

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

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, DECEMBER 1, 2014 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 [November 17, 2014](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Community Health Center Board - Interviews
2. Community Mental Health - Health Services Millage [Proposals](#)
3. Veteran Affairs Department - Resolution to Create the New Classification of Veterans Support Specialist and to Authorize the Reclassification of a Veterans Clerk/Trust Fund Agent to a [Veterans Support Specialist](#) in the Department Of Ingham County Veteran Affairs
4. Health Department
 - a. Resolution to Authorize an Agreement with Midland County Educational Services Agency for Services Associated with the [Great Start](#) to Quality Resource Center
 - b. Request to Start a [Physician Assistant](#) at Market Salary Grade A, Step 4
 - c. Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Cluster [Program Funds](#) for Fiscal Year 2015
 - d. Resolution to Authorize the Distribution of County [Urban Redevelopment Funds](#)
 - e. Resolution to Extend Lease Agreement for the [Willow Health Center](#)
 - f. Discussion Regarding Authorizing the Conversion of Vacant Nurse Assessor Position to a [Health Center Nurse](#)
 - g. Discussion Regarding the Elimination of a Position and Reclassification of a Position in the [Emergency Preparedness](#) and Public Health Emergency and Bioterrorism Unit in the Health Department

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE

November 17, 2014

Minutes - Draft

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

Members Absent: None

Others Present: John Neilsen, Linda Vail, Robin Reynolds, Kim Coleman, Carol Callaghan, and Ryan Buck

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

Approval of the November 3, 2014 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE NOVEMBER 3, 2014 MEETING.

The minutes were amended as follows:

COMM. HOPE~~D~~ MOVED TO REDUCE FUNDING TO CRISTO REY COMMUNITY CENTER BY \$1,250, DIRECT THE CONTROLLER'S OFFICE TO CONSULT WITH CRISTO REY COMMUNITY CENTER TO DECIDE WHICH OF THE COMMUNITY AGENCY'S THREE PROGRAMS WOULD BEAR THE REDUCTION, AND AMEND THE RESOLUTION AS FOLLOWS: ...

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Chairperson Nolan stated that there was a second applicant for appointment to the Ingham County Human Services Board. She further stated that the second applicant's application would be added to the Agenda and the applicant would be interviewed during Agenda Item No. 1.

Limited Public Comment

Linda Vail, Health Officer, stated that there was a retirement celebration for Jane Noice Marwede this Friday at noon at the Human Services Building.

1. Interviews - Department of Human Services Board

Kim Coleman introduced herself to the Committee. She stated she was a long-time resident of Lansing. Ms. Coleman stated that she was the Executive Director of the Grand Rapids Bar Association for the past 13 years. She further stated that she previously served on the Department of Human Services Board. Ms. Coleman stated that she was previously a Governor's appointee. She further stated that she was a social worker. Ms. Coleman stated that she was familiar with the work that the Human Services Board performed and she was therefore comfortable with the issues that would need to be addressed going forward. She further stated that she was a good steward when she was a member of the Human Services Board.

Commissioner Holman asked why there was a two-year gap and what issue would Ms. Coleman want to address the most.

Ms. Coleman stated that a new administration came into the Governor's Office. She further stated that she had a passion in the work that was being performed and that was why she was seeking appointment to the Human Services Board. Ms. Coleman stated that she enjoyed this Human Services Board the most.

Commissioner McGrain stated that Ms. Coleman's resume was very interesting. He asked how all her interests and efforts meshed together.

Ms. Coleman stated that she had built on her capacity to handle issues that the Human Services Board would present to her. She further stated that all the different organizations and issues she worked on allowed her to develop conflict resolution among other skills. Ms. Coleman stated that there was no direct connection, however the indirect connections were invaluable to her.

Chairperson Nolan stated that Mark Stevens had recommended Ms. Coleman's appointment. Chairperson Nolan further stated that a decision would be made at the next Democratic Caucus meeting and Becky Bennett, Board of Commissioners Coordinator, would be in touch.

Carol Callaghan introduced herself to the Committee. She stated that she was about to retire after a little more than 40 years in public health. Ms. Callaghan stated that she had been involved in several very large initiatives, including one to effect change in patient care to make it more patient-centered as opposed to doctor-centered. She further stated that health care occurred in more places than in the Doctor's office. Ms. Callaghan stated that she had put a lot of energy into understanding social determinants as far as they applied to health care and how one lives his or her lives. She further stated that she could put her knowledge into practice with appointment to the Human Services Board. Ms. Callaghan stated that there was little coordination between the various entities and that should be addressed. She further stated that that was what she could bring to the Human Services Board.

Commissioner Tennis asked whether Ms. Callaghan was familiar with the Community Health Center Board.

Ms. Callaghan answered yes.

Commissioner Tennis stated that it seemed like Ms. Callaghan could serve the County on the Community Health Center Board. He further stated that he did not want to dissuade Ms. Callaghan from seeking appointment to the Human Services Board however.

Chairperson Nolan asked whether Ms. Callaghan applied to the Human Services Board specifically.

Ms. Callaghan answered yes.

Commissioner Nolan asked what issues Ms. Callaghan was interested in addressing if she were to be appointed to the Human Services Board.

Ms. Callaghan stated that she was not aware of specific issues the Human Services Board was currently addressing. She further stated she was made aware of the position by a current Human Services Board member. Ms. Callaghan stated that the Center for Medicaid and Medicare Services had received an application from the Governor for a State Model Innovation Award. She further stated that the Award had the potential for fundamentally changing the delivery system of health care services. Ms. Callaghan stated that she had worked extensively on this Award application.

Chairperson Nolan invited Ms. Callaghan to consider applying for the Community Health Center Board.

Discussion.

Ms. Vail stated that the Community Health Center Board currently had 13 members and that was the minimum.

Chairperson Nolan stated that a decision would be made at the next Democratic Caucus meeting and Ms. Bennett would be in touch.

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

2. Health Department
 - a. Resolution to Authorize an Agreement for Services between Ingham Health Plan Corporation and Ingham County Health Department
 - b. Resolution Honoring Jane Noice Marwede

4. Controller's Office
 - a. Resolution Approving Various Contracts for the 2015 Budget Year

THE MOTION CARRIED UNANIMOUSLY.

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

3. Ingham Health Plan - Quarterly Financial and Enrollment Report

Discussion.

Robin Reynolds, Ingham Health Plan Chief Executive Officer, provided a walkthrough of the Report, including the Plan A Adult Benefit Waiver (ABW),

Chairperson Nolan asked what a “capitated rate” meant.

Ms. Reynolds stated that the county was an at-risk county so Michigan would pay a set rate to the Ingham Health Plan (IHP) and the risk was on the IHP.

Discussion.

Ms. Reynolds stated that ABW expenses were typically a little greater than income. She reported on the revenue received from the two area hospitals. Ms. Reynolds provided background on the services IHP provided to the Health Department and the County in general.

Discussion.

Ms. Reynolds provided a breakdown of adjusted medical claims, pharmacy services, laboratory services, and other expenses as it applied to Plan A ABW and Plan B. She stated that the Report only involved IHP. Ms. Reynolds stated that the Affordable Care Act (ACA) disallowed lifetime limits.

Ms. Reynolds stated that plan sustainability was for advertising.

Discussion.

Ms. Reynolds stated that “TRC” stood for “The Recovery Center.” She further stated that “ASO” charges were backroom charges of running the insurance company-side of IHP.

Commissioner McGrain asked whether ASO was an expense to the County.

Ms. Reynolds answered yes, however it was relatively inexpensive.

Commissioner Anthony asked whether there was any demographic data on IHP enrollees.

Ms. Reynolds answered yes.

Commissioner Anthony asked that that data be provided to the Committee.

Ms. Reynolds answered yes. She stated that the total enrollee number was higher than the 865 number.

Commissioner Anthony asked for background on the advertising that was occurring.

Ms. Reynolds stated that social media had been working very well for IHP.

Chairperson Nolan asked whether \$100,000 had been spent on the millage campaign.

Ms. Reynolds answered yes.

Chairperson Nolan stated that she would like to know the demographic background of the enrollees. She stated that she wanted to know how these enrollees were eligible for IHP.

Discussion.

Commissioner McGrain asked that zip codes be included as well.

Ms. Reynolds stated that she would get this data to the Committee.

Commissioner Holman asked what the highest number of enrollees was.

Ms. Reynolds stated that at one time, there were at 17,000.

Discussion.

Ms. Reynolds stated that there were 435 ACA ineligible IHP enrollees and 193 IHP bridge coverage enrollees. She further stated that bridge coverage provided coverage to enrollees until such time as they got onto the ACA or Medicaid.

Discussion.

Commissioner Holman asked whether there was room for expansion of IHP.

Commissioner Tennis stated that the Board of Commissioners would have to make that decision. He further stated that a number of residents would still fall through the cracks in the ACA or Medicaid. Commissioner Tennis stated that these residents may be eligible for IHP. He further stated that the Board of Commissioners would have to ask IHP to estimate what number of enrollees they would expect to see. Commissioner Tennis stated that he was at a neighborhood meeting and he learned that hearing aids were not covered by Medicare, but was covered by Medicaid after a significant individual expense. Commissioner Tennis stated that these issues need to be discussed with IHP and the County's other community partners to determine what the scope of services ought to be.

Discussion.

Commissioner Vickers asked when the deadline was to get millage information to the Clerks and Treasurers.

Chairperson Nolan stated that she had heard that we would have to levy the entire millage because the tax bills were already printed. She further stated she would like to see a month-to-month report of enrollees to make an earlier decision to better tune the millage to actual need.

John Neilsen, Chief Deputy Controller, stated that the three largest municipalities had already had their vendors print the tax bills.

Commissioner Tennis asked when this millage was levied.

Chairperson Nolan stated this millage was only levied on the Winter tax bill.

Discussion.

Commissioner Hope asked why someone would be ACA ineligible, was IHP's administrative body too large, and whether the jail-based in-patient psychiatry services were funded by IHP.

Ms. Reynolds stated that the jail-based services came directly out of the millage and had nothing to do with IHP.

Ms. Reynolds stated that a person had to be a citizen or person here legally for at least 5 years to get ACA coverage. She further stated that undocumented residents did not get coverage on ACA.

Commissioner Tennis listed the exemptions, which included individuals facing hardship or working individuals who did not qualify for Medicaid but their income was too low to afford the lowest ACA insurance rate.

Discussion.

Ms. Reynolds stated that the current IHP infrastructure was not too big right now, however that would be changing as the 13 health plans that they managed closed down.

Commissioner McGrain asked how much tax revenue was generated with the Health Services Millage.

Mr. Neilsen stated that the amount was around \$3.4 million.

There was a discussion about the IHP revenue and expenses and the number of potential IHP enrollees.

Commissioner McGrain asked whether there were target enroller numbers.

Discussion.

Commissioner Holman asked whether it was difficult to predict enrollment as it related to the state of IHP's finances.

Ms. Reynolds stated that the issue was fluid due to the multiple factors in play. She provided background on the evolving political and judicial issues.

There was a discussion about what an appropriate surplus was.

Commissioner Vickers stated that a part of the millage should always be levied, but not necessarily the full 0.5 mills.

Ms. Reynolds stated that the millage levy could be lowered to 0.45 mills based on current needs.

Commissioner Vickers stated that he suggested the IHP to two individuals who had lost their jobs due to the fire that had occurred in Leslie.

Discussion.

Chairperson Nolan asked that the fund balance be included in this quarterly report going forward.

Ms. Reynolds stated that the fund balance was approximately \$10 million.

Discussion.

Ms. Reynolds stated that the information was subject to the Freedom of Information Act.

Chairperson Nolan stated that this involved millage money and therefore should be part of the public record. She further asked that demographic data, month-to-month breakdowns, and long-range financial planning be provided to the Committee.

Discussion.

Ms. Reynolds stated that IHP's fiscal year ran from October 1 to September 30. She further stated that next summer's target number of enrollees would be 1,500.

Commissioner Hope asked that staff keep the Committee apprised on this issue.

Ms. Neilsen stated that IHP would invoice the County quarterly.

There was a discussion about the appropriate fund balance to have and whether IHP should fund itself with the fund balance or millage money.

Commissioner McGrain stated that he would like to see the long-term financial plan in order to make an informed decision.

Chairperson Nolan stated that the County had no control over the IHP, but rather it had control over the millage funds that went to IHP.

Commissioner Vickers asked what the fund balance was prior to the millage.

Ms. Reynolds stated that there was approximate fund balance of \$5 million.

Discussion.

Chairperson Nolan stated that there needed to be a discussion about a commissioner joining the IHP board.

4. Controller's Office

b. Discussion Regarding the Health Care Services Millage - Options for 2015

Chairperson Nolan stated that that this Agenda Item was discussed heavily with Agenda Item 3. She further stated that Bob Sheehan, Community Mental Health Director, was looking into applying for funds from the millage. Chairperson Nolan stated that the millage language would dictated whether a program would qualify for funding.

Ms. Reynolds apologized for not informing the Committee regarding the disenrolling participants.

Discussion.

Commissioner McGrain asked whether there was good communication between IHP and disenrolled participants.

Ms. Reynolds answered yes.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 8:02 p.m.

DECEMBER 1, 2014 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

3. *Veteran Affairs Department – Resolution to Create the New Classification of Veterans Support Specialist and to Authorize the Reclassification of a Veterans Clerk/Trust Fund Agent to a Veterans Support Specialist in the Department Of Ingham County Veteran Affairs*

As a part of the 2015 budget process, Veteran Affairs made a request to convert a .75 FTE Clerk/Trust Fund Agent (UAW D) to a 1.0 FTE Veterans Benefits Counselor (MCF 5). Ultimately, an additional \$20,680 was added to the Veteran Affairs budget for 2015 for increased staffing in the Veteran Affairs office, with the understanding that staff would come back to the Board with a more detailed recommendation at a later date. As a result, this resolution authorizes the reclassification of a .75 FTE Clerk/Trust Fund Agent (UAW/D) to a 1.0 FTE Benefits Support Specialist (UAW/E). Attached is the proposed job description developed by Human Resources. This change will allow Veteran Affairs to serve their clientele more efficiently and will allow Veteran Benefits Counselors time to address compensation, pension and dependency and indemnity compensation claims, appeals and other related concerns of a more technical nature. Increasing the .75 FTE UAW/D position to a 1.0 FTE UAW/E position will have a long term cost of \$14,139. This is within the budgeted amount of \$20,680. The UAW is in support of this position change.

4. *Health Department*

- a. *Resolution to Authorize an Agreement with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center*

This resolution authorizes an agreement with Midland County Educational Services Agency (MCESA) to implement the Great Start to Quality Work Plan for the period of October 1, 2014 through September 30, 2015, to continue the scope of services in the Central Region.

The scope of work assures that performance meets expectations and the implementation of the Great Start to Quality Work Plan. It shall include the following services:

- Coordinate regional communication and outreach;
- Perform the duties and responsibilities of the Central Resource Program Director;
- Coordinate professional development for registered/ licensed/unlicensed child care providers;
- Provide assistance to child care programs with the use of Great Start to Quality STARS;
- Provide assistance to families choosing quality childcare and to navigate Great Start to Quality;
- Provide data and evaluation reports as specified in the agreement;

The services listed in the scope of work will be funded by a Great Start to Quality Resource Center grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through these proposed agreements, MCESA will pay Ingham County Health Department up to \$455,000. The term of the agreement shall be October 1, 2014 through September 30, 2015.

To adhere to the scope of work provided by the ECIC in the aforementioned agreement, the Health Department is requesting to include:

- Contracted Quality Improvement Consultant for up to \$25,000 (including compensation, mileage, cell phone usage)
- Temporary status change for the Early Childhood Consultant position #601122 (ICEA/PRO/6), from 0.75 FTE to 1.0 FTE for the period of December 1, 2014 through September 30, 2015

The Health Department's FY15 budget will be adjusted to reflect additional funds in the proposed agreement.

b. Request to Start a Physician Assistant at Market Salary Grade A, Step 4

This request, if approved, authorizes the starting salary for a Physician Assistant position located at the Ingham Community Health Centers' Women's Health Services at Market Base Salary Grade A, Step 4 (\$83,825).

c. Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Cluster Program Funds for Fiscal Year 2015

This resolution accepts the increased annual base funding award from the Health Center Cluster Program of the U.S. Department of Health and Human Services Health Resources and Services Administration for the budget period of November 1, 2014 through October 31, 2015. The increase to this final year of the Health Center Cluster Program grant award is in part due to an increase in base funding related to the PCMH recognition of Sparrow and St. Lawrence Health Centers (now River Oak Health Center). The increase includes Outreach and Enrollment funding, which transitioned from a supplemental funding award to be part of Health Cluster Program grantee's annual base funding this fiscal year. Funding is increased from \$904,751 to \$1,218,983.

d. Resolution to Authorize the Distribution of County Urban Redevelopment Funds

This resolution authorizes an agreement between the Ingham County Health Department and Allen Neighborhood Center in the amount of \$35,000 for the period of December 1, 2014 through September 30, 2015. Allen Neighborhood Center (ANC) and the East Lansing Food Co-op (ELFCO) will establish a full line grocery store in a vacant storefront on Lansing's Eastside to ensure access to healthy food while simultaneously strengthening the economic and social fabric of the community. This grant will be used to develop an ELFCO satellite store next door to ANC's main service center and physically connected to Allen Market Place.

e. Resolution to Extend Lease Agreement for the Willow Health Center

This resolution extends the lease agreement for Willow Health Center (located at 306 W. Willow Street, Lansing) through December 31, 2019. The current lease will expire on December 31, 2014. Terms of the new lease include \$8.50 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage with a two-year option to renew with an escalation not to exceed 10% and the addition of a liquidated damages clause.

OTHER ITEMS:

1. *Community Health Center Board - Interviews*

2. *Community Mental Health – Health Services Millage Proposals*

4. *Health Department*

f. *Discussion Regarding Authorizing the Conversion of Vacant Nurse Assessor Position to a Health Center Nurse*

g. *Discussion Regarding the Elimination of a Position and Reclassification of a Position in the Emergency Preparedness and Public Health Emergency and Bioterrorism Unit in the Health Department*

**Community Mental Health Authority of Clinton, Eaton, and Ingham Counties
Proposal for the use of Ingham County Health Services Millage
to close gaps in Ingham County's behavioral health care system
November 2014**

This proposal seeks funding through the Ingham County Health Services Millage for a comprehensive package of behavioral healthcare services designed to address the most pressing behavioral healthcare needs in the Ingham County community.

Some of the proposed services **address longstanding gaps in services** and some address **gaps which are newly emerging with the dramatic cut in state General Fund dollars** to this CMH and CMHs across the state.

Dialogue and refinement in list of proposals expected: While all of these proposals represent behavioral health care services needed by Ingham County residents, this CMH recognizes the fiscal and eligibility constraints of the Health Services Millage. To that end, dialogue between the staff of Ingham County and CMH is expected in order to result in an agreed upon set of services and related costs.

A. Closing newly emerging gaps in Ingham County's essential behavioral health care services system: These service gaps are the result of the dramatic cut (65%), implemented in April 2014 and expanded in October 2014, in state General Fund dollars to this CMH and CMHs across the state.

The community's free-standing (outside of hospital grounds) 24/7 Psychiatric Crisis Services and Inpatient Pre-Screening Unit: This unit provides around-the-clock access to highly trained behavioral health clinicians who provide: crisis intervention, psychiatric inpatient pre-screening (and funding authorization), short-term stabilization, diversion to appropriate levels of care, housing assistance, and linkages to needed services.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$153,977**.

The community's Assessment and Referral Team: This unit provides a full biopsychosocial assessment and a comprehensive behavioral health and ancillary treatment, supports, and referral plan (using person-centered planning methods) for persons who are uninsured.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$45,178**.

The community's comprehensive Older Adult Services program: This program provides case management, psychotherapy, psychiatry, day programming, transportation, nutrition assistance and meals, skills building and other supports to older adults with a mental illness and one or more comorbid health issues, including a range of dementias.

While the bulk of those served by the program have Medicare coverage, Medicare does not cover the mental health services and supports that are needed by these persons and are provided by this program. The annual cost of these services not funded by Medicare which are provided to Ingham County residents is **\$215,301**.

The community's Assertive Community treatment (ACT) team: This program (often known as "inpatient care without the walls") provides high frequency (typically daily) case management, health and safety monitoring, psychotherapy, psychiatry, medication delivery, transportation, housing assistance, skills building, referral network linkages, and other supports to persons with very high levels of mental health needs.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria or to persons with Medicare coverage but for whom Medicare does not cover the cost of mental health services and supports of the type nor intensity needed by these persons is **\$92,437**.

Services to children with conditions on the autism spectrum: This CMH provides a broad array of services to children with conditions on the autism spectrum, including: a comprehensive multi-disciplinary assessment and diagnostic evaluation, Applied Behavioral Analysis (the standard behavioral-based treatment for children with autism), speech therapy, occupational therapy, and psychological services.

The annual cost of these services which could be provided to Ingham County residents with commercial insurance coverage but for whom this insurance plan does not cover the cost of autism-related services and supports is **\$195,000**.

Consumer-run drop-in and housing assistance center: The non-profit, consumer-run (governed and staffed) organization, Justice in Mental Health Organization (JIMHO) runs the state's first consumer-run drop-in center. This center, a few blocks from downtown, provides a wide range of services and supports for adults with mental illness, including: employment assistance, housing assistance, health management classes, linkages to community resources, and peer support.

The annual cost of these services which are provided to uninsured Ingham County residents meeting the millage criteria is **\$310,000**.

B. Expanding services to the unserved:

Psychiatric care and outpatient therapy for children and adults with moderate mental health needs: This community has long experienced a significant and growing gap in the availability of office-based outpatient psychotherapy for children, adolescents and adults.

The annual cost of these services which could be provided to uninsured Ingham County residents who meet the millage criteria and to those with commercial insurance or Medicaid coverage but for whom access to outpatient psychotherapists is non-existence is **\$336,910**.

Total cost of full package of requests: \$1,348,803

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Randy A. Marwede, Director
Department of Veteran Affairs

DATE: November 17, 2014

RE: Resolution to Reclassify a Position in the Department of Veteran Affairs

Attached is a resolution to reclassify a .75 Veteran Clerk/Trust Fund Agent (UAW/D) to a 1.0 Benefits Support Specialist (UAW/E). Attached is the proposed job description developed by Human Resources.

This change will allow our department to serve our clientele more efficiently. The Benefits Support Specialist duties will include assisting clients in obtaining supporting documentation for emergency assistance, represent the office at the Ingham County Trust Fund Committee, and assist veterans in applying for VA medical related benefits, home loan, burial/death and other related benefits. In addition, this position will also screen & refer clients in house to a Veterans Benefits Counselor or to other local agencies based on those needs of the client.

In addition, this reclassification will allow our Veteran Benefits Counselors time to address compensation, pension and dependency and indemnity compensation claims, appeals and other related concerns of a more technical nature.

Increasing the .75 time UAW/D position to a 1.0 full-time UAW/E position will have a long term cost of \$14,139. This is within the budgeted amount of \$20,680.

I recommend that the Board of Commissioners reclassify position #682007, .75 Veteran Clerk/Trust Fund Agent (UAW/D) to a 1.0 Benefits Support Specialist (UAW/E)

Human Resource has evaluated and approved the job description. The UAW is in support of this position change.

2015 PERSONNEL COST PROJECTIONS		
Increase 3/4 Time Clerk/Trust Fund Agent (UAW/D)		
to Full-time (UAW/E)		
First Year Cost (step 1)		
Wages	\$23,241	\$32,692
Unemployment	116	163
FICA	1,778	2,501
Health	1,377	1,377
Current Retiree Health	2,766	2,766
Future Retiree Health	848	1,193
Dental	886	886
Vision	119	119
Life	19	76
Disability	0	62
Retirement	1,711	2,406
Workers Comp	70	98
CARES	33	33
Liability	150	211
Total	\$33,114	\$44,583
Additional Cost		\$11,469
Long Term Cost (step 5)		
Wages	\$27,668	\$39,329
Unemployment	138	197
FICA	2,117	3,009
Health	1,377	1,377
Current Retiree Health	2,766	2,766
Future Retiree Health	1,010	1,436
Dental	886	886
Vision	119	119
Life	19	76
Disability	0	75
Retirement	2,036	2,895
Workers Comp	83	118
CARES	33	33
Liability	179	254
Total	\$38,431	\$52,570
Additional Cost		\$14,139

Agenda Item 3

TO: Randy Marwede, Director Veteran Affairs
FROM: Beth Bliesener, Employment Specialist
DATE: 11-17-14
RE: Support for New Classification: Benefits Support Specialist

Per your request, Human Resources has created a new classification titled Benefits Support Specialist.

After analysis, the classification has a community of interest with the UAW and is appropriately compensated at a UAW E salary range (\$32,692 - \$38,940). The UAW has been notified. They support the classification and salary placement.

You have received funds to fully support one full-time Benefits Support Specialist. To meet the County's EEO policy this position should be internally posted. After the top applicant is selected you will convert his/her position number to the newly created Benefits Support Specialist.

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

If I can be of further assistance, please email or call me (887-4375).

**INGHAM COUNTY
JOB DESCRIPTION**

Benefits Support Specialist

General Summary:

Under the supervision of the Director Veteran Affairs, and in support of the Veterans Benefits Counselor, assists in the application process for emergency assistance and Veterans Affairs related benefits. Will serve as Secretary at the Ingham County Trust Fund Committee meetings. Screens and refers clients in house to Veteran Benefits Counselors or to other local agencies depending on the circumstances and needs of the client.

Essential Functions:

1. Assists clients in obtaining supporting documentation for applying for emergency financial assistance through the Michigan Veterans Trust Fund and the Veterans Relief Fund. Forwards the Trust Fund Committee decisions and reasoning to the Clerk Trust Fund Agent on Claims.
2. Serves as Secretary at the bi-monthly Ingham County Trust Fund committee meetings. Provides support to the Ingham County Trust Fund Committee on Trust procedures and provides list of veterans seeking relief funds to committee members.
3. Assists clients with applications for VA medical care and forwards applications to appropriate federal office for processing.
4. Assists in organizing and maintaining veteran software systems. Scans, files and identifies documents in veteran software systems. Performs client screens on new clients, updates information on recurring clients, and enters data appropriate to each activity performed.
5. Schedules van appointments for veterans being transported to VA Medical Centers and records clinics.
6. Assists clients with the application process for VA Home Loans, Federal burial benefits, VA markers, county burial benefits, Presidential Memorial Certificates, medals, military records and other VA related claims. Obtains appropriate supporting documentation and forwards applications as necessary.
7. Contact for referrals from Department of Human Service's pilot program. Explains procedures and necessary documentation required. Makes in-house referrals and/or referrals to other local agencies as necessary.
8. Completes and submits Intent to File Notices and makes appropriate inter-office referral for compensation, pension, survivor's pension, dependency and indemnity compensation claims.
9. Will serve as a back-up driver for transportation of veterans to the VA Ann Arbor HealthCare System.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a High School graduation or equivalent, prefer advanced coursework in word processing.

Experience: A minimum of one (1) year experience in an administrative assistant / office assistant capacity, prefer prior experience with interviewing skills.

Other Requirements:

- Will need to become accredited with the U.S. Department of Veteran Affairs within 6 months of hire.
-

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

Working Conditions:

1. This position works primarily in an indoor environment.
2. This position operates a variety of vehicles including cars and vans. While operating a vehicle exposure to temperatures or weather conditions cannot be controlled.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, type, endure repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

UAW E
November 2014

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CREATE THE NEW CLASSIFICATION OF VETERANS SUPPORT
SPECIALIST AND TO AUTHORIZE THE RECLASSIFICATION OF A VETERANS CLERK/TRUST
FUND AGENT TO A VETERANS SUPPORT SPECIALIST
IN THE DEPARTMENT OF INGHAM COUNTY VETERAN AFFAIRS**

WHEREAS, the Ingham County Board of Commissioners has approved funding for the reclassification of a position in the Ingham County Department of Veteran Affairs for Budget Year 2015; and

WHEREAS, the costs associated with this reclassification are within the amount approved by the Ingham County Board of Commissioners; and

WHEREAS, Human Resources has developed the classification of a Benefits Support Specialist, at the UAW/E level; and

WHEREAS, the UAW has reviewed the position and supports the reclassification; and

WHEREAS, this reclassification will allow the Ingham County Department of Veteran Affairs to address veterans needs and concerns in a more timely, efficient and professional manner.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the creation of the new classification of Veterans Support Specialist (UAW/E).

BE IT FURTHER RESOLVED, that the .75 Veterans Clerk/Trust Fund Agent (UAW/D), Position #682007, shall be reclassified to a 1.0 Benefits Support Specialist (UAW/E), effective January 1, 2015.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the Veteran Affairs budget and approved position allocation list consistent with this resolution.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda Vail, MPA, Health Officer

DATE: November 12, 2014

RE: Resolution to Authorize an Agreement with the Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

Since 2009, the Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) for services to develop the Great Start Central Region Child Care Quality Implementation Plan. A new agreement is proposed by MCESA to implement the Great Start to Quality Work Plan for the period of October 1, 2014 through September 30, 2015, to continue the scope of services in the Central Region.

The scope of work assures that performance meets expectations and the implementation of the Great Start to Quality Work Plan. It shall include the following services:

- Coordinate regional communication and outreach;
- Perform the duties and responsibilities of the Central Resource Program Director;
- Coordinate professional development for registered/ licensed/unlicensed child care providers;
- Provide assistance to child care programs with the use of Great Start to Quality STARS;
- Provide assistance to families choosing quality childcare and to navigate Great Start to Quality;
- Provide data and evaluation reports as specified in the agreement;

The services listed in the scope of work will be funded by a Great Start to Quality Resource Center grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through these proposed agreements, MCESA will pay Ingham County Health Department up to \$455,000. The term of the agreement shall be October 1, 2014 through September 30, 2015.

To adhere to the scope of work provided by the ECIC in the aforementioned agreement, we are requesting to include:

- Contracted Quality Improvement Consultant for up to \$25,000 (including compensation, mileage, cell phone usage)
- Temporary status change for the Early Childhood Consultant position #601122 (ICEA/PRO/6), from 0.75 FTE to 1.0 FTE for the period of December 1, 2014 through September 30, 2015

The Health Department's FY15 budget will be adjusted to reflect additional funds in the proposed agreement. I recommend the Board of Commissioners adopt the attached resolution and authorize the agreement with Midland County Educational Services Agency.

c: Eric Thelen, w/attachment
Sarah Bryant, w/attachment
Barb Monroe, w/attachment

	Early Childhood Consultant RDP3 (red-lined)	Early Childhood Consultant RDP3 (red-lined)		
	0.75 FTE	1.0 FTE		
Salary	37,964	50,618	10,545	
Unemployment	190	253		53
Fica	2,904	3,872	807	
Retirement	2,278	3,037	633	
Health Insurance *	Hth Waiver-> 2,380	2,380		
Retiree Health Surcharge Chargeback	2,766	2,766		
Health Insurance Trust	1,386	1,848	385	
Dental	-	886	886	
Vision		119	119	
Workers Comp		114	152	32
		101		
Disability		72	96	20
CARES		33	33	
Liability Insurance		246	327	68
TOTAL	51,438	66,488	12,542	Increased cost for 10 months
Life Insurance				
101				

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY FOR SERVICES ASSOCIATED WITH THE GREAT START TO QUALITY RESOURCE CENTER

WHEREAS, since 2009 an agreement was authorized with Midland County Educational Services Agency (MCESA) to develop the Great Start Central Region Child Care Quality Implementation Plan (the Plan); and

WHEREAS, MCESA has proposed a new agreement to continue the administration of the Central Region and the work of the GREAT START TO QUALITY RESOURCE CENTER; and

WHEREAS, to adhere to the scope of work provided by the ECIC the Ingham County Health Department will initiate a contracted Quality Improvement Consultant for up to \$25,000; and

WHEREAS, the Early Childhood Consultant (position #601122), currently a 0.75 FTE employee, will receive a temporary status change to 1.0 FTE effective for the period of December 1, 2014 through September 30, 2015; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes an agreement with Midland County Educational Services Agency (MCESA) for the period October 1, 2014 – September 30, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Midland County Educational Services Agency (MCESA) to administer the Central Region Great Start to Quality Work Plan for the period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that MCESA shall reimburse Ingham County up to \$455,000 for these services.

BE IT FURTHER RESOLVED, that the .75 Early Childhood Consultant, position #601122, shall receive a temporary status change to 1.0 for the period of December 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the Health Department's budget and Position Allocation List consistent with this resolution.

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

MEMORANDUM

TO: Human Services Committee
County Services Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 17, 2014

RE: Request to Start a Physician Assistant at Market Salary Grade A, Step 4

This request, if approved, authorizes the starting salary for a Physician Assistant position located at the Ingham Community Health Centers' Women's Health Services at Market Base Salary Grade A, Step 4 (\$83,825).

There has been a vacancy at Ingham Community Health Centers' Women's Health Services for a Physician Assistant. The Health Department has completed the interview process for the Physician Assistant position, and Ms. Shawn Northrup has been recommended for the Physician Assistant position. Ms. Northrup has extensive training in both outpatient and inpatient female urology and gynecology. Her skill sets are ideal for this position. She has agreed to accept the position, with a tentative start date of February 17, 2015, contingent upon her request for Market Base Salary Grade A, Step 4 (\$83,825) as starting salary.

Dr. Erik Wert, Medical Director for the Health Centers, has confirmed Ms. Northrup's competency through her current immediate supervisor and has endorsed her experience as more than satisfactory to justify her request.

Therefore, I recommend that the Ingham County Board of Commissioners authorize the starting salary for Ms. Northrup for the Physician Assistant position at Market Salary Grade A, Step 4.

c: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 17, 2014

RE: Resolution to accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Cluster Program Funds for Fiscal Year 2015

Attached is a resolution to accept the increased annual base funding award from the Health Center Cluster Program of the U.S. Department of Health and Human Services Health Resources and Services Administration for the budget period of November 1, 2014 through October 31, 2015.

The increase to this final year of the Health Center Cluster Program grant award is in part due to an increase in base funding related to the PCMH recognition of Sparrow and St. Lawrence Health Centers (now River Oak Health Center). The increase includes Outreach and Enrollment funding, which transitioned from a supplemental funding award to be part of Health Cluster Program grantee's annual base funding this fiscal year.

I recommend that the Board of Commissioners authorize the acceptance of the increased Health Center Cluster Program annual base funding award in the amount of \$1,218,983 for the budget period of November 1, 2014 through October 31, 2015.

c: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
HEALTH RESOURCES AND SERVICES ADMINISTRATION HEALTH CENTER CLUSTER
PROGRAM FUNDS FOR FISCAL YEAR 2015**

WHEREAS, in Resolution #11-316, the Health Department's Community Health Centers accepted five years of Health Center Cluster Program funds through the U.S. Department of Health and Human Services Health Resource and Services for the grant period of November 1, 2010 through October 31, 2015; and

WHEREAS, the Ingham County Health Department uses this federal assistance to support primary care, dental, mental health, substance abuse, and supportive services for Ingham County's low-income, uninsured and medically underserved through the Ingham Community Health Centers; and

WHEREAS, the annual base funding award through this initial Notice of Award was for \$904,751; and

WHEREAS, the Health Department has received a Notice of Award for the annual base award for the budget period of November 1, 2014 through October 31, 2015 in the amount of \$1,218,983; and

WHEREAS, this base award includes base funding increases for Patient Centered Medical Home Recognition, and Outreach and Enrollment; and

WHEREAS, the Ingham County Community Health Center Board has reviewed and recommends the acceptance of the increased annual base funding award; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of the increased Health Center Cluster Program base funding award in the amount up to \$1,218,983 through HRSA.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the increased Health Center Cluster Program base funding award in the amount up to \$1,218,983 through HRSA for the budget period of November 1, 2014 through October 31, 2015.

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

MEMORANDUM

To: Human Service Committee
Finance Committee

From: Linda Vail, MPA, Health Officer

Date: November 17, 2014

Subject: Authorization to Distribute County Urban Redevelopment Funds

Ingham County has a strong and successful history of implementing community summits and cultivating citizen ownership of efforts that expand and enhance opportunities for urban redevelopment. The Ingham County Health Department (ICHHD), in partnership with the Power of We Consortium (PWC), has been responsible for carrying out efforts in support of the County's priority to "Promote Environmental Protection and Smart Growth." Specifically, ICHHD and PWC have established a mechanism to allocate the Urban Redevelopment Funds in the amount of \$35,000 which was established as part of the Health Department budget.

This important investment of \$35,000 has been used to leverage millions of dollars in federal grants (Compassion Capital Fund) and thousands of volunteer service hours (AmeriCorps) towards making our neighborhoods more attractive, vital, and responsive to our residents. Utilization of these funds has included the following: completion of the walking trail on the south side of Lansing; a match for the PWC's Capacity Building Program for community and faith-based organizations and for the AmeriCorps program; support for the Ingham Change Initiative's Summer Youth Program for young men of color; and support for neighborhood community organizing.

For fiscal year 2015, the ICHHD, in partnership with the PWC Community Assets Alignment Grant Review Committee, has chosen to support the following grant recipient in an effort to provide greater impact for these critical initiatives:

- Allen Neighborhood Center (ANC) and the East Lansing Food Co-op (ELFCO) will establish a full line grocery store in a vacant storefront on Lansing's Eastside to ensure access to healthy food while simultaneously strengthening the economic and social fabric of the community. This grant will be used to develop an ELFCO satellite store next door to ANC's main service center and physically connected to Allen Market Place.

I recommend adoption of this resolution which authorizes an agreement between the Ingham County Health Department and Allen Neighborhood Center.

c: Joel Murr w/attachment
Eric Thelen w/attachment
Isaias Solis w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE DISTRIBUTION OF
COUNTY URBAN REDEVELOPMENT FUNDS**

WHEREAS, the Ingham County Health Department is responsible for implementing activities that support the County priority to “Promote Environmental Protection and Smart Growth”; and

WHEREAS, a county allocation in the amount of \$35,000 from the Board of Commissioners is intended to expand or enhance opportunities for urban redevelopment through engagement and mobilization of residents (Resolutions #06-120, #07-105, #08-116, #09-122, #10-116, #11-052, #12-18); and

WHEREAS, the purpose of the funds are to strengthen urban cores, revitalize Lansing’s neighborhoods, and curb resident movement into less developed areas, thereby preserving open land and reducing long-term negative impacts on our ecosystem; and

WHEREAS, after a competitive RFP process overseen by the Community Assets Alignment Committee of the Power of We Consortium it is recommended that the Urban Redevelopment Funds be allocated to Allen Neighborhood Center (ANC) in the amount of \$35,000; and

WHEREAS, the 2015 Urban Redevelopment funds will be utilized to establish a full line grocery store in a vacant storefront on Lansing’s Eastside to ensure access to healthy food while simultaneously strengthening the economic and social fabric of the community; and

WHEREAS, the funds will be used to develop an ELFCO satellite store next door to ANC’s main service center and physically connected to Allen Market Place; and

WHEREAS, the Health Department, in partnership with the Power of We Consortium, has determined that greater impact can be made with the 2015 grant funds by allocating the aforementioned amount to this organization to extend its initiatives.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes an agreement between the Ingham County Health Department and Allen Neighborhood Center in the amount of \$35,000 for the period of December 1, 2014 through September 30, 2015.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

Date: November 24, 2014

RE: Resolution to Extend Lease Agreement for the Willow Health Center

Attached is a resolution to extend the lease agreement for Willow Health Center (located at 306 W. Willow Street, Lansing) through December 31, 2019.

The current lease will expire on December 31, 2014. Terms of the new lease include \$8.50 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage with a two-year option to renew with an escalation not to exceed 10% and the addition of a liquidated damages clause with all other terms of the lease remaining the same with the exception of Section III Rent, Subsection C.

I recommend the Ingham County Board of Commissioners authorize the extension of the lease for the property located at 306 W. Willow Street, Lansing.

c: Eric Thelen, w/attachment
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND LEASE AGREEMENT
FOR THE WILLOW HEALTH CENTER**

WHEREAS, in Resolution #10-207, the County entered into a lease agreement for the property located at 306 W. Willow Street, Lansing for the operation of Willow Health Center; and

WHEREAS, the current terms of the lease agreement are at the rate of \$6.05 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage; and

WHEREAS, this lease agreement, as amended through Resolutions #11-025 and #12-373, will expire on December 31, 2014; and

WHEREAS, the Health Department and lessor agree to extend the lease agreement through December 31, 2019, at \$8.50 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage with a two-year option to renew with an escalation not to exceed 10% and the addition of a liquidated damages clause; and

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

WHEREAS, the Ingham Community Health Center Board of Directors supports this lease agreement extension for Willow Health Center located at 306 W. Willow Street, Lansing; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize this lease agreement extension for the Willow Health Center located at 306 W. Willow Street, Lansing.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the extension to the lease agreement between Ingham County and Nick Yono, with offices at 2304 Carriage Way, Milford, Michigan 48381, for the property located at 306 W. Willow Street, Lansing.

BE IT FURTHER RESOLVED, the terms of the lease agreements shall be extended through December 31, 2019.

BE IT FURTHER RESOLVED, that the lease terms shall be \$8.50 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage with a two-year option to renew with an escalation not to exceed 10% and the addition of a liquidated damages clause.

BE IT FURTHER RESOLVED, that all other terms of the current lease agreement shall remain the same with the exception of Section III Rent, Subsection C.

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.

MEMORANDUM

TO: Human Services Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 24, 2014

RE: Discussion Regarding the Conversion of Vacant Nurse Assessor Position to a Health Center Nurse

The Health Department requests the conversion of a vacant Nurse Assessor (MNA 2) position #601277, to a Health Center Nurse (MNA 1) classification.

This conversion will better meet the operational needs of the Ingham Community Health Centers. A Memo of Analysis from the Human Resources is attached, which acknowledges Human Resources' participation, analysis and approval of this proposed position conversion. This change is supported by the Michigan Nurses Association (MNA) and the Budget Office has confirmed a cost savings with this realignment.

I recommend that the Ingham County Board of Commissioners authorize the conversion of a vacant Nurse Assessor (MNA 2) to a Health Center Nurse (MNA 1).

c: Eric Thelen, w/ attachment
Barbara Watts Mastin, w/attachment

Personnel Cost Projection				Personnel Cost Projection			
Nurse Assessor		MNA 2	MNA 2	Hlth Ctr Nurse		MNA 1	MNA 1
		step 1	step 5			step 1	step 5
704000	Salary	\$49,860	\$59,853	704000	Salary	\$47,715	\$57,271
720000	Longevity	0	0	720000	Longevity	0	0
Wages		\$49,860	\$59,853	Wages		\$47,715	\$57,271
715000	FICA&med	3,814	4,579	715000	FICA&med	3,650	4,381
716020	Hlth &Surchrg	14,655	14,655	716020	Hlth &Surchrg	14,655	14,655
716100	Dental	805	805	716100	Dental	805	805
716200	Vision	119	119	716200	Vision	119	119
717000	717 Life Insurance	72	72	717000	717 Life Insurance	72	72
717000	Disability	95	114	717000	Disability	91	109
718000	Retirement	3,211	3,855	718000	Retirement	3,073	3,688
722000	Workers Comp	115	138	722000	Workers Comp	110	132
722600	CARES	33	33	722600	CARES	33	33
716040	Health Ins Trust	1,321	1,586	716040	Health Ins Trust	1,264	1,518
Total		\$74,100	\$85,808	Total		\$71,587	\$82,783
							\$3,025

TO: Barb Mastin, DHO, CHC
FROM: Beth Bliesener, Employment Specialist
DATE: 10/31/2014
RE: Memo of Analysis for Position Conversion

Position 601277 a Nurse Assessor MNA 2 is currently vacant. To better meet the operational needs of the clinic the Health Department will convert the position to a Health Center Nurse MNA 1.

I have sent the MNA notice regarding the position conversion and they support the change.

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

If I can be of further assistance, please email or call me (887-4375).

MEMORANDUM

DATE: October 29, 2014
TO: Charlyn Stratton, MNA Chair
FROM: Beth Bliesener, Employment Specialist
SUBJECT: Notification for Position Conversion

In conjunction with the Health Department, Human Resource is sending notice regarding converting position number 601277 a Nurse Assessor to a Health Center Nurse. Currently position number 601277 is vacant. Converting the position to be a Health Center Nurse would better address the needs of the clinic. The position will be compensated at an MNA 1 salary range (\$47,715 - \$57,271).

The Health Department will propose the conversion of this position to the Board of Commissioners during the next round of Committee meetings. The agenda deadline for meetings is November 5, 2014. If you have any concerns about this proposal, please contact me prior to November 4, 2014.

MEMORANDUM

TO: Human Services Committee

FROM: Linda S. Vail, Health Officer

DATE: November 19, 2014

RE: Discussion regarding the Elimination of a Position and Reclassify a Position in the Emergency Preparedness and Public Health Emergency and Bioterrorism Preparedness Unit of the Health Department

The Health Department is requesting to realign the Emergency Preparedness unit of the Health Department. This will bring the number of employees into alignment with the current funding for emergency preparedness from the Michigan Department of Community Health (MDCH) and reduces the use of general fund allocations from Ingham County.

The Public Health emergency and Bioterrorism Preparedness Coordinator position (#601045) is vacant due to the retirement of Susan McIntosh-McPhail, effective October 31, 2014. The Health Department will eliminate this position and transfer the essential emergency preparedness function to a newly created classification, an Emergency Preparedness Coordinator.

Currently, the Health Department has a Health Educator II – Emergency Preparedness position (#601393). This position will convert to an Emergency Preparedness Coordinator. The Emergency Preparedness Coordinator position retains the 1.0 FTE emergency preparedness position with the essential functions as required by the Comprehensive Planning, Budgeting, and Contracting Agreement (CPBC) with MDCH.

The ICEA/ PRO Chairperson supports the elimination of the Public Health Emergency and Bioterrorism Preparedness Coordinator position (ICEA/PRO/9) as well as the conversion of the Health Educator II – Emergency Preparedness position (ICEA/PRO/7) to an Emergency Preparedness Coordinator.

The Emergency Preparedness Coordinator position will be compensated at an ICEA/PRO/8 salary range (\$53,827 - \$64,618). The attached Personnel Cost Projection indicates a cost savings of \$105,185.

I recommend that the Board of Commissioners authorize the elimination of the Public Health Emergency and Bioterrorism Preparedness Coordinator position and the reclassification of the Health Educator II-Emergency Preparedness position.

c: Eric Thelen w/attachment
Joel Murr w/attachment

	Current (VACANT) Position # 601045 BT Preparedness Coord. ICEA - Prof Grade 9 Step 5 1.0 FTE	Current Position # 601393 Health Educ II Emergency Preparedness ICEA - Prof Grade 7 Step 5 1.0 FTE	Current Total	Proposed Position # 601393 Emergency Preparedness Coordinator ICEA Prof Grade 8 Step 5 1.0 FTE	Difference Increase/ (Decrease)
Salary	73,178	59,835	133,013	64,418	(68,595)
Unemployment	366	299	665	322	(343)
Fica	5,598	4,577	10,176	4,928	(5,248)
Retirement	9,645	7,886	17,531	8,490	(9,041)
Health Insurance	14,432	6,031	20,464	6,031	(14,432)
Retiree Health Surcharge Chargeback	2,766	2,766	5,532	2,766	(2,766)
Health Insurance Trust	2,671	2,184	4,855	2,351	(2,504)
Dental	886	886	1,772	886	(886)
Vision	119	119	238	119	(119)
Workers Comp	505	413	918	444	(473)
Life Insurance	101	101	202	101	(101)
Disability	139	114	253	122	(130)
CARES	33	33	66	33	(33)
Liability Insurance	549	449	998	483	(514)
TOTAL	110,987	85,694	196,681	91,496	(105,185)
Notes:			-		-

Proposed Emergency Preparedness Coordinator salary calculation is based on Step 5

**INGHAM COUNTY
JOB DESCRIPTION**

Emergency Preparedness Coordinator

General Summary:

Under the supervision of the Assistant Deputy Health Officer, the Emergency Preparedness Coordinator (EPC) is responsible for developing and updating a comprehensive, all-hazards public health emergency operations plan for Ingham County. Assures Ingham County Health Department (ICHD) staff and volunteers are appropriately trained and knowledgeable about their role and the role of the health department in a public health emergency or disaster. Develops and conducts exercises regularly to test the public health emergency operations plan and ICHD staff and volunteers using a progressive exercise schedule. Represents ICHD in various local, regional, and state committees, workgroups, and conferences. Assists the ICHD Health Communication Specialist in media relations related to public health emergencies.

Essential Functions:

10. Develops, reviews, revises and maintains the Ingham County Health Department Emergency Operations Plan.
11. Prepares and compiles all documents and submits reports, assessments and plans as needed to the Michigan Department of Community Health Office of Public Health Preparedness.
12. Ensures local emergency management plans contains a public health annex for responding to public health emergencies or disasters throughout Ingham County.
13. Develops and coordinates the response to a public health emergency or disaster with other community partners.
14. Collaborates with other agencies and organizations to develop, update and implement the public health emergency operations plan.
15. Conducts regular Ingham County Health Department staff notification drills.
16. Participates in local, regional and state training and exercise. Coordinates interdepartmental training on emergency preparedness topics, ensuring state mandated training requirements are met and documented.
17. Develop instructional materials and provides presentations on emergency preparedness topics to community groups. Responds to community inquiries regarding emergency preparedness.
18. Purchases and maintains necessary emergency supplies and equipment needed for Ingham County Health Department staff and volunteers to respond to a public health emergency or disaster.
19. Prepares and distributes including but not limited to fact sheets, press releases, public service announcements, and newsletters in the event of a public health emergency.

20. Maintains the Emergency Preparedness webpage and provides emergency preparedness information to be shared via social media.
21. Attends and coordinates internal and external meetings and community events. Includes scheduling of meetings, preparing agendas, securing meeting location, etc. May serve as a liaison to staff as well as community groups and individuals.

Other Functions:

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

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

Employment Qualifications:

Education/Experience:

A minimum of a Master's Degree And 1 year experience in public health, emergency preparedness, or emergency management.

OR

A minimum of a Bachelor's Degree and 3 years experience in public health, emergency preparedness, or emergency management.

Experience:

Other Requirements:

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

Working Conditions:

5. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
6. This position is exposed to communicable diseases, blood, other body fluids, etc.
7. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
8. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***ICEA COUNTY PRO 08
November 2014***