

CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON  
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
BRIAN McGRAIN, CHAIR  
TERI BANAS  
TODD TENNIS  
CAROL KOENIG  
DEB NOLAN  
KARA HOPE  
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, JANUARY 25, 2016 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [November 30, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Michigan State University Extension - Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the [Annual Work Plan for 2016](#)
2. Facilities - Resolution Amending the Contract with [Len's Carpet Care & Consultants](#) to Provide Mold Remediation Services at Forest Community Health Center
3. Innovation & Technology - Resolution to Authorize the Relocation of [AT&T Trunk](#) at Forest Community Health Center (FCHC)
4. Health Department
  - a. Resolution to Amend the Ingham [Community Health Center Board Bylaws](#)
  - b. Resolution to [Amend Resolution #15-371](#) to Adjust Early Head Start Partnership Expansion Grant Funding
  - c. Resolution to Enter into an Agreement with [OSIS](#)
  - d. Resolution to Amend the Service Agreement with [Shred-It](#) for Shredding Services
  - e. Resolution to Authorize Subcontract Agreements, Supply Purchases, and Computer Purchases in Support of the [Healthy Start Project](#)
  - f. Resolution to Enter into an Agreement with the Michigan Association of United Ways to Act as the [Fiduciary/Payee](#) for the Children's Healthcare Access Programs
  - g. Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the [Great Start](#) to Quality Resource Center
5. Controller's Office - Resolution to Authorize a Contract with [Big Brothers Big Sisters](#) Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth Capital Area Mentoring Partnership Program for 2016

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  
November 30, 2015  
Draft – Minutes

Members Present: Tennis, Anthony, Banas, Maiville, McGrain, Case-Naeyaert, and Nolan

Members Absent: None

Others Present: Linda Vail, Jared Cypher, Mike Severino, Norman Miller, Susan Cancro, Kathy Calkins, David Henrion, Toni Young, Erin Roberts, Marion Owen, Henry Rojas, and others

The meeting was called to order by Chairperson Tennis at 6:32 p.m. in the Personnel Conference Room “D&E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the November 16, 2015

Chairperson Tennis asked if committee members had a chance to review the minutes from November 16, 2015 meeting and if there were any amendments to the minutes.

Chairperson Tennis stated the November 16, 2015 minutes were adopted without objection.

Additions to the Agenda

Substitute –

2. Health Department
  - b. Recommendation to Amend Resolution #15-193 to Include Ingham County Health Department Environmental Health Fees
  - h. Resolution to Authorize the Status Change of a Medical Assistant from .75 FTE to 1.0 FTE

Limited Public Comment

None.

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

2. Health Department
  - c. Resolution to Amend the Infectious Disease Physician Services Agreement with Michigan State University’s College of Osteopathic Medicine – Tuberculosis Program
  - d. Resolution Honoring Dr. Maurice Reizen
  - f. Resolution to Authorize Amendment #1 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health

- g. Resolution to Amend Resolution #15-430 to Amend the Ingham Community Health Center Board Bylaws
  - h. Resolution to Authorize the Status Change of a Medical Assistant from .75 FTE to 1.0 FTE
3. Controller's Office
- a. Resolution Authorizing Expansion of Current Mental Health Screening Services in the Ingham County Jail to Include on Call Personnel for Weekends and Holidays

THE MOTION CARRIED UNANIMOUSLY.

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

4. Human Services Committee - Michigan Nurses Association Presentation on Substance Abuse Treatment Availability

Former Commissioner Mike Severino and Dr. Norman Miller addressed the Committee about the lack of availability for abuse treatment in Ingham County.

Chairperson Tennis asked how long treatment at St. Lawrence had been around.

Dr. Miller answered at least 20 years.

Chairperson Tennis asked if St. Lawrence was the only place in Ingham County an addict could detox and receive treatment.

Dr. Miller answered yes. He stated that addicts can only be admitted to Sparrow Michigan Campus under the pretense of some medical condition.

Commissioner Case-Naeyaert asked what the County could do.

Mr. Severino answered that Board should reach out and talk to stakeholders throughout the community.

Commissioner Banas asked what community responsibilities should be expected from Sparrow since they are a non-profit.

Dr. Miller answered that they had some obligation but was not sure of the legality of it.

Commissioner Banas asked what role insurance played.

Mr. Severino answered that nobody would be denied regardless of insurance, but patients with substance abuse have different admittance criteria.

Dr. Miller stated that detoxification was only one component of treatment.

There was a discussion regarding detox and Sparrow's non-profit status.

Commissioner McGrain asked Jared Cypher, Deputy Controller, who the County's staff on the Community Mental Health Board was and if a conversation had been started yet.

There was a discussion regarding if a conversation had been started with commissioner representatives on the Community Mental Health Board.

Dr. Miller stated that he appeared before the Lansing City Council meeting.

Commissioner McGrain asked if it was an agenda item for the Community Mental Health Board.

Dr. Miller answered that he did not know but would like to make the issue as public as possible.

Commissioner Case-Naeyaert stated that networks within the community were advantageous to fixing the issue and if it was not fixed, more than likely, people who needed treatment would not receive it.

Commissioner Banas expressed concern over losing a professional outlet for the growing opioid epidemic. She asked if Linda Vail, Health Officer, could provide some sort of analysis on this closure.

1. Advent House Presentation
  - b. Homeless Network Projects

Susan Cancro, Executive Director at Advent House, addressed the committee about homeless network projects.

Kathy Calkins, Assistant Director of the Greater Lansing Housing Coalition, addressed the committee about homeless network projects.

David Henrion, Coordinator of the Greater Lansing Resource Network, addressed the board regarding his position.

Commissioner Nolan asked if the presenters could share what agencies were associated with the Greater Lansing Resource Network and expressed appreciation over their attendance.

Commissioner Banas thanked the presenters for their service and work. She provided a first-hand account of her work with homeless populations.

Commissioner McGrain stated that homelessness combined several issues that the Human Services Committee dealt with and thanked them for their service.

Commissioner Anthony stated that the presenters were very diligent about networking.

1. Advent House Presentation

a. Abuse in Later Life

Ms. Cancro addressed the committee regarding abuse in later life for elderly people.

Toni Young, Human Relations and Community Services Department, addressed the committee regarding abuse in later life for elderly people.

Erin Roberts, Executive Director of End Violent Encounters, addressed the committee regarding abuse in later life.

Marion Owen, Executive Director of the Office of Tri-County Aging, addressed the committee regarding abuse in later life.

Commissioner Case-Naeyaert thanked them for their collaboration and provided a first-hand account of abuse of a family member.

Commissioner McGrain stated that he would be favorable of a social action millage that included help for seniors.

Commissioner Banas stated that she would be supportive of additional resources for seniors.

Commissioner Case-Naeyaert stated that there was a subtlety in recognizing abuse.

Commissioner Maiville stated that he would favor a millage for elderly people if approached correctly. He asked Ms. Owen if she could expound on her comment about Meals on Wheels.

Ms. Owens stated it was underfunded, that people were being underserved, and that the need was continuing to grow.

Commissioner Nolan thanked the presenters for their work and service.

Commissioner Banas asked if seniors doing co-operative housing had been started in the area yet.

Ms. Cancro stated that there were many creative opportunities to improve senior living situations.

Public Comment

Adam Blossom, a resident of Holt, addressed the committee regarding the closure of opioid treatment centers.

2. Health Department

- a. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2015-2016

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR 2015-2016.

The motion was withdrawn.

- e. Resolution to Authorize a Revised Cooperative Operational Agreement with the Community Health Center Board of Directors

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AUTHORIZE A REVISED COOPERATIVE OPERATIONAL AGREEMENT WITH THE COMMUNITY HEALTH CENTER BOARD OF DIRECTORS.

There was a discussion regarding vacancies on the Community Health Center Board.

THE MOTION CARRIED UNANIMOUSLY.

- a. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for 2015-2016

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR 2015-2016.

There was a discussion regarding non-community public water supply program and when the Michigan Department of Environmental Health (MDEQ) would intervene in an emergency.

THE MOTION CARRIED UNANIMOUSLY.

- b. Recommendation to Amend Resolution #15-193 to Include Ingham County Health Department Environmental Health Fees

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION RECOMMENDATION TO AMEND RESOLUTION #15-193 TO INCLUDE INGHAM COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH FEES.

There was a discussion regarding water inspections done by the County.

THE MOTION CARRIED UNANIMOUSLY.

#### Announcements

Commissioner Nolan thanked Commissioner Tennis for chairing the Human Services Committee.

Commissioner McGrain thanked Commissioner Tennis for chairing the Human Services Committee and asked Ms. Vail about local restaurants complying with food code about undercooked foods.

Ms. Vail stated that they were looked at during inspections.

There was a discussion regarding the tabled resolution from the previous Finance Committee meeting.

Commissioner Maiville thanked Commissioner Tennis for chairing the Human Services Committee.

Commissioner Banas stated that Human Services was her favorite committee and that all the issues were enlightening and close to her heart.

#### Adjournment

The meeting was adjourned at 8:42 p.m.



# JANUARY 25, 2016 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

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

1. Michigan State University Extension – *Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2016*

This resolution authorizes an agreement for MSU Extension services for 2016. The agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets each county's share of the cost of maintaining the network of Extension Educators. For the period January 1, 2016 to December 31, 2016, the County shall pay to MSUE \$231,328 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$123,476 and \$107,852 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.

2. Facilities – *Resolution Amending the Contract with Len's Carpet Care & Consultants to Provide Mold Remediation Services at Forest Community Health Center*

This resolution amends the contract with Len's Carpet Care & Consultants to include the \$1,102.50 living wage increase as well as \$2,929.00 for additional mold remediation in the area that Community Mental Health will occupy at Forest Community Health Center, for a total contract amendment amount not to exceed \$4,031.50.

3. Innovation & Technology – *Resolution to Authorize the Relocation of AT&T Trunk at Forest Community Health Center (FCHC)*

This resolution authorizes the removal of an existing AT&T trunk from room #1172 at FCHC so the room could be used for client interviews. The trunk will be moved to another location at FCHC at a cost not to exceed \$8,826.15. The funding for this request will come from the Community Health Center Fund. ITD is expecting to meet all project requirements, schedules, dates and close the project under budget (approximately \$135,000.00) with all contingency funding intact/untouched.

4. Health Department

- a. *Resolution to Amend the Ingham Community Health Center Board Bylaws*

This resolution makes amendments to the Community Health Center Board bylaws. The first change would amend the bylaws to state that the ICHC Board shall consist of no less than nine (9) and no more than fifteen (15) members to maintain appropriate representation for the complexity of the Community Health Centers. Second, the committee structures referred to in Article IX, Section B will be amended in order to reflect the adjusted number of required and maximum ICHC Board members. The Planning and Development Committee will also be converted to an Executive Committee. Currently, each committee is composed of no less than four members and no more than 49% of all CHC Board members. This change would amend the bylaws to state that each committee, excluding the Executive Committee, be composed of no less than three members and no more than 49% of all CHC Board members. The Executive Committee will be composed of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members).

b. *Resolution to Amend Resolution #15-371 to Adjust Early Head Start Partnership Expansion Grant Funding*

This resolution amends Resolution #15-371 to increase the amount of the Early Head Start partnership agreement from \$85,000 to \$108,380. Additionally, the original terms of the agreement must be changed as the \$108,380 will now be split over three separate agreements in order to match the terms of the awards granted to CACS. The individual contract amounts and terms are as follows:

- For the service period of October 1, 2015 to January 30, 2016, CACS will pay OYC up to \$24,910 to facilitate Child Development Associate (CDA) trainings for Early Head Start providers in the community.
- For the service period of October 1, 2015 to July 31, 2016, CACS will pay OYC up to \$10,200 for Head Start Classroom Assessment Scoring System (CLASS) evaluations for up to 51 Head Start classrooms.
- For the service period of February 1, 2016 to July 31, 2016, CACS will pay OYC up to \$73,270 to facilitate CDA trainings for Early Head Start providers in the community.

c. *Resolution to Enter into an Agreement with OSIS*

This resolution authorizes an agreement with OSIS, an Ohio not-for-profit corporation, for the use of Patient Centered Medical Home (PCMH) tool kit software. The price of \$2500 for this software includes 5 hours of installation & training. Monthly maintenance fees for this software are \$63.

d. *Resolution to Amend the Service Agreement with Shred-It for Shredding Services*

This resolution amends the agreement with Shred-It for shredding services to include three 64 gallon secure shredding bins at the Forest Community Health Center at \$75.05 per service (every four weeks). All other terms of the service agreement remain the same.

e. *Resolution to Authorize Subcontract Agreements, Supply Purchases, and Computer Purchases in Support of the Healthy Start Project*

This resolution authorizes subcontracts and purchases in support of the Healthy Start project. HRSA approved a carryover request of \$175,000 in unobligated funds from Program Year 1 (2014-2015) to complete unfinished projects intended to strengthen and maximize the Healthy Start program operations. The extension period is January 1, 2016 through March 31, 2016; all subcontracts listed below will have the same effective dates. The unobligated funds will cover all related expenses and subcontract agreements as follows:

- To subcontract with Michigan Public Health Institute (MPHI) for development of a database reporting tool and module for standardizing reports (up to \$60,000).
- To subcontract with Redhead Design to develop and implement breastfeeding and safe sleep marketing materials (up to \$45,000).
- To subcontract with Adams Outdoor Advertising for billboards to support the breastfeeding and safe sleep campaign (up to \$10,000).
- To subcontract with Birth Kalamazoo to provide birth doula workshops for staff (up to \$10,000).
- To purchase general and home visiting supplies (up to \$30,000).
- To purchase necessary computer tablets and software (up to \$20,000).

f. *Resolution to Enter into an Agreement with the Michigan Association of United Ways to Act as the Fiduciary/Payee for the Children's Healthcare Access Programs*

This resolution authorizes an agreement with Michigan Association of United Ways (MAUW) to act as the Fiduciary/Payee and Medicaid Outreach Match Partner for Children Health Access Programs of Michigan. There will be four separate fiduciary agreements to facilitate the Medicaid Match for the CHAP grant, 1) MAUW as Payee, 2) MAUW as lead agency for MI-CHAP, 3) Capital Area United Way (CAUW) as lead

agency for Ingham CHAP and 4) Upper Peninsula Commission (UPCAP) as lead agency for Northwest MI CHAP. Additionally, we will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary agreement. The contract period of each Agreement will be from October 1, 2015 through September 30, 2017.

As the fiduciary/payee of the MAUW funds, ICHD will:

1. Receive funds from MAUW up to \$984,020 for CHAP projects.
2. Set up a system to provide an initial payment to MAUW\MI-CHAP, CAUW/Ingham CHAP and UPCAP/Northwest MI CHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of each participating CHAP project and lead agency.
5. Forward any required reports as provided by each CHAP.

CHAP will:

1. Provide quarterly financial reports of all expenses.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to MAUW.
4. Keep ICHD up-to-date on any changes in funding.

*g. Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center*

This resolution authorizes an agreement with Midland County Educational Services Agency to implement the Great Start to Quality Resource Center in an amount up to \$473,608, for the period of October 1, 2015 to September 30, 2016. The resolution also authorizes a temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement and the hiring of a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

*5. Controller's Office – Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth Capital Area Mentoring Partnership Program for 2016*

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program. The time period of the contract will be November 1, 2015 through October 31, 2016 and the dollar amount will not exceed \$25,000. Previously, this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region. The previous contract expired in January 2015 and there has not been a contract in place since then. There was \$27,000 budgeted in 2015 for the CCY. This resolution includes authorization to carry over sufficient funds to 2016 for this contract, should the resolution be approved.

**MEMORANDUM**

To: Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: January 4, 2016

Subject: Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County

There have been agreements between MSU and Michigan counties for nearly a century. For fiscal year 2016, MSUE is providing a standard base agreement with each county. The base agreement will specify access to the full range of Extension's statewide programs offered by the four Extension programming institutes, and sets each county's share of the cost of maintaining the network of Extension Educators.

For the period January 1, 2016 to December 31, 2016, the County shall pay to MSUE \$231,328 which is the cost of the assessment plus any additional personnel costs. The Assessment Fee for Ingham County consists of the standard assessment amount of \$123,476 and \$107,852 for additional personnel, as described in Section A. Payment will be made the first month of each quarter of the county fiscal year.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT FOR MICHIGAN STATE UNIVERSITY  
EXTENSION SERVICES BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY  
APPROVING THE ANNUAL WORK PLAN FOR 2016**

WHEREAS, Michigan State University Extension (MSUE), in collaboration with Ingham County are committed to helping people improve their lives through initiatives in four Extension Educational Program Institutes; and

WHEREAS, MSUE will provide access to educators appointed to the four Institutes and MSU faculty affiliated with each Institute to deliver core programs; and

WHEREAS, MSUE will provide administrative oversight of operating expenses for educators, 4-H coordinators, and other MSUE program staff and faculty who provide programming to counties; and

WHEREAS, the Ingham County Board of Commissioners will provide office space for a County Extension office, including utilities, telephone and access to high speed internet; and

WHEREAS, the Ingham County Board of Commissioners will provide clerical staff for the Extension office that will perform clerical functions, including assisting County residents in accessing MSUE resources by office visit, telephone, email, internet and media; and

WHEREAS, the parties will adhere to all applicable federal, state and local laws, ordinances, rules and regulations prohibiting discrimination; and

WHEREAS, Ingham County has an umbrella agreement with MSU Extension to provide educational services from January 1, 2012 through December 31, 2016.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into the attached annual Work Plan that includes a county assessment of \$231,328 with MSU Extension for the period of January 1, 2016 through December 31, 2016 for delivery of Extension services and education.

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

**Agreement for Extension Services provided by  
Michigan State University to INGHAM County  
Annual Work Plan FY 2016 (Exhibit A)**

**A. Specific Contributions by MSUE:**

1. At least 1.0 FTE Extension Educator whose primary office of operations will be the county Extension office is included in the assessment, unless otherwise agreed to by the county
2. .8 FTE - Extension educators. Please indicate the area(s) of Expertise: AABI-Horticulture
3. 1.5 FTE - 4-H program coordinator(s).
4. .5 FTE - Additional 4-H program coordinators/other paraprofessional.
5. \_\_\_\_\_ FTE – Support Staff
6. \_\_\_\_\_FTE- Other Staff to be included Agreement for Extension Services. Please indicate title and rank \_\_\_\_\_
7. Administrative oversight included in annual assessment.
8. Access to Extension Educators with expertise in each of the MSUE Institutes included in annual assessment.
9. Supervision of University provided academic and paraprofessional staff. Supervision of county clerical staff and/or county staff upon request. Supervision is included in the annual assessment.
10. Annual reporting of services provided, audiences served, and impact of programs in the county.

**B. Specific Contributions by the County:**

1. Office space for a County Extension office. The office will include space for at least one Extension educator, one 4-H program coordinator and one clerical staff person, access to space for delivering Extension programs, and utilities, including telephone. Office space will be available for additional MSUE and/or county staff as mutually agreed. The office must be provided high-speed internet sufficient to meet the needs of MSUE Personnel. Minimum standards for internet access can be found in Appendix A. The office space must be at least comparable to the average office space used by County employees.
2. Clerical staff for the Extension office that will perform clerical functions, including assisting county residents in accessing MSUE resources by office visit, telephone, email, internet and media. This can be a county employee or the county can contract with MSU for their services.
3. General operating expenses for the office and non-MSU Personnel.

**C. Assessment to County:**

2016 TOTAL BASE Assessment	\$ <u>123,476.00</u>
<b>ADDITIONAL PERSONNEL</b>	
1. Educator	<u>77,802</u>
2. 4-H Program Coordinators	<u>0</u>
3. Additional 4-H program coordinators/other paraprofessional	<u>30050</u>
4. Support Staff	<u>0</u>
5. Other Staff	<u>          </u>
<b>TOTAL COUNTY PAYMENT FOR 2016</b>	<b><u><u>\$231,328.00</u></u></b>

For the period, January 1, 2016 to December 31, 2016, INGHAM County shall pay to MSUE **\$231,328.00**, which is the cost of the assessment plus any additional personnel costs. Payment will be made the first month of each quarter of the county fiscal year. Payments should be sent to:

MSUE Extension Budget Office  
446 W. Circle Dr.  
160 Agriculture Hall  
East Lansing, MI 48824

MICHIGAN STATE UNIVERSITY

INGHAM COUNTY

By: \_\_\_\_\_  
Daniel T. Evon, Director,  
Contract & Grant Administration

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**MEMORANDUM**

TO: Human Services, County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: January 4, 2016

SUBJECT: **RESOLUTION AMENDING THE CONTRACT WITH LEN'S CARPET CARE & CONSULTANTS TO PROVIDE MOLD REMEDIATION SERVICES AT FOREST COMMUNITY HEALTH CENTER**

Resolution #15-445 approved a contract with Len's Carpet Care & Consultants to provide mold remediation services at Forest Community Health Center.

When the Facilities Department evaluated the quotes for mold remediation and cleaning in the space that Community Mental Health will occupy, Len's Carpet was not asked to bid according to living wage because it was under \$50,000.00.

The Purchasing Department brought to the Facilities Department's attention that when the current contract and the mold remediation contract are combined it puts Len's Carpet over the \$50,000.00 threshold which requires the vendor to pay living wage.

In addition to the living wage increase, when Len's Carpet removed all the drywall, per the contract, additional mold was revealed on adjacent walls. The cost difference includes \$1,102.50 for the living wage increase as well as \$2,929.00 for the additional mold remediation for a total contract amendment amount not to exceed \$4,031.50.

The Controller approved the proceeding as waiting until the next round to submit this request would have prevented Community Mental Health from occupying the premises by the end of December.

Funds for said services are available within Line Item#511-61580-818000-02013.

I recommend approval of this resolution.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE CONTRACT WITH LEN'S CARPET CARE & CONSULTANTS TO PROVIDE MOLD REMEDIATION SERVICES AT FOREST COMMUNITY HEALTH CENTER**

WHEREAS, Resolution #15-445 approved a contract with Len's Carpet Care & Consultants to provide mold remediation services at Forest Community Health Center; and

WHEREAS, when the Facilities Department evaluated the quotes for mold remediation and cleaning in the space that Community Mental Health will occupy Len's Carpet was not asked to bid according to living wage because the cost was under \$50,000.00; and

WHEREAS, the Purchasing Department brought to the Facilities Department's attention that when the current contract and the mold remediation contract are combined it puts Len's Carpet over the \$50,000.00 threshold which requires the vendor to pay living wage; and

WHEREAS, in addition to the living wage increase when Len's Carpet removed all the drywall, per the contract, additional mold was revealed on adjacent walls; and

WHEREAS, the cost difference includes \$1,102.50 for the living wage increase as well as \$2,929.00 for the additional mold remediation for a not to exceed cost of \$4,031.50; and

WHEREAS, the Controller/Administrator approved proceeding rather than waiting until the next round to submit this request as this would have prevented Community Mental Health from occupying the premises by the end of December; and

WHEREAS, the funds for said services are located within Line Item #511-61580-818000-02013.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the contract with Len's Carpet Care & Consultants, 3436 Franette Road, Lansing, Michigan 48906 to include the \$1,102.50 living wage increase as well as \$2,929.00 for additional mold remediation, at Forest Community Health Center, for a total contract amendment amount not to exceed \$4,031.50.

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: Human Services, County Services and Finance Committees  
From: Vince Foess, CIO (interim)  
Date: January 5, 2016  
Re: Relocation of AT&T Trunk at Forest Community Health Center (FCHC)

Dear Commissioners,

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On 11/17/15 the Innovation and Technology Department (ITD) received a request from the Health Department to remove an existing AT&T trunk (image attached) from room #1172 at FCHC so the room could be used for client interviews.

ITD is unable to obtain three (3) quotes for the requested move/service as the AT&T trunk is proprietary equipment which no other vendor will relocate. So ITD contacted AT&T to request a quote to have the trunk moved/relocated to another location within the FCHC, which will provide vital IT support for the Health Department, allowing future utilization of analog (pots) lines for monitoring of their immunization refrigerator's and a backup faxing solution.

AT&T responded with the attached Estimate of Cost and Authority to Work Special Construction Charge agreement in the amount of \$8,826.15.

Resolution #15-408 authorized the 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 (#51161553 743000 02012).

The funding for this request will come from the Community Health Center Fund. ITD is expecting to meet all project requirements, schedules, dates and close the project under budget (approximately \$135,000.00) with all contingency funding intact/untouched.

ITD is requesting the Ingham County Board of Commissioners to authorize the total cost of \$8,826.15 to AT&T for their service to move the AT&T trunk and authorize payment from the Community Health Center Fund.

Thank you.



**Estimate of Cost and Authority to Work  
Special Construction Charge and Invoice**

**FIXED PRICE BASIS**

Customer Request Number : 183642  
Project Number : A009XQ3

Date : 12/14/2015  
Customer ID : 140196

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Billing Information

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Billing Party's Name : INGHAM COUNTY  
Phone : (517) 676-7372  
Billing Address : 121 EAST MAPLE STREET  
MASON, MI 48854  
Contact Name : BEN FOESS  
Phone : (517) 676-7372

Work Description & Engineering Remarks : CUSTOMER REQUEST TO RELOCATE FACILITIES AT 2316 SOUTH CEDAR STREET, LANSING, MI 48906. THIS WORK REQUIRES UP-FRONT PAYMENT & SIGNED CONTRACT. QUOTE AUTHORIZED BY VINCENT FOESS ON 11/20/15.

<b>Expenses</b>	<b>Amount</b>
Engineering Labor	\$ 6,709.80
Material Cost	\$ 538.15
Construction Labor	\$ 1,578.20
Contractor Cost	\$0.00
Misc. Tax	\$0.00
<b>Total Estimated Costs</b>	<b>\$ 8,826.15</b>

OSPE Representative: GENE FERRY  
Title: Customer Contracts Specialist  
Phone #: (262) 970-8404



**Estimate of Cost and Authority to Work  
Special Construction Charge and Invoice**  
**FIXED PRICE BASIS**

Customer Request Number : 183642  
Project Number : A009XQ3

Date : 12/14/2015  
Customer ID : 140196

**DESCRIPTION OF CUSTOM WORK:**

CUSTOMER REQUEST TO RELOCATE FACILITIES AT 2316 SOUTH CEDAR STREET, LANSING, MI 48906. THIS WORK REQUIRES UP-FRONT PAYMENT & SIGNED CONTRACT. QUOTE AUTHORIZED BY VINCENT FOESS ON 11/20/15.

**CHARGE FOR CUSTOM WORK:      FIXED CONTRACT PRICE:      \$ 8,826.15**

Applicant understands that pursuant to the tariffs on file with the FCC and with the State of Michigan and/or in order to induce AT&T to relinquish or modify its property right, it is Applicant's responsibility to pay these costs incurred by Michigan Bell Telephone Company, d/b/a SBC Michigan, a Michigan corporation to complete the work requested.

Applicant has asked AT&T to perform the above-described custom work for which Applicant shall pay AT&T the contract price of Eight Thousand Eight Hundred Twenty-Six Dollars And Fifteen Cents/ \$8,826.15 in advance of the start of any AT&T work.

Applicant shall pay for work on a "Fixed Price" basis. Applicant also understands that if the actual charges exceed the estimated costs Applicant will not receive any additional billing unless Applicant has pre-authorized billing due to a change requested by Applicant or Applicant's representative(s).

Charges are computed in accordance with AT&T's ordinary accounting practices under the Uniform System of Accounts for Class A telephone companies and include allocated costs for labor, engineering, materials, transportation, motor vehicles, tool and supply expenses and corporate overhead loadings.

**The amount of Eight Thousand Eight Hundred Twenty-Six Dollars And Fifteen Cents/ \$8,826.15 is valid for only sixty (60) days and is therefore subject to change/cancellation after February 12, 2016 if AT&T has not received an executed copy of the Application and advance payment by that date.**

If Applicant cancels the work prior to completion, Applicant shall pay AT&T for all costs AT&T has incurred before being notified in writing to cease work.

**ACCEPTED FOR APPLICANT:**

BY: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

**SEND PAYMENT PAYABLE TO:**

**AT&T Midwest - CWO Center  
220 Wisconsin Avenue - Floor 2,  
Waukesha, WI 53186**

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**

**RESOLUTION # 15 – 408**

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.

**HUMAN SERVICES: Yeas:** Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert  
**Nays:** None **Absent:** None **Approved 10/19/15**

**COUNTY SERVICES: Yeas:** Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville  
**Nays:** None **Absent:** None **Approved 10/20/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, McGrain, Schafer, Case Naeyaert  
**Nays:** None **Absent:** Tennis, Tsernoglou **Approved 10/21/15**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE RELOCATION OF AT&T TRUNK AT  
FOREST COMMUNITY HEALTH CENTER (FCHC)**

WHEREAS, Room #1172 at FCHC has an existing AT&T trunk mounted on the wall; and

WHEREAS, the Health Department would like to utilize the room for interviewing clients; and

WHEREAS, the Innovation and Technology Department (ITD) is unable to obtain three (3) quotes for the requested move/service as the AT&T trunk is proprietary equipment which no other vendor will relocate; and

WHEREAS, ITD contacted AT&T on 11/20/15 to request a quote to move/relocate their trunk to another location within the FCHC facility; and

WHEREAS, ITD received a quote back in the amount of \$8,826.15 from AT&T to move/relocate the trunk from Room #1172 into a data closet across the hall and terminate, allowing future use of pots lines for FCHC; and

WHEREAS, Resolution #15-408 authorized the 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; and

WHEREAS, this requested service and cost from AT&T was an unknown and not planned or projected for; and

WHEREAS, ITD was able to come in under budget on numerous other projected costs (switches, wireless access points, network configuration) and additional projected costs (phones, printers, copiers) will not be required or purchased thus allowing ITD to remain under budget for the project with all contingency funding untouched; and

WHEREAS, ITD is requesting the Ingham County Board of Commissioners to authorize the total cost of \$8,826.15 to AT&T for their service to move the AT&T trunk and authorize payment from the Community Health Center Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize the relocation of the AT&T trunk at a total cost of \$8,826.15 to be paid from the Community Health Center Fund (#51161553 743000 02012).

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 Ingham County Board of Commissioners is authorized to sign any necessary contract/purchasing documents consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** December 23, 2015

**SUBJECT:** Resolution to Amend the Ingham Community Health Center Board Bylaws

This resolution amends the Ingham Community Health Center Board Bylaws.

Currently under Article V, Section A of the Ingham Community Health Center (ICHC) Board bylaws, it states that the ICHC Board shall consist of no less than thirteen (13) and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers. This change would amend the bylaws to state that the ICHC Board shall consist of no less than nine (9) and no more than fifteen (15) members to maintain appropriate representation for the complexity of the Community Health Centers. This change would maintain compliance with U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) requirement that a governing board has at least 9 but no more than 25 members.

Additionally, the committee structures referred to in Article IX, Section B will be amended in order to reflect the adjusted number of required and maximum ICHC Board members. The Planning and Development Committee will also be converted to an Executive Committee. Currently each committee is composed of no less than four members and no more than 49% of all CHC Board members. This change would amend the bylaws to state that each committee, excluding the Executive Committee, be composed of no less than three members and no more than 49% of all CHC Board members. The Executive Committee will be composed of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members).

I recommend that the Ingham County Board of Commissioners authorize the amendment to the Ingham Community Health Center Board Bylaws.

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 THE INGHAM COMMUNITY HEALTH CENTER BOARD BYLAWS**

WHEREAS, the Ingham County Health Department (ICHD) operates Ingham Community Health Centers (ICHC), which provide primary health care services to more than 20,000 medically underserved individuals annually; and

WHEREAS, the Federally Qualified Health Center program as established through Section 330 of the Public Health Services Act requires a governing board with a majority of members who are patients of the health center; and

WHEREAS, the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) has provided guidance that this requirement can be filled by a public entity FQHC through a co-applicant Community Health Center Board and a Board of Commissioners; and

WHEREAS, the ICHC Board must have established Bylaws in order to ensure compliance with federal stature and programmatic requirements as stipulated by Section 330 of the Public Health Services Act; and

WHEREAS, currently under Article V, Section A of the Ingham Community Health Center (ICHC) Board Bylaws, it states that the ICHC Board shall consist of no less than thirteen (13) and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers; and

WHEREAS, ICHD desires to amend the Bylaws to state that the ICHC Board shall consist of no less than nine (9) and no more than fifteen (15) members to maintain appropriate representation for the complexity of the Community Health Centers; and

WHEREAS, ICHD also wishes to amend the committee structures referred to in Article IX, Section B in order to reflect the adjusted number of required and maximum ICHC Board members and to convert the Planning and Development Committee to an Executive Committee; and

WHEREAS, the amended Bylaws would state that each committee, excluding the Executive Committee, be composed of no less than three members and no more than 49% of all ICHC Board members, with the Executive Committee composed of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members); and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the amendment to Article V, Section A and the amendment to Article IX, Section B of the Ingham Community Health Center Board Bylaws; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize these amendments to the ICHC Board of Directors Bylaws.



THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopt the amendments to the Bylaws developed by the ICHC Board of Directors.

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

## Agenda Item 4b

TO: Human Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: December 21, 2015

RE: Resolution to Amend Resolution #15-371

Resolution #15-371 authorized the Ingham County Health Department (ICHHD) to enter into an agreement for up to \$85,000 with Capital Area Community Services, Inc. Head Start (CACCS) for an Early Head Start Partnership expansion grant. As a part of this grant, ICHHD's Office for Young Children (OYC) will provide support for training to the Early Head Start child care providers/partners. The resolution authorized a term of October 1, 2015 through September 30, 2016 for this agreement

This is an agreement to amend Resolution #15-371 to increase the amount of the agreement from \$85,000 to \$108,380. Additionally the original terms of the agreement must be changed as the \$108,380 will now be split over three separate agreements in order to match the terms of the awards granted to CACCS. The individual contract amounts and terms are as follows:

- For the service period of October 1, 2015 to January 30, 2016, CACCS will pay OYC up to \$24,910 to facilitate Child Development Associate (CDA) trainings for Early Head Start providers in the community.
- For the service period of October 1, 2015 to July 31, 2016, CACCS will pay OYC up to \$10,200 for Head Start Classroom Assessment Scoring System (CLASS) evaluations for up to 51 Head Start classrooms.
- For the service period of February 1, 2016 to July 31, 2016, CACCS will pay OYC up to \$73,270 to facilitate CDA trainings for Early Head Start providers in the community.

I recommend the Board of Commissioners adopt the attached resolution to amend Resolution #15-371 and authorize the above contract terms and amounts.

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

**Proposed Budgets "OYC and Head Start and Early Head Start"  
Ingham County Health Department, Office of Young Children  
Budget Period 10/01/15 thru 07/31/16 (9 months)**

<b>CATEGORY</b>	<b>BUDGET: Contract A 10/1/2015 to 1/30/2016</b>	<b>BUDGET: Contract B 10/1/2015 to 7/31/2016</b>	<b>BUDGET: Contract C 2/1/2016 to 7/31/2016</b>	<b>BUDGET: Totals</b>
Salary: New Position Early Childhood Consultant ICEA Prof, Grade 5, Step 1, 1.0 FTE for six months			21,334	21,334
Fringe Benefits			14,953	14,953
Salary: Community Health Rep II ICEA Prof, Grade 5, Step 5, .70 FTE for nine months	9,513	3,895	6,969	20,377
Fringe Benefits	6,854	2,808	5,022	14,684
Salary: Day Care Specialist ICEA Prof, Grade 5, Step 5, .15 FTE for nine months	3,110	1,273	2,280	6,663
Fringe Benefits	1,909	781	1,399	4,089
Laptop, Monitors & Software			1,701	1,701
Travel-mileage			999	999
Printing			225	225
Office Supplies			76	76
Other Supplies -bins			9,000	9,000
Telephone (Desk) and Smartphone			750	750
<b>TOTAL DIRECT</b>	<b>21,386</b>	<b>8,757</b>	<b>64,708</b>	<b>94,851</b>
Indirect Costs: (16.48% of Salary & Fringe)	3,524	1,443	8,562	13,529
<b>TOTAL EXPENDITURES</b>	<b>24,910</b>	<b>10,200</b>	<b>73,270</b>	<b>108,380</b>
<b>SOURCE OF FUNDS</b>				
Local Funding	0	0	0	0
Head Start & Early Head Start Contract	24,910	10,200	73,270	108,380
<b>TOTAL FUNDING</b>	<b>24,910</b>	<b>10,200</b>	<b>73,270</b>	<b>108,380</b>

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AGREEMENT WITH  
CAPITAL AREA COMMUNITY SERVICES, INC. HEAD START**

**RESOLUTION # 15 –371**

WHEREAS, Capital Area Community Services, Inc. (CACCS) Head Start recently received an Early Head Start Partnership expansion grant and as a result of this grant, has requested the Ingham County Health Department's (ICHHD) Office for Young Children (OYC) program provide training support to Early Head Start child care providers/partners; and

WHEREAS, as part of this agreement, OYC will provide professional development, training, and program evaluation services to assist CACCS Head Start in the implementation of the expansion program and help assure program standards are met; and

WHEREAS, under this agreement CACCS Head Start shall pay ICHHD up to \$85,000.00 for this work; and

WHEREAS, the term of this agreement shall be October 1, 2015 – September 30, 2016; and

WHEREAS, in order for ICHHD to provide the proposed services for CACCS Head Start, this resolution would also establish a new 1.0 FTE Early Childhood Consultant position for the duration of the grant; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed agreement with CACCS Head Start.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with CACCS Head Start for up to \$85,000.00 to administer professional development, training, and evaluation services for the period of 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 any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

**HUMAN SERVICES: Yeas:** Tennis, Nolan, Anthony, Banas, Maiville, Case Naeyaert

**Nays:** None      **Absent:** McGrain      **Approved 10/5/15**

**FINANCE: Yeas:** Anthony, Bahar-Cook, Tennis, Tsernoglou, McGrain, Schafer, Case Naeyaert

**Nays:** None      **Absent:** None      **Approved 10/7/15**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #15-371 TO ADJUST EARLY HEAD START PARTNERSHIP EXPANSION GRANT FUNDING**

WHEREAS, Resolution #15-371 authorized the Ingham County Health Department (ICHD) to enter into an agreement for up to \$85,000 with Capital Area Community Services, Inc. Head Start (CACCS) to provide training through an Early Head Start Partnership expansion grant; and

WHEREAS, the resolution authorized a term of October 1, 2015 through September 30, 2016 for this agreement; and

WHEREAS, CACCS would like to increase the total amount of reimbursement to ICHD from up to \$85,000 to up to \$108,380; and

WHEREAS, the \$108,380 will be now be split over three separate agreements in order to match the terms of the awards granted to CACCS; and

WHEREAS, the individual contract amounts and terms are as follows:

- October 1, 2015 to January 30, 2016, CACCS will pay OYC up to \$24,910 to facilitate Child Development Associate (CDA) trainings for Early Head Start providers in the community.
- October 1, 2015 to July 31, 2016, CACCS will pay OYC up to \$10,200 for Head Start Classroom Assessment Scoring System (CLASS) evaluations for up to 51 Head Start classrooms.
- February 1, 2016 to July 31, 2016, CACCS will pay OYC up to \$73,270 to facilitate CDA trainings for Early Head Start providers in the community.

WHEREAS, the Health Officer recommends that the Board of Commissioners amend Resolution #15-371 to reflect the above contract terms and amounts.

THEREFORE BE IT RESOLVED, Resolution #15-371 is amended to reflect the adjusted Early Head Start Partnership expansion grant funding from CACCS for a new total of up to \$108,380.

BE IT FURTHER RESOLVED, that the adjusted contract amounts and terms are as follows:

- October 1, 2015 to January 30, 2016, CACCS will pay OYC up to \$24,910 to facilitate Child Development Associate (CDA) trainings for Early Head Start providers in the community.
- October 1, 2015 to July 31, 2016, CACCS will pay OYC up to \$10,200 for Head Start Classroom Assessment Scoring System (CLASS) evaluations for up to 51 Head Start classrooms.
- February 1, 2016 to July 31, 2016, CACCS will pay OYC up to \$73,270 to facilitate CDA trainings for Early Head Start providers in the community.

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

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

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** December 23, 2015

**RE:** Resolution to Enter into an Agreement with OSIS

This is a Resolution to authorize the Ingham County Health Department (ICHD) to enter into an agreement with OSIS, an Ohio not-for-profit corporation, for the use of Patient Centered Medical Home (PCMH) tool kit software.

The Michigan Primary Care Association (MPCA) has partnered with OSIS to provide Michigan health centers a data collection tool to assist in meeting the documentation requirements for PCMH recognition. This software was designed to interface directly with Nextgen electronic health records. MPCA has negotiated a significantly reduced price of \$2500 for this software which includes 5 hours of installation & training. Monthly maintenance fees for this software are \$63.

The ICHD's River Oak Community Health Center has received Level 3 PCMH status, the highest level of PCMH recognition. PCMH recognition allows a health center to receive an increased reimbursement for services from 3<sup>rd</sup> party payers. It also provides an increase to base funding of the Health Resources and Services Administration (HRSA) 330 grant. Aside from the positive financial impact, PCMH recognition also shows a high level of clinical care. In 2016 River Oak must recertify its PCMH status; Forest Community Health Center will also be applying for PCMH recognition. The PCMH application requires an extensive amount of supportive documentation that the OSIS software will collect from these health centers. This agreement would become effective March 1, 2016 and renew automatically on an annual basis.

I recommend that the Ingham County Board of Commissioners authorize the agreement between ICHD and OSIS, effective March 1, 2016 for the use of PCMH tool kit software at a cost of \$2500 which includes 5 hours of installation & training and an ongoing monthly maintenance fee of \$63.

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

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH OSIS**

WHEREAS, the Michigan Primary Care Association (MPCA) has partnered with OSIS, an Ohio not-for-profit corporation for the use of Patient Centered Medical Home (PCMH) tool kit software in order to provide Michigan health centers a data collection tool to assist in meeting the documentation requirements for PCMH recognition; and

WHEREAS, this software was designed to interface directly with Nextgen electronic health records; and

WHEREAS, MPCA has negotiated a significantly reduced price for the use of PCMH tool kit software at an initial cost of \$2500 and an ongoing monthly maintenance fee of \$63; and

WHEREAS, in 2016 River Oak Community Health Center must recertify its PCMH status and Forest Community Health Center will also be applying for PCMH recognition; and

WHEREAS, the PCMH application requires an extensive amount of supportive documentation that the OSIS software would allow ICHD to collect from these health centers; and

WHEREAS, the agreement between ICHD and OSIS would become effective March 1, 2016 and renew automatically on an annual basis; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports entering into an agreement for a PCMH tool kit; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the agreement between ICHD and OSIS for the use of PCMH tool kit software at an initial cost of \$2500 and an ongoing monthly maintenance fee of \$63.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with OSIS for the use of PCMH tool kit software at an initial cost of \$2,500 and an ongoing monthly maintenance fee of \$63.

BE IT FURTHER RESOLVED, that this agreement would become effective March 1, 2016 and renew automatically on an annual basis.

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

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

## Agenda Item 4d

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** December 16, 2015

**RE:** Resolution to Amend Service Agreement with Shred-It for Shredding Services

The Ingham County Health Department (ICHD) currently contracts with Shred-It USA, LLC for on-site shredding service at the Human Services Building. ICHD would like to amend this service agreement to add shredding service at the newly opened Forest Community Health Center. This service will help ensure that Forest is compliant with all HIPAA requirements for proper disposal of protected health information (PHI).

Staff place confidential items requiring shredding into secure, locked bins that are picked up and destroyed on-site by Shred-It on a monthly basis. This eliminates the need for documents containing PHI to be stored for shredding at a later time. Shred-It provides a certificate of destruction after each service, ensuring ICHD has the proper documentation to be compliant with HIPAA laws. This service will also minimize staff time currently being spent on shredding. The additional cost for three 64 gallon secure shredding bins at Forest is \$75.05 per service (every four weeks). All other terms of the service agreement remain the same.

I recommend that the Ingham County Board of Commissioners authorize an amendment to the service agreement with Shred-It to add shredding service at Forest Community Health Center.

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



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE SERVICE AGREEMENT WITH SHRED-IT  
FOR SHREDDING SERVICES**

WHEREAS, the Ingham County Health Department (ICHD) is currently contracting with Shred-It USA, LLC for on-site shredding service at the Human Services Building; and

WHEREAS, ICHD would like to amend this service agreement to add shredding service at the newly opened Forest Community Health Center; and

WHEREAS, this service will help ensure that Forest is compliant with all HIPAA requirements for proper disposal of protected health information (PHI); and

WHEREAS, the additional cost for three 64 gallon secure shredding bins at Forest is \$75.05 per service (every four weeks) with all other terms of the service agreement remaining the same; and

WHEREAS, the Ingham Community Health Center Board supports adding shredding service at the newly opened Forest Community Health Center; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes the amendment to the service agreement with Shred-It to add shredding service at Forest Community Health Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the service agreement with Shred-It USA, LLC to add shredding service at Forest Community Health Center.

BE IT FURTHER RESOLVED, the additional cost for three 64 gallon secure shredding bins at Forest is \$75.05 per service (every four weeks) with all other terms of the service agreement remaining the same.

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

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

## Agenda Item 4e

To: Human Services Committee  
Finance Committee

From: Linda S. Vail, MPA, Health Officer

Date: January 12, 2016

Subject: Authorization of Subcontract Agreements, Supplies Purchase, and Computer Purchases in Support of the Healthy Start Project

Resolution #14-413 authorized the Ingham County Health Department (ICHHD) to accept a grant award of up to \$750,000 from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) for the period of September 1, 2014 through May 31, 2019 in support of the Healthy Start program.

HRSA approved a carryover request of \$175,000 in unobligated funds from Program Year 1 (2014-2015) to complete unfinished projects intended to strengthen and maximize the Healthy Start program operations. The projects are essential to achieving the desired HRSA benchmarks of improving women's health, promoting quality services, strengthening family resilience, and achieving collective impact. The extension period is January 1, 2016 through March 31, 2016; all subcontracts listed below will have the same effective dates.

The unobligated funds will cover all related expenses and subcontract agreements as follows:

- To subcontract with Michigan Public Health Institute (MPHI) for development of a database reporting tool and module for standardizing reports (up to \$60,000).
- To subcontract with Redhead Design to develop and implement breastfeeding and safe sleep marketing materials (up to \$45,000).
- To subcontract with Adams Outdoor Advertising for billboards to support the breastfeeding and safe sleep campaign (up to \$10,000).
- To subcontract with Birth Kalamazoo to provide birth doula workshops for staff (up to \$10,000).
- To purchase general and home visiting supplies (up to \$30,000).
- To purchase necessary computer tablets and software (up to \$20,000).

I recommend that the Board of Commissioners authorize the subcontracts and purchases outlined in the attached resolution.

c: Eric Thelen w/attachment  
Regina Traylor w/attachment  
Debbie Edokpolo w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE SUBCONTRACT AGREEMENTS, SUPPLY PURCHASES, AND COMPUTER PURCHASES IN SUPPORT OF THE HEALTHY START PROJECT**

WHEREAS, Resolution #14-413 authorized the Ingham County Health Department (ICHD) to accept a grant award of up to \$750,000 from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) for the period of September 1, 2014 through May 31, 2019 in support of the Healthy Start program; and

WHEREAS, HRSA approved a carryover request of \$175,000 in unobligated funds from Program Year 1 (2014-2015) to complete unfinished projects intended to strengthen and maximize the Healthy Start program operations; and

WHEREAS, the projects are essential to achieving the desired HRSA benchmarks of improving women's health, promoting quality services, strengthening family resilience, and achieving collective impact; and

WHEREAS, the extension period for these funds is January 1, 2016 through March 31, 2016; and

WHEREAS, ICHD will subcontract with the following organizations for the duration of the extension in order to complete these projects:

- Michigan Public Health Institute (MPHI) for development of a database reporting tool and module for standardizing reports (up to \$60,000)
- Redhead Design to develop and implement breastfeeding and safe sleep marketing materials (up to \$45,000)
- Adams Outdoor Advertising for billboards to support the breastfeeding and safe sleep campaign (up to \$10,000)
- Birth Kalamazoo to provide birth doula workshops for staff (up to \$10,000); and

WHEREAS, ICHD will purchase general and home visiting supplies in an amount up to \$30,000 and necessary computer tablets and software in an amount up to \$20,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the subcontracts and purchases outlined above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following subcontracts for the period of January 1, 2016 through March 31, 2016:

- Michigan Public Health Institute (MPHI) for development of a database reporting tool and module for standardizing reports (up to \$60,000)
- Redhead Design to develop and implement breastfeeding and safe sleep marketing materials (up to \$45,000)
- Adams Outdoor Advertising for billboards to support the breastfeeding and safe sleep campaign (up to \$10,000)
- Birth Kalamazoo to provide birth doula workshops for staff (up to \$10,000).

BE IT FURTHER RESOLVED, that ICHD is authorized to purchase general and home visiting supplies in an amount up to \$30,000 and necessary computer tablets and software in an amount up to \$20,000.

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

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

**TO:** Human Services Committee  
Finance Committee

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

**DATE:** January 4, 2016

**RE:** Resolution to Enter into an Agreement with the Michigan Association of United Ways to Act as the Fiduciary/Payee for the Children's Healthcare Access Programs

This resolution authorizes the Ingham County Health Department (ICHHD) to enter into an agreement with Michigan Association of United Ways (MAUW) to act as the Fiduciary/Payee and Medicaid Outreach Match Partner for Children Health Access Programs of Michigan.

MAUW received a grant from the Michigan Health Endowment fund to support the expansion and integration of the Children's Healthcare Access Program (CHAP). CHAP is a collaborative, community-based program for children who are enrolled in Medicaid; it is designed to reduce barriers to accessing health care at the family, health care provider and health system level.

ICHHD has served as the Fiduciary and Medicaid Match Partner for the Wayne County CHAP since June 2014. MAUW is requesting that we also be the fiduciary/payee for the Health Endowment grant. The CHAP projects funded by the expansion grants area as follows: MI-CHAP (Lead Agency MAUW), Ingham CHAP (Lead Agency Capital Area United Way) and Northwest Michigan CHAP (Lead Agency Upper Peninsula Commission). Sustainability of the CHAP is dependent upon receiving Medicaid Outreach Matching Funds. Health Departments in Kent, Macomb, Kalamazoo, Genesee and Saginaw are serving as the fiduciary/payee for CHAP in these counties.

ICHHD is proposing four separate fiduciary agreements to facilitate the Medicaid Match for the CHAP grant, 1) MAUW as Payee, 2) MAUW as lead agency for MI-CHAP, 3) Capital Area United Way (CAUW) as lead agency for Ingham CHAP and 4) Upper Peninsula Commission (UPCAP) as lead agency for Northwest MI CHAP. Additionally we will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary agreement. The contract period of each Agreement will be from October 1, 2015 through September 30, 2017.

As the fiduciary/payee of the MAUW funds, ICHHD will:

1. Receive funds from MAUW up to \$984,020 for CHAP projects.
2. Set up a system to provide an initial payment to MAUW\MI-CHAP, CAUW/Ingham CHAP and UPCAP/Northwest MI CHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of each participating CHAP project and lead agency.
5. Forward any required reports as provided by each CHAP.

CHAP will:

1. Provide quarterly financial reports of all expenses.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to MAUW.
4. Keep ICHD up-to-date on any changes in funding.

I recommend that the Board of Commissioners authorize the acceptance of funds from Michigan Association United Ways in the amount of up to \$984,020 and enter into four separate agreements to act as the fiduciary/payee for MAUW grant, agreements with MAUW (MI-CHAP), Capital Area United Way (Ingham CHAP) and Upper Peninsula Commission (Northwest MI CHAP).

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE MICHIGAN ASSOCIATION OF UNITED WAYS TO ACT AS THE FIDUCIARY/PAYEE FOR THE CHILDREN'S HEALTHCARE ACCESS PROGRAMS**

WHEREAS, the Michigan Association of United Ways (MAUW) received a grant from the Michigan Health Endowment fund to support the expansion and integration of the Children's Healthcare Access Program (CHAP), collaborative, community-based program for children who are enrolled in Medicaid, it is designed to reduce barriers to accessing health care at the family, health care provider and health system level; and

WHEREAS, the Ingham County Health Department (ICHHD) has served as the Fiduciary and Medicaid Match Partner for the Wayne County CHAP since June 2014; and

WHEREAS, MAUW is requesting that ICHHD be the fiduciary/payee for the Health Endowment grant. The CHAP projects are as follows: MI-CHAP (Lead Agency MAUW), Ingham CHAP (Lead Agency Capital Area United Way), and Northwest Michigan CHAP (Lead Agency Upper Peninsula Commission); and

WHEREAS, sustainability of the CHAP is dependent upon receiving Medicaid Outreach Matching Funds; and

WHEREAS, health departments in Kent, Macomb, Kalamazoo, Genesee and Saginaw are serving as the fiduciary/payee for CHAP in these counties; and

WHEREAS, ICHHD is proposing four separate fiduciary agreements to facilitate the Medicaid Match for the CHAP grant 1) MAUW as Payee, 2) MAUW as lead agency for MI-CHAP, 3) Capital Area United Way (CAUW) as lead agency for Ingham CHAP and 4) Upper Peninsula Commission (UPCAP) as lead agency for Northwest MI CHAP. ICHHD will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary agreement; and

WHEREAS, the contract period of each agreement will be from October 1, 2015 through September 30, 2017; and

WHEREAS, as the fiduciary/payee of the MAUW funds, ICHHD will:

1. Receive funds from MAUW up to \$984,020 for CHAP projects.
2. Set up a system to provide an initial payment to MAUW/MI-CHAP, CAUW/Ingham CHAP and UPCAP/Northwest MI CHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of each CHAP Project and Lead Agency.
5. Forward any required reports as provided by each CHAP.

WHEREAS CHAP will:

1. Provide quarterly financial reports of all expenses.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to MAUW.
4. Keep ICHHD up-to-date on any changes in funding.

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of funds from Michigan Association United Ways in the amount of up to \$984,020 and enter into four separate agreements to act as the fiduciary/payee for MAUW grant with the MAUW (MI-CHAP), Capital Area United Way (for Ingham CHAP) and Upper Peninsula Commission (for Northwest MI CHAP).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds from the Michigan Association United Ways in the amount of up to \$984,020 and four separate agreements for ICHD to act as the fiduciary/payee for MAUW grant with the MAUW (for MI-CHAP), Capital Area United Way (for Ingham CHAP) and Upper Peninsula Commission (for Northwest MI CHAP).

BE IT FURTHER RESOLVED, the contract period of each Agreement will be from October 1, 2015 through September 30, 2017.

BE IT FURTHER RESOLVED, ICHD will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each agreement.

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 4g**

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: December 18, 2015

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

Since 2009, the Ingham County Health Department's (ICHD) Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) for services to implement the Great Start to Quality Central Resource Center (GSQRC). MCESA has proposed an agreement for ICHD to continue providing this service in the Central Region for fiscal year 2016.

The contracted services assure that the work plan is successfully implemented and that GSQRC's performance meets expectations. These services will be funded by a grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through this proposed agreement, MCESA will pay ICHD up to \$473,608. The term of this agreement shall be October 1, 2015 through September 30, 2016.

To adhere to the scope of work provided by the ECIC in the aforementioned agreement, the following is being requested:

- A temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement.
- To hire a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

ICHD's FY16 budget anticipated the provision of these services and receipt of these funds. I recommend the Board of Commissioners adopt the attached resolution and authorize this agreement with MCESA.

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, since 2009, the Ingham County Health Department's (ICHD) Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) for services to implement the Great Start to Quality Central Resource Center (GSQRC); and

WHEREAS, MCESA has proposed an agreement for ICHD to continue providing this service in the Central Region for fiscal year 2016; and

WHEREAS, the contracted services will be funded by a grant MCESA has received from the Early Childhood Investment Corporation (ECIC); and

WHEREAS, through this proposed agreement, MCESA will pay ICHD up to \$473,608; and

WHEREAS, the term of this agreement shall be October 1, 2015 through September 30, 2016; and

WHEREAS, adherence to the scope of work provided by the ECIC in the aforementioned agreement ICHD requests the following:

- A temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement.
- To hire a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the contract with MCESA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MCESA for ICHD to implement the Great Start to Quality Resource Center in an amount up to \$473,608, for the period of October 1, 2015 to September 30, 2016.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement and the hiring of a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

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

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

## Agenda Item 5

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program

DATE: January 5, 2016

This resolution authorizes a contract with Big Brothers Big Sisters Michigan Capital Region for the Capital Area Mentoring Partnership Program. The time period of the contract will be November 1, 2015 through October 31, 2016 and the dollar amount will not exceed \$25,000. Previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region. The previous contract expired in January 2015 and there has not been a contract in place since then.

The project goals are:

- Adopting the recently developed universal child safety standards of CAMP
- Developing and implementing shared outcome measurements
- Developing and Implementing a capacity building plan for 2016/2017

Big Brothers Big Sisters Michigan Capital Region will facilitate a monthly meeting of the Capital Area Mentoring Partnership members. CAMP meetings are scheduled for every third Wednesday of the month (with the expectation of December, we will meet the 2<sup>nd</sup> Wednesday) in 2016.

There was \$27,000 budgeted in 2015 for the CCY. This resolution includes authorization to carry over sufficient funds to 2016 for this contract, should the resolution be approved.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE COMMUNITY COALITION FOR YOUTH CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2016**

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition since renamed the Community Coalition for Youth (CCY) was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, CCY adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth was formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and in 2014 was transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget included \$27,000 as the County's share of funding for CCY in the fiscal year 2015.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period November 1, 2015 through October 31, 2016 in an amount not to exceed \$25,000 as Ingham County's share of funding to provide administrative oversight and programmatic leadership according to the scope of services described in Attachment A.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments, including the carry-over of \$25,000 of the funds budgeted for the CCY in 2015 to FY 2016 to implement this contract.

BE IT FURTHER RESOLVED, the Board Chairperson is authorized to sign any necessary contract documents on behalf of the county that are consistent with this resolution and approved as to form by the County Attorney.

## **Attachment A:**

Community Coalition for Youth  
Scope of Work  
November 2015 –November 2016

**1. Plan Year:** November 2015 - November 2016

**2. Project:** Capital Area Mentoring Partnership

**3. Project Goals:**

In consideration of a \$25,000 contract with Ingham County, Big Brothers Big Sisters Michigan Capital Region proposes to facilitate the Capital Area Mentoring Partnership's in:

- Adopting the recently developed universal child safety standards of CAMP
- Developing and implementing shared outcome measurements
- Developing and Implementing a capacity building plan for 2016/2017

**4. Planned Activities:**

Big Brothers Big Sisters Michigan Capital Region will facilitate a monthly meeting of the Capital Area Mentoring Partnership members. CAMP meetings are scheduled for every third Wednesday of the month (with the expectation of December, we will meet the 2<sup>nd</sup> Wednesday) in 2016.

**5. Outcome Measurements:**

- 80% of the partnership's membership will adopt child safety standards
- 80% of the partnership's membership will begin utilizing joint outcome measures

**6. Program Evaluation:**

On a quarterly basis, Big Brothers Big Sisters Michigan Capital Region will report progress toward project goals, outcome measurements and contract funds.

**7. Staffing:**

Capital Area Mentoring Partnership will be staffed primarily by Jamie Griggs, Big Brothers Big Sisters Match Support Specialist