms. Hoekzema continues to demonstrate her leadership through her role with the Greater Lansing Chapter of the American Guild of Organists; and

WHEREAS, Ms. Hoekzema's legacy to the families and children throughout Ingham County will last many years, as they continue to apply the positive health behaviors that she teaches. Her commitment, dedication, and integrity will be missed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Ms. Hoekzema for her almost 20 years of dedicated service to the community and for the contributions she has made to the Ingham County Health Department.

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