

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, MAY 19, 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 5, 2014](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Presentation - Ivan Love of the Capital Area Community Services
2. Introduction/Presentation - Carol Kehoe, Department of Human Services (DHS) Child Welfare Director
3. Facilities
 - a. Discussion - Human Services Building Renovations
 - b. Resolution Awarding a Contract to the Architectural and Engineering Firm of [Hobbs and Black](#) to Provide Architectural and Engineering Services for the Ingham County Health Department 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

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE

May 5, 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, Teri Morton, Linda Vail, Jill Rhode, Amanda York Ellis, Jennifer Shuster and others.

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

Approval of the April 21, 2014 Minutes

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. HOPE, TO APPROVE THE MINUTES OF THE APRIL 21, 2014 HUMAN SERVICES COMMITTEE MEETING.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Health Department

- a. Resolution to Accept Funding from the W. K. Kellogg Foundation and Act as the Fiduciary for the Wayne Children’s Healthcare Access Program

MOVED BY COMM. MCGRain, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO ACCEPT FUNDING FROM THE W.K. KELLOGG FOUNDATION AND ACT AS THE FIDUCIARY FOR THE WAYNE CHILDREN’S HEALTHCARE ACCESS PROGRAM.

Linda Vail, Ingham County Health Officer, addressed the Committee regarding the resolution.

Discussion.

Chairperson Nolan asked if there would be any financial liabilities for accepting the funding.

Ms. Vail stated that there is no financial liability on their behalf.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis.

- b. Resolution to Authorize to Amend the Service Contracts for Outreach Services Authorized in the 2013-2014 Comprehensive Agreement

MOVED BY COMM. MCGRain, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AUTHORIZE TO AMEND THE SERVICE CONTRACTS FOR OUTREACH SERVICES AUTHORIZED IN THE 2013-2014 COMPREHENSIVE AGREEMENT.

Linda Vail, Ingham County Health Officer, addressed the Committee regarding the resolution.

Discussion.

There was a brief discussion regarding metrics relating to the increase of funding.

Ms. Vail stated that she will begin collecting data regarding adjustments of funding due to metrics.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis.

- c. Discussion: Health Department Budget and Finances (*additional material distributed at meeting*)

Teri Morton, Budget Director, Jill Rhode, Director of Financial Services and Linda Vail, Ingham County Health Officer addressed the Committee regarding the Health Department Budget and Finances. Ms. Morton distributed a handout that listed the “Effect of Health Department Budget Projections on Overall County Budget” for years 2009-2013.

A discussion regarding conservative budgeting took place.

- 2. Controller’s Office - Resolution Updating Various Fees for County Services

MOVED BY COMM. MCGRain, SUPPORTED BY COMM. HOPE, APPROVING THE RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES.

Discussion.

There was a discussion regarding food safety enforcements for concession stands that are now being put into practice and that an educational piece should also be a part of the implementation.

Commissioner Vickers stated he will be voting “no” as he believes there are some fees that are too high.

MOTION CARRIED. **Yeas:** Nolan, Holman, McGrain, Hope and Anthony. **Nays:** Vickers.
Absent: Tennis.

3. Board Referrals

- a. Resolution from the Ingham County Women's Commission to Express the Sense of the Ingham County Women's Commission that the County of Ingham Act Expeditiously to Hire a Native American Outreach and Family Advocate

Chairperson Nolan asked that someone from the Health Department respond to the Women's Commission in writing and also attend one of its meetings. Commissioner McGrain asked that a representative from the Health Department come to a future Human Services Committee meeting who can discuss how those of different nationalities are being serviced through the county.

- b. Letter from the Federal Department of Health and Human Services Regarding an Organization-Wide Audit for the 2012 Calendar Year

No action was taken on this agenda item.

Announcements

None.

Public Comment

None.

The meeting was adjourned at approximately 7:37 p.m.

MAY 19, 2014 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

3. *Facilities*

- b. *Resolution Awarding a Contract to the Architectural and Engineering Firm of Hobbs and Black to Provide Architectural and Engineering Services for the Ingham County Health Department Renovation Project*

This resolution authorizes a contract with Hobbs & Black to provide architectural and engineering services for the renovation of the Human Services Building. This renovation is necessary because it is a part of the overall clinical site location plan that includes the purchase of the new health center at 2316 S. Cedar (McLaren Building). Hobbs & Black submitted the lowest responsive and responsible bid to provide architectural and engineering services for the Ingham County Health Department renovation project for a not to exceed cost of \$32,300.

4. *Health Department*

- a. *Resolution to Authorize Lease Agreement for 1115 South Pennsylvania Avenue, Lansing for a Health Center Site*

This resolution authorizes a lease agreement for a new community health center site. This agreement is necessary because the lease agreements for the Sparrow and St. Lawrence clinics are expiring and will not be renewed. Both of those clinical locations will be combined into this site. The terms of the proposed property lease agreement would be for five years commencing October 1, 2014, with a two-year option to renew. The lease would include 10,316 square feet, at a rental rate of \$19.00 per square foot, which includes utilities and janitorial services. The rental rate would escalate 1.5% annually the first five years of the lease, and the two-year option would have a 2.5% annual escalation. The proposed site is an increase of 1,930 square feet currently from St. Lawrence and Sparrow combined. While the cost per square foot and the annual escalation rate for the proposed property are lower than the current cost per square foot and annual escalation rate for St. Lawrence and Sparrow leases, the cost for the proposed new property is an increase of 9% annually from the current St. Lawrence and Sparrow leases. This increase will be covered through an increase in 330(e) Base Funding through a PCMH Recognition Award through HRSA anticipated in FY 2015 funding.

- b. *Resolution to Accept Health Center Capital Development Financial Assistance from the Michigan Primary Care Association*

This resolution will authorize the acceptance of up to \$20,000 from the Michigan Primary Care Association (MPCA) Michigan Health Center Capital Development Program for professional pre-development services related to the renovation of the new Ingham Community Health Center site located at 2316 South Cedar Street, Lansing.

- c. *Resolution to Authorize Amendment #2 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health*

This resolution authorizes Amendment #2 of the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). Amendment #2 will increase the budget for Comprehensive Local Health Services from \$5,161,497 to \$5,202,259, an increase of \$40,762. The amendment makes the following specific changes in the budget:

1. Nurse Family Partnership Services, an increase of \$300 to \$485,300.
2. PRIME Local Learning Collaborative, an increase of \$10,000 to \$14,000.
3. Sexually Transmitted Disease (STD) Control, an increase of \$25,672 to \$34,230.
4. TB Control, an increase of \$4,790 to \$26,268.

Regarding Item #2, the State is providing funds to support MDCH directed training provided by the Health Department's Access to Health unit. Item #3 extends the State's grant support of the STD Control program until September 30, 2014.

d. Resolution to Amend the Collaborative Agreement with the Capital Area United Way

Ingham County has had a collaborative agreement with the Capital Area United Way (CAUW) under which the CAUW administers funds to support the Community Indicators Project which is a core component of the Health Department's strategy for informing the community about health status. The County, along with several partners all contribute funds to the Community Indicators Project. A significant aspect of this project is the administration of the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey). This survey of the adult population of Ingham, Eaton, and Clinton counties, is an important source of data on health behaviors, outcomes, healthcare status and other matters of health and wellness. The current agreement expired on September 30, 2013. This resolution extends the agreement through September 30, 2014. The amount of the amendment is \$38,051. Funds for this project are included in the 2014 budget.

e. Resolution to Update Authorized Signers of Forms 855A and 855B

The attached resolution will update the authorized signers of Forms 855A and 855B for enhanced Medicaid and Medicare reimbursements through Ingham County Health Department's Community Health Centers. Therefore, this resolution will update the authorized signers of Forms 855A and 855B to align with current positions and indicate the percent of management control each position has over the Health Center providers.

5. Controller's Office – Resolution Approving Criteria for Evaluating 2015 Applications for Community Agency Funding

This resolution establishes the criteria by which each agency's application will be evaluated for the 2015 Community Agency funding process. If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's long-term priority of "Meeting Basic Needs", such as food, clothing, and shelter. The recommendations made by the Controller/Administrator's Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

OTHER ITEMS:

1. *Presentation – Ivan Love of the Capital Area Community Services*
2. *Introduction/Presentation – Carol Kehoe, Department of Human Services (DHS) Child Welfare Director*
3. *Facilities*
 - a. *Discussion - Human Services Building Renovations*

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 6, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO THE ARCHITECTURAL AND ENGINEERING FIRM OF HOBBS AND BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE INGHAM COUNTY HEALTH DEPARTMENT RENOVATION PROJECT**

The resolution before you authorizes awarding a contract to the architectural and engineering firm of Hobbs and Black to provide architectural and engineering services for the Ingham County Health Department renovation project.

The Health Department's Community Health Centers are consolidating so they are prepared to meet the increased demand for services in the coming years and provide economies of scale.

The intent of this project is to renovate portions of the Health Department with the least amount of demolition possible and to re-use the existing spaces to the greatest degree possible. The plan includes transitioning adult services to a separate building and realigning its woman's and children's services to the Human Services Building.

The Facilities Department is asking for authorization to allow the Controller to make changes and approve any unforeseen design costs.

The Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Hobbs and Black, a local company, who submitted the lowest responsive and responsible bid to provide architectural and engineering services for the Ingham County Health Department renovation project for a not to exceed cost of \$32,300.00.

The funds for this project are available within the approved CIP Line Item 511-61553-976000-02011.

I recommend approval of this resolution.

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: May 8, 2014

SUBJECT: A/E Services for Renovating Portions of the Ingham County Health Department.

Project Description:

Ingham County sought proposals from interested, qualified and experienced architectural & engineering (A&E) firms for the purpose of entering into a contract to assist the County in renovating portions of the Ingham County Health Department located in the Human Services Building.

The intent of this project is to renovate portions of the Health Department (roughly 45,000 sq. feet) with the least amount of demolition possible and to re-use the existing spaces to the greatest degree possible. Renovations to spaces within this facility include, but are not limited to, the following: remodel Adult Health Center; remodel Adult Dental Area; remodel Child Health Area; remodel Old Women's Health Area; remodel Conference Room A; remodel Registration and Enrollment area for WIC; move Accounting and Billing & Reporting staff; and, several other areas will require some renovation/remodeling including wall and floor finishes, lighting and electrical, balancing HVAC systems, plumbing, and access control devices.

Proposal Summary:

Vendors contacted:	82	Local: 22
Vendors Pre-bid Response:	17	Local: 4
Vendors Walkthrough	7	Local: 3
Vendors responding:	6	Local: 3

Company Name	Preliminary Design Service Cost (Not to Exceed)	Construction Services Cost (Not to Exceed)	Grand Total	Local
Hobbs & Black	\$5,400	\$26,900.00	\$32,300	Yes, Lansing
Schley Architects	\$12,616	\$33,832.00	\$46,448	No, Kalamazoo
Slocum Architects	\$14,000	\$39,750.00	\$53,250	No, Kalamazoo
Bergmann Associates	\$22,900	\$33,300.00	\$56,200	Yes, Lansing
Sidock Group	\$21,267	\$58,275.00	\$79,542	Yes, Lansing
Tower Pinkster Architects/Engineers	\$28,060	\$51,740.00	\$79,800	No, Grand Rapids

Vendors Not Responding and Reason

K L Design Group, LLC. Reason: Scheduling conflict.

Tammy Z. Foster, PE, LEED AP BD+C, Civil Engineer / Owner;

Reason: We are a civil engineering firm, largely providing site work, utility improvements and survey services and this project scope is essentially all architectural building renovations, we feel our services are not suited for this type of project scope.

Wigen Tincknell Meyer & Associates, Architects & Planners

Reason: After reviewing the criteria and evaluating the scope of work for the project, it was our determination that the budget amount is not sufficient for the project.

Diane Wickliff, LEEDAP, Marketing Administrative Assistant, Progressive/AE

Reason: Current workload.

Christopher Miller, William A. Kibbe & Associates Inc.

Reason: Due to a personal conflict he was unable to attend the pre-proposal meeting this past Monday and since he was doing all the preparation none of the other managers were aware of the pre-proposal meeting.

616.464.3719

Fishbeck, Thompson, Carr & Huber, Inc. (FTCH).

Reason: Current commitments prevent us from being able to meet the needs and schedule of your project at this time.

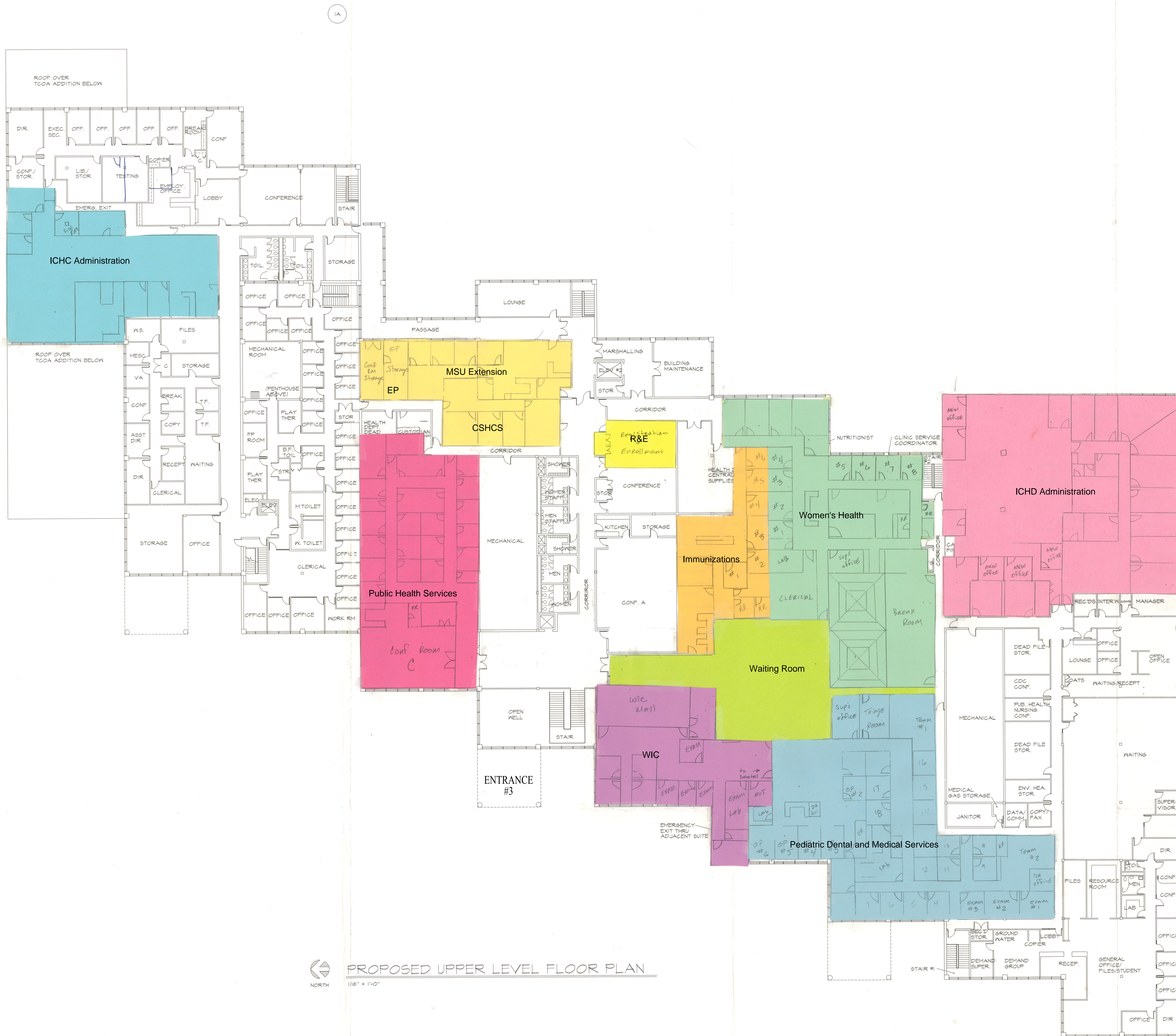
Recommendation:

The Evaluation Committee recommends awarding a contract to Hobbs & Black in an amount not to exceed \$32,300.

In addition to submitting the lowest responsive proposal, Hobbs & Black is a local vendor, is licensed and insured, has a wealth of other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:

The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and posted on the Purchasing Department Web Page.



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NO.	REVISION	DATE


 1247 S. WASHINGTON AVE.
 EAST LANSING, MICHIGAN 48031
 815 COULDS ROAD, SUITE 307
 LANSING, MICHIGAN 48912
 313-337-7115

WIGEN TINCKNELL MEYER & ASSOCIATES, INC.
 ARCHITECTS AND PLANNERS

PROJECT TITLE
 REVISIONS TO:
INGHAM COUNTY HUMAN SERVICES FACILITY
 LANSING, MICHIGAN
 SHEET TITLE
PROPOSED UPPER LEVEL FLOOR PLAN

PROJECT NUMBER	SHEET NUMBER
9496	A1.2
PROJECT DATE	APRIL 6, 1995
CHECKED BY	

CS
CR
CT

Agenda Item 3b

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO THE ARCHITECTURAL AND ENGINEERING FIRM OF HOBBS AND BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE INGHAM COUNTY HEALTH DEPARTMENT RENOVATION PROJECT

WHEREAS, the Ingham County Health Department (ICHD) Community Health Centers are consolidating so they are prepared to meet the increased demand for services in the coming years and provide economies of scale; and

WHEREAS, the intent of this project is to renovate portions of the Health Department with the least amount of demolition possible and to re-use the existing spaces to the greatest degree possible; and

WHEREAS, the plan includes transitioning adult services to a separate building and realigning its woman's and children's services to the Human Services Building; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Hobbs and Black, a local company who submitted the lowest responsive and responsible bid to provide architectural and engineering services for the ICHD renovation project, for a not to exceed cost of \$32,300.00; and

WHEREAS, the Facilities Department is asking for authorization to allow the Controller/Administrator to make changes and approve any unforeseen design costs; and

WHEREAS, the funds for this project are available within the approved CIP Line Item 511-61553-976000-02011.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Hobbs and Black, 117 East Allegan Street, Lansing, Michigan 48933 to provide architectural and engineering services for the Ingham County Health Department renovation project for a not to exceed cost of \$32,300.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary changes and approve any unforeseen design costs.

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

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Linda S. Vail, MPA, Health Officer

Date: May 8, 2014

Subject: Resolution to Authorize Lease Agreement for 1115 South Pennsylvania Avenue, Lansing for a Ingham Community Health Center Site

The attached resolution will authorize the Health Department to enter into a lease agreement with CAMAO, LLC for the property located at 1115 South Pennsylvania Avenue, Lansing (formerly Concentra Medical Center) for the operation of an Ingham Community Health Center.

The current lease agreements with Sparrow Health Systems for St. Lawrence Community Health Center and Sparrow Community Health Center will expire on September 30, 2014 and will not be renewed. Health Center operations at these two sites must be relocated and will be consolidated into a new location. This relocation and consolidation maintains compliance with the requirements of a HRSA 330(e) Federally Qualified Health Center (FQHC). The property at 1115 South Pennsylvania Avenue, Lansing suits the necessary requirements for maintaining FQHC status and recognition as a Patient Centered Medical Home (PCMH).

The terms of the proposed property lease agreement would be for five years commencing October 1, 2014, with a two-year option to renew. The lease would include 10,316 square feet, at a rental rate of \$19.00 per square foot, which includes utilities and janitorial services. The rental rate would escalate 1.5% annually the first five years of the lease, and the two-year option would have a 2.5% annual escalation.

The proposed site is an increase of 1,930 square feet currently from St. Lawrence and Sparrow combined. While the cost per square foot and the annual escalation rate for the proposed property are lower than the current cost per square foot and annual escalation rate for St. Lawrence and Sparrow leases, the cost for the proposed new property is an increase of 9% annually from the current St. Lawrence and Sparrow leases. This increase will be covered through an increase in 330(e) Base Funding through a PCMH Recognition Award through HRSA anticipated in FY 2015 funding.

I recommend that the Board of Commissioners adopt this resolution to authorize the Health Department to enter into a lease agreement with CAMAO, LLC for the property located at 1115 South Pennsylvania Avenue, Lansing (formerly Concentra Medical Center) in order to sustain the combined operations of the St. Lawrence and Sparrow Community Health Centers as a single PCMH Federally Qualified Health Center.

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

Agenda Item 4a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE LEASE AGREEMENT FOR 1115 SOUTH PENNSYLVANIA AVENUE, LANSING FOR A HEALTH CENTER SITE

WHEREAS, the Health Department currently maintains lease agreements with Sparrow Health Systems for the locations of Sparrow Health Center and St. Lawrence Health Center; and

WHEREAS, these lease agreements shall expire on September 30, 2014 and will not be renewed; and

WHEREAS, Sparrow and St. Lawrence Health Centers are both HRSA 330(e) Federally Qualified Health Centers (FQHC) and maintain Level II Patient Centered Medical Home (PCMH) Recognition through the National Committee for Quality Assurance; and

WHEREAS, the available property located at 1115 South Pennsylvania Avenue, Lansing can accommodate the combined Health Center operations of Sparrow and St. Lawrence and suits the necessary requirements for maintaining FQHC status and recognition as a PCMH; and

WHEREAS, the terms of lease agreement with CAMAO, LLC for the 10,316 square feet of property at 1115 South Pennsylvania Ave, Lansing are:

- A five (5) year lease term commencing October 1, 2014 and ending September 30, 2019
- A lease rate of \$19.00/square foot with a 1.5% annual lease rate escalation
- Janitorial and utilities are included
- An option to renew for two (2) years with a 2.5% rental rate annual escalation; and

WHEREAS, the increased cost for the proposed property will be covered through an increase in 330(e) Base Funding through a PCMH Recognition Award through HRSA anticipated in FY 2015 funding; and

WHEREAS, the Ingham Community Health Center Board has reviewed these terms and supports entering a lease agreement with CAMAO, LLC for the property at 1115 South Pennsylvania Avenue for the combined operation of the Sparrow and St. Lawrence Health Centers; and

WHEREAS, the Health Officer recommends that the Health Department enter into a lease agreement at these terms with CAMAO, LLC for the property at 1115 South Pennsylvania Avenue, Lansing for the combined operation of the Sparrow and St. Lawrence Health Centers.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Health Department to enter into a lease agreement with CAMAO, LLC for 10,316 square feet of property located at 1115 South Pennsylvania Avenue, Lansing.

BE IT FURTHER RESOLVED, that the terms of this lease agreement shall be as follows:

- A five (5) year lease term commencing October 1, 2014 and ending September 30, 2019
- A lease rate of \$19.00/square foot with a 1.5% annual lease rate escalation
- Janitorial and utilities are included
- An option to renew for two (2) years with a 2.5% rental rate annual escalation

BE IT FURTHER RESOLVED, that the increased cost for the proposed new property will be covered through an increase in 330(e) Base Funding through a PCMH Recognition Award through HRSA anticipated in FY 2015 funding.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 8, 2014

RE: Resolution to Accept Health Center Capital Development Financial Assistance from the Michigan Primary Care Association

The attached resolution will authorize the Health Department to accept up to \$20,000 from the Michigan Primary Care Association (MPCA) Michigan Health Center Capital Development Program for professional pre-development services related to the renovation of the new Ingham Community Health Center site located at 2316 South Cedar Street, Lansing.

The Health Department is eligible to receive funding assistance for certain service costs associated with the renovations of the new Ingham Community Health Center site (2316 S. Cedar Street) through MPCA's Michigan Health Center Capital Development Program. Through this program, MPCA will pay directly for up to \$20,000 in pre-development technical assistance costs for the project, including planning and consultation, architectural plans, engineering studies, financial analysis, fundraising, consultation and other related technical assistance.

In order to accept this funding assistance for pre-development service costs, the Health Department must enter an agreement with MPCA.

I recommend that the Board of Commissioners adopt this resolution to accept Health Center Capital Development Financial Assistance from the MPCA and enter into the Project Pre-development Assistance Agreement which establishes the terms of this assistance.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT HEALTH CENTER CAPITAL DEVELOPMENT FINANCIAL ASSISTANCE FROM THE MICHIGAN PRIMARY CARE ASSOCIATION

WHEREAS, the Michigan Primary Care Association (MPCA) Michigan Health Center Capital Development Program, through funding provided by The Kresge Foundation, has made available funds to assist in defraying certain pre-development costs associated with capital projects; and

WHEREAS, the Health Department meets the criteria to receive funding assistance for certain pre-development service costs associated with the renovations of the new Ingham Community Health Center site (2316 S. Cedar Street) through MPCA's Michigan Health Center Capital Development Program; and

WHEREAS, in order to receive financial assistance through this program, the Health Department must enter a Project Pre-Development Assistance Agreement with MPCA; and

WHEREAS, this agreement authorizes MPCA to pay the provider of an approved pre-development service after an invoice is received by the Health Department and submitted to MPCA by no later than June 30, 2014; and

WHEREAS, the Ingham Community Health Center Board supports the acceptance of Health Center Capital Development Financial Assistance from the MPCA; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of up to \$20,000 to be used for professional pre-development services related to the renovation of the new Ingham Community Health Center site located at 2316 South Cedar Street, Lansing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of up to \$20,000 for professional pre-development services and cost financial assistance through the MPCA's Michigan Health Center Capital Development Program.

BE IT FURTHER RESOLVED, that the Health Department is authorized to enter a Project Pre-development Assistance Agreement with MPCA for an amount up to \$20,000 for professional pre-development services and cost financial assistance through the MPCA's Michigan Health Center Capital Development Program.

BE IT FURTHER RESOLVED, the MPCA will pay the provider of an approved pre-development service, upon the submission of an invoice from the Health Department no later than June 30, 2014.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 8, 2014

RE: Resolution to Authorize Amendment #2 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendment #2 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 and authorized Amendment # 1 in Resolution #14-058.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #2 will increase the budget for Comprehensive Local Health Services from \$5,161,497 to \$5,202,259, an increase of \$40,762. The amendment makes the following specific changes in the budget:

1. Nurse Family Partnership Services, an increase of \$300 to \$485,300.
2. PRIME Local Learning Collaborative, an increase of \$10,000 to \$14,000.
3. Sexually Transmitted Disease (STD) Control, an increase of \$25,672 to \$34,230.
4. TB Control, an increase of \$4,790 to \$26,268.

Regarding Item #2, the State is providing funds to support MDCH directed training provided by the Health Department's Access to Health unit. Item #3 extends the State's grant support of the STD Control program until September 30, 2014.

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

c: John Jacobs w/attachment

Agenda Item 4c

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 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 for the delivery of public health services under the Comprehensive Agreement process as authorized by Resolution #13-384 and amended in Resolution #14-058; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of CPBC funding shall increase from \$5,161,497 to \$5,202,259, an increase of \$40,762.

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

1. Nurse Family Partnership Services, an increase of \$300 to \$485,300.
2. PRIME Local Learning Collaborative, an increase of \$10,000 to \$14,000.
3. Sexually Transmitted Disease (STD) Control, an increase of \$25,672 to \$34,230.
4. TB Control, an increase of \$4,790 to \$26,268.

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

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendment #2 of the 2013-2014 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, M.PA, Health Officer

DATE: May 8, 2014

RE: Resolution to Amend the Collaborative Agreement with the Capital Area United Way

Ingham County has had a collaborative agreement with the Capital Area United Way (CAUW) since 2005. Under this agreement, the CAUW administers funds to support the Community Indicators Project which is a core component of the Health Department's strategy for informing the community about health status. The Department, along with Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD) and CAUW, all contribute funds to the Community Indicators Project. A significant aspect of this project is the administration of the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey). This survey of the adult population of Ingham, Eaton, and Clinton counties, it is an important source of data on health behaviors, outcomes, healthcare status and other matters of health and wellness.

The current agreement expired on September 30, 2013. I am requesting authorization to amend the contract to extend the agreement through September 30, 2014. The amount of the amendment is \$38,051. Funds for this project were anticipated in our 2014 budget. This amount is the same as the previous year.

Other funding partners on this initiative, BEDHD and MMDHD, have submitted their share of the funding for this project to the CAUW, but data collection will not resume until Ingham County Health Department has done the same.

The BRF&SC Survey allows us to continue monitoring the health and well-being of our residents and utilize the resources of our department more effectively.

I recommend that the Board of Commissioners adopt the resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE COLLABORATIVE AGREEMENT WITH
THE CAPITAL AREA UNITED WAY**

WHEREAS, the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey) measures a number of health indicators and quality of life indices including: chronic diseases, cigarette and alcohol use, obesity and physical activity, neighborhood safety, and safe walking routes; and

WHEREAS, information from the BRF&SC Survey is used to gauge the number of uninsured, access to primary care dental care which are central to the Commissioner's goal of promoting access to care; and

WHEREAS, data from the BRF&SC Survey are central to the Community Indicators Project, a core component of the Department's strategy for informing the community about health status; and

WHEREAS, Ingham County and the Capital Area United Way executed a collaborative agreement in 2005, wherein the United Way arranges for consulting and contractual services in support of the Community Indicators Project; and

WHEREAS, the collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399 and #13-16 and collaborative activities have continued since the agreement's inception; and

WHEREAS, under this agreement the Capital Area United Way has coordinated funding from Barry-Eaton District Health Department, Mid-Michigan District Health Department, and Ingham County Health Department to administer the BRF&SC Survey; and

WHEREAS, this resolution will authorize and amendment to the agreement with CAUW and enable data collection to continue; and

WHEREAS, the amendment shall extend the agreement through September 30, 2014; and

WHEREAS, the amendment will increase the amount of the contract by \$38,051; and

WHEREAS, the Health Officer has advised that the Ingham County funds to support this collaboration are included in the Health Department's 2014 budget and has recommended that Ingham County enter into a collaborative agreement with the Capital Area United Way.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreement with the Capital Area United Way to coordinate the Behavioral Risk Factor & Social Capital Survey (BRF&SC Survey).

BE IT FURTHER RESOLVED, the amendment shall extend the agreement through September 30, 2014 and increase the amount of the contract by \$38,051.

BE IT FURTHER RESOLVED, that the Board Chair is authorized to sign the amendment after approval by the County attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 8, 2014

RE: Resolution to Update Authorized Signers of Forms 855A and 855B

The attached resolution will update the authorized signers of Forms 855A and 855B for enhanced Medicaid and Medicare reimbursements through Ingham County Health Department's Community Health Centers. As Federally Qualified Health Centers and Federally Qualified Health Center Look-Alikes, the Public Health Services Act enables Ingham County Health Department's Community Health Centers to obtain enhanced reimbursement through Medicaid and Medicare. The Health Department is required to complete Forms 855A and 855B each time it establishes, changes, or terminates a health center location or it will lose its ability to obtain enhanced reimbursements through Medicaid and Medicare.

Two of the positions previously authorized by the Ingham County Board of Commissioners to sign Forms 855A and 855B have changed: the vacant Community Health Center Chief Operating Officer position has been eliminated and the Community Health Center Deputy Health Officer/Chief Executive Officer position/title has been changed to Deputy Health Officer/Executive Director Community Health Services. Therefore, this resolution will update the authorized signers of Forms 855A and 855B to align with current positions and indicate the percent of management control each position has over the Health Center providers.

I recommend that the Ingham County Board of Commissioners authorize this resolution to update the authorized signers of Forms 855A and 855B.

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

Agenda Item 4e

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPDATE AUTHORIZED SIGNERS OF FORMS 855A AND 855B

WHEREAS, the Public Health Services Act enables Ingham County Health Department (ICHD) Community Health Centers, as Federally Qualified Health Centers (FQHC) under section 330e and Federally Qualified Health Center Look Alikes, to obtain enhanced reimbursement through Medicaid and Medicare; and

WHEREAS, Forms 855A and 855B must be completed and filed each time the ICHD establishes, changes, or terminates a health center location or it will lose its ability to obtain enhanced reimbursements through Medicaid and Medicare; and

WHEREAS, it is required that an exact percentage of management control each position has in Health Center providers is indicated on the 855A forms; and

WHEREAS, in Resolution #11-309 the Health Officer recommended the following positions be authorized to sign forms 855A and 855B:

- Health Officer
- Community Health Center Network Deputy Health Officer/Chief Executive Officer
- Health Department Chief Financial Officer
- Community Health Center Chief Operating Officer

WHEREAS, in Resolution #13-486, the Community Health Center Deputy Health Officer/Chief Executive Officer position/title was changed to Deputy Health Officer/Executive Director Community Health Services and the vacant Community Health Center Chief Operating Officer position was eliminated; and

WHEREAS, the Health Officer recommends that the following positions be authorized to sign Forms 855A and 855B with the following percent of management control:

- Deputy Health Officer/Executive Director Community Health Services (40%)
- Health Officer (35%)
- Health Department Chief Financial Officer (25%)

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following positions to sign Forms 855A and 855B with the following percent of management control:

- Deputy Health Officer/Executive Director Community Health Services (40%)
- Health Officer (35%)
- Health Department Chief Financial Officer (25%)

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: May 8, 2014

RE: 2015 Community Agency Funding Process

This resolution establishes the criteria by which each agency's application will be evaluated for the 2015 Community Agency funding process.

If the resolution is approved as presented, the Controller/Administrator's Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator's Office with priority given to proposals that directly contribute to addressing the County's long-term priority of "Meeting Basic Needs", such as food, clothing, and shelter.

The recommendations made by the Controller/Administrator's Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

In FY 2014, \$200,000 was made available for community agencies, and 30 agencies were awarded funding.

Agenda Item 5

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING CRITERIA FOR EVALUATING 2015 APPLICATIONS FOR COMMUNITY AGENCY FUNDING

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County's adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to 30 applicants requesting funding, with total requests of approximately \$200,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on the long term goal of assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the 2015 community agency funding process, with priority given to those proposals that directly contribute to addressing the County's long-term priority of "Meeting Basic Needs", such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to evaluate and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2015.

BE IT FURTHER RESOLVED, the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2015.