

CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
RYAN SEBOLT
DEB NOLAN
BRIAN McGRAIN
SARAH ANTHONY
TERI BANAS
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, MAY 15, 2017 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 [April 17, 2017](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Health Department
 - a. Resolution to Authorize [Amendment #3](#) to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
 - b. Resolution Extending the Agreement with Edward W. Sparrow Hospital Association for [Provider and Medical Direction Services](#) for Ingham County Health Department Women's Health
 - c. Resolution to Authorize the [Reorganization](#) of the Ingham County Health Department Community Health Centers
 - d. Resolution Honoring [Tammy Heilman](#)
2. Facilities – Resolution Awarding a Contract to J.W. Design to Provide Professional [Architectural and Engineering Services](#) for Renovating Portions of the Ingham County Health Department
3. Controller's Office – Resolution to Update Various [Fees](#) for County Services

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE

April 17, 2017

Draft Minutes

Members Present: Tennis, Sebolt, McGrain, Anthony, and Case Naeyaert

Members Absent: Banas and Nolan

Others Present: Russ Kolski, Sally Auer, Jared Cypher, Liz Kane, and others

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

Approval of the April 3, 2017 Minutes

WITHOUT OBJECTION, CHAIRPERSON TENNIS RECOGNIZED THAT THE MINUTES OF THE April 3, 2017 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS PRESENTED.

Absent: Commissioners Nolan and Banas

Additions to the Agenda

None.

Limited Public Comment

Sally Auer, UAW Representative, stated that over the last year, she worked closely and diligently with the Ingham County Health Department regarding their reorganization. She further stated they took into account budget concerns and protecting their employees, including UAW employees.

Ms. Auer stated that she was in support of the Health Department reorganization plan. She further stated that she and Russ Kolski had sat down that morning to work on the Medical Assistant job description.

Ms. Auer stated that the Letter of Understanding may be changed but would be forthcoming, and she would be ready to sign it. She further stated it had taken a long time to get the Health Department to a place where they could save money and work more efficiently, and in their current situation, that was how the County needed to run.

Ms. Auer stated she was in full support of the reorganization plan, and was pleased with how the Health Department was completely transparent throughout the process, even if they ended up disagreeing at times.

Ms. Auer stated she attended the first employee budget meeting at the Grady Porter Building in Lansing that afternoon. She further stated she was disappointed that only twenty employees out of the 200-300 employees who worked there attended, but she was impressed with the presentation.

Ms. Auer stated there was ample time for questions if people had them. She encouraged others to attend one of the other upcoming sessions in Mason on Tuesday or the Human Services Building in Lansing on Wednesday.

Commissioner McGrain stated he acknowledged that the Controller put on the meeting and publicized it. He asked what governed employees being able to attend, or if they had a right to leave work and attend.

Ms. Auer stated it was up to each department head to encourage or allow employees to take time to go to the meeting. She further stated she acknowledged that departments, like the Community Health Centers, could not shut down, but she knew her own supervisor encouraged employees to go to the meeting and ask questions and could only speak to her department.

Jared Cypher, Deputy Controller, stated they had received positive results about allowing employees to attend and the publicizing of the meetings. He further stated that regardless of the good feedback, they expected similar small turnouts to the budget meetings over the next two days.

Commissioner McGrain asked if the Controller's Office could report back to the Committee about who attended the meetings and what questions they had.

Ms. Auer suggested to send the handout from the meeting via email to the entire County in order for more employees to be informed.

Mr. Cypher stated he thought it would either be emailed or put on the website and the link would be sent to employees.

Discussion.

1. Health Department
 - a. Resolution to Authorize Agreements with Azara Healthcare and Michigan Primary Care Association, and to Accept Additional Funding from Health Resources & Services Administration

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CASE NAEYAERT, TO APPROVE THE RESOLUTION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan and Banas

1. Health Department
 - b. Community Health Center Reorganization (*Discussion*)

Russ Kolski, Health Department Executive Director, introduced how the reorganization process had worked.

Mr. Kolski stated that the Community Health Centers were not seeing enough patients, which contributed to their current financial situation. He further stated they had made as many cuts as they could and they now needed to figure out how to use the resources they had to see more patients.

Mr. Kolski stated there were four vacant provider positions that, if filled, could bring in 10,000-12,000 more patient visits per year and their average reimbursement rate per visit was \$136. He further stated they could see the same amount of patients with their current staffing situation, they were just not using their resources as well as they could.

Mr. Kolski presented the four-step process as it was laid out in the memo he provided to the Committee.

Mr. Kolski explained in Step 2 of the reorganization, they would look at converting the River Oak facility to a Prompt Care facility and move some staff to other facilities. He further stated that the Prompt Care would not be Urgent Care, but rather would just be for patients already seen by Community Health Centers who needed same-day care.

Mr. Kolski stated there were providers who were interested in the Prompt Care positions. He further stated that in the past there had been mention of closing the River Oak facility, however the buyout was too expensive and it made more sense for the facility to stay open.

Mr. Kolski stated he had met with Kathy Kacynski from the Michigan Nurses Association, and they were in agreement about Step 1 and Step 2 of the process. He further stated that they disagreed on Steps 3 and 4, which allotted one Registered Nurse to four providers.

Mr. Kolski stated that, in the interest of full disclosure, the MNA believed 12,000 visits for one RN would be too much. He further stated that the Community Health Center Board met with Commissioner Grebner to figure out how to increase visits and recruitment.

Mr. Kolski stated recruitment would be built into the 2018 budget, and the Health Department was having Sparrow and McLaren assist with recruiting employees who would be qualified for loan forgiveness and other programs the CHC offers. He further stated that he hoped the reduction in the number of new patients they could see would only be temporary, but the reduction was needed to properly care for the existing patients.

Mr. Kolski stated that the MNA was not in agreement with converting positions as they were vacated, because they would like to hold onto the current positions. He further stated many of their providers were at the low end of average productivity, and they could not justify more staff for the lower volume of patients.

Mr. Kolski stated that 3500 visits was a threshold in the provider incentive package, in which if they exceeded the 3500 visit mark, they would receive ten dollars for every patient they saw past that mark. He further stated that was very rare, and there were only two physicians who had come close to the threshold.

Mr. Kolski stated that the MNA requested only certified or registered Medical Assistants be hired by the Health Department moving forward, and that was now in the draft agreement. He further stated charge nurses would be slowly phased out and converted through attrition, as they did not work well in the community health center model.

Mr. Kolski stated it was hard to predict when the existing charge nurses would choose to retire or leave the organization, but they would make the changes as they came along.

Commissioner McGrain thanked all parties involved for coming together to figure out a solution that would be good for patients, employees and the bottom line. He asked if the 3500 visit threshold was not attainable, or if the incentive of ten dollars per patient was not high enough.

Mr. Kolski stated it was a bit unreachable in the system as it was, and they were trying to figure out a more reachable number, which would probably be closer to 2750-3000 visits. He further stated that he was working with the Finance Department to create a model and see where the reimbursements would put the Health Department's budget.

Mr. Kolski stated that Commissioner Grebner stressed to the Community Health Center Board that the pay for providers needed to be sustainable.

Discussion.

Commissioner McGrain stated he was thrilled that the Health Department was trying to find the right balance between productivity and proper rewards while keeping the bottom line in mind.

Commissioner Tennis asked if there would be a grandfather clause for existing Medical Assistants who may not be under the same certification.

Mr. Kolski stated that the Letter of Understanding stated that everyone would get the training, and at the MNA's request, the number of hours of the training was being increased. He further stated he was working with Lansing Community College to get a proposal for around twelve hours of training and lab monitoring for Medical Assistants.

Commissioner Tennis stated he wanted to make sure they did not have employees that would be terminated because they were not properly certified.

Mr. Kolski stated that no one would lose their job, and everyone would go through the training. He further stated that if the current employees successfully completed the training, they would be entitled to a \$1000 one-time bonus for the change in job description, however they could stay at their current job description and not handle medical administration.

Mr. Kolski stated the only thing they reserved was the right to move the current Medical Assistants around to facilities that may have a greater need.

Commissioner Tennis asked when they could expect to see the full resolution.

Mr. Kolski stated he expected it to be presented toward the end of May, since he would be speaking to the other committees in the coming week.

2. Controller's Office – Discussion: Resolution Updating Various Fees for County Services

Mr. Cypher introduced the County fees and their procedure for increasing them. He stated that the fees before the Committee were mostly regarding the Health Department, on the public health side, not the clinical side.

Mr. Cypher referred to section 9d of the 2018 Update of County Fees memo sent by the Controller, which mentions the fees for the Office of Young Children and pool inspections, which were not increased as much to stay in line with similar programs in other municipalities.

Discussion.

Commissioner Tennis asked if any fees increased significantly.

Mr. Cypher stated he did not think so, because they were based on the CPI percentage.

Commissioner McGrain asked if the Controller's Office went along with department recommendations on rebuttal, because he noticed the pool inspection fee did not change.

Mr. Cypher stated they did not really have formal controller recommendations, but in his opinion, he concurred with the department's recommendation.

Commissioner McGrain asked why some fees in the Community Health Center were not rounded.

Mr. Cypher stated he would look into it and get back to the Committee about that.

Commissioner Tennis stated there was a target percent the County tried to make cost-based, but they usually subsidized some to stay in line with other municipalities. Commissioner Tennis asked what the STFU inspection fee was, and why it was subsidized so much.

Mr. Cypher stated he believed the inspection fee involved food, and it may be something that the State also helped to support, and the County was just making up the difference of what the State did not pay for.

Commissioner Tennis asked when they would see the final resolution.

Mr. Cypher stated he expected it to be in the next round of meetings.

Announcements

Commissioner Anthony reminded Committee members that the optional budget meeting for the Board of Commissioners was Thursday, April 20 at 6:00 p.m.

Commissioner Tennis stated he would not be able to attend the next regularly scheduled meeting, so Commissioner Sebolt would be chairing the meeting.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:07 p.m.

MAY 15, 2017 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. Health Department

- a. *Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health*

This resolution authorizes amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health.

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,336,177 to \$5,360,352, an increase of \$24,175. The amendment makes the following specific changes in the budget:

Nutrition & Physical Activity Self-Assessment for Child Care: increase of \$2,500 from \$5,000 to \$7,500
Family Planning Services: increase of \$20,000 from \$256,392 to \$276,392
Tuberculosis (TB) Control: increase of \$20,135 from \$12,513 to \$32,648
WIC Breastfeeding: increase of \$35,200 from \$58,195 to \$93,395
WISEWOMAN: increase of \$24,000 from \$30,000 to \$54,000
Breast & Cervical Cancer Control Coordination: decrease of \$53,375 from \$280,000 to \$226,625
Michigan Colorectal Cancer Early Detection Program: decrease of \$1,785 from \$6,375 to \$4,590
Wise Choices: decrease of \$22,500 from \$22,500 to \$0

This resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. The compensation for all authorized positions will not exceed the \$35,200 in WIC funding provided by the agreement.

- b. *Resolution Extending the Agreement with Edward W. Sparrow Hospital Association for Provider and Medical Direction Services for Ingham County Health Department Women's Health*

This resolution extends the contract with Edward W. Sparrow Hospital Association (Sparrow) for provider services and part-time medical direction for the Women's Health Center (WH) through September 30, 2017. The total cost of the amendment will be an amount not to exceed \$70,100. Funding allocated for 2.0 FTE vacant mid-level provider positions funded within the FY 2017 budget will be reallocated to offset the cost of this amendment. In the event that these positions are filled, the use of contracted Sparrow mid-level services will be reduced accordingly.

- c. *Resolution to Authorize the Reorganization of the Ingham County Health Department Community Health Centers*

This resolution authorizes a reorganization to achieve a more efficient staffing profile that supports each medical provider position with an appropriate ratio of support staff and centralized services through the conversion of vacant positions and realignment of existing staff. This model can be implemented in ICHC by taking advantage of currently vacant positions, staff retirements, and attrition to maintain high quality of care and allow for improved utilization and customer service.

The proposed reorganization has been evaluated by Human Resources and they have concurred with the recommendations. The proposed reorganization is contingent upon the Board of Commissioners' (BOC) authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the Medical Assistants job description to include medication administration. Authorization for this agreement and letter of understanding has already been sent to the BOC for approval. This reorganization will allow ICHD to use available resources to provide needed medical, dental, and behavioral health care to the maximum number of patients in the highest quality manner within a financial framework that supports long-term sustainability.

ICHD will achieve an immediate cost savings of \$33,483 by implementing this reorganization. However, the staffing efficiencies gained through the proposed reorganization will result in more significant savings long term and increased access to care for more underserved county residents Overall, the proposal will result in added revenue, reduction in historical budget deficits, and improved long-term financial sustainability. The proposed changes are also expected to reduce the overall cost per patient for our existing medical scope of services

The resolution approves the following position conversion:

Position #	Current Title	New Title
601442	EHR Nurse Trainer	Nurse Clinical Educator

It also authorizes the conversion of existing vacant positions to new Medical Assistant I positions:

Position #	Current Title, Union, Pay Grade, & Max Salary (w/Benefits)	New Title, Union, Pay Grade, & Max Salary (w/Benefits)	Cost Savings
601269	Health Center Nurse, 1.0 FTE MNA 1, \$59,883 (\$94,899 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	(\$25,256)
601430	Health Center Nurse, 1.0 FTE MNA 1, \$59,883 (\$94,899 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	(\$25,256)
601196	Health Center Nurse, 1.0 FTE MNA 1, \$59,883 (\$94,899 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	(\$25,256)
601234	Nurse Assessor, 1.0 FTE MNA 2, \$62,582 (\$97,498 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	(\$27,855)
601451	Nurse Case Manager, 0.5 FTE ICEA PHN 3, \$33,791 (\$52,370 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	\$17,273
601466	PCMH Coordinator, 1.0 FTE MNA 3, \$61,715 (\$86,419 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	(\$16,776)

Finally, it authorizes the following position be established from the cost savings gained through the above mentioned position conversions:

Position #	Current Title, Union, Pay Grade, & Max Salary (w/Benefits)	New Title, Union, Pay Grade, & Max Salary (w/Benefits)	Cost Savings
New	N/A	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	\$69,643

d. *Resolution Honoring Tammy Heilman*

This resolution honors Tammy Heilman for more than 17 years of dedicated service to Ingham County and for her dedication and commitment to her work.

2. *Facilities – Resolution Awarding a Contract to J.W. Design to Provide Professional Architectural and Engineering Services for Renovating Portions of the Ingham County Health Department*

This resolution authorizes a contract with J.W. Design to provide architectural and engineering services to renovate the Health Department space at the Human Services Building to provide for a larger, more patient friendly waiting area. J.W. Design submitted the lowest responsive and responsible bid of \$24,800. The contract (and remainder of the project) will be funded from the Patient Centered Medical Home Facility Improvements Program Grant.

3. *Controller's Office – Resolution to Update Various Fees for County Services*

This resolution updates various fees for County Services. When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller's Office was directed to annually review the fees and to recommend adjustments. We have completed our review for fiscal year 2018 consistent with this standing directive and offer a few adjustments for your consideration. Please see the memorandum attached to the resolution for more details.

Agenda Item 1a

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: April 13, 2017
SUBJECT: FY 17 State of Michigan Comprehensive Agreement Amendment # 3
For the meeting agenda of May 1, 2017, May 2, 2017 and May 3, 2017

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339, Amendment #1 in Resolution 16-494 and Amendment # 2 in Resolution 17-034.

ALTERNATIVES

There are no other alternatives.

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,336,177 to \$5,360,352, an increase of \$24,175. The amendment makes the following specific changes in the budget:

Nutrition & Physical Activity Self-Assessment for Child Care: increase of \$2,500 from \$5,000 to \$7,500
Family Planning Services: increase of \$20,000 from \$256,392 to \$276,392
Tuberculosis (TB) Control: increase of \$20,135 from \$12,513 to \$32,648
WIC Breastfeeding: increase of \$35,200 from \$58,195 to \$93,395
WISEWOMAN: increase of \$24,000 from \$30,000 to \$54,000
Breast & Cervical Cancer Control Coordination; decrease of \$53,375 from \$280,000 to \$226,625
Michigan Colorectal Cancer Early Detection Program: decrease of \$1,785 from \$6,375 to \$4,590
Wise Choices: decrease of \$22,500 from \$22,500 to \$0

This resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. The compensation for all authorized positions will not exceed the \$35,200 in WIC funding provided by the agreement.

OTHER CONSIDERATIONS

There are no other considerations

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 3 with MDHSS.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

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

WHEREAS, the MDHHS and Ingham County have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and Amendment #1 in Resolution # 16-494; and Amendment # 2 in Resolution \$17-034; and

WHEREAS, the MDHHS has proposed amendment #3 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment # 3 to the 2016-2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,336,177 to \$5,360,352, an increase of \$24,175.

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

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of \$2,500 from \$5,000 to \$7,500
- Family Planning Services: increase of \$20,000 from \$256,392 to \$276,392
- Tuberculosis (TB) Control: increase of \$20,135 from \$12,513 to \$32,648
- WIC Breastfeeding: increase of \$35,200 from \$58,195 to \$93,395
- WISEWOMAN: increase of \$24,000 from \$30,000 to \$54,000
- Breast & Cervical Cancer Control Coordination; decrease of \$53,375 from \$280,000 to \$226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of \$1,785 from \$6,375 to \$4,590
- Wise Choices: decrease of \$22,500 from \$22,500 to \$0

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant, as well as a temporary .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant, with compensation for all authorized positions not to exceed the \$35,200 in WIC funding provided by the agreement.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2017 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendment #3 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 1, 2017
SUBJECT: Amendment to Services Agreement with Sparrow Hospital
For the meeting agendas of May 15th, 2017 and May 17th, 2017

BACKGROUND

Ingham County Health Department (ICHD) and the Edward W. Sparrow Hospital Association (Sparrow) currently contract for provider services and part-time medical direction for the Women's Health Center (WH). The contracted services between Sparrow and ICHD enable the provision of prenatal and gynecological services and oversight to mid-level provider staff, as well as temporary contractual mid-level provider (Nurse Practitioner or Physician Assistant) services. It is critical for continuous patient care that the current agreement be extended through September 30, 2017 with all terms remaining the same. This will ensure the sustainability of the services provided through WH, as well as ICHD's ability to meet projected visit and revenue goals as presented in the FY 2017 budget year. Terms for a new long-term agreement will be negotiated for FY 2018.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The total cost of the amendment will be an amount not to exceed \$70,100.00 for the six month term. This represents the extension of the current provider and part time medical direction services for \$25,000 and a maximum of 820 hours of mid-level provider services at a rate of \$55.00 per hour. WH currently has 2.0 FTE vacant mid-level provider positions funded within the FY 2017 budget; this funding will be reallocated to offset the cost of this amendment. In the event that these positions are filled, the use of contracted Sparrow mid-level services will be reduced accordingly.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to extend the existing agreement with Sparrow for WH provider services and part-time medical direction through September 30, 2017, in an amount not to \$70,100.00, with all other terms of the agreement remaining the same.

Introduced by the Human Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION EXTENDING THE AGREEMENT WITH EDWARD W. SPARROW HOSPITAL ASSOCIATION FOR PROVIDER AND MEDICAL DIRECTION SERVICES FOR INGHAM COUNTY HEALTH DEPARTMENT WOMEN'S HEALTH

WHEREAS, Ingham County Health Department (ICHD) and the Edward W. Sparrow Hospital Association (Sparrow) currently contract for provider services and part-time medical direction for the Women's Health Center (WH); and

WHEREAS, the contracted services between Sparrow and ICHD enable the provision of prenatal and gynecological services and oversight to mid-level provider staff, as well as temporary contractual mid-level provider (Nurse Practitioner or Physician Assistant) services; and

WHEREAS, it is critical for continuous patient care that the current agreement be extended through September 30, 2017 to ensure the sustainability of the services provided through WH, as well as ICHD's ability to meet projected visit and revenue goals as presented in the FY 2017 budget year; and

WHEREAS, the total cost of the amendment will be an amount not to exceed \$70,100.00 for the six month term which represents the extension of the current provider and part time medical direction services for \$25,000 and a maximum of 820 hours of mid-level provider services at a rate of \$55.00 per hour; and

WHEREAS, WH currently has 2.0 FTE vacant mid-level provider positions funded within the FY 2017 budget; this funding will be reallocated to offset the cost of this amendment and in the event that these positions are filled, the use of contracted Sparrow mid-level services will be reduced accordingly; and

WHEREAS, the Health Officer recommends approval to extend the existing agreement with Sparrow for WH provider services and part-time medical direction through September 30, 2017, in an amount not to \$70,100.00, with all other terms of the agreement remaining the same.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of the existing agreement with Sparrow for WH provider services and part-time medical direction through September 30, 2017, in an amount not to \$70,100.00, with all other terms of the agreement remaining the same.

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.

TO: Board of Commissioners Human Services, County Services, & Finance
Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 1, 2017

SUBJECT: Ingham County Health Department Community Health Center Reorganization
For the meeting agendas of May 15, 2017, May 16, 2017, & May 17, 2017

BACKGROUND

The Ingham Community Health Centers (ICHC) have been operating under a model that has a higher cost per patient than other Federally Qualified Health Centers or local primary care practices. Ingham County Health Department (ICHD) seeks a reorganization to achieve a more efficient staffing profile that supports each medical provider position with an appropriate ratio of support staff and centralized services through the conversion of vacant positions and realignment of existing staff. This model can be implemented in ICHC by taking advantage of currently vacant positions, staff retirements, and attrition to maintain high quality of care and allow for improved utilization and customer service.

The proposed reorganization has been evaluated by Human Resources and they have concurred with the recommendations. The proposed reorganization is contingent upon the Board of Commissioners' (BOC) authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the Medical Assistants job description to include medication administration. Authorization for this agreement and letter of understanding has already been sent to the BOC for approval. This reorganization will allow ICHD to use available resources to provide needed medical, dental, and behavioral health care to the maximum number of patients in the highest quality manner within a financial framework that supports long-term sustainability.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

ICHD will achieve an immediate cost savings of \$33,483 by implementing this reorganization. However, the staffing efficiencies gained through the proposed reorganization will result in more significant savings long term and increased access to care for more underserved county residents Overall, the proposal will result in added revenue, reduction in historical budget deficits, and improved long-term financial sustainability. The proposed changes are also expected to reduce the overall cost per patient for our existing medical scope of services

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the proposed reorganization of ICHC operations within ICHD.

County of Ingham

HUMAN RESOURCES DEPARTMENT

5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517. 887.4327
Employee Services: 517.887.4373
517.887.4396
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number:



TO: Russ Kolski, Deputy Health Officer
FROM: Joan Clous, Human Resources Specialist
DATE: 4/28/17
RE: Support for Reorganization

Per your request, Human Resources has reviewed the changes to the following position descriptions as part of the reorganization of the Health Department

Medical Assistant 1 which is appropriately placed within the UAW bargaining unit and compensated at the UAW salary range of D (\$32,080.14 - \$38,190.64). The UAW has been notified of the changes and they are in support of the changes to the job description and salary placement.

EHR Nurse/Trainer was evaluated and will be changed to Clinical Educator and will be appropriately placed within the MNA bargaining unit and compensated at the MNA salary range of 3 (\$56,864.05 - \$68,264.25). The MNA has been notified of the the changes and they are in support of the changes to the job description and salary placement.

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

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

Memorandum

To: Joan Clous, Ingham County Health Resource Specialist and
Russ Kolski, Deputy Health Officer, Community Health Centers Executive Director

From: Kathy Kacynski MS, RN President Ingham County Health Department Michigan Nurses' Association
(MNA) Bargaining Unit President

Subject: Clinical Educator Job Description and Lateral Job Transfer into newly created Clinical Educator Job
Description

Date: 04/28/2017

In my capacity as MNA bargaining unit president I have reviewed the attached Clinical Educator job description and support it going forward as written. It is understood by the MNA Bargaining Unit that this is a modification of a current job description, Electronic Health Records Nurse/Trainer and not a new position. Thank you for your attention in this matter.

From: Clous, Joan
Sent: Friday, April 28, 2017 9:14 AM
To: Scott, Anne
Cc: Kolski, Russell
Subject: FW: New Medical Assistant 1 JD

This is the email from the UAW with their endorsement of the changes to the job description for the MAs. Please include this with you packet to the Board for your Re-org.

Joan

From: Auer, Sally
Sent: Tuesday, April 18, 2017 3:20 PM
To: Clous, Joan
Subject: RE: New Medical Assistant 1 JD

The UAW is in agreement with the attached job description changes. Please note this job description applies to all new hires and those medical assistants that complete the HD training per the LOU regarding the administration of medications. All current medical assistants will stay in the old job description until such time.



*Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 574-6548 – Cellular*

From: Clous, Joan
Sent: Tuesday, April 18, 2017 12:02 PM
To: Auer, Sally
Subject: New Medical Assistant 1 JD

Sally,

Attached please find the medical assistant 1 JD that was discussed and will be part of the LOU. Please review and let me know if the UAW is in agreement with this job description.

Thanks

Joan Clous
Human Resources Specialist
517-887-4374 – Office
517-887-4396 – Fax

“Never have a battle of wits with an unarmed person.”

**INGHAM COUNTY
JOB DESCRIPTION
Clinical Educator**

General Summary:

Under the supervision of the Clinical Services Manager, provides and/or coordinates staff development and education for all non-provider clinical staff in the Ingham Community Health Centers. Fosters standardization and excellent customer service through initial staff clinical orientation, ongoing staff education and annual staff competency assessment. Acts as a model of professional behavior and collaborates with supervisory and quality department staff to integrate the Patient Centered Medical care into all support staff activities.

Essential Functions:

1. Coordinate all aspects of clinical education for all non-provider clinical support staff. Assess patient care given by non-provider clinical staff and develop staff education/development plans based on assessment.
2. Coordinate and provide new employee clinical orientation and in-service education, which includes participating in the development, review and editing of orientation content, as well as training related to standardized clinical and Patient Centered Medical Home (PCMH) workflow.
3. Document non-provider clinical staff orientation as needed for new assignments, transfers or refreshers. Record skills assessed and trained using a standardized tool documenting competency, as well as any other training needs identified. Communicate identified training challenges and needs to the appropriate Ingham Community Health Center Supervisor as needed.
4. Participate in the ongoing development and maintenance of a preceptor program at health centers for non-provider clinical staff.
5. Coordinate annual non-provider clinical staff assessment, training and documentation to ensure competency and training compliance for regulatory or accreditation purposes.
6. Create and maintain evidence-bases education materials as needed for new employee clinical orientation and clinical training.
7. Maintain clinical competency in order to provide up-to-date and relevant clinical education.
8. Complete all trainings mandated by the county for this position, including but not limited to, use of NextGen and designated HealthStream courses.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A Bachelor's Degree in Nursing and 2 years of clinical experience.

OR

An Associate's Degree in Nursing and 3 years of clinical experience.

Experience: Six months experience using an electronic health record system is also preferred.

Other Requirements: Must possess a current license to practice as a Registered Nurse in the State of Michigan.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel between health centers for trainings and meetings.

Physical Requirements

1. This position requires the ability to sit, stand, traverse, lift, carry, push, pull, reach, grasp, handle, pinch, type and, endure repetitive movements of the wrists, hands or fingers.
2. This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers. This position's physical requirements require regular stamina in traversing, grasping and handling. This position's physical requirements require little to no stamina in standing, lifting, carrying, pushing, pulling, reaching and pinching.
3. This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
4. This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
5. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
6. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
7. This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

April 27, 2017

MNA 3

**INGHAM COUNTY
JOB DESCRIPTION
MEDICAL ASSISTANT I**

General Summary: Under the supervision of a Health Center Supervisor, assists health care providers with examinations and procedures to ensure an expeditious flow of patients through the clinic. Upon direction of the provider conducts various tests to identify health problems in patients. May determine eligibility for center services. Tasks include conducting initial interviews, preparing patients for examinations, administering medications, injections and standardized tests, and recording results.

Essential Functions:

9. Receives patients and their families at a health center or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
10. Prepares patients for examination by escorting them to examination rooms, documenting complaints and symptoms. Taking vital signs including temperature, blood pressure, pulse and pulse oximetry. Measures height, weight and pediatric head circumference. Records vital statistics and relevant visit information in patient electronic health record (EHR).
11. Arranges for specialized testing, medical procedures and specialist referrals. Completes necessary paperwork and EHR documentation, contacts specialist's offices, hospitals, labs or other facilities to make appointments as needed. Contacts patients or caregivers to inform them of appointments. Completes paperwork, notifies patients or caregivers and assists in tracking of referrals to ensure necessary care is completed. Forwards to proper personnel to complete referral authorizations as needed.
12. Administers standardized tests or performs procedures ordered by providers such as developmental screening, EKGs, peak flow meter testing, ear irrigations and vision/hearing tests.
13. Assist health care professionals conducting medical examinations as required.
14. Collects specimens such as blood, urine and throat swabs per provider and/or standing order upon proof of competency. Collects or receives samples and conducts CLIA Waived tests per Ingham Community Health Center (IHC) quality assurance training and documents within EHR. May prepare specimens to be sent to outside laboratories.
15. Administers medications and injections safely following established standards, policies and procedures.
16. Documents all care and communication within the EHR per training and established procedure.
17. Provides care following established procedure under the Patient-Centered Medical Home model of care.
18. Prepares assigned clinic area for daily activities to meet provider and patient needs according to established protocols and established checklists. Order materials, supplies, medications, vaccines, test kits and other items needed.
19. Assists other support staff as necessary and performs a variety of clerical, record keeping and account keeping assignments.
20. Provides all care and communication according to the Health Department Core Values.
21. Attends staff meetings and trainings as assigned.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Possession of a high school diploma or equivalent. Graduation from a recognized Medical Assistant program and certification as a Medical Assistant such that they meet the federal guidance for Meaningful Use compliance. Current CPR training must be maintained during employment.

Experience: Prefer six months experience in a clinic setting.

Other Requirements:

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position operates non-powered hand tools such as medical equipment, etc.
3. This position is exposed to communicable diseases, blood, other body fluids, etc.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in traversing, climbing, balancing, squatting, kneeling and crawling.
- This position's physical requirements require periodic stamina in sitting, twisting, bending, stooping/crouching, lifting, pushing and pulling
- This position's physical requirements require continuous stamina in standing, walking, carrying, reaching, grasping, handling, pinching, typing, enduring repetitive movements of the wrists, hands or fingers
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE REORGANIZATION OF THE INGHAM COUNTY HEALTH DEPARTMENT COMMUNITY HEALTH CENTERS

WHEREAS, the Ingham Community Health Centers (IHC) have been operating under a model that has a higher cost per patient than other Federally Qualified Health Centers or local primary care practices; and

WHEREAS, Ingham County Health Department (ICHD) seeks a reorganization to achieve a more efficient staffing profile that supports each medical provider position with an appropriate ratio of support staff and centralized services through the conversion of vacant positions and realignment of existing staff; and

WHEREAS, this reorganization will allow ICHD to use available resources to provide needed medical, dental, and behavioral health care to the maximum number of patients in the highest quality manner within a financial framework that supports long-term sustainability; and

WHEREAS, ICHD will achieve an annual cost savings of \$33,483 by implementing this reorganization and also expects to reduce the overall cost per patient for their existing scope of services; and

WHEREAS, the proposed reorganization has been evaluated by Human Resources which has concurred with the recommendations and the affected bargaining groups have been notified and provided documentation; and

WHEREAS, the proposed reorganization is contingent upon the Board of Commissioners' authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the Medical Assistants job description to include medication administration; and

WHEREAS, the staffing efficiencies gained through the proposed reorganization will result in improved care delivery to more underserved county residents which will result in added revenue, reduction in historical budget deficits, and improved long-term financial sustainability; and

WHEREAS, the proposed changes are also expected to reduce the overall cost per patient for our existing medical scope of services and will allow ICHD to achieve an immediate cost savings of \$33,483; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed IHC reorganization and authorize the resulting position conversions and establishment of positions.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the following position conversion:

Position #	Current Title	New Title
601442	EHR Nurse Trainer	Nurse Clinical Educator

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the conversion of existing vacant positions to new Medical Assistant I positions:

Position #	Current Title, Union, Pay Grade, & Max Salary (w/Benefits)	New Title, Union, Pay Grade, & Max Salary (w/Benefits)	Cost Savings
601269	Health Center Nurse, 1.0 FTE MNA 1, \$59,883 (\$94,899 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	(\$25,256)
601430	Health Center Nurse, 1.0 FTE MNA 1, \$59,883 (\$94,899 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	(\$25,256)
601196	Health Center Nurse, 1.0 FTE MNA 1, \$59,883 (\$94,899 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	(\$25,256)
601234	Nurse Assessor, 1.0 FTE MNA 2, \$62,582 (\$97,498 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	(\$27,855)
601451	Nurse Case Manager, 0.5 FTE ICEA PHN 3, \$33,791 (\$52,370 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	\$17,273
601466	PCMH Coordinator, 1.0 FTE MNA 3, \$61,715 (\$86,419 w/benefits)	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	(\$16,776)

BE IT FURTHER RESOLVED, that Board of Commissioners authorizes the following position be established from the cost savings gained through the above mentioned position conversions:

Position #	Current Title, Union, Pay Grade, & Max Salary (w/Benefits)	New Title, Union, Pay Grade, & Max Salary (w/Benefits)	Cost Savings
New	N/A	Medical Assistant I, 1.0 FTE UAW D, \$38,191 (\$69,643 w/benefits)	\$69,643

BE IT FURTHER RESOLVED, that the authorization of the reorganization is contingent upon the Board of Commissioners' authorization of the Grievance Settlement Agreement with the Michigan Nurses Association (MNA) and the Letter of Understanding with the United Automobile and Agricultural Implement Workers of America (UAW) regarding the change in the job description of Medical Assistants to include medication administration.

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING TAMMY HEILMAN

WHEREAS, after more than 17 years of dedicated service to Ingham County Health Department (ICHD) Tammy Heilman will retire on May 31, 2017; and

WHEREAS, Tammy started her career in 1999 with ICHD as an Early Childhood Consultant for the Office for Young Children; and

WHEREAS, Tammy was responsible for assisting parents to find the best quality childcare services for their children and for educating childcare providers to help meet licensing and Great Start to Quality standards; and

WHEREAS, Tammy's knowledge, relationships, and experience in the early childhood field allowed her to champion positive outcomes and increase quality in childcare provider practices and initiatives; and

WHEREAS, Tammy has taken on numerous special assignments over the years that have made her versatile in her role, such as quality improvement, literacy, and childcare start up grants; and

WHEREAS, Tammy served as a liaison to the Department of Health and Human Services to assist unlicensed, subsidized providers and is certified to teach Cardiac Pulmonary Response (CPR) and First Aid, and is certified as a Child Development Specialist; and

WHEREAS, Tammy's positive interaction with childcare providers and community partners demonstrated her diverse knowledge of many aspects of the early childhood profession which allowed her to effectively contribute to the policies, practices, and overall growth of the profession; and

WHEREAS, Tammy's excellent attention to detail, and expertise in the Early Childhood field makes her a true advocate of what measures best practices and drives quality care for children, as well as someone who will be greatly missed by her colleagues.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Tammy Heilman for more than 17 years of dedicated service to ICHD and for her dedication and commitment to her work.

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

Agenda Item 2

TO: Board of Commissioners, Human Services, and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 4, 2017

SUBJECT: A contract with J.W. Design to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department

For the meeting agendas of: May 15 & May 17

BACKGROUND

Previous renovation designs were completed but not implemented. This project is different from the previous design, smaller in scope and size.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Although not a local vendor, both the Facilities and Purchasing Departments agree that a contract be awarded to J.W. Design who submitted the lowest responsive and responsible bid of \$24,800.00 to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department.

Funds for this project are available within the Patient Centered Medical Home Grant.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with J.W. Design to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department.

Agenda Item 2

TO: Linda Vail, Health Officer
Russell Kolski, Deputy Health Officer/Executive Director
Rick Terrill, Director of Facilities

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: February 9, 2017

RE: Memo of performance for RFP No. 19-17: Professional Architectural & Engineering Services for Renovating Portions of the Ingham County Health Department

Per your request, the Purchasing Department sought proposals from qualified and experienced architectural & engineering firms for the purpose of entering into a contract to assist the County in renovating portions of the Ingham County Health Department located in the Human Services Building (HSB) in Lansing, Michigan.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Ingham County Purchasing Department's website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendor invited to propose	95	27
Vendor attending pre-bid/proposal meeting	7	1
Vendors responding	3	0

The following grid is a summary of the vendors' costs:

Vendor Name	Local Pref	Preliminary Design Services Cost (not to exceed)	Construction Services Cost (not to exceed)	Grand Total
J.W. Design	No, Royal Oak MI	\$8,400.00	\$16,400.00	\$24,800.00
Straub Pettitt Yaste Architects	No, Clawson MI	\$6,000.00	\$23,000.00	\$29,000.00
Ehresman Associates Inc.	No, Troy MI	\$12,080.00	\$22,750.00	\$34,830.00

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the "Resolutions group" as acknowledgement of the Purchasing Department's participation in the proposal purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO J.W. DESIGN TO PROVIDE PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR RENOVATING PORTIONS OF THE INGHAM COUNTY HEALTH DEPARTMENT

WHEREAS, previous renovation designs were completed but not implemented; and

WHEREAS, this project is different from the previous design, smaller in scope and size; and

WHEREAS, although not a local vendor, both the Facilities and Purchasing Departments agree that a contract be awarded to J.W. Design who submitted the lowest responsive and responsible bid of \$24,800.00 to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department; and

WHEREAS, funds for this project are available within the Patient Centered Medical Home Grant.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to J.W. Design, 412 S. Washington Avenue, Suite 100, Royal Oak, Michigan, 48067, to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department for a total not to exceed cost of \$24,800.00.

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

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: April 19, 2017

SUBJECT: Resolution to Update Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2017, for the Park and Zoo winter seasonal fees on November 1, 2017, and for all other departments, on January 1, 2018. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2018 cost was calculated by multiplying the 2017 cost by the 2018 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$84,250. Any additional revenue will be recognized in the 2018 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller’s Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UPDATE VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2018 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2017, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2017.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

**Attachment A: Fees Which Are Adjusted
Law and Courts Committee**

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
Animal Control	Sterilized	25.0%	\$14.00	\$15.00
Animal Control	Sterilized - Delinquent	25.0%	\$46.00	\$30.00
Animal Control	Sterilized - 3 year License	25.0%	\$34.00	\$35.00
Animal Control	Un-Sterilized	75.0%	\$70.00	\$45.00
Animal Control	Un-Sterilized - Delinquent	75.0%	\$140.00	\$90.00
Animal Control	Un-Sterilized - 3 year License	75.0%	\$155.00	\$125.00
Animal Control	Boarding Fee-Dangerous Animals	100.0%	\$76.00	\$77.00
Animal Control	Boarding Fee per day-others	75.0%	\$34.00	\$35.00
Animal Control	Dogs(under six years of age)	75.0%	\$74.00	\$75.00
Animal Control	Euthanasia Fee	100.0%	\$130.00	\$135.00
Animal Control	Rabies vaccination on redeemed dogs	100.0%	\$20.00	\$21.00
Pros Atty	Diversion - Initial Interview	50.0%	\$35.00	\$36.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$455.00	\$460.00
Pros Atty	Diversion - Felony Offender	50.0%	\$805.00	\$810.00
Jail	Day Rate	100.0%	\$54.00	\$55.00
Sheriff	Costs for Command per hour	100.0%	\$65.01	\$65.60
Sheriff	Costs for Deputy per hour	100.0%	\$58.31	\$58.84

Attachment A: Fees Which Are Adjusted
Human Services Committee

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
BCCCP	Patient Education - Non Physician Provider	100%	\$169.00	\$170.00
Comm. Health	MIHP Tran. Bus/Van	100%	\$35.60	\$36.02
Comm. Health	MIHP - Trans Taxi	100%	\$32.56	\$32.95
Comm. Health	MIHP Trans. Volunteer	100%	\$0.35	\$0.36
Med Examiner	Cremation Permits	100%	\$27.00	\$28.00
Med Examiner	Autopsy Report Copies (others)	100%	\$25.00	\$26.00
OYC	Consultation Request (per hr.)	100%	\$73.00	\$74.00
OYC	Agency Training Request- Base, 2.5 hr.	100%	\$360.00	\$365.00
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	100%	\$29.00	\$30.00
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	100%	\$36.00	\$37.00
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	100%	\$72.00	\$75.00
OYC	OYC-Agency Request Head Start CPR & 1st Aide	100%	\$70.00	\$71.00
Env. Health	Category 1 (see definition below) - Full Plan Review	80%	\$970.00	\$975.00
Env. Health	Category 1 (see definition below) - New Owner/Eval	80%	\$515.00	\$520.00
Env. Health	Category 1 (see definition below) - New Owner w/minimal plan review	80%	\$620.00	\$625.00
Env. Health	Category 2 (see definition below) - License Fee	80%	\$645.00	\$650.00
Env. Health	Category 2 (see definition below) - Full Plan Review	80%	\$1,350.00	\$1,355.00
Env. Health	Category 2 (see definition below) - New Owner/Eval	80%	\$725.00	\$730.00
Env. Health	Category 2 (see definition below) - New Owner w/minimal plan review	80%	\$760.00	\$765.00
Env. Health	Category 3 (see definition below) - License Fee	80%	\$915.00	\$920.00
Env. Health	Category 3 (see definition below) - Full Plan Review	80%	\$1,945.00	\$1,950.00
Env. Health	Category 3 (see definition below) - New Owner/Eval	80%	\$1,055.00	\$1,060.00
Env. Health	Category 3 (see definition below) - New Owner w/minimal plan review	80%	\$1,170.00	\$1,175.00
Env. Health	Mobile - License Fee	80%	\$360.00	\$365.00
Env. Health	Mobile - Full Plan Review	80%	\$495.00	\$500.00
Env. Health	STFU - Full Plan Review	80%	\$495.00	\$500.00
Env. Health	STFU - New Owner/Eval	80%	\$445.00	\$450.00
Env. Health	Constuction/Remodeling that begins without approved plans	80%	\$790.00	\$795.00
Env. Health	Informal Hearing Fee	100%	\$1,126.00	\$1,130.00
Env. Health	Formal Hearing Fee	100%	\$1,126.00	\$1,130.00
Env. Health	Follow Up inspection to assess compliance for critical violations	100%	\$524.00	\$530.00
Env. Health	Fee for new owner operating without new license	80%	\$650.00	\$655.00
Env. Health	Septic - new or repair permit for residential or commercial	90%	\$850.00	\$855.00
Env. Health	Combined - well & septic	90%	\$1,050.00	\$1,055.00

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
Env. Health	Septic - new/repair septic tank only	90%	\$350.00	\$355.00
Env. Health	Well - Sanitary survey, public non community Type II non - transient Well	90%	\$495.00	\$500.00
Env. Health	License renewal	80%	\$330.00	\$335.00
Env. Health	Full plan review	80%	\$430.00	\$435.00
Env. Health	Permanent Campground	100%	\$415.00	\$420.00
Env. Health	Temporary Campground	100%	\$185.00	\$190.00
Env. Health	Full inspection, water system, sewage disposal, building and grounds	100%	\$280.00	\$285.00
Env. Health	Tobacco & E- cigarette sales license - Not East Lansing	90%	\$335.00	\$340.00
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - East Lansing	100%	\$130.00	\$135.00
Env. Health	Tobacco & E- cigarette Change of Ownership Fee - Not East Lansing	100%	\$150.00	\$155.00
Env. Health	Tobacco & E- cigarette sales license vending machine	100%	\$335.00	\$340.00
Env. Health	Temporary Tobacco License - Sampling Permit	100%	\$130.00	\$135.00
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee	50%	\$70.00	\$71.00
Env. Health	Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee	50%	\$145.00	\$150.00
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) Reporting Fee	50%	\$145.00	\$150.00
Env. Health	Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) Inspection Fee	50%	\$235.00	\$240.00
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee	50%	\$220.00	\$225.00
Env. Health	Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee	50%	\$350.00	\$355.00

Attachment A: Fees Which Are Adjusted
County Services Committee

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
Clerk	Expedited Svc - copies of Vital Records	100.0%	\$25.00	\$30.00
Drain Comm.	Photography	100.0%	\$280.00	\$285.00
Drain Comm.	Topography	100.0%	\$565.00	\$570.00
Drain Comm.	Preliminary Comm. Site Plan Review	75.0%	\$695.00	\$700.00
Drain Comm.	Preliminary Plat Review	75.0%	\$695.00	\$700.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$695.00	\$700.00
Drain Comm.	Additional acre	100.0%	\$78.00	\$79.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,500.00	\$2,510.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	100.0%	\$495.00	\$500.00
Drain Comm.	Tap-in Permit - Commercial	75.0%	\$410.00	\$415.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$605.00	\$610.00
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	100.0%	\$60.00	\$61.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	100.0%	\$530.00	\$535.00
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	100.0%	\$450.00	\$455.00
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	100.0%	\$45.00	\$46.00
Drain Comm.	Escrow account-1/2 acre or less	100.0%	\$565.00	\$570.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,700.00	\$1,710.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,400.00	\$3,410.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,625.00	\$5,635.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,825.00	\$2,835.00
Drain Comm.	Soil Erosion Permit - 9 month duration	75.0%	\$250.00	\$255.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$325.00	\$330.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$47.00	\$48.00
Drain Comm.	Violation and Cease&Desist Order	100.0%	\$295.00	\$300.00
Econ. Devel.	Application Fee - Brownfield	100.0%	\$1,500.00	\$1,510.00
Equalization	Pre-2005 Paper Maps/Aerial photos (blueprints)	100.0%	12.00	\$13.00
Equalization	28" x 40" Digitally Produced Paper Maps - Parcel Layer	100.0%	\$31.00	\$32.00
Equalization	28" x 40" Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer	100.0%	\$63.00	\$64.00
Equalization	34" x 44" Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer	100.0%	\$76.00	\$77.00
Parks	Resident Annual Parking	75.0%	\$30.00	\$32.00
Parks	Non-Resident Annual Parking	100.0%	\$40.00	\$42.00
Parks	Winter Sports Building (100 Person Capacity) ****	100.0%	\$95.00	\$96.00
Parks	Lake Lansing South Lakeview Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Lake Lansing North Oak Knoll Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Lake Lansing North Sandhill Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Hawk Island Kestrel Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Hawk Island 1/2 of Peregrine Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Burchfield Deer Run Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Burchfield Pine Knoll Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Burchfield Southridge Shelter 60 person	100.0%	\$75.00	\$80.00
Parks	Lake Lansing - North - Main Shelter 240 Person	100.0%	\$180.00	\$185.00
Parks	Burchfield - North Bluff Shelter 240 Person	100.0%	\$180.00	\$185.00
Parks	Burchfield - Woodsong Shelter 240 Person	100.0%	\$180.00	\$185.00
Parks	Lake Lansing - South - Main Shelter 300 Person	100.0%	\$180.00	\$185.00
Parks	Burchfield - Overlook Shelter 300 Person	100.0%	\$180.00	\$185.00

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
Parks	Hawk Island - Red Tail Shelter 375 Person	100.0%	\$255.00	\$260.00
Parks	Hawk Island Cabanas 30 person capacity	100.0%	\$75.00	\$80.00
Parks	Lake Lansing South 30 person capacity	100.0%	\$75.00	\$80.00
Parks	Burchfield 30 person capacity	100.0%	\$75.00	\$80.00
Parks	Abandonment Recovery Fee	100.0%	\$40.00	\$41.00
Parks	Late Fee (arriving 1/2 hour or later after closing)	100.0%	\$20.00	\$21.00
Parks	Resident Monday-Friday 9am-4pm Day Camp	100.0%	\$95.00	\$96.00
Parks	Resident Mon-Fri 7:30am-5:30pm	100.0%	\$125.00	\$130.00
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	100.0%	\$135.00	\$140.00
Parks	Moonwalk	100.0%	\$280.00	\$285.00
Parks	Dunk Tank	100.0%	\$230.00	\$235.00
Parks	Giant Slide	100.0%	\$410.00	\$415.00
Zoo	Resident - daily (April - October) Parking Fee	75.0%	\$3.00	\$4.00
Zoo	Resident Annual Parking Fee	75.0%	\$30.00	\$31.00
Zoo	Non-Resident Annual Parking Fee	100.0%	\$40.00	\$41.00
Zoo	Non-Resident Adult (April - October) Admission	100.0%	\$11.00	\$12.00
Zoo	Non-Resident Senior (April - October) Admission	100.0%	\$10.00	\$11.00
Zoo	Potter Park Penguin Cove Shelter	100.0%	\$100.00	\$110.00
Zoo	Potter Park Eagle Landing Shelter	100.0%	\$125.00	\$135.00
Zoo	Potter Park - Tiger Den Shelter	100.0%	\$200.00	\$205.00
Treasurer	NSF Checks	100.0%	31.00	\$32.00

Attachment B: Fee Which Adjustment is Recommended
Law and Courts Committee

Location of Service	Fee Description	Target Percent	2017 Fee	2018 Fee
Circuit Court	Show Cause - Probation	100.0%	\$180.00	\$185.00
Family Division	Delinquency Court Costs	100.0%	\$280.00	\$285.00
Family Division	Tether	25.0%	\$32.00	\$33.00