

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, JUNE 2, 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 [May 19, 2014 Minutes](#)  
Additions to the Agenda  
Limited Public Comment

1. Board Referral - Letter from the [City of Lansing](#) Requesting Assistance with Life O'Riley Expenses
2. Facilities - Resolution Creating Two New Building Maintenance [Positions](#) for the Ingham County Community Health Center
3. Health Department
  - a. Resolution to Authorize the [Client Services](#) Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services
  - b. Resolution Honoring [Karen Jennings](#)
  - c. Discussion Regarding a Proposed Resolution to Authorize a [Realignment](#) of Health Department Programs and Administrative Structure
  - d. Discussion of the Renovations of the Ingham County Community Health Center (McLaren Building)
4. Human Services Committee - Discussion Regarding Art in County Buildings

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

May 19, 2014

Draft – Minutes

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

Members Absent: None.

Others Present: Jared Cypher, Barb Mastin, Linda Vail, Debbie Edokpolo, Carol Kehoe, Ivan Love and Jennifer Shuster.

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

Approval of the May 5, 2014 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE MAY 5, 2014 HUMAN SERVICES COMMITTEE MEETING.

MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Substitute –

3b. Resolution Authorizing the Ingham County Building Authority to Proceed with the Health Department Renovations to the Human Services Building and to Authorize a Contract with the Architectural and Engineering Firm of Hobbs and Black to provide Architectural and Engineering Services for the Renovation Project.

Limited Public Comment

None.

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

3. Facilities
  - b. Resolution Authorizing the Ingham County Building Authority to Proceed with the Health Department Renovations to the Human Services Building and to Authorize a Contract with the Architectural and Engineering Firm of Hobbs and Black to provide Architectural and Engineering Services for the Renovation Project.
4. Health Department
  - a. Resolution to Authorize Lease Agreement for 1115 South Pennsylvania Avenue, Lansing for a Health Center Site

- b. Resolution to Accept Health Center Capital Development Financial Assistance from the Michigan Primary Care Association
  - c. Resolution to Authorize Amendment #2 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health
  - d. Resolution to Amend the Collaborative Agreement with the Capital Area United Way
  - e. Resolution to Update Authorized Signers of Forms 855A and 855B
5. Controller's Office - Resolution Approving Criteria for Evaluating 2015 Applications for Community Agency Funding

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

- 1. Presentation - Ivan Love of the Capital Area Community Services (additional information)

Ivan Love, Executive Director of Capital Area Community Services, addressed the Committee with a presentation regarding the local community action agency. He distributed a packet to each Committee member with information about CACS. Mr. Love went over the services offered by CACS including Head Start, utility assistance, shelter assistance, eviction diversion, homeless case management, foreclosure prevention counseling, commodity food distribution and home weatherization.

Mr. Love discussed financial constraints that the CACS is experiencing.

There was a discussion regarding the CACS relationship with the Health Department, specifically for medical and dental needs.

Lastly, there was a discussion regarding a timeline for a possible Human Services millage. Mr. Love stated that he wanted the Committee to discuss this option and use him as a resource.

- 2. Introduction/Presentation - Carol Kehoe, Department of Human Services (DHS) Child Welfare Director

Carol Kehoe, Acting Director of DHS, introduced herself to the Committee and gave a little bit of background on herself and experience.

- 3. Facilities
  - a. Discussion - Human Services Building Renovations

Linda Vail, Debbie Edokpolo and Barb Mastin of the Ingham County Health Department addressed the Committee.

A discussion took place regarding the recent enforcement of licensing concession stands.

Ms. Mastin discussed the proposed renovations at the Human Services Building by referring to the proposed floor plan provided in the meeting packet. She said the proposed renovations will make the building more user friendly.

Chairperson Nolan asked if the Immunization Clinic will be part of the renovations and Ms. Mastin confirmed that it would.

Jared Cypher, Deputy Controller, stated that the McLaren renovations will appear on the June 2<sup>nd</sup> Human Services Committee agenda.

### Announcements

Commissioner McGrain initiated a discussion on Agenda Item No. 5 regarding the statement in the Resolution that states "...no agency shall receive more than 10% of the total available funding for community agencies in FY 2015." He said that he thought a few agencies might have gone over that 10% last year. The process of the living wage policy was also touched on.

Commissioner Tennis stated that he will be absent at the next Human Services Committee meeting.

Commissioner Tennis also initiated a discussion on the letter of request from Dr. Joan Jackson Johnson for financial assistance with the resettlement of the residents who were displaced during the Life O'Riley condemnation. He confirmed with Chairperson Nolan that this would appear on the next Human Services Committee agenda and stated that even though he will be absent, he would strongly encourage the requested financial assistance.

Chairperson Nolan asked Jared Cypher, Deputy Controller, to contact Dr. Joan Jackson Johnson for an itemized list of where she came up with the requested amount of financial assistance and cost estimates before the next meeting.

Commissioner McGrain invited the Committee to the Big Brothers Big Sisters Benefit Breakfast on Thursday at 7:30 a.m. at the Kellogg Center or to make a contribution.

### Public Comment

Mr. Love discussed his environmental experiences in replacing roofs on buildings and the low cost and low maintenance involved.

The meeting was adjourned at approximately 7:57 p.m.

## **JUNE 2, 2014 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

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

2. *Facilities – Resolution Creating Two New Building Maintenance Positions for the Ingham County Community Health Center*

The Facilities Department requests authorization to establish two new building maintenance positions for the Ingham County Community Health Center, effective July 1, 2014. The proposal seeks creation of one new full-time Building Maintenance Supervisor position at UAW/H, Step 1 (Salary Range \$62,639.00 - \$71,695.00 including benefits) and one new part-time Building Maintenance Mechanic I position at UAW/E, Step 1 (Salary Range \$28,843.00 - \$32,633.00 including benefits). The two new positions are necessary in order to assure proper and timely maintenance of this new facility. The total cost for both positions for the first year, including benefits, will be \$91,482.00. Adequate funds have been budgeted for this purpose.

3. *Health Department*

a. *Resolution to Authorize the Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services*

This resolution authorizes a renewal of the Client Services Agreement between Ingham County and the Michigan Department of Human Services (MDHS) for Refugee Medical Assessment Services under which the Health Department conducts health assessments of refugees within thirty days of arrival in the United States. The assessment includes a comprehensive physical examination, lab tests, immunizations, TB services and community referrals where appropriate for further evaluation. The renewal of this agreement will be for the period of October 1, 2014 through September 30, 2015. The screening service reimbursement rates and the annual maximum of \$418,900 are the same as the current agreement terms. All other terms of the agreement will remain the same.

### **OTHER ITEMS:**

1. *Board Referral – Letter from the City of Lansing requesting assistance with Life O’Riley expenses*

3. *Health Department*

b. *Resolution Honoring Karen Jennings*

c. *Discussion Regarding a Proposed Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure*

d. *Discussion of the Renovations of the Ingham County Community Health Center (McLaren Building)*

4. *Human Services Committee – Discussion Regarding Art in County Buildings*



Virg Bernero, Mayor

**CITY OF LANSING  
HUMAN RELATIONS AND COMMUNITY SERVICES DEPARTMENT**

124 W. Michigan Avenue  
4th Floor, City Hall  
Lansing, Michigan 48933  
(517) 483-4477  
(517) 483-4479 (TDD/Voice)  
FAX: (517) 377-0078

April 25, 2014

Victor Celentino, Chairperson  
Ingham County Board of Commissioners  
c/o Becky Bennett, Board Coordinator  
Board of Commissioners  
P.O. Box 319  
Mason, MI 48854

**RECEIVED**  
MAY 01 2014

Re: Life O'Riley  
Dear Mr. Celentino:

I am writing to enlist your assistance in addressing the ongoing needs of the former "Life O'Riley" residents. As a County Commissioner, I know that commissioners and constituents about the residents' plight in the local news media, however, as a person on the "front lines" of this situation, I can attest there has been much more going on behind the scenes. City of Lansing Human Relations & Community Services, where I serve as Director, has been heavily involved in ensuring that every resident and family member has a roof over their head, food, transportation to school, and other necessary items to assure their comfort and safety.

I am sure you can appreciate the magnitude of this undertaking – finding temporary housing, locating and soliciting donations for replacement furniture and other household items, identifying alternative permanent housing, assisting with benefits application for rent/security deposits, bringing agencies and residents together to expedite financial and other assistance, and finally, moving and resettling families, some of whom have lived their entire lives in the O'Riley mobile home park. And yet, this is really only the beginning of what the families need.

After being uprooted from their homes due to significant and ongoing health violations on the part of the mobile home park management, losing their possessions to insect and rodent infestations, and truly reintegrated into the Greater Lansing community. The typical family has at least one adult member with significant cognitive mental and/or physical disabilities, is unemployed or working a low-wage job, receives some type of assistance or struggles to understand how to obtain it, and is trying to raise children and survive under very difficult circumstances. We are serving over 260 individuals; of the 99 are receiving some type of assistance from Department of Human Services. Over \$50,000 has been spent on hoteling (shelters were / are full).

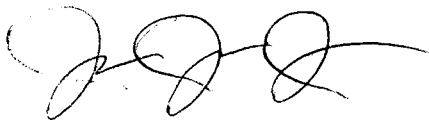
We see this unfortunate situation as a new opportunity in which families could experience a “fresh start”. We hope you will assist us in providing the “O’Riley” families with new options, expanded opportunities and yes, hope. Our plan is to continue to offer these families ongoing support services and assistance in navigating and connecting with the human services they need to avoid continued homelessness, gain or improve their employment situations, provide mental health services, life skills training, resolve credit history issues, and reduce criminal involvement.

Their successes will also be our community successes as intensive case assistance will help avoid evictions, divert them from homeless shelters and all the related disruptions, especially children’s school attendance, and provide alternatives to engaging in criminal behaviors. For some, these positive changes began with their move to public housing where they are paying 30% of their income for rent instead of \$400 - \$500 a month for unsafe and inadequate housing.

We are requesting a one-time grant of \$40,000 to assist the City of Lansing in covering the cost of ongoing assimilation assistance our residents. These funds will be used to provide the aforementioned services to the “O’Riley” residents or connect them to any existing services for which they are eligible. These are truly people who feel “through the cracks” – whose situations were not severe enough to be served through existing channels and for whom a specialized program is necessary to help them regain stability and maintain housing.

Thank you for your consideration. I look forward to speaking with you regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joan Jackson Johnson', with a long horizontal flourish extending to the right.

Joan Jackson Johnson, Ph.D., Director  
City of Lansing  
Human Relations and Community Services Department

MEMORANDUM

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 21, 2014

SUBJECT: **RESOLUTION CREATING TWO NEW BUILDING MAINTENANCE POSITIONS FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER**

The resolution before you authorizes two new building maintenance positions for the Ingham County Community Health Center, effective July 1, 2014.

The Facilities Department would like to create one new full-time Building Maintenance Supervisor position at UAW/H, Step 1 (Salary Range \$62,639.00 - \$71,695.00 including benefits) and one new part-time Building Maintenance Mechanic I position at UAW/E, Step 1 (Salary Range \$28,843.00 - \$32,633.00 including benefits). The two new positions will be necessary to maintain the facility.

The total cost for both positions for the first year, including benefits, will be \$91,482.00.

The funds for the two new positions have been budgeted for and are available within the approved Line Item 511-61580-704000-02013.

I recommend approval of this resolution.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CREATING TWO NEW BUILDING MAINTENANCE POSITIONS  
FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER**

WHEREAS, two new building maintenance positions will be needed, effective July 1, 2014, to maintain the new Ingham County Community Health Center; and

WHEREAS, the Facilities Department would like to create one new full time Building Maintenance Supervisor position and one new part time Building Maintenance Mechanic I position to maintain this facility; and

WHEREAS, the cost of the creation of two new Facilities Department positions is detailed below:

- One New Full-Time Building Maintenance Supervisor at UAW/H, Step 1 (Salary Range \$62,639.00 - \$71,695.00 including benefits)
- One New Part-Time Building Maintenance Mechanic I at UAW/E Step 1 (Salary Range \$28,843.00 - \$32,633.00 including benefits)

WHEREAS, the total cost for both positions for the first year, including benefits, will be \$91,482.00; and

WHEREAS, the funds for the two new positions have been budgeted for and are available within the approved Line Item 511-61580-704000-02013.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the creation of one new full time Building Maintenance Supervisor position at UAW/H Step 1, with a beginning annual salary of \$62,639.00 including benefits and one new part time Building Maintenance Mechanic I position at UAW/E Step 1, with a beginning annual salary of \$28,843.00 including benefits, for a total cost of \$91,482.00, to maintain the new Ingham County Community Health Center.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary adjustments to the Facilities Department approved position list consistent with this resolution.

**MEMORANDUM**

**TO:** Human Services Committee  
Finance Committee

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** May 19, 2014

**RE:** Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services

The attached resolution will authorize a Client Services Agreement between the Health Department and the Michigan Department of Human Services (MDHS) for Refugee Medical Assessment Services.

Since 2001, the Health Department has maintained a Client Services Agreement with the Department of Human Services (formerly known as the Michigan Family Independence Agency) to conduct health assessments of refugees within thirty days of arrival in the United States. The assessment includes a comprehensive physical examination, lab tests, immunizations, TB services and community referrals where appropriate for further evaluation.

The current Client Services Agreement will expire on September 30, 2014, but has an option to renew for one year. This resolution will authorize the renewal of this agreement between the Health Department and MDHS for the period of October 1, 2014 through September 30, 2015. The screening service reimbursement rates and the annual maximum of \$418,900 are the same as the current agreement terms. All other terms of the agreement will remain the same.

I recommend that the Ingham County Board of Commissioners authorize the Client Services Agreement between the Health Department and MDHS for Refugee Medical Assessment for the period of October 1, 2014 through September 30, 2015.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CLIENT SERVICES AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES FOR REFUGEE MEDICAL ASSESSMENT SERVICES**

WHEREAS, since FY 2001-2002 Ingham County has had a Client Services Agreement with the Michigan Department of Human Services; and

WHEREAS, the current Agreement was authorized in Resolution #12-283; and

WHEREAS, under the agreement the Health Department conducts health assessments of refugees within 30 days of arrival in the United States and the assessments include a comprehensive health assessment, an age appropriate physical examination, a number of laboratory tests, immunizations, TB services, and community referrals when appropriate for further evaluation; and

WHEREAS, the Michigan Department of Human Services would like to renew the term of the agreement from October 1, 2014 through September 30, 2015 for a total amount not to exceed \$418,900; and

WHEREAS, the Health Department shall be reimbursed based upon the following rates per unit of services delivered: Adult (18 yrs. and older) Refugee Health Screening \$819 and Child (less than age 18 years) Refugee Health Screening \$518; and

WHEREAS, the funds generated from refugee screening services shall be included as revenue in the Health Department's FY 2015 budget; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the authorization of a Client Services Agreement with the Michigan Department of Human Services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the renewal of the Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services, for an amount not to exceed \$418,900 for the period of October 1, 2014 through September 30, 2015, with all other terms remaining the same.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the renewal of the Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services, for an amount not to exceed \$418,900 for the period of October 1, 2014 through September 30, 2015, with all other terms remaining the same.

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 KAREN JENNINGS**

WHEREAS, Karen Jennings began her career with the Ingham County Health Department in August, 1997 as a part time temporary Health Educator II in the Breast and Cervical Cancer Control Program (BCCCCP); and

WHEREAS, In March 1998 she was hired as a permanent part-time Health Educator II in the Breast and Cervical Cancer Control Program; and

WHEREAS, in 1999 her position status was increased to three-quarter time as her responsibilities expanded to the revision of the BCCCCP enrollment process, training providers in other counties, and patient outreach and recruitment; and

WHEREAS, in 1999, with the establishment of the Ingham Health Plan, she developed an IHP provider guidebook and assisted in the training at all Health Department sites including Cristo Rey; and

WHEREAS, in October 1999 her position was made full-time as the BCCCCP expanded with Intergovernmental Agreements with Clinton, Eaton, Gratiot, Jackson, Washtenaw and Livingston Counties; and

WHEREAS, in 2004 she was reclassified as a Prevention Programs Coordinator; and

WHEREAS, in 2011 she performed additional duties by temporarily overseeing Public Health Nursing, Family Outreach Services, Office for Young Children, Community Health Assessment, Ingham County Food Bank, and Chronic Disease and Tobacco Prevention; and

WHEREAS, in 2012 she was reclassified and was permanently assigned to oversee BCCCCP, Office for Young Children, Community Health Assessment and the Ingham County Food Bank; and

WHEREAS, Karen Jennings has exemplified strong leadership, dedication, loyalty and commitment to her work and the Health Department; and

WHEREAS, through her years of dedication and hard work she has always worked to promote the health and wellbeing of the Health Department's clients and Karen will be missed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Karen Jennings for her 16 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.

MEMORANDUM

**TO:** Human Services Committee  
County Services Committee  
Finance Committee

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** May 20, 2014

**RE:** Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

This memorandum requests approval for a resolution that will realign and restructure services within the Health Department. Over the past several months, the ICHD administrative team has experienced personnel shifts. The Deputy Health Officer for Public Health Services resigned. When the Prevention Programs Coordinator announced her intention to retire, (effective May 31, 2014) the Health Department eliminated the position and lacked clear plans for supervisory oversight of programs reporting to that position. The Community Health Representative III resigned on March 13, 2014. The Quality and Safety Coordinator retired on March 28, 2014.

These changes and gaps caused me to reevaluate the functionality of the administrative structure implemented prior to my appointment as Health Officer on April 7, 2014. I believe that this proposal realigns the administrative work while maintaining an effective leadership team across the department. The reorganization is formed with the following goals:

- 1) To strengthen and enhance the existing leadership and administrative structure of the ICHD in response to recent personnel shifts while sustaining the quality of the work performed by the departmental program leads and employee union groups,
- 2) To better align health department services so as to ensure that Ingham county residents receive the best services possible,
- 3) To maintain a strong union workforce, and
- 4) To deliver services in the most cost effective and efficient way possible.

This resolution establishes the following positions:

**Health Promotion and Prevention Manager (MCF 11)** - to oversee Breast & Cervical Cancer Program (BCCCP), Registration and Enrollment, Office for Young Children, and the Pathways Grant Program. In Resolution #13-486 the Prevention Programs Supervisor (601042) was eliminated.

**Quality Improvement Coordinator (MNA 3)** - This position will be funded solely from the CHC budget. Resolution #14-57 authorized the transfer of Position #601069, Quality and Safety Coordinator (MNA 4), from Health Plan Management to CHC Administration/Health Administration.

**Executive Assistant (MCF 5)** – This position will support the Deputy Health Officer for Public Health Services. In Resolution #13-486, an Executive Assistant was established to support the Deputy Health Officer /Executive Director of Community Health Services. Similarly, this position will provide support to the Deputy Health Officer for Public Health Services. To minimize the budgetary impact to the County for the remainder of 2014 and beyond, the department is requesting the conversion of a CHR III (Position #601400, UAW E) to an Executive Assistant (MCF 5) position.

In total, I find that the new alignment addresses departmental and programmatic needs, fosters greater collaboration among programs and services, and improves our operational efficiencies.

The following table outlines proposed changes.

<b>Position #</b>	<b>Title</b>	<b>Proposed Grade</b>
TBD	Health Promotion and Prevention Manager	MCF 11
601069	Quality Improvement Coordinator	MNA 3
601400	Executive Assistant	MCF 5

We have discussed this plan with all affected unions and the County’s Human Resources Department. Attached are the costs associated with implementation of this resolution.

cc: Travis Parson, Human Resources  
Missy Challiss, ICEA Public Health Nurses Unit  
Dana Watson, ICEA Professional Employees Unit  
Charlyn Stratton, Michigan Nurses Association  
Sally Auer, UAW

<b>Pos #</b>	<b>Current Job Title</b>	<b>Current Union &amp; Pay grade</b>	<b>Current Maximum Salary</b>	<b>Current Annual Cost (Salary &amp; Benefits)</b>	<b>New Job Title</b>	<b>New Union &amp; Pay grade</b>	<b>New Maximum Salary</b>	<b>New Annual Cost (Salary &amp; Benefits)</b>	<b>Cost/ (Savings)</b>
601042	Prevention Program Coordinator	ICEA 10	\$ 76,326.00	\$ -	Health Programs and Prevention Manager	MCF 11	\$ 76,386.00	\$ 108,416.00	\$ 108,416.00
601069	Quality and Safety Coordinator	MNA 4	\$ 68,343.00	\$ 98,021.00	Quality Improvement Coordinator	MNA 3	\$ 65,287.00	\$ 94,395.00	\$ (3,626.00)
601400	CHR III	UAW E	\$ 38,940.00	\$ 63,264.00	Executive Assistant	MCF 5	\$ 46,467.00	\$ 72,579.00	\$ 9,315.00
Adminstrative Savings - Quality Improvement Coord position									\$ (30,290.00)
Medicaid Match (Regisitration & Enrollment Assignment)									\$ (17,463.00)
Cost Savings - EH Contractual									\$ (7,255.00)
Pathways Grant - Admin. Cost Recovery									\$ (59,097.00)
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
<b>Total Cost</b>			<b>\$183,609.00</b>	<b>\$ 161,285.00</b>			<b>\$188,140.00</b>	<b>\$ 275,390.00</b>	<b>\$ -</b>

TO: Linda S. Vail, MPA, Health Officer

FROM: Michelle Rutkowski, Human Resources Specialist

DATE: 5/21/14

RE: Health Department Reorg

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Regarding your upcoming reorganization, HR can confirm the following information:

1. During the December 2013 Health Department reorg, position #601042, Prevention Program Coordinator, was scheduled for elimination based on the retirement of the incumbent. In the months since, it has become apparent the re-distribution of the position's work does not easily translate to existing positions. Also, such redistribution would result in the reclassification of multiple positions in the Health Department. It is more efficient and cost-effective to establish a new position.
2. In establishing this new position, it is appropriate to change the union designation from the ICEA Professional unit to the Managerial and Confidential group. There has been a long-standing agreement between the Health Department, HR and the ICEA Professional unit that this level of work has been outside the scope of the ICEA Professional unit. However, to convert the position while it was occupied would have negatively impacted the incumbent's retirement benefit. Therefore, in the interest of causing no harm, all parties agreed to address the issue when the incumbent retired. The incumbent will retire at the end of this month. As such, HR and the Health Department propose creating a new position formerly known as a Prevention Program Coordinator in the ICEA PRO unit to a new Managerial and Confidential classification titled "Health Promotion and Prevention Manager."
3. Position #601069 is currently vacant and classified as a "Quality and Safety Coordinator" compensated at an MNA 4 salary grade. In response to an increased demand for quality coordination, the Health Department finds it necessary to eliminate the safety responsibilities from the position so it may focus solely on quality issues. This decrease in responsibilities results in a corresponding decrease in salary. The new classification, Quality Improvement Coordinator, is properly compensated at an MNA 3.
4. Position #601400 is currently classified as a Community Health Representative III at a UAW D salary level. The position is vacant but prior to the incumbent's resignation, she and the previous Health Officer believed the position was performing a higher scope of work based on the confidential nature of the tasks. No action could be taken due to reclassification time limits in the UAW contract. Now, however, with the position vacant, it is appropriate to process a change. As such, HR and the Health Department propose converting position #601400 from a CHR III to an Executive Assistant in the Managerial and Confidential group.
5. The financial impact of the above changes can be detailed using the attached chart. Please contact the Budget Office for the required information.



6. I have sent notification to the relevant unions (ICEA PROs, MNA and UAW) regarding the above changes. The ICEA PRO and MNA units have not responded. Sally Auer, UAW Unit Chair, has responded and does not support the conversion of a UAW CHR II to an MCF Executive Assistant. She believes the UAW classification of Administrative Assistant performs the same tasks as described in the MCF Executive Assistant classification. She therefore recommends leaving the work in the UAW and converting the position from a UAW CHR III to a UAW Administrative Assistant.

In consulting with Travis Parsons, Human Resources Director, and Bonnie Toskey, County Legal, we have concluded the scope of work in question is appropriately classified in the MCF group. This conclusion is based on the confidential nature of the work required. Confidential support staff are needed to process sensitive personnel issues as well as prepare departmental exhibits during contract negotiations. Such work is not suitable for any bargaining unit and therefore belongs in the MCF group.

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REALIGNMENT OF HEALTH DEPARTMENT PROGRAMS AND ADMINISTRATIVE STRUCTURE**

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, Linda S. Vail, has evaluated the function and administrative structure since her appointment as Health Officer; and

WHEREAS, over the past several months, significant administrative personnel changes have occurred in the Department; and

WHEREAS, the proposed changes will realign programs and administrative services and will result in increased administrative, programmatic and fiscal efficiency; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the affected bargaining groups have been consulted and provided documentation regarding the recommendations contained in this resolution; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed realignment and restructuring of services and authorize the resulting changes in job titles, classifications, and establishment of positions; and

WHEREAS, the Health Officer has advised that through cost savings and additional revenues, there will be no additional costs to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a realignment of the Health Department programs and administrative structure.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades.

<u>Position number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Title</u>
601069	MNA 4	MNA 3	Quality Improvement Coordinator
601400	CHR III/UAW E	MCF 5	Executive Assistant

BE IT FURTHER RESOLVED, that the Board of Commissioners authorized the following position be established:

<u>Position / Title</u>	<u>Proposed Grade</u>
Health Promotion and Prevention Manager	MCF 11

BE IT FURTHER RESOLVED, that the Controller is authorized to make any budget adjustments and changes to the authorized position allocation list needed to implement this resolution.