

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 16, 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 [June 2, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. [Michigan State University Extension](#) - Resolution Commemorating [100 Years](#) of Cooperative Extension a Branch of Michigan State University
  
2. [Health Department](#)
  - a. Resolution to Issue a Purchase Order to Farber Specialty Vehicles for the Manufacture of a [Mobile Dental Unit](#)
  - b. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family [Outreach Services](#) Program
  - c. Resolution to Authorize [Amendments #3 and #4](#) to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health
  - d. Resolution to Authorize Subcontracts to Partners in the [“Building Networks”](#) Initiative Using Funds from the National Association of County and City Health Officials (NACCHO)
  - e. Resolution to Authorize an Agreement with the Michigan Public Health Institute (MPHI) to Implement the Michigan Pathways to [Better Health Grant](#)
  - f. Resolution to Authorize the [Appointment](#) of Barbara Mastin to the Deputy Health Officer/Executive Director, Community Health Services Position
  - g. Resolution to Authorize a [Realignment](#) of Health Department Programs and Administrative Structure
  - h. Resolution Honoring [Joy Mbelu](#)
  - i. Resolution Honoring [Blanche Schaudt](#)
  
3. [Human Services Committee](#)
  - a. Resolution Authorizing a New Agreement with the [Arts Council](#) of Greater Lansing for the Distribution of Hotel/Motel Tax Revenues for the Arts
  - b. Resolution Authorizing the Use of Contingency Funds for an Agreement with the City of Lansing to Provide Assistance to Former Residents of the [Life O’ Riley](#) Mobile Home Park

4. Board Referral - Letter from the Michigan [Department of Treasury](#) Regarding the Tri-County Convention Facilities Tax/4% State-Wide Liquor Tax

Announcements  
Public Comment  
Adjournment

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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

June 2, 2014

Draft – Minutes

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

Members Absent: Todd Tennis.

Others Present: Jared Cypher, Tom Dillenbeck, Joan Jackson Johnson, Thomas Larkins, Barb Mastin, Michelle Rutkowski, Ryan Buck, and others

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 19, 2014 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE MAY 19, 2014 HUMAN SERVICES COMMITTEE MEETING AS PRESENTED.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Additions to the Agenda

None.

Limited Public Comment

Thomas Larkins, UAW, stated that he spoke on behalf of Sally Auer, UAW, in regards to Agenda Item 3(c). Mr. Larkins stated that the UAW wants the position to remain in the UAW. He further stated that the UAW has a number of positions that fit the description. Mr. Larkins stated that examples include the Assistant to the Chief Prosecuting Officer, which was a “J;” the Technical and Imaging Coordinator, which was an “I;” the Tech Level II, which was an “I;” the Administrative Secretary – Family Court, which was a “G;” Administrative Assistant to the Friend of the Court, which was a “G;” Administrative Assistant to the Drain Commissioner, which was a “G;” and the Administrative Services Coordinator to the District Court, which was an “H.”

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

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

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

1. Board Referral - Letter from the City of Lansing Requesting Assistance with Life O'Riley Expenses

Joan Jackson Johnson, Ph.D., City of Lansing Human Relations and Community Services Department Director, presented on the ongoing needs of the former "Life O'Reilly" residents. She stated that over 250 people have received services, and that the overarching goal was proper and safe housing. Dr. Johnson stated that a major issue facing residents was that many had no basic life skills.

Commissioner Hope asked for a breakdown of the \$40,000 grant request.

Dr. Johnson stated that \$20,000 was for case management services. She further stated that \$10,000 was for life skills training. Dr. Johnson stated the other grant money would be dedicated to transportation costs.

Commissioner McGrain thanked Dr. Johnson for her efforts. He further stated that this was a great example of collaboration between Lansing and Ingham County. Commissioner McGrain asked whether Lansing had dealt with this type of problem before.

Dr. Johnson stated that Lansing did serve 75 people due to Hurricane Katrina, however it was nothing like the current situation. She also added that in the current situation, private citizens have donated to help alleviate the situation. Dr. Johnson gave the example of one person from Howell, Michigan who donated \$1,000. Dr. Johnson stated that St. Vincent had given furniture donations.

Commissioner McGrain requested the proposed grant budget via email. He further stated that he supported the grant.

Dr. Johnson stated that she would submit the requested email. She also stated that these residents lost their homes by no fault of their own. Dr. Johnson stated that there were nine veterans in the group, but that they have seen positive outcomes as of late.

Commissioner Vickers stated that he supported the grant request in regards to the education portion. He asked whether the Ingham County Land Bank could offer a housing alternative.

Dr. Johnson responded that it would not be possible given many of the residents have bad credit. She further stated that the veterans might be able to secure financing. Dr. Johnson stated that the focus was to train these residents to take care of an apartment before they would buy a home.

Commissioner McGrain stated that the Land Bank was not an option in this circumstance.

Discussion.

Commissioner Holman stated that the state's mobile home code was bad, and that Ingham County should be a leader in this respect.

Commissioner Anthony requested a list of partners Lansing had worked with during this event.

Dr. Johnson stated that she would provide a list.

Commissioner Anthony stated that the life skills training was essential in the long haul. She asked whether the life skills training was mandatory.

Dr. Johnson stated that it was, however Lansing does not have funds to create comprehensive program. She further stated that she was forced to offer a piecemeal approach and provide the training to families with greatest need.

Commissioner Anthony asked whether Dr. Johnson had identified an organization or vendor that would facilitate the training.

Dr. Johnson answered that Capital Area Community Services was providing the training, however Advent House Ministries was likely another candidate to provide the training.

Commissioner McGrain stated that he wanted to see a resolution in the next cycle to provide grant funding.

Chairperson Nolan asked whether this grant request would be a one-time request or a recurring one.

Dr. Johnson stated she hoped it would be only one time.

Jared Cypher, Deputy Controller, supplied the Committee with a Memo, dated May 30, 2014, addressed to Mr. Cypher from Anne Burns, Animal Control Deputy Director, describing the expenses incurred and revenue lost by the Animal Control Department due to the Life O'Reilly situation. Mr. Cypher also supplied a description of other costs incurred, including staff costs, travel, legal expenses, and indirect department expenses.

Discussion.

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

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION CREATING TWO NEW BUILDING MAINTENANCE POSITIONS FOR THE INGHAM COUNTY COMMUNITY HEALTH CENTER.

Discussion.

Commissioner McGrain asked why there was a July 1, 2014 start date.

Rick Terrill, Facilities Department Director, answered that he had to put a date into the resolution and he knew that he could not fill the two positions prior to that date.

Commissioner McGrain asked when the County needed these positions filled.

Mr. Terrill answered that that the County needs them filled now because if he was able to hire for these positions, he would be able to offset the costs budgeted for contract work.

Commissioner McGrain asked if there was completion date on the Ingham County Health Center project.

Mr. Cypher stated that there would be a presentation on the issue later in this meeting, but a rough estimate would be some time after the January 1, 2015.

Discussion.

Commissioner McGrain asked where the funds for these positions were derived.

Mr. Terrill stated that the information was in the operational budget.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

3. Health Department

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

Commissioner Vickers stated that he had a response to the limited public comment. He stated that one of the reasons why the County would move a position outside of the union to administrative was confidentiality, which was important.

Discussion.

Chairperson Nolan asked whether there had been any movement by the UAW.

Linda Vail, Health Officer, answered no. She further stated that she discussed the issue with Ms. Auer. Ms. Vail stated that she was at an impasse with the UAW's position on this matter.

Chairperson Nolan asked Ms. Vail to reach out to Ms. Auer one more time.

Ms. Vail agreed to the request.

Chairperson Nolan invited Ms. Vail to speak to the Committee again. Chairperson Nolan further stated that she wanted the Committee to have sufficient time to consider the proposed resolution.

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

Mr. Cypher provided cost documents for the renovations, and presented on the project. He stated that the total project cost was \$1.8 million. Mr. Cypher asked where the Committee wanted to make cuts and prioritize.

Commissioner Anthony asked how green the project was.

Mr. Terrill responded that they were not at that point in the project. He stated that they would not be seeking a LEED certification, however new boilers and lighting systems would be installed.

Commissioner Anthony asked why the project was not green.

Mr. Terrill cited cost.

Commissioner Vickers asked where the budget item for the parking lot was located.

Mr. Terrill stated that it would be in their 2015 budget request because of the huge cost involved.

Commissioner Vickers asked whether the parking lot would last.

Mr. Terrill stated that it would last and that they would perform general upkeep.

Discussion.

Commissioner Hope asked if the project was structural or cosmetic.

Mr. Terrill stated that it was not structural.

Commissioner Holman asked why so many square feet of the roof would need repair.

Tom Dillenbeck, Hobbs Black Architects, stated that 40,000 square feet was an estimate for fore project budget.

Discussion.

Commissioner Holman pointed out the \$200,000 budgeted for exterior design features.

Discussion.

Mr. Cypher presents budget overview. He stated that funding primarily comes from the clinic fund and Medicaid settlement.

Commissioner Anthony suggested looking at scaling back the external improvements because they look expensive. She further stated that this was an opportunity to make the area surrounding the building look better.

Commissioner Vickers stated that he concurs with Commissioner Anthony. He further states that the focus should be on finishing the interior and holding off on the exterior as long as possible. Commissioner Vickers states that safety was important.

Commissioner McGrain stated that he wants to see curb appeal.

Discussion.

Commissioner Anthony left the meeting at approximately 7:45 p.m.

Commissioner Holman suggests focusing on greenery to bring about curb appeal.

Discussion.

#### 4. Human Services Committee - Discussion Regarding Art in County Buildings

Mr. Cypher presents background about art in county buildings.

Commissioner McGrain suggests opening up dialogue with Arts Council to foster some type of partnership.

Barb Mastin, Executive Director for Community Health Services, stated that patients who engage in art therapy may be interested in providing art for county buildings as well.

#### Announcements

None.

#### Public Comment

None.

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



# JUNE 16, 2014 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

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

#### 2. Health Department

##### a. *Resolution to Issue a Purchase Order to Farber Specialty Vehicles for the Manufacture of a Mobile Dental Unit*

This resolution authorizes the use of up to \$350,000 in Health Resources and Services Administration School Based Health Center Capital Grant (SBHCC) funds to issue a purchase order to Farber Specialty Vehicles for the manufacture of a mobile dental unit. This unit is necessary to provide preventative and restorative dental services to students and community members throughout Ingham County. The vehicle will be operated five days a week within the community and parked on a surfaced lot. Students and community members will board the vehicle for services.

##### b. *Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program*

This resolution authorizes an agreement with Capital Area Community Services (CACS) to continue home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program. CACS is providing \$123,837 to support these services, which are provided by three existing staff persons at the Health Department. The term of the proposed agreement is August 1, 2014 to July 31, 2015. The agreement requires the Health Department to provide in-kind support valued at \$30,959 in the form of supervisor salary and benefits, indirect costs, and facilities.

##### c. *Resolution to Authorize Amendments #3 and #4 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health*

This resolution authorizes Amendments #3 and #4 of the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). These amendments will increase the budget for Comprehensive Local Health Services from \$5,202,259 to \$5,212,259, an increase of \$10,000 in Amendment # 3 and from \$5,212,259 to \$5,264,540, and an increase of \$52,281 in Amendment # 4. The amendments make the following specific changes in the budget:

#### Amendment # 3

1. Childhood Lead Poisoning Education & Outreach, \$10,000 – new funding.

#### Amendment # 4

1. Nurse Family Partnership Services, an increase of \$10,000 to \$495,300.
2. Breast & Cervical Cancer Control Program (BCCCP), an increase of \$3,395 to \$271,600.
3. Public Health Emergency Preparedness (PHEP), \$38,886 – new funding.

*d. Resolution to Authorize Subcontracts to Partners in the “Building Networks” Initiative Using Funds from the National Association of County and City Health Officials (NACCHO)*

This resolution authorizes subcontracts utilizing funds from NACCHO to carry out any of the following activities: 1) develop new community organizing groups to work with local departments, technical assistance; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; and 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity. The attached resolution authorizes subcontracts for amounts up to \$7,500 each with the designated organizations in the counties of Genesee, Kent, Saginaw, Washtenaw, and Wayne. In addition, a subcontract shall be authorized for a total amount not to exceed \$15,000 with MPHI to provide the three summit events. All services are to be completed by September 30, 2014.

*e. Resolution to Authorize an Agreement with the Michigan Public Health Institute (MPHI) to Implement the Michigan Pathways to Better Health Grant*

This resolution authorizes an agreement with the Michigan Public Health Institute (MPHI) to implement Ingham County Pathways in the amount of \$1,719,425 for the period of July 1, 2014 through June 30, 2015. As the fiduciary, the Health Department will subcontract with the nine agencies to hire/continue to employ 1-2 Community Health Workers. Additional grant funds awarded to the Health Department will be utilized to create two new Community Health Workers (2 FTE) and to continue to support the following positions currently working in the MPBH grant authorized in Resolution #13-245:

Lead Social Worker to serve as a Clinical Supervisor and Master-Trainer 1.0 FTE (ICEA/PRO8)

Public Health Nurse IV to serve as a Clinical Supervisor and Master-Trainer – 1.0 FTE (ICEA/PHN4)

Community Outreach Worker (UAW D) – 6.0 FTE

Family Outreach Advocate (UAW D) – 2.0 FTE

Funds in the amount up to \$6,000 will be used for supplies.

The Health Department will contract with the Ingham Health Plan Corporation in the amount of up to \$280,000 for referral services, training of staff, incentives, outreach, project management and data analysis.

*f. Resolution to Authorize the Appointment of Barbara Mastin to the Deputy Health Officer/Executive Director, Community Health Services Position*

This resolution authorizes the appointment of Barbara Mastin as Deputy Health Officer/Executive Director, Community Health Services. Ms. Mastin has been serving in this role on a temporary basis since April 2013. This resolution makes the appointment permanent. The Community Health Center Board approved Ms. Mastin’s appointment at their meeting on June 5, 2014.

g. *Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure*

This resolution will realign and restructure services within the Health Department. The resolution creates a Health Promotion and Prevention Manager (MCF 11) to oversee the Breast & Cervical Cancer Program (BCCCCP), Registration and Enrollment, Office for Young Children, and the Pathways Grant Program to mitigate the loss of the Prevention Programs Coordinator position. In response to an increased demand for quality coordination, the Health Department finds it necessary to eliminate the safety responsibilities from an existing, vacant Quality and Safety Coordinator position so it may focus solely on quality issues. The new classification, Quality Improvement Coordinator, will be compensated at an MNA 3. Finally, a CHR III position is converted to an Executive Assistant (MCF 5) in support of the Deputy Health Officer for Public Health Services. The Health Department has identified sufficient revenues and cost savings to cover the additional costs of this realignment.

3. *Human Services Committee*

a. *Resolution Authorizing a New Agreement with the Arts Council of Greater Lansing for the Distribution of Hotel/Motel Tax Revenues for the Arts*

This resolution authorizes a new agreement with the Arts Council of Greater Lansing for the distribution of hotel/motel tax revenues for the arts. The current agreement dates to 1995 and has become obsolete. The Arts Council of Greater Lansing receives about 5% of Ingham County's hotel/motel tax revenue, which equates to about \$115,000 for FY 2014.

b. *Resolution Authorizing the Use of Contingency Funds for an Agreement with the City of Lansing to Provide Assistance to Former Residents of the Life O' Riley Mobile Home Park*

This resolution authorizes a one-time appropriation from the contingency fund in the amount of \$40,000 for an agreement with the City of Lansing to provide assimilation assistance to former residents of the Life O' Riley Mobile Home Park as they transfer to new living arrangements.

**OTHER ITEMS:**

1. *Michigan State University Extension - Resolution Commemorating 100 Years of Cooperative Extension a Branch of Michigan State University*

2. *Health Department*

h. *Resolution Honoring Joy Mbelu*

i. *Resolution Honoring Blanche Schaudt*

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION COMMEMORATING 100 YEARS OF COOPERATIVE EXTENSION  
A BRANCH OF MICHIGAN STATE UNIVERSITY**

WHEREAS, the acts of Congress on May 8 and June 30, 1914 solidified the development of a nationwide cooperative extension program through the Smith-Lever Act “in order to aid in diffusing among the people of the United States useful and practical information on subjects related to agriculture...and home economics”; and

WHEREAS, extension services are provided through our country’s land grant universities; and

WHEREAS, Michigan State University (then Michigan Agricultural College) was the first land grant university in the United States; and

WHEREAS, through the years Michigan State University Extension has held true to its mission to “help people improve their lives through an educational process that applies knowledge to critical issues, needs and opportunities” while adapting to changing times and adopting new technologies; and

WHEREAS, Michigan State University Extension services continue to bring the research of the university to the community and its programs include 4-H, Agriculture, Family Nutrition, Children & Youth Education, Lawn and Garden Information, Food Safety, and programs directed by the Michigan’s Natural Features Inventory; and

WHEREAS, 2014 marks one-hundred years of collaboration between the federal government, the state of Michigan, Ingham County, and the MSU Extension Offices of Michigan State University.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners recognizes the efforts of MSU Extension educators and staff in Ingham County as they work with County residents to improve their lives and communities.

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 4, 2014

RE: Resolution to Issue a Purchase Order to Farber Specialty Vehicles for the Manufacture of a Mobile Dental Unit.

Attached is a resolution to issue a Purchase Order to Farber Specialty Vehicles (Farber) of Columbus, Ohio for the manufacture of a Mobile Dental Unit.

Ingham County Health Department received an award of a Health Resources and Services Administration School Based Health Center Capital Grant (SBHCC) which included funds for the manufacture of a mobile medical and/or dental unit. The Purchasing Department solicited proposals for the manufacture of a Mobile Dental Unit for the provision of preventive and restorative dental services to students and community members throughout Ingham County. Of the proposals received, Farber stood above the other proposals based on cost, service, and overall quality and durability of the proposed mechanical, exterior and interior components. The references Farber provided gave high praise for the company's product and service, which affirmed the selection committee's decision.

The attached resolution requests the purchase order not exceed \$350,000, which is the total amount of SBHCC funds available towards the manufacture of the Mobile Dental Unit.

I recommend that the Ingham County Board of Commissioners authorize the Purchasing Department to issue a Purchase Order to Farber Specialty Vehicles of Columbus, Ohio for the manufacture of a Mobile Dental Unit in an amount not to exceed \$350,000.

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

**MEMORANDUM**

TO: Human Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: June 4, 2014  
 SUBJECT: Mobile Health Unit for the Ingham County Health Department

Project Description:

Proposals were solicited for the purchase of one fully equipped mobile health unit to provide preventative and restorative dental services to students and community members throughout Ingham County. The vehicle will be operated five days a week within the community and parked on a surfaced lot. Students and community members will board the vehicle for services.

This project is funded through the U.S. Department of Health and Human Services School Based Health Center Capital Grant Program, as authorized by the Patient Protection and Affordable Care Act (Affordable Care Act) ((P.L. 111-148), Title IV, Section 4101 (a)). This program awards funds to project that provide more effective, efficient and quality health care and lead to improvements in access to health to health services to children through School Based Health Centers. Ingham County Health Department received an award of School Based Health Center Capital Grant funds which included the purchase of a fully equipped mobile medical/dental health vehicle to be used to provide effective, efficient high quality health care to youth throughout Ingham County.

Proposal Summary:

Vendors contacted: 22 Local: 0  
 Vendors responding: 9 Local: 0

VENDOR NAME	Unit Cost	Deposit Required	Deposit Percentage Required	Local Pref
Farber Specialty	\$289,535.00	No	0%	No, Ohio
Aleph Group Inc.	\$299,500.00	Yes	50%	No, California
LDV	\$309,823.00	No	0%	No, Wisconsin
Laboit Inc.	\$317,045.00	Yes	50%	No, Ohio
ADI	\$327,000.00	Yes	50%	No, Oregon
Universal Speciality	\$339,775.00	Yes	25%	No, California
K & D Custom Coach	\$350,000.00	Yes	20%	No, Indiana
Lifeline	\$369,859.00	Yes	50%	No, Ohio
Gerling & Associates	\$379,226.36	Yes	40%	No, Ohio

Local and Other Vendors Not Responding:

Specialty Vehicle Solutions, 1475 Prospect St., Trenton NJ  
 Reason: Production schedule

Williams Bus & Specialty Vehicles, 11909 N. Strohs Drive, Syracuse IN

Reason: It appears that you are looking for a Class A style RV Motor Home which would be under the CDL requirement of 26,000 we will have to pass on this RFQ. K&D Specialty does a fine job with this style unit.

Matthews Specialty Vehicles, 101 South Swing Road, Greensboro, NC

Reason: The RFP timeline of November 30, 2014, which excludes our company from bidding this project. Currently our lead-time is 240 days ARO.

ATC, PO Box 396, Nappanee, IN

Reason: Does not do this type of work

Recommendation:

The Evaluation Committee recommends awarding a Purchase Order to Farber Specialty Vehicles based on its proposal dated May 12, 2014. In addition to submitting the lowest responsive proposal and ability to complete the vehicle in a timeframe to comply with grant requirements, Farber vehicles come with a 2-year warranty and quality assurance program. Additionally, Farber has been in business since 1920, provides training programs and is highly recommended. Farber is licensed to sell these types of vehicles and is insured.

Advertisement:

The RFP was advertised in the Lansing State Journal, The Chronicle Newspaper, Inc. and posted on the Purchasing Department's Web Page.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ISSUE A PURCHASE ORDER TO FARBER SPECIALTY VEHICLES FOR THE MANUFACTURE OF A MOBILE DENTAL UNIT**

WHEREAS, in Resolution #13-47 the Board of Commissioners authorized the acceptance of an award in the amount of \$500,000 from the Health Resources and Services Administration - School Based Health Center Capital Grant; and

WHEREAS, through this grant award funds were to be used to acquire a mobile unit for the provision of health and/or dental services; and

WHEREAS, the Ingham County Purchasing Department solicited proposals for the manufacture of a mobile unit for the provision of preventive and restorative dental services (Mobile Dental Unit); and

WHEREAS, the Purchasing Department received nine (9) proposals; and

WHEREAS, the Health Department's Community Health Center and Purchasing Department staff evaluated the proposals and recommend that a Purchase Order be issued to Farber Specialty Vehicles of Columbus, Ohio for the Mobile Dental Unit; and

WHEREAS, the Ingham Community Health Center Board supports the recommendation to authorize a Purchase Order to Farber Specialty Vehicles for the manufacture of a Mobile Dental Unit; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a Purchase Order to Farber Specialty Vehicles in an amount not to exceed \$350,000 for the manufacture of a Mobile Dental Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Purchase Order for an amount not to exceed \$350,000 to be issued to Farber Specialty Vehicles, 7052 Americana Parkway, Columbus, Ohio based on its proposal dated May 12, 2014 for the manufacture of a Mobile Dental Unit.

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



## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 9, 2014

RE: Resolution in Support of Capital Area Community Services  
Early Head Start Grant

Attached is a recommendation to authorize an agreement with Capital Area Community Services (CACS) to continue home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program.

CACS has developed programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program's inception.

CACS is providing \$123,837, to support these services, which are provided by three existing staff persons at the Health Department. The term of the proposed agreement is August 1, 2014 to July 31, 2015.

The agreement requires the Health Department to provide in-kind support valued at \$30,959 in the form of supervisor salary and benefits, indirect costs, and facilities. Previous experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with CACS.

### Attachment

c: Debbie Edokpolo w/attachment  
Regina Traylor w/attachment  
John Jacobs w/attachment  
Jane Noice w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
CAPITAL AREA COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN  
THROUGH THE FAMILY OUTREACH SERVICES PROGRAM**

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start Program to provide education and support to high risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002 CACS has contracted with Ingham County to incorporate a home visiting outreach component to the programming through Family Outreach Services (FOS); and

WHEREAS, Capital Area Community Services has proposed to continue the services for the period of August 1, 2014 to July 31, 2015; and

WHEREAS, the Health Department has proposed to continue such programming as part of its Family Outreach Services; and

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2015 Budget and has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement shall be August 1, 2014 to July 31, 2015.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to \$123,837 to support home visiting outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$30,959.00 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.

## MEMORANDUM

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** June 5, 2014

**RE:** Resolution to Authorize Amendments #3 and #4 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendments #3 and #4 of the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2013-2014 Agreement in Resolution #13-384, Amendment #1 in Resolution #14-058 and Amendment #2 in Resolution #14-225.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. These amendments will increase the budget for Comprehensive Local Health Services from \$5,202,259 to \$5,212,259, an increase of \$10,000 in Amendment # 3 and from \$5,212,259 to \$5,264,540, an increase of \$52,281 in Amendment # 4. The amendments make the following specific changes in the budget:

### Amendment # 3

1. Childhood Lead Poisoning Education & Outreach, \$10,000 – new funding.

### Amendment # 4

1. Nurse Family Partnership Services, an increase of \$10,000 to \$495,300.
2. Breast & Cervical Cancer Control Program (BCCCP), an increase of \$3,395 to \$271,600.
3. Public Health Emergency Preparedness (PHEP), \$38,886 – new funding.

Regarding Amendment #3, the State is providing one time funding to reimburse the department for target childhood lead poisoning prevention education outreach efforts in the City of Lansing.

Regarding Amendment # 4, Item 1, the State is providing funds to support MDCH required attendance at Nurse Family Partnership training. Item #3 extends the State's grant support of the PHEP program until September 30, 2014.

I recommend that the Board of Commissioners adopt the attached resolution.

c: John Jacobs w/attachment  
Debbie Edokpolo w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENTS #3 AND #4  
TO THE 2013-2014 COMPREHENSIVE AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

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

WHEREAS, the MDCH and Ingham County have entered into a 2013-2014 Agreement authorized in Resolution #13-384, Amendment #1 in Resolution #14-058 and Amendment #2 in Resolution #14-225; and

WHEREAS, the MDCH has proposed amendments # 3 and #4 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendments #3 and #4 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,202,259 to \$5,212,259 in Amendment #3, an increase of \$10,000.

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

Childhood Lead Poisoning Education & Outreach, \$10,000 – new funding

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,212,259 to \$5,264,540 in Amendment #4, an increase of \$52,281.

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

Nurse Family Partnership Services, an increase of \$10,000 to \$495,300

Breast & Cervical Cancer Control Program (BCCCP), an increase of \$3,395 to \$271,600

Public Health Emergency Preparedness (PHEP), \$38,886 – new funding

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendments #3 and #4 of the 2013-2014 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2014 Budget in order to implement this resolution.

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 5, 2014

RE: Recommendation to Authorize Subcontracts with Partners in the Building Networks Initiative  
“Michigan Power to Thrive”

Through the Health Department’s Social Justice Initiative, we have been recognized at the state and national level as a leader in coordinating efforts to incorporate principles of social justice and health equity into public health practice. In 2013, Ingham County Health Department (ICHD) entered into a contractor agreement with National Association of City and County Health Officials (NACCHO) to coordinate the development of a network of local health departments and community organizers in Michigan (Michigan Power to Thrive). This agreement, for \$10,000, was authorized with Resolution #13-285. A subsequent amendment to the agreement adding an additional \$70,000 was authorized with Resolution #14-168. The latter agreement also extended the dates of service to September 30, 2014.

The activities covered in the scope of work for the amended agreement include providing or arranging for the provision of consultation to 1) develop new community organizing groups to work with local departments; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity.

Local health departments and community organizations from six Michigan counties (in addition to Ingham) are active partners in this initiative. In order to determine how best to distribute available funds to appropriate partner agencies, ICHD issued guidance to these partners to assist them in developing proposals to apply for up to \$7,500 in each of the six counties toward delivery of the above services, and to designate a fiduciary for the subcontracted funds in each county. Five of the counties (Genesee, Kent, Saginaw, Washtenaw, and Wayne) have submitted collaborative proposals for use of these funds. At this time, ICHD staff are currently negotiating the budgets and scope of services for subcontracts with each designated entity.

In collaboration with NACCHO, ICHD has also negotiated with the Michigan Public Health Institute (MPHI) to provide two or three half-day summit events to address emergent issues of interest to all of the partners in Michigan Power to Thrive. These are scheduled to occur in the summer of 2014, and will be delivered, as proposed by MPHI, for a cost of \$5,000 each.

The attached resolution authorizes subcontracts for amounts up to \$7,500 each with the designated organizations in the counties of Genesee, Kent, Saginaw, Washtenaw, and Wayne. In addition, a subcontract shall be authorized for a total amount not to exceed \$15,000 with MPHI to provide the three summit events. All services are to be completed by September 30, 2014.

I recommend acceptance of this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SUBCONTRACTS TO PARTNERS IN THE “BUILDING NETWORKS” INITIATIVE USING FUNDS FROM THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)**

WHEREAS, health equity – which is the elimination of the root causes of health disparity—is one of the core values for the Ingham County Health Department; and

WHEREAS, since 2011 representatives of the Health Department have been building relationships with local, state, and national organizations about promising ways to align the health equity work of public health practitioners and community organizers; and

WHEREAS, organizers and public health personnel from seven counties in Michigan have worked together to create a new network called Michigan Power to Thrive; and

WHEREAS, in Resolutions #13-285 and #14-168 the Board of Commissioners authorized agreements between the Health Department and the National Association of County and City Health Officials (NACCHO) which accepted funding to coordinate the “Building Networks” activity in Michigan; and

WHEREAS, funds received through these agreements are to be used to subcontract with other departments and organizations to carry out any of the following activities: 1) develop new community organizing groups to work with local departments, technical assistance; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; and 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity; and

WHEREAS, departments and organizations working in five of the participating Michigan counties of Genesee, Kent, Saginaw, Washtenaw, and Wayne Counties, have met to determine the most effective way to apply these funds and the preferred entity to serve as the subcontractor in each county, and

WHEREAS, the Michigan Public Health Institute is a partner in Michigan Power to Thrive and has the demonstrated capacity to provide networking/summit events that will help resolve barriers that may restrict or inhibit strong working relationships between organizers and local health departments; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize subcontracts with the locally identified entity in each county and the Michigan Public Health Institute.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes subcontracts not to exceed \$7,500 each to the following partner organizations in the six participating counties to carry out local activities consistent with the services described above:

- 1) Genesee County, the Genesee County Health Department
- 2) Kent County, the Kent County Health Department
- 3) Saginaw County, the Saginaw Community Foundation
- 4) Washtenaw County, Washtenaw County Public Health Department
- 5) Wayne County, the Detroit/Wayne County Health Authority

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract not to exceed \$15,000 to the Michigan Public Health Institute for the delivery of two or three half-day summit meetings for members of the Michigan Power to Thrive network.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreements after review by the County Attorney.

**MEMORANDUM**

TO: Human Services Committee  
 County Services Committee  
 Finance Committee

FROM: Linda S. Vail, M.P.A., Health Officer

DATE: June 5, 2015

RE: Recommendation to Authorize an Agreement with the Michigan Public Health Institute (MPHI) for the Michigan Pathways to Better Health Grant

In Resolution #12-399 and #13-245 agreements were authorized between the Health Department and MPHI for the Ingham County Pathways to Better Health Initiative to begin in January 2013 and again in July 2013. Additionally, Resolution #14-078 authorized an amendment. The Health Department established the following positions: Six Community Health Workers (CHW), two Clinical Supervisors and provided funding for two existing Family Outreach Advocates. Additionally, subcontracts were authorized with eight community partners. The Health Department subcontracted with the Ingham Health Plan to act as the HUB for the project. To date, the program has received 1810 referrals and is serving approximately 1185 individuals. MPHI has received notification from CMS that they will continue funding the MPBH program for FY 2015. MPHI has notified the Health Department of their wish to continue this project in Ingham County for 2015.

The goals of the program will remain the same: 1) to improve outcomes and quality indicators in management of chronic diseases and conditions (obesity, diabetes, asthma, cardiovascular disease, cancer, arthritis, etc.) for clients assisted by the CHWs. 2) Decrease unnecessary hospitalizations and ER visits for the identified at-risk persons who are Medicaid or Medicare beneficiaries; 3) Improve the utilization of CHWs by healthcare providers and healthcare teams to sustain this cost-effective approach to healthcare quality improvement.

Four main components of the Pathways model are: the Fiduciary, the Hub, the Care Coordination Agencies, and the Convener. Ingham County Health Department (ICHHD) was selected to be the Fiduciary because of need, high healthcare utilization, and their capacity for coordinated action. The Power of We will continue to serve as the Convener; and Ingham Health Plan will continue as the HUB.

In addition, as the fiduciary, the Health Department will subcontract with the following nine agencies to hire/continue to employ 1-2 CHWs:

Allen Neighborhood Center	up-to \$55,000	One CHW
South Side Community Coalition	up-to \$55,000	One CHW
North West Initiative	up-to \$55,000	One CHW
Tri-County Office on Aging	up-to \$63,000	One CHW
Barry-Eaton Health Department	up-to \$55,000	One CHW
Mid-Michigan District Health Depart	up-to \$55,000	One CHW
National Counsel on Alcohol	up-to \$55,000	One CHW
Volunteers of America	up-to \$110,000	Two CHW
Capital Area and Community Services	up-to \$110,000	Two CHW



Grant funds awarded to the Health Department will be utilized to create two new Community Health Workers (2 FTE) and to continue to support the following positions currently working in the MPBH grant authorized in Resolution #13-245:

Lead Social Worker to serve as a Clinical Supervisor and Master-Trainer 1.0 FTE  
(ICEA/PRO8)

Public Health Nurse IV to serve as a Clinical Supervisor and Master-Trainer – 1.0 FTE (ICEA/PHN4)

Community Outreach Worker (UAW D) – 6.0 FTE

Family Outreach Advocate (UAW D) – 2.0 FTE

Funds in the amount up to \$6,000 will be used for supplies.

The Health Department will contract with the Ingham Health Plan Corporation in the amount of up to \$280,000 for referral services, training of staff, incentives, outreach, project management and data analysis.

The attached resolution authorizes a contract with MPHI and the Ingham County Health Department in the amount of \$1,719,425 for the proposed grant period of July 1, 2014 through June 30, 2014.

This project continues to be a wonderful opportunity for our community. I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement for the Michigan Pathways grant.

<b>Ingham County Health Department</b>			
<b>Personnel</b>	<u>Salary</u>	<u>Fringe</u>	<u>Totals</u>
1.0 FTE Lead Social Worker (ICEA/PR08)	61,043	34,095	95,138
1.0 FT PHN (PHN 3)	64,635	23,723	88,358
.05 FTE Project Director - in kind			
2.0 FTE Lead CHW	79,572	45,868	125,440
8.0 FTE Community Health Worker (UAW D)	253,644	176,128	429,772
<b>Total Personnel</b>			<b>738,708</b>
<b>Contracts</b>			
Allen Neighborhood Center	50,000		
North West Initiative	50,000		
Capital Area Community Services (2 CHWs + Fringe)	110,000		
South Side Community Coalition	55,000		
National Counsel on Alcoholism	55,000		
Tri-County Office on Aging	63,000		
Mid Michigan District Health Department (New Agency)	55,000		
Barry-Eaton District Health Department (New Agency) ?	55,000		
Volunteers of America	110,000		
Ingham Health Plan	280,000		
<b>Total Contracts</b>			<b>883,000</b>
<b>Other</b>			
Printing including business cards	1,020		
Postage	1,200		
Promotional Materials (Brochures and Flyers)			
Bus tokens and Cab vouchers			
Training/Professional Development			
Mileage (Health Department Staff)	24,400		
Staff Training (for CHWs)			
Office Supplies (For Health Department Staff)	6,000		
Liability Insurance			
Equipment --computers -- phones-tablet monthly fees	6,000		
Indirect - salary and fringe	59,097		
<b>Total Other Costs</b>			<b>97,717</b>
<b>OVERALL TOTAL</b>	<b>1,719,425</b>		<b>1,719,425</b>

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT  
WITH THE MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI) TO IMPLEMENT  
THE MICHIGAN PATHWAYS TO BETTER HEALTH GRANT**

WHEREAS, in 2004 the U.S. spends more on health care than any other country in the world as a percentage of gross domestic product (15.2% in 2004) and Michigan spent 13.5% of its gross state product (GSP) on personal health care in the same year; and

WHEREAS, current rate of growth in health care spending is unsustainable and ultimately damaging to our economy and the health system; and

WHEREAS, social determinants have an undeniable effect on health and well being; and

WHEREAS, Ingham County was one of three sites selected to participant in the Michigan Pathways to Better Health project; and

WHEREAS, in Resolution #13-245 the Board of Commissioners accepted a grant in the amount of \$1,344,869 and authorized an agreement with the Michigan Public Health Institute (MPHI) for the period of October 1, 2013 through June 30, 2014; and

WHEREAS, this Agreement was amended in Resolution #14-078 to accept additional funding; and

WHEREAS, the Health Department has been awarded funding by the Michigan Department of Community Health (MDCH) through the Michigan Public Health Institute (MPHI) to continue the Michigan Pathways to Better Health project in Ingham County and the surrounding area; and

WHEREAS, the goals of the program will remain the same: 1) to improve outcomes and quality indicators in management of chronic diseases and conditions (obesity, diabetes, asthma, cardiovascular disease, cancer, arthritis, etc.) for clients assisted by the CHWs. 2) Decrease unnecessary hospitalizations and ER visits for the identified at-risk persons who are Medicaid or Medicare beneficiaries; 3) Improve the utilization of CHWs by healthcare providers and healthcare teams to sustain this cost-effective approach to healthcare quality improvement; and

WHEREAS, the Health Department continues the role as Lead Agency/Fiduciary for this funding to collaborate and contract with MPHI; and

WHEREAS, in addition, to act as the fiduciary and subcontract with the following agencies to cover the cost to hire one CHW:

- Allen Neighborhood Center – up to \$55,000
- South Side Community Coalition – up to \$55,000
- North West Initiative – up to \$55,000

Tri-County Office on Aging – up to \$63,000  
National Counsel on Alcohol – up to \$55,000  
Barry-Eaton County Health Department – up to \$55,000  
Mid-Michigan Health Department—up to \$55,000

WHEREAS, in addition, the Health Department will act as the fiduciary and subcontract with the following agencies to help cover the cost to hire two CHWs:

Volunteers of America --- \$110,000  
Capital Area and Community Services -- \$110,000

WHEREAS, the following positions established in Resolution #13-245 shall continue to be supported for the duration of the grant:

Lead Social Worker (ICEA/PRO8) 1.0 FTE  
Public Health Nurse IV (ICEA/PHN4) 1.0 FTE  
Community Outreach Worker (UAW D) – 6.0 FTE  
Family Outreach Advocate (UAW D) – 2.0 FTE

WHEREAS, two new Community Outreach Worker positions (UAW D) – 2.0 FTE are established for the duration of the grant bringing the total of CHWs working on the grant to eight; and

WHEREAS, an agreement is authorized with the Ingham Health Plan Corporation in the amount of up to \$280,000 to be the HUB for this project; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners accept the grant award in the amount of up to \$1,719,425 from the Michigan Public Health Institute (MPHI) for the period of July 1, 2014 through June 30, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Michigan Public Health Institute (MPHI) to implement Ingham County Pathways in the amount of \$1,719,425 for the period of July 1, 2014 through June 30, 2015.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Health Department to act as the Fiduciary and Care Coordination Agency for the Michigan Pathways to Better Health Grant in Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontract agreements with the following agencies for the period of July 1, 2014 through June 30, 2015 for an amount up to \$55,000 each to hire one CHW:

Allen Neighborhood Center  
South Side Community Coalition  
North West Initiative  
National Counsel on Alcohol  
Barry-Eaton Health Department  
Mid-Michigan District Health Department

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract agreement with the Tri-County Office on Aging the amount up to \$63,000 to hire one CHW.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontract agreements with Capital Area Community Services and Volunteers of America in the amount up to \$110,000 each to hire two CHWs for the period of July 1, 2014 through June 30, 2015.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the following positions established in Resolution #13-245 continue to be supported for the duration of the grant:

Lead Social Worker (ICEA/PRO8) - 1.0 FTE  
Public Health Nurse IV (ICEA/PHN4) - 1.0 FTE  
Community Outreach Worker (UAW D) – 6.0 FTE  
Family Outreach Advocate (UAW D) – 2.0 FTE

BE IT FURTHER RESOLVED, that two new Community Outreach Worker positions (UAW D) – 2.0 FTE are established for the duration of the grant for a total of eight CHWs.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an agreement with the Ingham Health Plan Corporation in the amount of \$280,000 to act as the HUB on this project to provide referral and data analysis for the period of July 1, 2014 through June 30, 2015.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement and the subcontracts after review by the County Attorney.

## MEMORANDUM

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 6, 2014

RE: Resolution to Appoint Barbara Mastin to the Deputy Health Officer/ Executive Director for  
Community Health Services Position

The Attached resolution will authorize the permanent appointment of Ms. Barbara Mastin to the Deputy Health Officer/Executive Director, Community Health Services position (Position #601003).

Following the departure of the Chief Executive Officer in 2013, the job duties were temporarily transferred to the Chief Operating Officer, Ms. Mastin. In Resolution #13-486, the Chief Executive Officer Position was changed to Deputy Health Officer/ Executive Director, Community Health Services and Ms. Mastin's temporary assignment to this position was extended through June 30, 2014.

The Ingham Community Health Center Board approves of the permanent appointment of Ms. Mastin as Deputy Health Officer/Executive Director, Community Health Services. I recommend that the Ingham County Board of Commissioners authorize the permanent staffing appointment of Ms. Barbara Mastin to the Deputy Health Officer/ Executive Director, Community Health Services position.

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE APPOINTMENT OF BARBARA MASTIN TO THE DEPUTY HEALTH OFFICER/ EXECUTIVE DIRECTOR, COMMUNITY HEALTH SERVICES POSITION**

WHEREAS, In Resolution #13-306 the Ingham County Board of Commissioners authorized the temporary assignment of Ms. Barbara Mastin to perform the additional responsibilities resulting from the departure of the Chief Executive Officer for the period of April 29, 2013 through December 31, 2013; and

WHEREAS, In Resolution #13-450 the Ingham County Board of Commissioners authorized the extension of the temporary assignment and additional duties performed by the Chief Operating Officer, Ms. Mastin, through June 30, 2014; and

WHEREAS, In Resolution #13-486 the Board of Commissioners authorized the change of Position #601003 title from Chief Executive Officer, Community Health Centers Services, to Deputy Health Officer/Executive Director, Community Health Services and the Salary Grade for this position from MCF 17 (\$98,589 -\$118,334) to MCF 16 (\$91,846-\$110,242); and

WHEREAS, Ms. Mastin has fulfilled the duties and responsibilities of the Deputy Health Officer/Executive Director, Community Health Services position, and demonstrated her qualification and capacity to continue in this role as a permanent appointment; and

WHEREAS, the Ingham Community Health Center Board of Directors has reviewed Ms. Mastin's performance and qualifications and supports her permanent appointment to this position; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the permanent appointment of Ms. Mastin to the Deputy Health Officer/Executive Director, Community Health Services position.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes Ms. Barbara Mastin to be permanently appointed to the Deputy Health Officer/Executive Director, Community Health Services position.

## 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.

- c: 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

<u>Pos #</u>	<u>Current Job Title</u>	<u>Current Union &amp; Pay Grade</u>	<u>Current Maximum Salary</u>	<u>Current Annual Cost (Salary &amp; Benefits)</u>	<u>New Job Title</u>	<u>New Union &amp; Pay grade</u>	<u>New Maximum Salary</u>	<u>New Annual Cost (Salary &amp; Benefits)</u>	<u>Cost/ (Savings)</u>
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 (Regisitratio n & 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 authorize the following position be established:

Position / Title

Health Promotion and Prevention Manager

Proposed Grade

MCF 11

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING JOY MBELU**

WHEREAS, Joy Mbelu began her career with the Bureau of Nursing in the Ingham County Health Department in July of 1991, as a full time Public Health Nurse; and

WHEREAS, Ms. Mbelu conducted home visits throughout Ingham County and out county areas to pregnant, parenting moms and infants managing caseloads of 40-50 clients; and

WHEREAS, Ms. Mbelu provided clinic services and also served as the Public Health Nurse liaison to East Lansing, Haslett and Okemos schools; and

WHEREAS, Ms. Mbelu provided Early On services which offered early intervention services for infants and toddlers, birth to three years of age, with developmental delay(s) and/or disabilities, and their families.; and

WHEREAS, on top of managing pregnant and parenting moms Joy also provided adult case management services particularly in the area of breastfeeding concerns.

WHEREAS, in 2009 she was the lead nurse and instrumental for some of the H1N1 Community Clinics and help with clinic planning; and

WHEREAS, Ms. Mbelu has been active in the community during her tenure by participating in various public health fairs and screenings with a message of prevention and promotion of good health; and

WHEREAS, Ms. Mbelu has been instrumental over the years regarding Kindergarten roundup to ensure young individuals are up to date with their immunizations; and

WHEREAS, Ms. Mbelu has been a preceptor for students locally and internationally preparing at the baccalaureate level for nursing. She has taken great pride in sharing her knowledge with the students; and

WHEREAS, in 2013 Ms. Mbelu joined the Healthy Start Team which has a specific focus of reducing the Infant Mortality disparity in Ingham County; and

WHEREAS, Joy Mbelu has been a highly skilled, productive, loyal, committed and passionate care giver for over 20 years and her legacy at Ingham County Health Department will never be forgotten.

WHEREAS, her career path reflects her longstanding commitment to public health and health promotion and Joy Mbelu will be greatly missed by those who have been in her presence.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Joy Mbelu for her 23 years of dedicated service to the community and for the contributions she has made to the Ingham County Health Department.

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING BLANCHE SCHAUDT**

WHEREAS, Blanche Schaudt began her career with the Ingham County Health Department in June of 1998 as a Family Support Worker with the Jump Start Family Outreach Program; and

WHEREAS, she brought her previous experiences from the Day One Program in Alpena, a pilot project that successfully implemented the Healthy Families America program; and

WHEREAS, Ms. Schaudt provides home visiting services to pregnant women and families with young children throughout Ingham County; and

WHEREAS, she transitioned to a Public Health Advocate with Early Head Start in 2010 where she continues to utilize her endorsement from the Michigan Association of Infant mental Health (MI-AIMH) to provide intensive case management services to families; and

WHEREAS, Ms. Schaudt utilizes a strengths based approach to her work with families by providing education on child development, approaches to discipline, and developing support systems; and

WHEREAS, Ms. Schaudt is well connected in the community, conducting outreach and providing referrals for families particularly through her leadership with Christian Services; and

WHEREAS, she connects families to medical homes and monitors health behaviors in order to track positive health outcomes for her families; and

WHEREAS, Ms. Schaudt works closely with other community based resources including Community Mental Health and Early On in order to provide coordinated case management services for high risk families and children; and

WHEREAS, Ms. Schaudt's legacy to the Ingham County Health Department, Family Outreach Services, and women and families in our community will last many years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Blanche Schaudt for over 15 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 well in her new role with the Ingham Intermediate School District and continued success in all of her future endeavors.



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A NEW AGREEMENT WITH THE ARTS COUNCIL OF GREATER LANSING FOR THE DISTRIBUTION OF HOTEL/MOTEL TAX REVENUES FOR THE ARTS**

WHEREAS, Ingham County Board of Commissioners Resolution #94-255 established an agreement with the Arts Council of Greater Lansing for the distribution of hotel/motel tax revenues for the arts; and

WHEREAS, the agreement has remained unchanged since 1994; and

WHEREAS, the agreement has become obsolete and is in need of an update.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Arts Council of Greater Lansing for the Distribution of Hotel/Motel tax revenues for the arts as set forth in the attached scope of services.

BE IT FURTHER RESOLVED, that changes to reporting dates, notifications, and timelines are authorized as appropriate to make the distribution process run more smoothly.

BE IT FURTHER RESOLVED, that all other conditions of Resolution #94-255 remain unchanged.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary documents consistent with this resolution after review and approval by the County Attorney.

**SCOPE OF SERVICES**

The Arts Council of Greater Lansing (Contractor) shall utilize the portion of the Hotel/Motel Tax revenues allocated in the promotion and encouragement of tourism and convention business within Ingham County. This shall be accomplished through the development, printing, and distribution of materials, which promote the arts in Ingham County.

It is expressly understood and agreed by the Contractor and Ingham County that these may include but shall not be limited to collateral materials including the following: electronic communications; website; printed promotions; and billboards.

The Contractor shall provide the County Controller with an interim and 12 month report that describes the promotional activities and a copy of all promotional materials published and distributed by the Contractor under the attached Agreement.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE USE OF CONTINGENCY FUNDS FOR AN AGREEMENT  
WITH THE CITY OF LANSING TO PROVIDE ASSISTANCE TO FORMER RESIDENTS  
OF THE LIFE O' RILEY MOBILE HOME PARK**

WHEREAS, in the winter of 2014 the Life O' Riley mobile home park was condemned; and

WHEREAS, a multi-jurisdictional, multi-agency response was necessary to ensure the basic needs of Life O' Riley residents were being met as they were transitioning into new living arrangements; and

WHEREAS, the Ingham County Health Department and Ingham County Animal Control Department played important roles in responding to the emergency at Life O' Riley; and

WHEREAS, the City of Lansing has ongoing costs associated with the assimilation of Life O' Riley residents and assisting in meeting their basic needs.

THEREFORE BE IT RESOLVED, a one-time appropriation in the amount of \$40,000 from the Contingency Fund is authorized for an agreement with the City of Lansing to provide assimilation assistance to former residents of the Life O' Riley Mobile Home Park.

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



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

R. KEVIN CLINTON  
STATE TREASURER

May 14, 2014

Mr. Deb Celentino, Chair  
Ingham County Board of Commissioners  
1029 Andrus Avenue  
Lansing, MI 48917

Dear Mr. Celentino:

**TRI-COUNTY CONVENTION FACILITIES TAX/4% STATE-WIDE LIQUOR TAX**

Distribution for 2014 and 2015

Counties share in the tri-county convention facilities tax levied under Public Act 106 of 1985 and the 4 percent liquor tax levied under Public Act 58 of 1998, when those revenues exceed the debt service requirements for convention facilities. Public Act 2 of 1986 requires the State Treasurer to annually certify an estimate of revenues to be received by counties under Public Act 106. The estimated amount of the convention facility/liquor tax (CFT) distribution to Ingham County from FY 2013-14 collections is \$2,491,089, which is about 200 percent of the county's FY 2012-13 liquor tax collections. The total projected FY2013-14 CFT distribution for all counties is 18% (\$10.2 million) more than the FY 2013-14 estimate provided last year. The final FY 2013-14 distribution to counties will be made in October 2014. The estimated amount of the convention facility/liquor tax distribution to Ingham County from FY 2014-15 collections is \$2,630,338. This FY 2014-15 estimate is provided for county budget purposes only.

Reduction in Base Tax Rate for 2014 Truth-In-Taxation Hearing Purposes

Counties are required to use the CFT estimate (below) to reduce their base tax rate for 2013 truth-in-taxation hearing purposes under Public Act 2 of 1986. When county allocated millage was levied in December, the levy was for the county's fiscal year ending in the year after the levy. Therefore, the truth in taxation calculations also used the liquor and cigarette tax payments received in the fiscal year ending in the year after the property tax levy. However, with the switch to a July millage levy, the 2014 levy is for the county's fiscal year ending in 2014, not the following fiscal year. The truth-in-taxation calculations should also use the liquor and cigarette tax payments received in the fiscal year ending in the year of the levy. The law also requires that the FY 2013-14 CFT estimate be adjusted by the difference between the estimated and actual distribution for FY 2012-13. The difference for Ingham County between the actual FY 2012-13 distribution and the Department of Treasury estimate of that distribution is \$99,963. Therefore, the amount of the convention facility/liquor tax distribution that is to be used to reduce the Ingham County base tax rate for 2014 truth-in-taxation hearing purposes is \$2,591,052 (\$2,491,089 + \$99,963).

## **CIGARETTE TAX, HEALTH AND SAFETY FUND ACT**

### Distribution for 2014 and 2015

When cigarette tax revenues exceed \$875.2 million, counties receive a share of those revenues under Public Act 264 of 1987, the Health and Safety Fund (HSF) Act. The revised estimated amount of the HSF Act distribution to Ingham County in 2014 is \$0. The estimated amount of the HSF distribution to Ingham County in 2015 is \$0 (for county budget purposes only).

### Reduction in Base Tax Rate for 2014 Truth-in-Taxation Hearing Purposes

The estimated HSF distribution for 2014 is adjusted by the difference between the actual and estimated distribution during 2013. This difference for Ingham County is \$9,438. Counties are required to use this adjusted amount of \$9,438 (\$0 + \$9,438) to further reduce their base tax rate for 2014 truth-in-taxation hearing purposes, under Public Act 264 of 1987.

## **SUMMARY INFORMATION**

The total amount from liquor and cigarette tax distributions that Ingham County must use to reduce its base tax rate for 2014 truth-in-taxation hearing purposes is \$2,600,490. If a county's 2014 base tax rate, after the reduction for CFT and HSF revenue, is greater than the 2014 millage the county proposes to levy, the county is not required to hold a truth-in-taxation hearing.

Counties may follow the truth-in-taxation hearing process to use the revenues for increased spending, but 50 percent of the convention facility/liquor tax revenue not used to reduce their millage rate is required by Public Act 2 of 1986 to be distributed to the county's designated substance abuse coordinating agency for substance abuse programs. All of the HSF Act revenues not used to reduce their millage rate must be spent as specified in Public Act 264 of 1987. A Property Tax Division bulletin, which explains the required calculations of Public Act 2 and Public Act 264, has been distributed to your county treasurer and is available upon request.

Sincerely,



Howard Heideman, Administrator  
Tax Analysis Division  
Office of Revenue and Tax Analysis

c: County Treasurer  
County Equalization Director  
County Executive/Administrator/Controller/Coordinator