

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, OCTOBER 14, 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 [September 30, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Veteran's Affairs - Resolution Accepting a Grant from the Michigan Department of Military and Veteran Affairs for the Purpose of Increasing [Awareness](#) of Veteran Benefits
2. Health Department
  - a. Resolution to Authorize an Agreement with [Intelligent Medical Objects, Inc.](#) (IMO, Inc.) for IMO Problem IT Terminology Service
  - b. Resolution Honoring [Linda Goerke-Schmidt](#)
  - c. Resolution Honoring [Charles Gray](#)
  - d. Discussion: Clinical Site Planning
3. Ingham County HazMat Team - Resolution to Update the Ingham County Hazmat Team Operation Procedures [Manual](#) and Cost Recovery Fee Schedule

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE  
September 30, 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, Renée Branch Canady, Barb Mastin, Chuck Gray 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 September 16, 2013 Minutes

The September 16, 2013 Minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

None.

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

4. MSU Extension - Resolution to Authorize an Amendment to the Agreement for Extension Services Between Michigan State University and Ingham County
5. Health Department
  - e. Resolution to Authorize a Letter of Agreement Between the Ingham County Health Department, Power of We Consortium and the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

2. Health Department  
b. Discussion: Clinical Site Planning

Ms. Mastin informed the Committee that time was spent with Cindy Barr of Capital Link Consultants last week. The Clinical Site Planning Committee and Ms. Barr visited various building sites to research and analyze capacity, floor plans and accessibility to the buildings such as parking, walking and bus routes. Ms. Barr will be providing her suggestions in a written analysis to the Health Department shortly. Dr. Branch Canady noted that during the exit interview Ms. Barr suggested the Health Department and/or the IHP (Ingham Health Plan) establish a project coordinator position and have that individual work with the Facilities Department to address capacity issues, access to care and relocation of services. Dr. Branch Canady pointed out that the IHP is funding the consultant fees and they have expressed their willingness to fund a project coordinator position.

Dr. Branch Canady informed the Committee that Ms. Barr also spoke with Mr. Schertzing regarding Land Bank properties; however, there were challenges with the Land Bank properties along with timing constraints.

The Committee discussed the site plans including: building access, locations and visibility of the signage identifying Ingham County's participation in funding the Community Health Centers. The Committee pointed out the uniqueness of Ingham County as a FQHC run by the County Health Department employees.

The Committee questioned how the ACA (Affordable Care Act) will be affected if there is a government shutdown. Dr. Branch Canady stated it is a concern; however, the recent sequester did not have much of an impact. Ms. Mastin stated the marketplace will still open tomorrow. She then informed the Committee that two community health workers will be educating people in the community along with the Health Department navigators assisting people in the Human Services building. She stated that these employees are prepared to answer questions the public may have. Dr. Branch Canady and Ms. Mastin informed the Committee that with upcoming health care changes they have worked on some talking points to provide Ingham County residents. Comm. Vickers asked that the information be emailed to the Committee. Dr. Branch Canady stated she will be contacting the Commissioners from the out-counties to discuss how to best educate people in their communities. The Committee discussed the ACA along with the County's relationship with the IHP and the Community Health Center (CHC) Board.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 6:56 p.m.

Respectfully submitted,

Julie Buckmaster

# OCTOBER 14, 2013 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

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

1. *Veteran's Affairs - Resolution Accepting a Financial Grant from the Michigan Department of Military and Veteran Affairs for the Purpose of Increasing Awareness of Veteran Benefits*

This resolution accepts a grant from the Michigan Department of Military and Veteran Affairs in the amount of \$11,946 for the purposes of increasing awareness of veteran benefits. It is anticipated that this award will be used for media outreach such as newspapers, to upgrade office brochures, and other efforts to reach Ingham and Clinton County veterans.

2. *Health Department*
  - a. *Resolution to Authorize an Agreement with Intelligent Medical Objects, Inc. (IMO, Inc.) for IMO Problem It Terminology Service*

This resolution authorizes an agreement between the Health Department and IMO, Inc. to provide an IMO Problem IT Terminology Service which includes the Service for an Annual End-user Fee of \$6,000 plus Consulting Services for Installation of Problem IT for \$2,500, for a total amount of \$8,500 over a three year period of November 1, 2013 through October 31, 2016. The agreement will automatically renew for subsequent one year periods unless otherwise terminated by either party. Funds for the agreement are included in the 2014 budget. The product offered by IMO, Inc., offers a service that addresses Ingham Community Health Center's need to update to the ICD-10-CM coding system and improve the code search functionality of Next Gen Electronic Health Records and Patient Management System Software.

3. *Ingham County HazMat Team - Resolution to Update the Ingham County Hazmat Team Operation Procedures Manual and Cost Recovery Fee Schedule*

This resolution updates the Ingham County Hazmat Team Operation Procedures Manual and Cost Recovery Fee Schedule. The HazMat Team is recommending to increase the hourly individual flat rate and per hour HazMat vehicle rate. This fee has not been increased since the mid - 1990's and this resolution will update the Ingham County HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule to increase the hourly flat rate from \$20 an hour per individual to \$30 an hour per individual, and from \$250 per hour for the HazMat vehicle to \$300 per hour.

## OTHER ITEMS:

2. *Health Department*
  - b. *Resolution Honoring Linda Goerke-Schmidt*
  - c. *Resolution Honoring Charles Gray*
  - d. *Discussion: Clinical Site Planning*

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ACCEPTING A GRANT FROM THE MICHIGAN DEPARTMENT OF MILITARY AND VETERAN AFFAIRS FOR THE PURPOSE OF INCREASING AWARENESS OF VETERAN BENEFITS**

WHEREAS, Ingham County Board of Commissioners are in support of increasing awareness of the benefits to which veterans and their dependents are entitled; and

WHEREAS, there are 15,438 veterans in Ingham County, many of them combat veterans of WWII, Korea, Vietnam, Persian Gulf, Iraq, Afghanistan and other United States Military Expeditions; and

WHEREAS, Based on the United States Department of Veteran Affairs GDX Report, Ingham County veterans/dependents along with other Michigan veterans/dependents are ranked well below the national per capita; and

WHEREAS, Ingham County Department of Veteran Affairs has been awarded a grant in the amount of \$11,946 from the Michigan Department of Military & Veteran Affairs for the purposes of increasing awareness of veteran benefits; and

WHEREAS, our veterans are entitled to pension and compensation benefits, health care benefits, disability benefits, and G.I. Bill education benefits; and

WHEREAS, the Ingham County Department of Veteran Affairs will strive to identify our veterans and their families and help them receive the benefits they deserve and have earned; and

WHEREAS, the Veteran Affairs Director recommends that the Board of Commissioners accept the grant in the amount of \$11,946 from the Michigan Department of Veteran Affairs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant from the Michigan Department of Military and Veteran Affairs in the amount of \$11,946 for the purpose of increasing awareness of veteran benefits.

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 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: September 24, 2013

Subject: Authorization to Approve an Agreement with Intelligent Medical Objects, Inc. (IMO, Inc.) for IMO Problem IT Terminology Service

In 2012, Ingham County Health Department's Community Health Centers launched Electronic Health Records (EHR) using Next Gen Electronic Health Records and Patient Management System Software (Next Gen). While Next Gen has many advantages and benefits, one limitation is the diagnostic code feature of the software, in that the search function is not user friendly and requires health center staff to use an outside internet search engine to identify appropriate codes for specific diagnosis and medical history descriptions.

Further, the U.S. Health Resources and Services Administration will require all grantees to transition from the current ICD-9-CM diagnostic coding system to ICD-10-CM version by October 1, 2014 in order to remain in compliance. The ICD-10-CM coding system expands the current coding system from 17,000 to 235,000 codes to provide greater specificity and description in patient records and improve care. At this time, Next Gen has not released an update to its software for ICD-10-CM.

Intelligent Medical Objects, Inc., or IMO, Inc., offers a service that addresses Ingham Community Health Center's need to update to the ICD-10-CM coding system and improve the code search functionality of Next Gen. IMO, Inc. provided Ingham County Health Department a free trial of the IMO Problem IT Terminology Service (the "Service") along with a web based training for health center end users in July of 2013. Following the training and 30 days of the free trial period, positive feedback was gathered from health center end user staff. There is strong support from Ingham's health center staff to adopt IMO's Service. IMO, Inc. has extended the free trial access to the Service through the present date, but the free trial access will expire within the next thirty days.

The Service is recommended by Next Gen and is fully compatible with Next Gen software. There are no other services available to the knowledge of the Ingham County Health Department staff that were involved in the review and trial of the Service which fulfill Ingham Community Health Center's specific needs and are compatible with Next Gen.

The cost of the Service includes a one-time implementation fee, referred to as "Consulting Services for Installation of Problem IT", of \$2,500 for installation, updates, enhancements, material data updates and new versions into the Service including consulting services to be provided by IMO, Inc. over the three year agreement period. There is also a licensing fee per end user, referred to as "Service for an Annual End-user Fee", at the rate of \$6000 for 51-100 licensed users. Currently, Ingham Community Health Centers has approximately 86 active provider licenses for EHR. The Community Health Center Board has reviewed this Service and supports the agreement between the Health Department and IMO, Inc. The expenditures related to these services are included in the Health Department's 2014 budget.

I recommend that the Board of Commissioners adopt the attached resolution and authorize execution of an agreement with IMO, Inc. to provide the Service to the Ingham County Health Department.

c: John Jacobs, w attachment  
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH INTELLIGENT MEDICAL OBJECTS, INC. (IMO, INC.) FOR IMO PROBLEM IT TERMINOLOGY SERVICE**

WHEREAS, the Health Department transitioned to the use of Next Gen Electronic Health Records and Patient Management System (Next Gen) throughout its Community Health Centers in 2012; and

WHEREAS, the Health Department's Community Health Centers must transition from current ICD-9-CM diagnostic coding system to ICD-10-CM version by October 1, 2014 in order to remain in compliance with the U.S. Health Resources and Services Administration policy; and

WHEREAS, Next Gen has presented challenges in relation to its limited diagnostic code search capability and has not yet released a solution for updating their Electronic Health Record and Patient Management System for ICD-10-CM; and

WHEREAS, Intelligent Medical Objects, Inc. (IMO, Inc.) offers IMO Problem IT Terminology Service (the "Service") which provides advanced user-friendly term search functionality to assist providers and clinicians in identifying terminology to document patient diagnosis and histories within Next Gen, using approximately 235,000 ICD-10-CM codes including mapping of 17,000 expiring ICD-9-CM codes to new ICD-10-CM codes; and

WHEREAS, IMO, Inc.'s Service is compatible and recommended for use with Next Gen and will ensure that the Community Health Centers will be fully compliant with required ICD-10-CM diagnostic code use requirements from HRSA by October 1, 2014 and will enhance the efficiency of the diagnostic code search function in Next Gen to ensure quality patient care; and

WHEREAS, the cost of the Service includes a one-time implementation fee, referred to as "Consulting Services for Installation of Problem IT." of \$2,500 for installation, updates, enhancements, material data updates and new versions into the Service and consulting services to be provided by IMO, Inc. over the three year agreement period; and

WHEREAS, the cost of Service also includes a licensing fee per end user, referred to as "Service for an Annual End-user Fee," of \$6,000 for 51-100 licensed users and Ingham Community Health Centers has approximately 86 active provider licenses for EHR; and

WHEREAS, these costs will be managed through the community health center funds and will require no additional funds; and

WHEREAS, IMO, Inc. is the only vendor who interfaces with Next Gen; and

WHEREAS, the Health Center staff has had trialed the Service for over 30 days within the last year and has expressed satisfaction with the Service and expressed support for the adoption of the Service; and

WHEREAS, the Community Health Center Board supports the agreement between the Health Department and IMO, Inc.; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with IMO, Inc. for the Service for the period of October 1, 2013 through September 30, 2016 with automatic renewal at the end of the term unless either party provides notice otherwise.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement between the Health Department and IMO, Inc. to provide an IMO Problem IT Terminology Service which includes the Service for an Annual End-user Fee of \$6,000 plus Consulting Services for Installation of Problem IT for \$2,500, for a total amount of \$8,500 over a three year period.

BE IT FURTHER RESOLVED, that the agreement shall be for the period November 1, 2013 through October 31, 2016 and will automatically renew for subsequent one year periods unless otherwise terminated by either party.

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.



Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING LINDA GOERKE-SCHMIDT**

WHEREAS, Linda Goerke-Schmidt began her career with the Ingham County Health Department in April, 1979 as a Clinic Nurse in the Project Health; and

WHEREAS, in November, 1982, she was reclassified as a Nurse Assessor in the Project Health; and

WHEREAS, Linda has functioned as a preceptor for MSU College of Nursing Pediatric Students from 1996 to 2005; and

WHEREAS, Linda began working with Catholic Social Services in 1980 to establish medical care for new refugee children through EPSDT screening. This evolved into the present contractual agreement for refugee screenings; and

WHEREAS, in 1996 she began working with MSU College of Osteopathic Medicine Pediatricians to provide health care to the culturally diverse pediatric population of Child Health Services; and

WHEREAS, Linda possess a tireless commitment to the Child Health Center patients; and

WHEREAS, through the years of dedicated hard work and unending compassion, she has always worked to promote the health and wellbeing of the ICHD pediatric patients, and the health center will not be the same without her.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Linda Goerke-Schmidt for her 34 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 CHARLES GRAY**

WHEREAS, Charles (Chuck) Gray began his career with the Ingham County Health Department in December, 1974 as a Health Screening Technician in the Project Health; and

WHEREAS, in October, 1993, he was promoted to Lead Health Screening Technician in Child Health; and

WHEREAS, in April, 2005, he was reclassified as a Clinic Assistant Technician III in Child Health; and

WHEREAS, he is certified in hearing and vision testing by the State of Michigan; and

WHEREAS, throughout the years, Chuck has trained many clinic assistants working within the Health Department; and

WHEREAS, Chuck spent many years as a UAW Representative for the employees of Ingham County; and

WHEREAS, Chuck has witnessed generation after generation of children and their families receiving health care in the Child Health Clinic; and

WHEREAS, Chuck's compassion and understanding of children and their families, along with his sense of humor will be remembered and missed by all.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Charles Gray for his 38 years of dedicated service to the community and for the contributions he has made to the Ingham County Health Department.

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

### Agenda Item 3

TO: Human Services and Finance Committee  
FROM: Herb Corey, Local Emergency Planning Coordinator  
DATE: September 13, 2013  
RE: Ingham County HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule

Commissioners:

Attached you will find a proposed Resolution to update the Ingham County Hazmat Team Operation Procedures Manual and Cost Recovery Fee Schedule. The HazMat Team is recommending to increase the hourly individual flat rate and per hour HazMat vehicle rate.

This fee has not been increased since the mid 1990's and this resolution will update the Ingham County HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule to increase the hourly flat rate from \$20 an hour per individual to \$30 an hour per individual and from \$250.00 per hour for the HazMat vehicle to \$300 per hour. The current the Ingham County HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule is attached for your review.

These fee increases will be effective November 1, 2013 should you approve this resolution.

I recommend approval of the attached resolution.

**INGHAM COUNTY HAZMAT TEAM  
OPERATIONS PROCEDURES**

**COST RECOVERY**

**I. PURPOSE**

1. To provide a standard billing procedure for cost recovery of the Ingham County HazMat Team.

**II. SCOPE**

This procedure is to be followed by command staff of the HazMat Team.

**III. PROCEDURE**

1. HazMat Coordinator is responsible for preparing a bill for the Incident Commander. If not completed on site of incident, coordinator has ten (10) working days to complete billing and submit to fire chief having jurisdiction over incident.
2. Billing will be based on a flat rate of \$20.00 an hour per individual and \$250.00 per hour for the vehicle. All cost for replacement of supplies and equipment will be based on a replacement or repair cost.
3. Billing will be itemized for individuals and list their name and fire department.
4. The coordinator will cut an R/O (Requisition Order) for each fire department supporting the incident, identifying each individual with that unit. R/O will be submitted to the Emergency Management Program Manager for development of P/O (Purchase Order). P/O will be submitted for payment to each fire department.
5. Incident commander or fire chief having jurisdiction will be responsible for collection of all fee/cost related to the incident. Fire chief will submit payment of cost acquired at incident (if collected) and make payment/check to Ingham County Treasury, HazMat Team.

This policy is under the direction of the HazMat Steering Committee of Ingham County.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO UPDATE THE INGHAM COUNTY HAZMAT TEAM OPERATION PROCEDURES MANUAL AND COST RECOVERY FEE SCHEDULE**

WHEREAS, Ingham County approved participation in and the establishment of the Ingham County HazMat team through resolution # 96-29; and

WHEREAS, the Ingham County HazMat Team is now recommending a update to the Ingham County Hazmat Team Operation Procedures Manual And Cost Recovery Fee Schedule to increase the hourly flat rate and per hour HazMat vehicle rate.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Ingham County HazMat team to update the Ingham County HazMat Team Operation Procedures Manual and Cost Recovery Fee Schedule to increase the hourly flat rate from \$20 an hour per individual to \$30 an hour per individual and from \$250.00 per hour for the HazMat vehicle to \$300 per hour.

BE IT FURTHER RESOLVED, that these fee increases will be effective November 1, 2013.

BE IT FURTHER RESOLVED, that the Board of Commissioners may revise these fees from time to time by resolution upon recommendation from the Ingham County HazMat Team.