

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
DEB NOLAN  
SARAH ANTHONY  
TERI BANAS  
BRIAN McGRAIN  
RANDY MAIVILLE  
ROBIN CASE NAEYAERT

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, OCTOBER 19, 2015 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 [October 5, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Special Transportation Millage - Resolution Authorizing the [First Amendment](#) to the Agreement with the Capital Area Transportation Authority dated January 1, 2016 through December 31, 2020
2. Facilities
  - a. Emergency [Water Heater Replacement](#) at the Forest Community Health Center Memo
  - b. Resolution Authorizing an [Amendment to Resolution #15-144](#) with Laux Construction, LLC for Renovations at the Ingham County Forest Community Health Center (FCHC)
3. Innovation and Information Technology - Resolution to Authorize the Use of Funds from the Community Health Center Fund for the [IT Infrastructure](#) of the Forest Community Health Center
4. Health Department
  - a. Resolution to Accept Child and Adolescent Health Center [Program Funding](#) from the Michigan Department of Health and Human Services through the Michigan Primary Care Association
  - b. Resolution to Authorize a 2015-2016 Agreement with the Michigan Department of Health & Human Services for the Delivery of [Public Health Services](#) Under the Comprehensive Agreement
  - c. Authorization to [Amend Resolution #15-193](#) to Include Ingham County Health Department Environmental Health Fees
  - d. Resolution to Authorize an Agreement with Michigan Consumers for Healthcare to Serve as a Local Community [Navigator](#) for Ingham County and Surrounding Communities
  - e. Resolution to Accept Base Funding Increase to the Health Center [Cluster Award](#) from the U.S. Department of Health and Human Services for Patient Centered Medical Home Recognition

- f. Resolution to Authorize a No-Cost Agreement with [Sparrow Laboratories](#)
  - g. Resolution to Authorize Contracts with the Greater Lansing Food Bank and Saginaw Oakland Commercial Association to Distribute County Urban [Redevelopment Funds](#)
  - j. Resolution Authorizing Status Change for [Position #601309](#)
  - k. Resolution to [Amend Resolution #15-322](#) to Amend the Terms of the Lease Agreement for the Facility at 5656 South Cedar Street
5. Controller's Office - Resolution Authorizing [Adjustments](#) to the 2015 Ingham County Budget
6. Health Services Millage - Ingham Health Plan Corporation [Demographic Data](#)

Announcements  
Public Comment  
Adjournment

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

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

HUMAN SERVICES COMMITTEE

October 5, 2015

Draft – Minutes

Members Present: Tennis, Anthony, Banas, Maiville, Naeyaert, and Nolan

Members Absent: McGrain

Others Present: Linda Vail, Jared Cypher, Teri Morton, Curt Smith, Robin Stites, Henry Rojas, and others

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

Approval of the September 14, 2015

Chairperson Tennis asked if committee members had a chance to review the minutes from September 14, 2015 meeting and if there were any amendments to the minutes.

Chairperson Tennis stated the September 14, 2015 minutes were adopted without objection.  
Absent: Commissioner McGrain.

Additions to the Agenda

None.

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NOLAN, TO ADOPT A CONSENT AGENDA OF THE FOLLOWING ACTION ITEMS:

1. Health Department
  - a. Resolution to Authorize Agreement with Capital Area Community Services, Inc. Head Start
  - b. Resolution to Authorize Amendment #4 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health
  - d. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development
  - e. Resolution to Accept an Expanded Services Award from the U.S. Department of Health and Human Services Health Resources and Services Administration
  - f. Resolution to Authorize a Memorandum of Understanding with Michigan Primary Care Association to Join an Independent Practice Association
  - g. Resolution to Authorize an Agreement with Southeast Michigan Health Association

- h. Resolution to Amend Agreement with St. Vincent Catholic Charities
- i. Resolution to Amend Resolution #14-270 to Authorize a No-Cost Extension to the Agreement with Michigan Public Health Institute for the Michigan Pathways to Better Health Project
- j. Resolution to Authorize Reversion of a Public Health Nurse IV Position to Public Health Nurse III

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

- 1. Health Department
  - c. Resolution to Authorize an Agreement with Communities in Schools (CIS) of Michigan

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH COMMUNITIES IN SCHOOLS (CIS) OF MICHIGAN.

Chairperson Tennis disclosed that he was a member of the State Board of Communities in Schools (CIS) of Michigan.

Commissioner Anthony asked if the school districts' contribution was known yet.

Linda Vail, Health Officer, stated the school district would be contributing \$80,000.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

- 1. Health Department
  - k. Discussion - Community Health Center Fund Update

Ms. Vail provided an update to the committee regarding the Community Health Center Fund.

Commissioner Maiville stated that he appreciated the proactive update about how potential issues would be resolved.

Ms. Vail indicated that there would be a focus on staffing attrition for the year.

Chairperson Tennis stated that at the end of every year, due to various reasons, benchmarks were not being met. He further stated that recognizing the deficit and dealing with it up front was best.

Ms. Vail stated that it was time to stop budgeting for a benchmark that would not be met.

Commissioner Nolan asked the status of the disputed amount with the State of Michigan.

Ms. Vail indicated it was currently being reviewed and should be released soon.

Teri Morton, Budget Director, stated that there may be a need to draw on the fund balance to cover shortfalls.

Discussion.

2. Health Services Millage - Discussion of Health Care Services Millage Rate

Chairperson Tennis stated there was a balance remaining for the Health Care Services Millage, after the allocation of millage dollars to Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH) and Ingham Health Plan Corporation (IHPC). He further stated that consensus among the commissioners was to return this excess back to the public.

Jared Cypher, Deputy Controller, reviewed the 2016 Health Services Millage Levy Scenarios handout provided by the Budget Office.

Commissioner Maiville asked what amount of the millage was remaining from the 2015 tax year.

Mr. Cypher indicated there was approximately \$334,000 available right now. He further indicated that lowering the rate to 0.35 would get closest to cutting the millage by a third.

Discussion.

Chairperson Tennis stated that a little over \$1,000,000 would be returned to County residents.

Commissioner Naeyaert stated that to the average tax payer this amount would seem very respectable.

Commissioner Banas stated that she also liked the sound of cutting the rate by a third.

Commissioner Naeyaert stated that it made her feel good to know that the people who need the services will be cared for and that the commission would still be able to return money to County residents.

Commissioner Banas asked if there was a way to make predictions about the millage since it would continue until 2019.

Chairperson Tennis stated that a great deal would be learned over the next 12 months. He further stated that the millage would need to be monitored year by year to ensure that everything was working out as planned.

Commissioner Anthony stated that cutting the rate to 0.35 would cover existing obligations and provide a cushion for additional, unforeseen costs. She further stated that this rate would provide safeguards for any additional administrative costs.

Mr. Cypher indicated that the only unknown at this point was the third party administration services, outlined in the contract.

Commissioner Maiville stated that the inclusion of mental health services could potentially change in the future. He asked if the \$1,200,000 allocation to CMH would be annual.

Chairperson Tennis stated that the \$1,200,000 was a projection by CMH. He further stated that CMH could need more funding and that excess millage dollars could be used for this purpose.

Commissioner Naeyaert stated that Dr. Barry Saltman, Care Free Medical and Dental Inc., was requesting a one-time lump sum of \$100,000 to re-open the Care Free Clinic in Mason. She further stated that she was aware of the need for this type of service in the outlying county areas.

There was a discussion about re-opening the Care Free Clinic in Mason.

Commissioner Nolan stated that what would really benefit places like Care Free Medical and Dental Inc. and Cristo Rey Family Health Clinic was to acquire Federally Qualified Health Center (FQHC) Look-Alike status.

Mr. Cypher indicated that Ms. Vail was having ongoing discussions regarding this matter.

Commissioner Nolan asked if an update regarding the FQHC Look-Alike status for Care Free Medical and Dental, Inc. and Cristo Rey Family Health Clinic could be provided at the next Human Services Committee meeting.

Commissioner Anthony also stated she was interested in knowing the status.

Commissioner Naeyaert stated that the process to receive a FQHC Look-Alike designation could take an extensive amount of time. She further stated that Dr. Saltman's needs may be more urgent than this process would allow.

Chairperson Tennis stated that Dr. Saltman was looking for a onetime payment only to open the clinic in Mason.

Commissioner Nolan stated the allocating millage dollars for this use would depend on if the clinic would service millage eligible patients.

Discussion.

**MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. BANAS, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS ADJUST THE HEALTH SERVICES MILLAGE FROM 0.50 TO 0.35 FOR THE 2016 BUDGET YEAR.**

**THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.**

Commissioner Nolan asked if there would be a Request for Proposal (RFP) going out soon for the third party auditor for IHPC.

Mr. Cypher indicated he was in the process of identifying a possible third party auditor.

Commissioner Nolan stated that at the end of 2014, IHPC provided the committee with some demographic data regarding the patients they served. She asked that the Controller's Office to please provide this demographic data, for only millage eligible participants, at the next Human Services Committee meeting.

Mr. Cypher asked if the request was for the data provided at the end of 2014 or if new demographic data should be requested from IHPC.

Chairperson Tennis stated that Commissioner Nolan was requesting new demographic data from IHPC.

#### Announcements

None.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 7:13 p.m.

**OCTOBER 19, 2015 HUMAN SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**ACTION ITEMS:**

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

1. Special Transportation Millage - *Resolution Authorizing the First Amendment to the Agreement with the Capital Area Transportation Authority dated January 1, 2016 through December 31, 2020*

This resolution authorizes a new agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020 along with the first scope of services which will be effective from January 1, 2016 through September 30, 2016. CATA will continue to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as operate service for persons with disabilities, known as CATA Spec-Tran. There no significant changes from the prior 5-year agreement. For the period January 1, 2016 through September 30, 2016 the County shall reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$1,961,811 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$923,434 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. Each subsequent Scope of Services beyond September 30, 2011 will need to be authorized by a separate, future resolution.

2. Facilities

b. *Resolution Authorizing an Amendment to Resolution #15-144 with Laux Construction, LLC for Renovations at the Ingham County Forest Community Health Center (FCHC)*

This resolution authorizes an amendment to Resolution #15-144 which approved a contract with Laux Construction, LLC for renovations at the Ingham County Forest Community Health Center. The Facilities Department claims that as a result of bidding out the dental equipment, unexpected design and construction document changes were encountered and those changes resulted in a two and a half month project delay as well as additional design and construction costs. The Facilities Department is asking to increase the contingency amount from \$108,000.00 to \$158,000.00. There are sufficient funds left over from the Forest parking lot restoration project to cover the additional costs. Staff recommends approval to this resolution with some degree of reluctance, given the lack of clear understanding about exactly how going out to bid for dental equipment can cause a two and a half month delay on the entire project.

3. Innovation and Information Technology - *Resolution to Authorize the Use of Funds from the Community Health Center Fund for the IT Infrastructure of the Forest Community Health Center*

This resolution authorizes use of funds from the Community Health Center Fund to install the IT infrastructure at Forest Community Health Center. All of the work will be completed by 12/1/2015. The Innovation and Technology department is estimating a cost of \$175,000 with a 10% contingency for any unseen circumstances. The total cost not to exceed \$192,500.

4. Health Department

a. *Resolution to Accept Child and Adolescent Health Center Program Funding from the Michigan Department of Health and Human Services through the Michigan Primary Care Association*

This resolution authorizes acceptance of up to \$745,000 in CAHC program and Clinical Service Expansion funding for Eastern, Sexton, and Willow Health Centers for the period of October 1, 2011 through September 30, 2016.



b. *Resolution to Authorize a 2015-2016 Agreement with the Michigan Department of Health & Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement*

This resolution Commissioners authorizes a 2015-2016 Agreement with the MDHHS for the delivery of public health services under the Comprehensive Agreement Process. The period of the Agreement will be October 1, 2015 through September 30, 2016. The scope of services included in this Agreement includes Essential Local Public Health Services, and several categorical public health programs identified in the attachments to the Agreement. Approximately \$4.6 million of state/federal funds will be made available to ICHD through the Comprehensive Agreement, and that ICHD's contribution to expenditures associated with the Agreement and budget shall not exceed levels appropriated in the County's 2016 Budget for these purposes.

c. *Authorization to Amend Resolution #15-193 to Include Ingham County Health Department Environmental Health Fees*

This resolution amends Resolution #15-193 to include Ingham County Health Department Environmental Health Fees. At the time this resolution was passed, Maximus Consulting Services, Inc. was evaluating the Ingham County Health Department's (ICHD) Environmental Health (EH) division in order to provide a cost of services analysis. This evaluation was authorized by Resolution #14-416. A new, simplified fee structure was developed utilizing the Maximus study. The proposed fee schedule ensures EH will achieve the appropriate level of cost recovery for each service provided.

d. *Resolution to Authorize an Agreement with Michigan Consumers for Healthcare to Serve as a Local Community Navigator for Ingham County and Surrounding Communities*

This resolution provides \$25,000 in compensation to ICHD to support the Registration and Enrollment Unit to provide outreach, education, and enrollment both through the Marketplace and the MI-Bridges program. Registration and Enrollment staff are certified Navigators and available to assist local consumers in understanding their enrollment options.

e. *Resolution To Accept Base Funding Increase To The Health Center Cluster Award From The U.S. Department Of Health And Human Services For Patient Centered Medical Home Recognition*

This resolution accepts a base funding increase of \$129,693.00 from the U.S. Department of Health and Human Services Health Resources and Services Administration for Patient Centered Medical Home Recognition. River Oak Community Health Center has achieved Patient Centered Medical Home (PCMH) status recognition through the National Committee for Quality Assurance. This award helps to supplement the services provided through PCMH. This award extends through January 31, 2016.

f. *Resolution to Authorize a No-Cost Agreement with Sparrow Laboratories*

This resolution authorizes a no cost agreement for diagnostic laboratory between ICHD and Sparrow Laboratories for a four-year period beginning April 1, 2016 or upon the completion of renovations at Forest Community Health Center, whichever occurs first and will extend through March 31, 2020.

g. *Resolution to Authorize Contracts with the Greater Lansing Food Bank and Saginaw Oakland Commercial Association to Distribute County Urban Redevelopment Funds*

This resolution establishes contracts for urban redevelopment funds for the period of October 1, 2015 through September 30, 2016 with the Saginaw Oakland Commercial Association in the amount of \$19,000, and the Greater Lansing Food Bank in the amount of \$11,000, and with Public Policy Associates for evaluation services in the amount of \$5,000.

j. *Resolution Authorizing Status Change for Position #601309*

This resolution authorizes the conversion of position #601309, currently a .75 FTE Health Center Nurse (MNA Grade1) to a 1.0 FTE Health Center Nurse. The cost difference of this conversion will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424. The elimination of the remainder of position #601424 would save \$50,000.00 annually. This status change better reflects the operational needs of the Ingham County Health Department (ICHHD).

k. *Resolution to Amend Resolution #15-322 to Amend the Terms of the Lease Agreement for the Facility at 5656 South Cedar Street*

This resolution amends resolution #15-322 to change the end date of the lease agreement for the Cedar Pointe Office building to January 31, 2016. This change in the termination date will result in a savings of approximately \$95,000 in 2016.

5. *Controller's Office – Resolution Authorizing Adjustments to the 2015 Ingham County Budget*

This resolution authorizes adjustments to the Ingham County budget for the third quarter of fiscal year 2015. The biggest expense adjustment is a decrease of \$52,006 in the appropriation to the Health Department. This decrease will balance the transfers out from the general fund to the transfers in to the Health Fund. As grant adjustments are made throughout the year by resolution, there are minor changes in the necessary general fund appropriation. This adjustment will recognize those changes.

**OTHER ITEMS:**

2. *Facilities*

a. *Emergency Water Heater Replacement at the Forest Community Health Center Memo*

This memo is to inform commissioners of an emergency Purchase Order that was issued prior to receiving approval from the Human Services and Finance Committees. The water heater at the Forest Community Health Center failed. An emergency Purchase Order was issued to Pleune Service Company to remove and replace the water heater for a not to exceed cost of \$5,500.00. Funds for this purchase are available in the Forest Community Health Center Building Repair and Maintenance line item 511-61553-931000-02012. Both the Controller and Facility Director approved this purchase.

6. *Health Services Millage – Ingham Health Plan Corporation Demographic Data*

## Agenda Item 1

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Special Transportation Millage Contract with CATA

DATE: October 7, 2015

This resolution authorizes a new agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020 along with the first scope of services which will be effective from January 1, 2016 through September 30, 2016. CATA will continue to provide CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area, as well as operate service for persons with disabilities, known as CATA Spec-Tran. There no significant changes from the prior 5- year agreement.

For the period January 1, 2016 through September 30, 2016 the County shall reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$1,961,811 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$923,434 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. Each subsequent Scope of Services beyond September 30, 2011 will need to be authorized by a separate, future resolution.

The amount of \$124,628 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2016 Fiscal Year.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE AGREEMENT WITH THE  
CAPITAL AREA TRANSPORTATION AUTHORITY DATED  
JANUARY 1, 2016 THROUGH DECEMBER 31, 2020**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2015; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, in August 2012, the electorate approved an additional 12/100 (.12) of one mill to ensure that the current level of service can still be provided; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service; and

WHEREAS, the main contract authorized effective January 1, 2011 through December 31, 2015, will expire.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period January 1, 2016 through September 30, 2016, the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the actual term of the main agreement shall be January 1, 2016 through December 31, 2020.

BE IT FURTHER RESOLVED, the Chairperson of the Board is hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

## **EXHIBIT “A”**

### **SCOPE OF SERVICES**

**For January 1, 2016, through September 30, 2016**

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$923,434 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$1,961,811 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administrating and marketing Spec-Tran.
4. The amount of \$124,628 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the County’s 2016 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.

**Agenda Item 2a**

TO: Human Services and Finance Committees  
FROM: Rick Terrill, Facilities Director  
DATE: October 7, 2014  
SUBJECT: Emergency Water Heater Replacement at the Forest Community Health Center

This memo is to inform you of an emergency Purchase Order that was issued prior to receiving approval from the Human Services and Finance Committees.

The water heater at the Forest Community Health Center failed. An emergency Purchase Order was issued to Pleune Service Company to remove and replace the water heater for a not to exceed cost of \$5,500.00.

Funds for this purchase are available in the Forest Community Health Center Building Repair and Maintenance line item 511-61553-931000-02012.

Both the Controller and Facility Director approved this purchase.

**Agenda Item 2a**

TO: Human Services and Finance Committees  
FROM: Jim Hudgins, Director of Purchasing  
DATE: October 5, 2015  
SUBJECT: Water Heater Replacement at Forest Community Health Center

Project Description:

Bids were sought from experienced and qualified plumbing contractors for replacing a failed water heater at the Forest Community Health Center.

Proposal Summary:

Vendors contacted: 04 Local: 03  
Vendors responding: 04 Local: 03

Vendor Name	Local Pref	Cost
Pleune Service Company, 2510 Kerry Street, Ste 108 Lansing MI 48912	Yes	\$5,500.00
Myers Plumbing & Heating, 16825 Industrial Parkway, Lansing MI 48906	Yes	\$5,510.00
Parker-Arntz Plumbing & Heating Inc., 6319 Greenville Rd., Greenville MI 48838	No	\$5,550.00
John E Green Company, 1125 N. Cedar St., Mason MI 48854	Yes	\$6,800.00

Recommendation:

Pleune Service Company, a local vendor, submitted the lowest responsive bid to remove and replace the failed water heater at Forest Community Health Center.

It is recommended awarding the purchasing order to Pleune Service Company in an amount not to exceed \$5,500.

**Agenda Item 2b**

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: October 7, 2015

SUBJECT: **RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #15-144 WITH LAUX CONSTRUCTION, LLC FOR RENOVATIONS AT THE INGHAM COUNTY FOREST COMMUNITY HEALTH CENTER (FCHC)**

The resolution before you authorizes an amendment to Resolution #15-144 which approved a contract with Laux Construction, LLC for renovations at the Ingham County Forest Community Health Center.

As a result of bidding out the dental equipment, unexpected design and construction document changes were encountered. The unexpected design and document changes resulted in a two and a half month project delay as well as additional design and construction costs.

The Facilities Department is asking to increase the contingency amount from \$108,000.00 to \$158,000.00.

The renovations will be performed for a total not to exceed cost of \$1,599,900.00 which includes the increased contingency amount.

The funds for this project remain available within the approved CIP line item 511-61553-976000-02012.

I recommend approval of this resolution.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #15-144 WITH LAUX CONSTRUCTION, LLC FOR RENOVATIONS AT THE INGHAM COUNTY FOREST COMMUNITY HEALTH CENTER (FCHC)**

WHEREAS, Resolution #15-144 approved a contract with Laux Construction, LLC for renovations at the Ingham County Forest Community Health Center; and

WHEREAS, as a result of bidding out the dental equipment, unexpected design and construction document changes were encountered; and

WHEREAS, the unexpected design and document changes resulted in a two and a half month project delay as well as additional design and construction costs; and

WHEREAS, the Facilities Department is asking to increase the contingency amount from \$108,000.00 to \$158,000.00; and

WHEREAS, the renovations will be performed for a total not to exceed cost of \$1,599,900.00 which includes the increased contingency amount; and

WHEREAS, the Facilities Department is requesting a line item transfer of \$50,000.00 from the approved CIP line item 511-61553-931000-02012 which has a balance of \$337,250.00 for the Forest Community Health Center parking lot restoration project into the approved CIP line item 511-61553-976000-02012 which has a balance of \$1,614,862.90 for Forest Building Additions & Improvements; and

WHEREAS, funds for this project remain available within the approved CIP line item 511-61553-976000-02012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the contract with Laux Construction, LLC, 1535 Jessop Road, Dansville, Michigan 48819 to perform renovations at the Ingham County Forest Community Health Center for a total not to exceed cost of \$1,599,900.00 which includes an increased contingency amount of \$50,000.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes a line item transfer of \$50,000.00 from the approved CIP line item 511-61553-931000-02012 which has a balance of \$337,250.00 for the Forest Community Health Center parking lot restoration project into the approved CIP line item 511-61553-976000-02012 which has a balance of \$1,614,862.90 for Forest Building Additions & Improvements.

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

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

**Agenda Item 3**

TO: Board of Commissioners  
FROM: Frank Chain – IT Project Manager  
RE: IT Project Costs for the Forest Community Health Center remodel  
DATE: October 8, 2015

Dear Commissioners,

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This resolution authorizes the use of funds from the Forest Community Health Center (FCHC) Restoration Project for the installation and the updating of the IT infrastructure of FCHC. This will assist in making sure all of the needs of FCHC are met and maintained.

The scope of the work includes, but not limited to, the purchase and installation of network switches, wireless access points, security cameras for inside FCHC and the outside parking lot, networked printers, phones, and the installation of all of the wiring necessary to support all of the equipment needed at FCHC. All of the work will be completed by 12/1/2015.

The Innovation and Technology department is estimating a cost of \$175,000 with a 10% contingency for any unseen circumstances. The total cost not to exceed \$192,500.

Thanks you for your consideration and feel free to contact me if you have any questions at 676-7369 or [fchain@ingham.org](mailto:fchain@ingham.org).

FCHC IT Costs Approximate: 10/9/15

4 – 10Gig 48 port switches	\$47,764.52
18 – Aruba 225 AP's	\$18,302.76
40 hrs labor switch/AP install	\$ 6,400.00
5 – EM 601 indoor camera's	\$ 4,265.00
3 – CH 160 outdoor camera's	\$ 2,850.00
2 – PTZ EP 550 HD outdoor cam.	\$ 6,400.00
2 – DH220 indoor HD camera's	\$ 2,300.00
2 – pole mount	\$ 202.18
9 – Ceiling mount kits	\$ 800.00
Cable installation Cat 6	\$51,670.00
Printers – 364e(3)	\$14,086.92
Printer – 554e(1)	\$ 6,913.97
Phones -	\$ 3,600.00
MISC -	\$10,664.17

Parts costs are subject to change depending on time of ordering.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE USE OF FUNDS FROM THE  
COMMUNITY HEALTH CENTER FUND FOR THE IT INFRASTRUCTURE OF THE  
FOREST COMMUNITY HEALTH CENTER**

WHEREAS, Forest Community Health Center (FCHC) has a need for a new and updated IT infrastructure; and

WHEREAS, the pricing is based up the current government discounted rate; and

WHEREAS, the Innovation and Technology Department agrees with the estimated costs of equipment and labor.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes installation and updating of the IT infrastructure for the FCHC at a cost of \$175,000 with a 10% contingency for any unseen circumstances with the total cost not to exceed \$192,500 from the Community Health Center Fund.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes payment not to exceed \$52,000 to FD Hayes for cable installation at FCHC.

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

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

**Agenda Item 4a**

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** October 1, 2015

**SUBJECT:** Resolution to Accept Child and Adolescent Health Center Program Funding From the Michigan Department of Health and Human Services through the Michigan Primary Care Association

Attached is a resolution to accept Child and Adolescent Health Center Program funding from the Michigan Department of Health and Human Services (MDHHS) through the Michigan Primary Care Association (MPCA).

I recommend that the Ingham County Board of Commissioners accept CAHC program funding from the MDHHS through MPCA

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT CHILD AND ADOLESCENT HEALTH CENTER PROGRAM FUNDING FROM THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES THROUGH THE MICHIGAN PRIMARY CARE ASSOCIATION**

WHEREAS, in Resolution #11-235, #12-199, #13-049, and #14-358 the Ingham County Board of Commissioners authorized the Ingham County Health Department (ICHHD) to accept Child and Adolescent Health Center Program and Clinical Service Expansion Funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA) for the period of October 1, 2011 through September 30, 2016; and

WHEREAS, Child and Adolescent Health Center (CAHC) program and Clinical Service Expansion funding supports continued operations of ICHHD's school-based/school-linked health centers; and

WHEREAS, the CAHC program and Clinical Service Expansion funding award for the term of October 1, 2015 through September 30, 2016 is as follows:

- Eastern - \$230,000
- Sexton - \$230,000
- Willow - \$285,000

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the acceptance of this award and supports any budget adjustments necessary as part of this agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of the CAHC program and Clinical Service Expansion funding for the term of October 1, 2015 through September 30, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes acceptance of up to \$745,000 in CAHC program and Clinical Service Expansion funding for the period of October 1, 2011 through September 30, 2016.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** October 05, 2015

**RE:** Resolution to Authorize a 2015-2016 Agreement for the Delivery of Public Health Services Under the Comprehensive Agreement Process

Under the Public Health Code, the State of Michigan and the 83 counties share responsibility for the protection of the public health of the citizens of Michigan. The agreement for the delivery of public health services under the Comprehensive Agreement Process is the principal mechanism for clarifying the role and responsibilities of the state and local governments. The agreement serves as the vehicle for accepting slightly more than \$4.6 million in state and federal grants and formula funding to support a number of public health services. The public health services to be delivered under this Agreement include Essential Local Public Health Operations, Community Health Assessment activities, and categorical programs including:

AIDS/HIV Prevention and Care	Lead Safe Homes
Bioterrorism Emergency Preparedness	Maternal and Child Health Programs
Breast and Cervical Cancer Control Navigation	Tobacco Reduction
Children's Special Health Care Services	Tuberculosis Control
Communicable Disease Prevention	Sexually Transmitted Disease Control
Family Planning	Vision and Hearing Screening
Food Vendor and Restaurant Inspection	Well and Septic Inspection
Immunizations	The WIC Program

The attached resolution will authorize the 2015-2016 Agreement. The Michigan Department of Health & Human Services (MDHHS) has set grant and formula funding levels based on its appropriation act for FY 2016. These levels are included in the Ingham County Health Department's (ICHHD) FY 2016 budget. The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Navigation Program and Nurse Family Partnership programs. These all consist of state and federal funds and are included in ICHHD's FY 2016 budget request.

The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development, and Interagency Coordination Related to Medical Services
- Referral, Coordination, and Monitoring of Medicaid Services
- Medicaid-specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Translation

This strategy of contracting for outreach services is a key part of ICHD's 2016 budget request. During 2004-2005 the State promulgated a Medicaid policy to establish the procedures for utilizing this outreach funding arrangement. The Medicaid policy guides the way in which the department builds relationships with neighborhood and community agencies. The contracts are established in conformance with the state policy and reporting is required to demonstrate that services are consistent.

The resolution also includes a request to hire a temporary .50 FTE project coordinator for the Infant Safe Sleep Mini grant for the period of October 1, 2015 – September 30, 2016.

The Comprehensive Agreement process—and all contracts with the MDHHS—are entirely electronic. Therefore, in the proposed resolution, the Board authorizes Linda S. Vail, MPA, Health Officer to submit the 2015-2016 grant electronically.

This resolution and the corresponding Agreement represent important financial support for ICHD programs established through the County budget process. I recommend the adoption of this resolution and the authorization of the Agreement, contracts and subcontracts. MDHHS will propose future amendments to the Agreement should appropriation levels and/or formulas change.

c:           Debbie Edokpolo w/attachment  
              Barb Mastin w/attachment  
              Joel Murr w/attachment  
              Eric Thelen w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A 2015-2016 AGREEMENT WITH  
THE MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES FOR  
THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER  
THE COMPREHENSIVE AGREEMENT**

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

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and the Ingham County Health Department (ICHD) have historically entered into contracts to clarify the role and responsibility of each party in protecting the public's health; and

WHEREAS, MDHHS is in the process of establishing tentative grant funding levels for 2015-2016; and

WHEREAS, MDHHS has proposed a 2015-2016 Agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relationships; and

WHEREAS, the Health Officer recommends that the 2015-2016 Comprehensive Agreement be authorized and executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2015-2016 Agreement with the MDHHS for the delivery of public health services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of the Agreement shall be October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that the scope of services included in this Agreement shall include Essential Local Public Health Services, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that approximately \$4.6 million of state/federal funds will be made available to ICHD through the Comprehensive Agreement, and that ICHD's contribution to expenditures associated with the Agreement and budget shall not exceed levels appropriated in the County's 2016 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the period October 1, 2015 through September 30, 2016 with specialty physicians, laboratories, and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Navigation Program in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, and Washtenaw Counties, which is a program included in the Comprehensive Agreement.



BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract for the period October 1, 2015 through September 30, 2016 with the Nurse Family Partnership Program to provide technical support, training, and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a temporary .50 FTE Project Coordinator for the Infant Safe Sleep Mini Grant for the period of October 1, 2015 – September 30, 2016.

BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medicaid Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Services
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share). The braided service contracts shall be authorized up to the amounts identified below for the period October 1, 2015 through September 30, 2016:

- Allen Neighborhood Center \$88,088
- NorthWest Initiative \$88,088
- South Lansing Community Development Associate \$24,952
- South Side Community Coalition \$85,586
- Child Abuse Prevention Services \$52,250
- Catholic Charities St. Vincent Home \$128,250
- Cristo Rey \$61,750
- Family and Community Development Services \$126,190
- Greater Lansing African American Health Institute \$67,205

BE IT FURTHER RESOLVED, that Linda S. Vail, MPA, ICHD Health Officer, is authorized to submit the 2015-2016 Comprehensive Agreement grant documents electronically through the Mi-E Grants system.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend ICHD's 2016 Budget as necessary upon its adoption in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts, and lease agreements associated with the Comprehensive Agreement after approval as to form by the County Attorney.

**Agenda Item 4c**

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** October 5, 2015

**SUBJECT:** Recommendation to Amend Resolution #15-193 to Include Ingham County Health Department Environmental Health Fees

Each year, Ingham County passes a resolution to set fees for various county services as part of the budget process. Resolution #15-193 authorized these fees for FY 2016. At the time this resolution was passed, Maximus Consulting Services, Inc. was evaluating the Ingham County Health Department's (ICHD) Environmental Health (EH) division in order to provide a cost of services analysis. This evaluation was authorized by Resolution #14-416.

Prior to this study, EH had been operating under their existing fee schedule for more than 10 years with no change in fee structures. Because the Maximus cost study for Environmental Health services was ongoing when Resolution #15-193 was passed, their fees were not included.

A new, simplified fee structure was developed utilizing the Maximus study. The proposed fee schedule ensures EH will achieve the appropriate level of cost recovery for each service provided.

I recommend that the Board of Commissioners adopt the attached amendment to Resolution #15-193 to update EH service fees.

c: Debbie Edokpolo w/attachment  
Rod McNeill w/attachment  
Eric Thelen w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**AUTHORIZATION TO AMEND RESOLUTION #15-193 TO INCLUDE INGHAM COUNTY  
HEALTH DEPARTMENT ENVIRONMENTAL HEALTH FEES**

WHEREAS, each year, Ingham County passes a resolution to set fees for various county services as part of the budget process; and

WHEREAS, Resolution #15-193 authorized these fees for FY 2016; and

WHEREAS, at the time this resolution was passed, Maximus Consulting Services, Inc. was evaluating the Ingham County Health Department's (ICHD) Environmental Health (EH) Division in order to provide a cost of services analysis authorized by Resolution #14-416; and

WHEREAS, in Resolution #14-416 the Board of Commissioners authorized an agreement with Maximus Consulting Services, Inc. to provide a cost of service analysis for the Ingham County Health Department's (ICHD) Environmental Health (EH) division; and

WHEREAS, at the time Resolution #15-193 was passed the Maximus cost study for Environmental Health services was ongoing so their fees were not included; and

WHEREAS, Maximus has since completed their cost study of EH service fees and EH has created a new, simplified fee structure and proposed fee schedule based on the Maximus recommendations; and

WHEREAS, the Health Officer recommends that the Board of Commissioners adopt the attached amendment to Resolution #15-193 to update EH service fees.

THEREFORE BE IT RESOLVED, that the Board of Commissioners amends Resolution #15-193 to add the attached ICHD EH service fee increases, decreases, and new fees effective November 1, 2015.

**Ingham County Health Department  
Environmental Health  
Fiscal Year 2016  
Proposed Fee Schedule**

Program	Description	License Fee*	Full Plan Review	New Owner/Eval.	New Owner w/minimal Plan Review
<b>Food Service Sanitation Program</b>					
<b>Food Service Establishment License Fees*</b>					
	Category 1: Serving only, Take out pizza only, Religious Organization, concessions, coffee shop, donuts, ice cream, school kitchens (K-12), Fraternal/Civic organization, Bar with limited or no PHF	\$ 475.00	\$ 1,050.00	\$ 520.00	\$ 625.00
	Category 2: Full service w/o alcohol (Fast food, pizza with additional menu, catering operations)	\$ 735.00	\$ 1,365.00	\$ 730.00	\$ 750.00
	Category 3: Full service with alcohol. (Larger more complicated menus, Fine dining) Institutional (Large campus cafeterias, Hospitals, Large Hotels)	\$ 945.00	\$ 1,765.00	\$ 900.00	\$ 1,180.00
	Mobile	\$ 380.00	\$ 500.00	\$ 450.00	n/a
	STFU	\$ 152.00	\$ 500.00	\$ 450.00	n/a
	Temporary Food license	\$ 243.00			
	Seasonal facilities	\$ 265.00	\$ 1,050.00	\$ 520.00	\$ 625.00
	* includes State of Michigan fee of \$29 for fixed food licenses and \$8 for temporary licenses.				
<b>Other Food Service Fees</b>					
	Late fee for Food License effective the first business day after April 30th	\$ 135.00			
	Late fee for Temporary Food License application less than 5 days prior to event (in addition to the \$243 license)	\$ 243.00			
	Inspection Fee for STFU	\$ 90.00			
	Vending License	\$ 100.00			
	Construction / Remodeling that begins without approved plans	\$ 800.00			
	Food Service plan review re-evaluation or re-submission	\$ 1,250.00			
<b>Enforcement Food Service Program Fees</b>					
	Office Conference Fee	none			
	Informal Hearing Fee	\$ 1,000.00			
	Formal Hearing Fee	\$ 1,000.00			
	Follow-up inspection to assess compliance for critical violations	\$ 150.00			
	Fee for new owner operating without new license	\$ 650.00			

**Ingham County Health Department  
Environmental Health  
Fiscal Year 2016  
Proposed Fee Schedule**

Program	Description	License Fee*	Full Plan Review	New Owner/Eval.	New Owner w/minimal Plan Review
<b>Water Supply Well and On-Site Septic Disposal Programs</b>					
	Well - permit to construct or alter a private residential, type II, or type III well	\$ 375.00			
	Septic - new or repair permit for residential or commercial	\$ 900.00			
	Combined - well and septic	\$ 1,045.00			
	Septic - new/repair septic tank only	\$ 345.00			
	Well - Sanitary survey, public non-community Type II-Transient well	\$ 475.00			
	Well - Sanitary survey, public non-community Type II-Non-Transient well	\$ 650.00			
	Septic Evaluation - application for residential or commercial lot and soil evaluation	\$ 600.00			
	Septic Evaluation - plan review for engineered system	\$ 450.00			
<b>Body Art Facility Program</b>					
	License renewal	\$ 300.00			
	Full plan review	\$ 375.00			
<b>Campground Inspections</b>					
	Permanent Campground	\$ 350.00			
	Temporary Campground	\$ 250.00			
<b>Mortgage Certification Inspections (Point of Sale)</b>					
	Point of Sale - Application / Administrative processing fee	\$ 250.00			
	Point of Sale - On-Site Evaluation of Well and Septic	\$ 450.00			
	Point of Sale - Waste Treatment Evaluation	\$ 350.00			
	Point of Sale - Well Evaluation	\$ 250.00			
	Point of Sale - Inspector annual renewal fee	\$ 200.00			
<b>Child Care and Adult Foster Care Inspections</b>					
	Full Inspection: water system, sewage disposal, building, and grounds	\$ 300.00			
<b>Pools</b>					
	Pool inspection	\$ 200.00			
	Additional pool at the same location	\$ 100.00			
	Re-inspection fee after Violation	\$ 200.00			
<b>Tobacco</b>					
		East Lansing	Not East Lansing		
	Tobacco Sales License	\$ 290.00	\$ 335.00		
	Tobacco change of owner fee	\$ 130.00	\$ 150.00		
	Tobacco Sales License Vending Machine	\$ 335.00			
	Temporary Tobacco License - Sampling Permit	\$ 130.00			
	Late Fee and/or failure to report change of ownership	\$ 200.00			
<b>Pollution Prevention (P2) Program</b>					
		Reporting Fee	Inspection Fee		
	Category 1: 56-499 Gallons (450-4,499 pounds)	\$ 70.00	\$ 145.00		
	Category 2: 500-4,999 Gallons (4,500-44,999 pounds)	\$ 145.00	\$ 235.00		
	Category 3: 5,000 or more Gallons (more than 45,000 pounds)	\$ 220.00	\$ 350.00		
	Use hourly rate for Plan Review or Consultation.				
<b>Misc. Fees</b>					
	Hourly rate for services not specified in the fee schedule	\$ 100.00			
	Late fee for all licenses not specified above, effective 30 days after due date	\$ 130.00			
	Sanitary Code appeal fee	\$ 130.00			
	Returned check fee	\$ 30.00			

## Agenda Item 4d

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** October 13, 2015

**RE:** Resolution to Authorize an Agreement with Michigan Consumers for Healthcare to Serve as a Local Community Navigator for Ingham County and Surrounding Communities

The Michigan Consumers for Healthcare (MCH) Coalition has been selected by the federal government to be a Navigator assisting the uninsured in making their enrollment decisions. MCH will be Michigan's only statewide Navigator program, engaging more than 120 partner agencies in the important work of reaching out to and assisting hard-to-reach populations everywhere.

MCH would like to contract with the Ingham County Health Department (ICHHD) for a third year to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organization. Resolution #14-446 authorized this agreement in FY 2015. MCH will provide \$25,000 in compensation to ICHHD to support the Registration and Enrollment Unit to provide outreach, education, and enrollment both through the Marketplace and the MI-Bridges program. Registration and Enrollment staff are certified Navigators and available to assist local consumers in understanding their enrollment options.

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

c: Debbie Edokpolo w/attachment  
Eric Thelen w/attachment  
Sarah Bryant w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN CONSUMERS FOR HEALTHCARE TO SERVE AS A LOCAL COMMUNITY NAVIGATOR FOR INGHAM COUNTY AND SURROUNDING COMMUNITIES**

WHEREAS, the Michigan Consumers for Healthcare (MCH) Coalition has been selected by the federal government to be a Navigator assisting the uninsured in making their enrollment decisions; and

WHEREAS, MCH will be Michigan's only statewide Navigator program, engaging more than 120 partner agencies in the important work of reaching out to and assisting hard-to-reach populations everywhere; and

WHEREAS, MCH would like to contract with the Ingham County Health Department (ICHHD) for a third year to serve as an initial point of contact and support for the Ingham County area as a Local Community Navigator (LCO) organization; and

WHEREAS, Resolution #14-446 authorized a new agreement for navigation services in FY 2015; and

WHEREAS, MCH will provide \$25,000 in compensation to ICHHD to support staff members to provide outreach, education, and enrollment both through the Marketplace and the Healthy Michigan program. Registration and Enrollment staff are certified as Navigators and available to assist local consumers in understanding their enrollment options; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MCH for the period of October 1, 2015 to September 30, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MCH to provide ICHHD up to \$25,000 for Navigation services in Ingham County.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2015 to September 30, 2016.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

**Agenda Item 4e**

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** October 1, 2015

**SUBJECT:** Resolution to Accept Base Funding Increase to the Health Center Cluster Award from the U.S. Department Of Health And Human Services for Patient Centered Medical Home Recognition

Resolution #11-316 authorized the Ingham County Health Department's (ICHHD) Community Health Centers to accept Health Center Cluster Program funds, as established through Section 330 of the Public Health Service Act, for the operation of its Federally Qualified Health Centers. ICHHD has received a base funding increase of \$129,693.00 from the U.S. Department of Health and Human Services Health Resources and Services Administration for Patient Centered Medical Home Recognition.

River Oak Community Health Center has achieved Patient Centered Medical Home (PCMH) status recognition through the National Committee for Quality Assurance. This award helps to supplement the services provided through PCMH. This award extends through January 31, 2016.

I authorize the acceptance of the base funding increase of \$129,693.00 for Patient Centered Medical Home funds.

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



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT BASE FUNDING INCREASE TO THE HEALTH CENTER CLUSTER AWARD FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR PATIENT CENTERED MEDICAL HOME RECOGNITION**

WHEREAS, in Resolution #11-316 the Ingham County Health Department's (ICHD) Community Health Centers received Health Center Cluster Program funds, as established through Section 330 of the Public Health Service Act, for the operation of its Federally Qualified Health Centers; and

WHEREAS, River Oak Community Health Center has achieved Patient Centered Medical Home (PCMH) status recognition through the National Committee for Quality Assurance; and

WHEREAS, ICHD has received a base funding increase of \$129,693.00 from the U.S. Department of Health and Human Services Health Resources and Services Administration for Patient Centered Medical Home Recognition to extend through January 31, 2016; and

WHEREAS, the Ingham Community Health Center Board supports the acceptance of the increased funding award for the current budget period; and

WHEREAS, the Health Officer recommends that Ingham County Board of Commissioners authorize the acceptance of the increased base funding award.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of an increase of \$129,693.00 to the Health Center Cluster Program base award extending through January 1, 2016 from the U.S. Department of Health and Human Services Health Resources and Services Administration.

BE IT FURTHER RESOLVED, that this increase in federal funds shall be reflected in ongoing Health Center Cluster Program annual base funding awards, in accordance with statutory requirements and continued recognition as a Patient Centered Medical Home.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

**TO:** Human Services Committee  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** October 1, 2015  
**SUBJECT:** Resolution to Authorize a No-Cost Agreement with Sparrow Laboratories

Attached is a resolution to authorize a no-cost agreement between the Ingham County Health Department (ICHD) and Sparrow Laboratories.

Diagnostic laboratory services are a required service of the U.S. Department of Health Resources and Services Administration's Health Center Program grantees and Look-Alike designees. Ingham Community Health Centers hold both Health Center Program grantee and Look-Alike status. Therefore it is necessary to for ICHD to offer diagnostic laboratory services. ICHD recommends entering into an agreement with Sparrow Laboratories to provide these services.

Sparrow Laboratories will provide a Laboratory Director and phlebotomy staff at Forest Community Health Center. They will also provide all supplies needed to perform their services for 40 hours per week. Sparrow will lease space at Forest Community Health Center in order to perform this work.

I recommend that the Ingham County Board of Commissioners authorize a no cost agreement for diagnostic laboratory between ICHD and Sparrow Laboratories for a four-year period beginning April 1, 2016 or upon the completion of renovations at Forest Community Health Center, whichever occurs first and will extend through March 31, 2020.

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A NO-COST AGREEMENT WITH SPARROW LABORATORIES**

WHEREAS, as a Federally Qualified Health Center, the Ingham Community Health Centers are required to provide diagnostic laboratory services either on-site or through a referral arrangement; and

WHEREAS, the Ingham County Health Department (ICHD) believes patients will be best serviced if these services are provided on-site creating continuity of care and efficiency of services; and

WHEREAS, ICHD recommends contracting with Sparrow Laboratories to provide these services; and

WHEREAS, Sparrow will provide ICHD with a Laboratory Director, which is a requirement of every Health Department of Michigan; and

WHEREAS, Sparrow will staff a phlebotomist to receive orders and collect, process, and prepare samples, Monday through Friday, 40 hours per week; and

WHEREAS, Sparrow will provide all supplies, materials, equipment, and furniture required to collect and process specimens and provide a computer terminal and printer for transmission/ receiving of test results; and

WHEREAS, Sparrow will provide a bi-directional interface to the ICHD's electronic health record system; and

WHEREAS, Sparrow will lease given space at 2316 S. Cedar Street, Lansing in order to perform necessary work; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the authorization to enter into a no-cost agreement with Sparrow Laboratories; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the no-cost agreement with Sparrow Laboratories.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering an agreement with Sparrow Laboratories at no cost to the County for the purpose of providing laboratory services to patients.

BE IT FURTHER RESOLVED, that Sparrow Laboratories will provide a Laboratory Director and staff at no cost to the County at Forest Community Health Center, 2316 S. Cedar Street, Lansing.

BE IT FURTHER RESOLVED, that the period of this agreement shall begin April 1, 2016 or upon the completion of renovations at Forest Community Health Center, whichever occurs first, and will extend through March 31, 2020.

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.

**TO:** Human Service Committee  
Finance Committee

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

**DATE:** October 5, 2015

**SUBJECT:** Resolution to Authorize Contracts with the Greater Lansing Food Bank and Saginaw Oakland Commercial Association to Distribute County Urban Redevelopment Funds

The Ingham County Health Department (ICHD), in partnership with the Power of We Consortium (PWC), has been responsible for carrying out efforts in support of the County's priority to "Promote Environmental Protection and Smart Growth." Specifically, ICHD and PWC have established a mechanism to allocate urban redevelopment funds in the amount of \$35,000. These funds were included as part of the ICHD budget.

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

For fiscal year 2015-16, the ICHD has chosen to support the following grant recipients in an effort to provide greater impact for these critical initiatives:

- Saginaw Oakland Commercial Association (SOCA) will reduce physical inactivity by improving access to opportunities for chronic disease prevention, risk reduction, and disease management. This grant will also be used to increase bicycle usage on the Saginaw street bike lane by 15% between fall 2015 and fall 2016 and include a partnership with the Old Oakland Neighborhood Association to create a step challenge for trail users to log steps.
- Greater Lansing Food Bank (GLFB) will use a collaborative community project at the Hill Center (the former Harry Hill School) to engage the refugee communities of Lansing in starting a new community garden on-site. The garden creation process will act as a catalyst for further action within the targeted refugee communities living in/around Lansing and will lay the groundwork for community garden creation from, for and by the refugee community.

ICHD will contract with Public Policy Associates (PPA) for the remaining \$5,000 of the grant funds. PPA will provide assistance and guidance to SOCA and GLFB throughout the duration of their projects. PPA will also provide assistance with an evaluation process, the product of which will be one project report from each entity.

I recommend adoption of this resolution to establish contracts for urban redevelopment funds for the period of October 1, 2015 through September 30, 2016 between ICHD and SOCA in the amount of \$19,000, between ICHD and the GLFB in the amount of \$11,000, and between ICHD and PPA in the amount of \$5,000.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONTRACTS WITH THE GREATER LANSING FOOD BANK  
AND SAGINAW OAKLAND COMMERCIAL ASSOCIATION TO DISTRIBUTE COUNTY  
URBAN REDEVELOPMENT FUNDS**

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

WHEREAS, a county allocation in the amount of \$35,000 from the Board of Commissioners is intended to expand or enhance opportunities for urban redevelopment through engagement and mobilization of residents (Resolutions #06-120, #07-105, #08-116, #09-122, #10-116, #11-052, #12-18, #13-137, #14-132, #14-517); and

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

WHEREAS, after a competitive RFP process in 2015 by the Power of We Consortium (PWC) it is recommended that the Urban Redevelopment Funds be allocated to Saginaw Oakland Commercial Association (SOCA) in the amount of \$19,000 and to the Greater Lansing Food Bank (GLFB) in the amount of \$11,000; and

WHEREAS, ICHD, in partnership with PWC, has determined that greater impact can be made with the 2015 grant funds by allocating the aforementioned amount to each of these two organizations to extend its initiatives; and

WHEREAS, the 2015-2016 Urban Redevelopment funds for SOCA will be utilized to reduce physical inactivity by improving access to opportunities for chronic disease prevention, risk reduction, and disease management; and

WHEREAS, SOCA will also develop and dramatically transform Lansing’s western city limit, 230 acres of a land, to fund the initial planning costs of trail development, citizen planning and the development of a master plan as well as initial construction cost for the trail project; and

WHEREAS, GLFB will use the funds to support a collaborative community project at the Hill Center (the former Harry Hill School) to engage the refugee communities of Lansing in starting a new community garden on-site. The garden creation process will act as a catalyst for further action within the targeted refugee communities living in/around Lansing and will lay the groundwork for community garden creation from, for and by the refugee community; and

WHEREAS, ICHD will contract with Public Policy Associates (PPA) for the remaining \$5,000 of the grant funds. PPA will provide assistance and guidance to SOCA and GLFB throughout the duration of their projects. PPA will also provide assistance with an evaluation process, the product of which will be one project report from each entity.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract between ICHD and SOCA for urban redevelopment funds in the amount of \$19,000 for the period of October 1, 2015 to September 30, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioner's authorizes a contract between ICHD and GLFB for urban redevelopment funds in the amount of \$11,000 for the period of October 1, 2015 to September 30, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioner's authorizes a contract between ICHD and PPA for urban redevelopment funds in the amount of \$5,000 for the period of October 1, 2015 to September 30, 2016.

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.

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

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

**DATE:** October 2, 2015

**SUBJECT:** Resolution Authorizing Status Change for Position #601309

Attached is a resolution to authorize the conversion of position #601309, currently a .75 FTE Health Center Nurse (MNA Grade1) to a 1.0 FTE Health Center Nurse. The cost difference of this conversion will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424. The elimination of the remainder of position #601424 would save \$50,000.00 annually. This status change better reflects the operational needs of the Ingham County Health Department (ICHHD).

Ingham County Human Resources Department confirms that position #601424 is currently vacant. Human Resources also participated in and analyzed the proposed conversion. Human Resources also notified the Michigan Nurse Association Union and the ICEA County Professionals Union about the position conversion.

I recommend that the Ingham County Board of Commissioners authorize the conversion of position #601309, currently a .75 FTE Health Center Nurse (MNA Grade1), to a 1.0 FTE Health Center Nurse.

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



TO: Barb Mastin, Deputy Health Officer/Executive Director Community Health Care Services

FROM: Beth Bliesener, Employment Specialist

DATE: 10/05/2015

RE: Memo of Analysis

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HR can confirm the following information:

1. Position number 601424, Assistant Social Worker, ICEA County Pro, became vacant as of October 5, 2015.
2. Position number 601309 is currently a  $\frac{3}{4}$  Health Center Nurse, MNA and is occupied.
3. The Health Department will eliminate position number 601424 and use some of the funding to increase position number 601309 from  $\frac{3}{4}$  time to full-time status.
4. *The employee is in agreement with increasing the status of her position.*
5. *Human Resources sent notice to both the ICEA County Pro and MNA Chair's regarding the changes of the positions.*

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

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

Agenda Item 4j

601309	Health Center Nurse - 3/4 time	MNA 01	MNA 01	601309	Health Center Nurse - FT	MNA 01	MNA 01
		step 1	step 5			step 1	step 2
704000	Salary	\$36,681	\$44,027	704000	Salary	\$48,908	\$58,703
720000	Longevity	0	0	720000	Longevity	0	0
	<b>Wages</b>	<u>\$36,681</u>	<u>\$44,027</u>		<b>Wages</b>	<u>\$48,908</u>	<u>\$58,703</u>
715000	FICA&med	2,806	3,368	715000	FICA&med	3,741	4,491
716020	Hlth &Surchrg	14,585	14,585	716020	Hlth &Surchrg	14,585	14,585
716100	Dental	886	886	716100	Dental	886	886
716200	Vision	119	119	716200	Vision	119	119
717	Life Insurance	126	126	717	Life Insurance	126	126
717000	Disability	70	84	717000	Disability	93	112
	ICEA County Prof Hybrid DB	1,834	2,201		ICEA County Prof Hybrid DB	2,445	2,935
	ICEA County Prof Hybrid DC	367	440		ICEA County Prof Hybrid DC	489	587
722000	Workers Comp	253	304	722000	Workers Comp	337	405
722600	CARES	33	33	722600	CARES	33	33
716040	Health Ins Trust	1,321	1,585	716040	Health Ins Trust	1,761	2,113
	<b>Total</b>	<u>\$59,080</u>	<u>\$67,759</u>		<b>Total</b>	<u>\$73,524</u>	<u>\$85,095</u>
					Savings/(Cost)	(\$14,444)	(\$17,336)

601424	Assistant Social Worker	ICEA 05	ICEA 05
		step 1	step 5
704000	Salary	\$42,668	\$51,221
720000	Longevity	0	0
	<b>Wages</b>	<u>\$42,668</u>	<u>\$51,221</u>
715000	FICA&med	3,264	3,918
716020	Hlth &Surchrg	15,230	15,230
716100	Dental	886	886
716200	Vision	119	119
717000	Life Insurance	96	96
*	ICEA County Prof Hybrid DB	2,146	2,576
*	ICEA County Prof Hybrid DC	427	512
722000	Workers Comp	294	353
722600	CARES	33	33
716040	Health Ins Trust	1,557	1,870
	<b>Total</b>	<u>\$66,721</u>	<u>\$76,815</u>
	Proposed Elimination of this position		

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING STATUS CHANGE FOR POSITION #601309**

WHEREAS, position #601309 is a .75 FTE Health Center Nurse position (MNA Grade 1); and

WHEREAS, the Ingham County Health Department (ICHHD) would like to convert position #601309 from .75 FTE to a 1.0 FTE; and

WHEREAS, a .75 FTE Health Center Nurse is compensated at MNA Grade 1 (\$59,080 - \$67,759); and

WHEREAS, a 1.0 FTE Health Center Nurse is compensated at MNA Grade 1 (\$73,524 - \$85,095); and

WHEREAS, the cost difference will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424 which is compensated at ICEA Pro Grade 5 (\$66,721 - \$76,815); and

WHEREAS, the remainder of position #601424, a vacant 1.0 FTE Assistant Social Worker, will be eliminated; and

WHEREAS, the elimination of the remainder of position #601424, a vacant 1.0 FTE Assistant Social Worker, would save \$50,000 annually; and

WHEREAS, this status change better reflects the operational needs of the Ingham County Health Department (ICHHD); and

WHEREAS, the Human Resources Department has participated in and analyzed the proposed conversion; and

WHEREAS, the Michigan Nurses Association has been notified of the position status change; and

WHEREAS, the ICEA County Professional has been notified of the position status change; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the proposed position status change of position #601309 Health Center Nurse (MNA Grade 1) from a .75 FTE to a 1.0 FTE; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed position status change of position #601309 Health Center Nurse (MNA Grade 1) from a .75 FTE to a 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the position status change of position #601309 Health Center Nurse (MNA Grade 1) from a .75 FTE to a 1.0 FTE.

BE IT FURTHER RESOLVED, the cost difference will be derived from a vacant 1.0 FTE Assistant Social Worker position, position #601424 which is compensated at ICEA Pro Grade 5 (\$66,721 - \$76,815).

BE IT FURTHER RESOLVED, the remainder of position #601424, a vacant 1.0 FTE Assistant Social Worker, will be eliminated.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make budget adjustments necessary as part of the reclassification of this position.

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

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** October 8, 2015

**SUBJECT:** Resolution to Amend Resolution #15-322 to Amend the Terms of the Lease Agreement for the Facility at 5656 South Cedar Street

Attached is a resolution to amend Resolution #15-322 to amend the terms of the lease agreement for the facility at 5656 South Cedar Street. The Ingham County Health Department (ICHD) currently leases 9,396 square feet of the Cedar Pointe facility located at 5656 South Cedar Street in Lansing to house administrative functions of ICHD, including Ingham Community Health Center Administration.

Cedar Pointe operations were previously anticipated to move to the Human Service Building (HSB), located at 5303 South Cedar Street in 2016. The anticipated move is beyond the current lease end date of October 31, 2015. Resolution #15-322 extended the lease from November 1, 2015 through October 31, 2016. The timeline for the move to the HSB has been moved up and ICHD now only needs to extend the lease from November 1, 2015 through January 31<sup>st</sup>, 2016. The monthly rent will remain the same as in Resolution #15-322, \$10,573.08 per month. By ending the lease on January 31, 2016 a total savings of \$95,157.72 will occur.

I recommend that the Ingham County Board of Commissioners authorize the amendment to Resolution #15-322 to amend the terms of the lease agreement between ICHD and Cedar IV, LLC for the Cedar Pointe facility located at 5656 South Cedar Street in Lansing for the new term of November 1, 2015 through January 31, 2016.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #15-322 TO AMEND THE LEASE AGREEMENT OF THE FACILITY AT 5656 SOUTH CEDAR STREET**

WHEREAS, the Ingham County Health Department (ICHD) currently leases 9,396 sq. ft. of the facility located at 5656 South Cedar Street in Lansing from Cedar IV, LLC; and

WHEREAS, the facility located at 5656 South Cedar Street in Lansing, known as Cedar Pointe, houses some administrative functions of ICHD, including Ingham Community Health Center Administration; and

WHEREAS, in Resolution #15-322 the agreement was amended for the period of November 1, 2015 through October 31, 2016, with a 90-day out-clause; and

WHEREAS, in Resolution #15-322 the rent amount for Cedar Pointe was set at \$10,573.08 per month for twelve months; and

WHEREAS, ICHD would like to amend the lease agreement with Cedar IV, LLC for the period of November 1, 2015 through January 31, 2016 for a total savings of \$95,157.72; and

WHEREAS, the Ingham Community Health Centers Board of Directors supports the amendment to Resolution #15-322 to change the terms of the lease agreement to November 1, 2015 through January 31, 2016; and

WHEREAS, the Health Officer recommends that the Board of Commissioners amend Resolution #15-322 to amend the terms of the lease agreement between ICHD and Cedar IV, LLC for the period of November 1, 2015 through January 31, 2016.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the amendment of Resolution #15-322 to amend the lease agreement between ICHD and Cedar IV, LLC for the period of November 1, 2015 through January 31, 2016.

BE IT FURTHER RESOLVED, that the Controller 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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

MEMORANDUM

October 5, 2015

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Third Quarter 2015 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2015. The total decrease to the General Fund is \$33,172.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The biggest revenue adjustment in the general fund is a decrease of \$33,172 in secondary road patrol grant revenue based on the award letter from the State of Michigan. The biggest expense adjustment is a decrease of \$52,006 in the appropriation to the Health Department. This decrease will balance the transfers out from the general fund to the transfers in to the Health Fund. As grant adjustments are made throughout the year by resolution, there are minor changes in the necessary general fund appropriation. This adjustment will recognize those changes.

Outside the general fund, a significant adjustment is made to recognize the \$1.5 million insurance refund received by the County from its liability insurance carrier. This revenue has enabled the county to suspend liability chargebacks to departments as one of its short term budget balancing strategies for 2016.

Also included is an update of contingency fund spending so far this year. Based on items going before the Board this round and last, the current contingency amount is projected at \$94,874. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$317,183.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

**2015 CONTINGENCY**

Adopted Contingency Amount	\$317,183
R14-483: Digital Aerial Imagery	(15,000)
R14-494: District Court Enforcement/Court Officer	(33,876)
R15-104: Oasis Supervised Visitation and Safe Exchange Center	(40,000)
R15-229: Assessment/Study Sheriff, LPD, 55 <sup>th</sup> and 54A District Courts	(127,985)
Proposed: 911 Center Facilitation Services	(6,500)
Proposed: 3 <sup>rd</sup> Quarter Adjustment	1,052
<b>Current Contingency Amount</b>	<b>\$94,874</b>



Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2015 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2015 Budget on October 28, 2014 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2015 BUDGET 10/1/15</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,437,459	(\$33,172)	\$80,404,287
245	Public Improvements	716,644	5,030	721,674
664	Mach. & Equip. Revolving	1,353,160	5,051	1,358,211
667	Liability Insurance	626,079	855,000	1,481,079

## GENERAL FUND REVENUES

	2015 Budget – <u>10/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	43,759,737		43,759,737
Property Tax Adjustments	(300,000)		(300,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	2,630,338		2,630,338
Court Equity Fund	1,450,000		1,450,000
Use of Fund Balance	2,934,943		2,934,943
<b>Department Generated Revenue</b>			
Animal Control	713,492		713,492
Circuit Court - Family Division	1,103,831		1,103,831
Circuit Court - Friend of the Court	512,000		512,000
Circuit Crt - General Trial	2,320,737		2,320,737
Controller	3,170		3,170
Cooperative Extension	6,219		6,219
County Clerk	644,210		644,210
District Court	2,705,823		2,705,823
Drain Commissioner/Drain Tax	363,758		363,758
Economic Development	55,188		55,188
Elections	143,533		143,533
Homeland Security/Emgncy Ops	61,961		61,961

Equalization /Tax Mapping	10,100		10,100
Facilities	194,123		194,123
Financial Services	48,052		48,052
Health Department	150,000		150,000
Human Resources	80,822		80,822
Probate Court	277,178		277,178
Prosecuting Attorney	562,839		562,839
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	103,370		103,370
Sheriff	6,519,726	(33,172)	6,486,554
Treasurer	4,495,667		4,495,667
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	378,193		378,193
<b>Total General Fund Revenues</b>	<b>80,437,459</b>	<b>(33,172)</b>	<b>80,404,287</b>

#### GENERAL FUND EXPENDITURES

	2015 Budget - <u>10/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
Board of Commissioners	562,811		562,811
Circuit Court - General Trial	8,497,344		8,497,344
District Court	2,989,425		2,989,425
Circuit Court - Friend of the Court	1,466,807		1,466,807
Jury Board	1,106		1,106
Probate Court	1,492,746		1,492,746
Circuit Court - Family Division	5,378,555		5,378,555
Jury Selection	105,341		105,341
Elections	262,840		262,840
Financial Services	714,639		714,639
County Attorney	441,158	11,369	452,527

County Clerk	875,542		875,542
Controller	1,038,457	6,413	1,044,870
Equalization/Tax Services	722,623		722,623
Human Resources	959,121		959,121
Prosecuting Attorney	6,200,465		6,200,465
Purchasing	205,860		205,860
Facilities	2,057,758		2,057,758
Register of Deeds	731,057		731,057
Remonumentation Grant	103,370		103,370
Treasurer	597,315		597,315
Drain Commissioner	925,480		925,480
Economic Development	129,994		129,994
Community Agencies	200,000		200,000
Ingham Conservation District	8,029		8,029
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	111,480		111,480
Jail Maintenance	204,750		204,750
Sheriff	20,448,462		20,448,462
Tri-County Metro Squad	75,000		75,000
Community Corrections	143,887		143,887
Animal Control	1,598,597		1,598,597
Homeland Sec./Emergency Ops.	206,621		206,621
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,083,175	(52,006)	5,031,169
Community Health Centers	3,055,748		3,055,748

Jail Medical	1,909,597		1,909,597
Medical Examiner	334,575		334,575
Substance Abuse	1,319,484		1,319,484
Community Mental Health	1,813,468		1,813,468
Department of Human Services	2,016,850		2,016,850
Tri-County Aging	76,225		76,225
Veterans Affairs	523,960		523,960
Cooperative Extension	483,420		483,420
Library Legacy Costs	88,163		88,163
Parks and Recreation	1,631,550		1,631,550
Contingency Reserves	100,322	1,052	101,374
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	2,019,732		2,019,732
<b>Total General Fund Expenditures</b>	<b>80,437,459</b>	<b>(33,172)</b>	<b>80,404,287</b>

**General Fund Revenues**

Sheriff                                      Decrease Secondary Road Patrol revenue from \$248,002 to \$214,830, or \$33,172, based on award letter from State of Michigan Department of State Police.

**General Fund Expenditures**

Circuit Court                              Transfer \$8,042 from contractual services to temporary wages to provide coverage for employees on paid medical leave.

County Attorney                            Increase County Attorney contract budget to reflect 2.5% increase authorized by Resolution 15-140 (\$11,369).

Controller                                    Increase consultants account \$6,413 for independent bond counsel authorized by Resolution 15-95.

Health Department                      Decrease transfer to Health Department \$52,006 due to various grant adjustments.

Contingency                                Increase contingency account \$1,052 to balance general fund budget.

**Non-General Fund Adjustments**

Public Improvements                      Set up budget for jail heating exchange project (\$12,530). Project (F245)                                              to be funded by a \$7,500 transfer from the annex card system project and a \$5,030 increase in use of fund balance.

Mach./Equip. Revolving                      Increase CIP upgrade funds to purchase laptop and replacement (F664)                                              CPU for Parks (\$2,051), replacement laptop for Health Department (\$1,382), and two replacement CPUs for Human Resources (\$1,618).

Liability Insurance                              Adjust liability insurance fund to recognize insurance refund of (F667)                                              \$1.5 million. Expenses will also increase \$855,000, for a net addition to fund balance of \$645,000.

INGHAM HEALTH PLAN ENROLLMENT REPORT- AUGUST 2015

INGHAM HEALTH PLAN DENTAL STATISTICS		
Members Served to Date (Since Jan 2015)		All CURRENT members
Member Count	1530	1437

INGHAM HEALTH PLAN, MEDICAL PROGRAM: AGE DEMOGRAPHICS														
Members Served to Date (since June 2014)								All CURRENT members						
	0- 20 Yrs	21 - 30 Yrs	31 - 40 Yrs	41 - 50 Yrs	51 - 64 Yrs	Over 64 Yrs	Total	0- 20 Yrs	21 - 30 Yrs	31 - 40 Yrs	41 - 50 Yrs	51 - 64 Yrs	Over 64 Yrs	Total
Member Count	152	237	416	356	407	93	1661	120	164	333	255	246	66	1184
Percentage	9%	14%	25%	21%	25%	6%	100%	10%	14%	28%	22%	21%	6%	100%

INGHAM HEALTH PLAN, MEDICAL PROGRAM: RACE DEMOGRAPHICS																
Members Served to Date (since June 2014)									All CURRENT members							
	White	Black	Hispanic	Indian	Asian	Other	Unknown	Total	White	Black	Hispanic	Indian	Asian	Other	Unknown	Total
Member Count	405	266	666	2	220	73	29	1661	225	165	572	1	152	48	21	1184
Percentage	24%	16%	40%	0%	13%	4%	2%	100%	19%	14%	49%	5%	724%	4%	815%	

INGHAM HEALTH PLAN, MEDICAL PROGRAM: INCOME DEMOGRAPHICS											
Members Served to Date (since June 2014)						All CURRENT members					
Household Size	0-138% FPL	139%-150% FPL	151%-200% FPL	201%-240% FPL	Total	0-138% FPL	139%-150% FPL	151%-200% FPL	201%-240% FPL	Total	
1	413	46	132	57	648	253	32	99	45	429	
2	197	27	61	22	307	126	25	38	15	204	
3	170	18	33	8	229	120	16	28	6	170	
4	197	21	44	2	264	156	17	28	2	203	
5+	173	11	17	12	213	156	7	11	4	178	
Total					1661					1184	

INGHAM HEALTH PLAN, MEDICAL PROGRAM: GENDER DEMOGRAPHICS						
Members Served to Date				All CURRENT members		
	Male	Female	Total	Male	Female	Total
Member Count	775	886	1661	546	638	1184
Percentage	47%	53%	100%	46%	54%	100%

**INGHAM HEALTH PLAN ENROLLMENT REPORT- AUGUST 2015**

INGHAM HEALTH PLAN, MEDICAL PROGRAM: ZIP CODE DEMOGRAPHICS						
Location	Members Served to Date (since June 2014)			All CURRENT members		
	ZipCode	Number of Members	Percentage	ZipCode	Number of Members	Percentage
Dansville	48819	1	0%	48819	0	0%
Dewitt	48820	1	0%	48820	0	0%
E. Lansing	48823	154	9%	48823	118	10%
E. Lansing	48825	2	0%	48825	1	0%
E. Lansing	48826	2	0%	48826	2	0%
E. Lansing	48827	2	0%	48827	0	0%
Haslett	48840	45	3%	48840	34	3%
Holt	48842	56	3%	48842	32	3%
Mason	48854	19	1%	48854	10	1%
Okemos	48864	82	5%	48864	60	5%
Webberville	48892	7	0%	48892	5	0%
Williamston	48895	12	1%	48895	6	1%
Lansing	48906	191	11%	48906	142	12%
Lansing	48909	1	0%	48909	1	0%
Lansing	48910	331	20%	48910	249	21%
S. Lansing	48911	411	25%	48911	294	25%
Lansing	48912	162	10%	48912	115	10%
Lansing	48915	91	5%	48915	53	4%
Lansing	48916	1	0%	48916	0	0%
W. Lansing	48917	46	3%	48917	31	3%
Lansing	48933	20	1%	48933	13	1%
Onondaga	48964	2	0%	48964	2	0%
Onondaga	49264	2	0%	49264	1	0%
Leslie	49251	13	1%	49251	10	1%
Stockbridge	49285	7	0%	49285	5	0%
	<b>Total</b>	<b>1661</b>	<b>100%</b>	<b>Total</b>	<b>1184</b>	<b>100%</b>