

CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE  
TERI BANAS, CHAIR  
TODD TENNIS  
BRIAN McGRAIN  
RYAN SEBOLT  
DEB NOLAN  
CAROL KOENIG  
ROBIN 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 22, 2018 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 [December 4, 2017 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Community Mental Health – Resolution Authorizing Additional Funding for the Correctional Assessment and Treatment Services ([CATS](#)) Program
2. Parks Department
  - a. Resolution to Authorize a Contract with M.C. Smith Associates and Architectural Group, Inc. to Provide Prime Professional Services for [McNamara Landing](#) Improvements
  - b. Resolution to Authorize [Updates](#) to the Trails & Parks Millage Program Coordinator Job Description
  - c. Ingham County Trail Wayfinding [Signage Plan](#) (*Presentation*)
3. Health Department
  - a. Resolution to [Amend Resolution #17-358](#) to Authorize the Fifth Year of the Americorps\*VISTA Grant Cycle for 2017-2018
  - b. Resolution to [Amend the Collaborative Agreement](#) with the Capital Area United Way
  - c. Resolution to Authorize [Amendment #1](#) to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
  - d. Resolution to Authorize an Agreement with [Southeastern Michigan Health](#) Association
  - e. Resolution to Authorize Agreements with the Michigan Association of United Ways to Act as the [Fiduciary/Payee for MI-CHAP](#)
  - f. Resolution to Authorize a FY 2018 Subcontract with [Refugee Development Center](#)
  - g. Resolution to [Amend Resolution #17-506](#)
  - h. Resolution to Convert Full-Time [Dentist](#) Position
  - i. Resolution to Authorize Agreements with Wayne Children's Healthcare Access Program to Act as the [Fiduciary/Payee for Agency Funding](#)

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE  
December 4, 2017  
Draft Minutes

Members Present: Tennis, Anthony, Banas, McGrain, Nolan, Sebolt, and Naeyaert

Members Absent: None

Others Present: Robin Reynolds, Lori Noyer, Joel Murr, Jared Cypher, Liz Noel and others

The meeting was called to order by Chairperson Tennis at 6:34 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the November 20, 2017 Minutes

MOVED BY COMM. BANAS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE NOVEMBER 20, 2017 HUMAN SERVICES COMMITTEE MEETING.

WITHOUT OBJECTION, CHAIRPERSON TENNIS STATED THAT THE MINUTES WERE APPROVED AS PRESENTED.

Additions to the Agenda –

2. Health Department
  - c. Resolution to Authorize an Agreement with Blue Cross Blue Shield of Michigan Foundation

Limited Public Comment

None.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MCGRAIN, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Health Department
  - a. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files
  - b. Resolution to Authorize an Agreement with Professional Credential Verification Services, Inc. (PCVS) to Provide Verification of Professional Credentials of Physicians and Allied Health Professionals
3. Controller's Office
  - a. Resolution Approving Various Contracts for the 2018 Budget Year

THE MOTION CARRIED UNANIMOUSLY.

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

1. Health Services Millage – Resolution Authorizing a Health Services Millage Contract with the Ingham County Health Plan Corporation (IHPC)

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. BANAS, TO APPROVE THE RESOLUTION.

Commissioner Sebolt read the opening clause of the resolution. He stated that in the spirit of that objective, he wanted to amend the resolution.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. ANTHONY, TO AMEND THE RESOLUTION TO CHANGE THE AMOUNTS OF \$1,000,000 IN THE RESOLUTION TO \$1,468,000, AND REMOVE THE FOLLOWING CLAUSE:

~~BE IT FURTHER RESOLVED, that Health Services Millage funds will not be used to provide benefits to IHPC members who are eligible for insurance coverage under the ACA unless those individuals have been granted an income related or hardship exemption.~~

Discussion.

Commissioner Sebolt stated that there were individuals in the County who met all other requirements to be eligible for IHP, but were otherwise eligible to purchase health plans on the exchange, however, those plans could be cost-prohibitive to them. He further stated that with President Trump's intent to remove subsidies and other initiatives that would put this into flux, he thought that if the County was to provide a level of health product for their residents and meet their basic needs, then it should cover all of those residents regardless of the technicality.

Commissioner Banas asked why Ingham Health Plan (IHP) was not funding the \$.5 million difference with its surplus funds from the hospital shares, as it was a significant amount of money. She stated that she wanted to explore all other avenues for covering the difference first, before the County used millage dollars.

Robin Reynolds, Ingham Health Plan Corporation Executive Director, stated IHP had used fund balance dollars for the past three years, and they could continue to do that, but the money was being used rapidly. She further stated that the millage that passed did include all people, and the longer the County had the funds, the longer the program kept going.

Commissioner Banas asked what the fund balance would be if \$425,000 was removed for one year.

Ms. Reynolds stated if IHP were to spend \$400,000 out of fund balance this year, then there would be about \$6 million left in the fund balance. She further stated that the fund balance had decreased by about \$2 million per year.

Commissioner Nolan stated that as she was a member of the IHP Board, she knew they had done a lot of work to get the debt of IHP down, and it was currently about \$.5 million. She further stated that the last she looked at the balance, it was about \$7 million, so this amendment would decrease the balance to \$6.5 million.

Commissioner Nolan stated IHP had made the decision to cover the bridge individuals, and those individuals' coverage cost about \$.5 million per year.

Discussion.

Commissioner Nolan stated that since it had been the IHP Board's decision to cover the bridge individuals, she would support continuing to cover those individuals at a deficit rate to IHP. She further stated that she was also in support of re-drafting the millage, and even though it was good until 2020, she would suggest putting it on the ballot with new language in 2018 so the County would be ready for whatever happened in the federal government.

Discussion.

Commissioner Nolan stated she would vote against the amendment.

Commissioner Sebolt stated that the millage fund balance had enough funds to cover the \$425,000 addition.

Commissioner Nolan asked how much was in the millage fund balance.

Mr. Cypher stated there was about \$600,000 in the fund balance.

Commissioner Nolan stated that amount would only fund one year of coverage.

Commissioner Sebolt stated that if Commissioner Nolan wanted to rewrite the millage for 2018, it would only need coverage for one year. He further stated that the ideas of funding the bridge individuals with the millage fund balance and rewriting the millage were not mutually exclusive.

Commissioner Naeyaert stated that she did not support the amendment, because she thought if the fund balance was there and being used at about \$.5 million per year, that would give them 13 years of IHP coverage. She further stated the uncertainty with health care has been a topic that had been widely discussed, but she believed that they should just row steady until they had a more definitive look into what might happen.

Commissioner McGrain stated that he recalled the administrative funding had been increased from 15% to 20% last year, and he was glad IHP was going to cover the bridge individuals. He further stated he still believed the County's hands were currently tied with the millage language, and he would love to rewrite the millage next year to be broader.

Discussion.



2. Health Department

- c. Resolution to Authorize an Agreement with Blue Cross Blue Shield of Michigan Foundation

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RESOLUTION.

Joel Murr, Deputy Health Officer, provided background on the grant and the resolution.

Commissioner Naeyaert stated she had seen a show about places where people could inject drugs safely with medical professionals on hand. She further stated that she was intrigued by the idea, but also terrified, and she wondered how much fentanyl was coming into the County.

Mr. Murr stated 50% of cases involved fentanyl.

Chairperson Tennis clarified that Mr. Murr meant 50% of overdoses involved fentanyl.

Commissioner Naeyaert asked if this grant would cover the opioid issues in the County.

Mr. Murr stated it would not even be close to covering everything, but this grant would allow them to partner with local jails and find new ways for intervention.

Commissioner Naeyaert asked if the Health Department was noticing if the Sheriff's Office and the Lansing Police Department was seeing overdoses not as crime, but as a cry for help.

Mr. Murr stated he did notice that law enforcement was adding more resources to help those affected by the epidemic.

Discussion.

Commissioner Banas asked what the State was doing to help, because she knew there was a group working on the opioid epidemic. She further asked what was coming out of the effort for the State to help counties.

Mr. Murr stated that the State's task force was looking at the policy level, including coming up with clear guidelines for prescribing practices and incentivizing information sharing.

Discussion.

Commissioner Nolan asked what kinds of substance abuse programs were available for people to go to currently, as she was aware many were full.

Mr. Murr stated there were Community Mental Health programs that existed, and when there were beds available, the Community Health Workers could place people in them as soon as possible.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

3. Controller's Office
  - b. Resolution Amending the Ingham County Board Rules

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

Commissioner McGrain asked what was happening with the assignment of the Potter Park Zoo, and why it would not be with the Parks Department.

Mr. Cypher stated that Tim Dolehanty, Controller, would be the liaison for the Potter Park Zoo and the County Services Committee would still have responsibility of the Potter Park Zoo.

Commissioner Banas asked how the change would affect the Parks Commission meeting schedule.

Mr. Cypher stated that the Parks Commission meeting schedule might change because they also met on Monday nights, so they would have to work around the Human Services Committee meeting schedule.

Commissioner Banas stated she recommended that the Parks Commission meet on the Monday nights opposite of the Human Services Committee meetings.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

4. Human Services Committee – Resolution Congratulating Stephen W. Frank American Legion Post 269 on the Occasion of its 80<sup>th</sup> Year Anniversary

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

THE RESOLUTION WAS AMENDED AS FOLLOWS:

WHEREAS, Post 269 hosts three active groups today – the Veterans of the American Legion, the Ladies Auxiliary and the Sons of the American Legion; and

**WHEREAS, Post 269 has recently added a new group, the American Legion Riders, who are motorcycle riders who help raise for local VA hospitals, Battered Women and Children's centers and other programs for veterans, children and families; and**

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY.

## Announcements

Chairperson Tennis thanked Mr. Cypher and staff for putting together the RFP to take action on the litigation regarding manufacturers and distributors of opioids that were shirking their responsibility of keeping the public safe.

### Discussion.

Commissioner McGrain stated he had followed up with Clean Water Action and they would set up a meeting that he would report back to the Committee. He further stated that he and Commissioner Sebolt had met with constituents, who had thought that proportions of Lansing were health access deserts, namely South Lansing, but they had not known about the Forest Health Center in that area.

Commissioner McGrain stated he would like to set up an event regarding the health access deserts and would update the Committee about the event.

Commissioner Banas stated that there was a new McLaren and MSU hospital development that was announced that day. She further stated she would be interested in discussing at a future meeting how that would affect the landscape of the area and the economy.

Commissioner McGrain stated Linda Vail, Chief Health Officer, was recently reappointed to the McLaren Board of Directors, so she might have some insight in regards to the MSU-McLaren collaboration. He further stated that the new McLaren facility would be across from the University Club, and he was curious about the movement of a corporation out of a neighborhood that was stable, and into another that was concerned about the development.

Chairperson Tennis stated that McLaren was closing the Greenlawn and Washington locations, and their facility was moving from high Medicaid areas, to low Medicaid areas.

### Discussion.

Commissioner McGrain stated that Lansing Economic Area Partnership (LEAP) had signed a Letter of Understanding to redevelop those areas which were about to be abandoned by mcg-leap signed LOU to redevelop those areas, and the Forest Health Center was still operating as well.

Commissioner Naeyaert stated that CVS would be acquiring Aetna, which had a number of walk-in clinics. She further stated she thought the walk-in clinics would take pressure off of hospitals, although she was concerned because McLaren was closer for some of the rural constituents in the County.

Commissioner Sebolt thanked Chairperson Tennis for chairing the Committee and helping him as new member get caught up on many of the issues.

Commissioner Banas thanked Chairperson Tennis for leading an important committee during an important time, and it was not always easy, but he had done it with sense and grace.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:27 p.m.

# JANUARY 22, 2017 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

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

1. Community Mental Health – *Resolution Authorizing Additional Funding for the Correctional Assessment and Treatment Services (CATS) Program*

This resolution authorizes funding to increase a .854 FTE mental health therapist (employed by CMH) at the Ingham County Jail to 1.0 FTE. This position provides mental health crisis screening within the jail and is supervised by the coordinator of the Correctional Assessment and Treatment Services (CATS) program. This increase will allow CMH to find a viable candidate for the position and expand services. The CMH proposal (attached) contains further details. An additional \$10,180 is necessary to increase the .854 FTE mental health therapist position to 1.0 FTE. This resolution authorizes the additional funding from the 2018 contingency fund.

2. Parks Department

a. *Resolution to Authorize a Contract with M.C. Smith Associates and Architectural Group, Inc. to Provide Prime Professional Services for McNamara Landing Improvements*

This resolution awards a contract to M.C. Smith Associates and Architectural Group, Inc. to provide prime professional (architectural/engineering) services for the Burchfield Park McNamara Landing Improvements project, in an amount not to exceed \$14,396. The term of the contract shall be from the date of execution until July 1, 2019.

b. *Resolution to Authorize Updates to the Trails & Parks Millage Program Coordinator Job Description*

This resolution updates the job description for the Trails & Parks Millage Program Coordinator which was originally created by Resolution #17-312 on August 22, 2017. Adjusting the Trails & Parks Millage Program Coordinator position will allow the flexibility for the incumbent to be able to assist with general park duties that are not directly millage related. This will aid the Parks Department in covering duties that need to be attended to due to a transition in duties and personnel internally. The financial impact of this position entails changing the position from being 100% funded by millage funds to a 95% and 5% split with 95% being funded by the Trails and Parks Millage and 5% being funded by the general Parks Budget.

3. Health Department

a. *Resolution to Amend Resolution #17-358 to Authorize the Fifth Year of the AmeriCorps\*VISTA Grant Cycle for 2017-2018*

Resolution #17-358 authorized accepting a fifth year of funding for the AmeriCorps\*VISTA program. CNCS wishes to amend Resolution #17-358 for a total budget increase to \$166,489 with no financial impacts or increases in Ingham County's contributions effective September 17, 2017 through September 15, 2018.

This amendment to Resolution #17-358 will increase the total budget to \$166,489 which consists of the following distribution: \$11,000 from CNCS designated for the program coordinator salary, \$133,416 generated from authorized cash contributions up to \$7,848 from each of the seventeen external AmeriCorps\*VISTA member host sites, and \$22,073 in revenue from Ingham County. Additionally, CNCS increased the total number of AmeriCorps\*VISTA members available to ICHD for placement, from 16 to 18 members, of which 17 FTE AmeriCorps\*VISTA members are billable. The remaining 1 FTE AmeriCorps\*VISTA Leader will be assigned to the program to assist the Program Coordinator. The total budget increase in the amendment to

Resolution #17-358 is covered through the non-federal match of a total of \$155,489 comprised of both the cash contributions (\$133,416) from each of seventeen external AmeriCorps\*VISTA member host sites, and from the ICHD funds (\$22,073). There are no financial impacts or increases in ICHD's contributions for the proposed amendment to Resolution #17-358. From the Local Resources, CNCS is requiring payment from local resources for the VISTA Cost Share in the amount of \$73,866.

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

This resolution amends the collaborative agreement with the Capital Area United Way in an amount not to exceed \$37,778.25 effective October 1, 2017 through September 30, 2018. Funds for this agreement are included in the 2018 budget. Ingham County Health Department (ICHD) has had a collaborative agreement with the Capital Area United Way (CAUW) since 2005. Under this agreement, the CAUW administers funds to support the Community Indicators Project and the Community Health Improvement Plan (CHIP). Both projects are the core component of ICHD's strategy for understanding and informing the community about health status. This project is also instrumental to the *Healthy! Capital Counties* project.

*c. Resolution to Authorize Amendment #1 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services*

This resolution authorizes Amendment # 1 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2017 through September 30, 2018. To fully implement Hepatitis A outbreak prevention strategies, ICHD is requesting to hire two temporary Registered Nurses, and one temporary Community Health Representative II effective October 1, 2017 through September 30, 2018. Additionally, to fulfill the requirements of the HIV Data to Care program, ICHD is requesting to increase an existing part-time Communicable Disease Investigator (position #601399) by an additional 9 hours per week, also effective October 1, 2017 through September 30, 2018.

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,227,469 to \$5,299,244, an increase of \$71,775. The amendment makes the following specific changes in the budget:

HIV Data to Care Program	\$20,800.00 - new funding
Hepatitis A Response Project	\$136,700.00 – new funding
Public Health Emergency Preparedness (PHEP): increase of \$3,750 from \$113,287 to \$117,037	
Breast & Cervical Cancer Control (BCCCP) Coordination: decrease of \$79,475 from \$280,500 to \$201,025	
WISEWOMAN Program: decrease of \$10,000 from \$50,000 to \$40,000	

*d. Resolution to Authorize an Agreement with Southeastern Michigan Health Association*

This resolution accepts a \$10,000 grant from Southeastern Michigan Health Association (SEMHA) to support outreach efforts and to facilitate parent input and feedback, as well as family involvement with ICHD's CSHCS policy and procedure process. This grant will be effective October 1, 2017 through September 30, 2018. ICHD will use this grant to fund a temporary position with an area parent currently enrolled in the CSHCS system. This individual will work collaboratively with ICHD-CSHCS staff to develop and implement outreach strategies that focus on engaging other families who have children with special health care needs. This peer support affords parents the benefits of CSHCS, and provides strategies to assist parents in navigating the system.

e. *Resolution to Authorize Agreements with the Michigan Association of United Ways to Act as the Fiduciary/Payee for MI-CHAP*

This resolution authorizes the acceptance of funds from MAUW in an amount up to \$375,000 and to enter into agreements to act as the fiduciary/payee for MAUW/MI-CHAP effective October 1, 2017 through September 30, 2018.

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

1. Receive funds from MAUW up to \$375,000 for CHAP projects
2. Set up a system to provide an initial payment to MAUW/MI-CHAP and subsequent reimbursements
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on-site monitoring of MAUW/MI-CHAP
5. Forward any required reports as provided by MAUW/MI-CHAP

MAUW/MI-CHAP will:

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

The County will retain a 10% administrative fee of the total funds received during the effective dates of these agreements; this includes the Medicaid Match funds.

f. *Resolution to Authorize a FY 2018 Subcontract with Refugee Development Center*

This resolution authorizing a subcontract with RDC to provide Childhood Lead Poisoning Prevention Program (CLPPP) services is effective October 1, 2017 through September 30, 2018 in an amount not to exceed \$9,600. Grant funding is available to cover the cost of the contract.

g. *Resolution to Amend Resolution #17-506*

This resolution authorizes utilizing 0.25 FTE of existing position #601502 for program coordination and oversight of the grant requirements, and establishes a 0.5 FTE CHW for the duration of the grant to serve inmates with opioid abuse history upon release. Funding for the proposed staffing changes will be covered by the grant funds.

h. *Resolution to Convert Full-Time Dentist Position*

This resolution converts a full time (1.0 FTE) dentist position, Position #601181, into two 0.5 FTE positions, effective February 1, 2018. By filling both 0.5 FTE positions, ICHD will obtain full productivity budgeted for Position #601181, which is currently filled at only 0.75 FTE. Full-time dental positions have been difficult for ICHD to recruit, whereas part-time positions offer flexibility to dentists who desire part-time or secondary work. By converting Position #601181 into two part-time positions, ICHD will retain the existing pediatric dentist who currently works 0.75 FTE and desires reduced hours to 0.5 FTE, while also creating the opportunity to recruit an additional pediatric dentist into the newly created 0.5 FTE position. Offering part-time positions provides greater flexibility for recruiting and retaining qualified dentists, which has been a challenge for ICHD. Recruitment efforts have identified part-time work as desirable among some potential Dentist hires that have otherwise not accepted a full-time position offer from the Health Department. Position #601181 (currently 1.0 FTE) is budgeted at \$142,022. Converting this position into two 0.5 FTE positions will cost \$149,806, an increase of \$7,784. The difference in benefit costs associated with the two part-time positions versus a single full-time position accounts for the increase in cost. The increased cost will be covered through the increased revenue generated by obtaining the full productivity value of both 0.5 FTE positions when filled.

i. *Resolution to Authorize Agreements with Wayne Children's Healthcare Access Program to Act as the Fiduciary/Payee for Agency Funding*

This resolution authorizes agreements with Wayne Children's Healthcare Access Program (WCHAP) to act as the Fiduciary/Payee and Medicaid Outreach Match Partner for funding from HealthNet of West Michigan (HNWM), United Way of Southeastern Michigan (UWSEM), The Carl's Foundation (TCF), Skillman Foundation (SF), Kresge Foundation (KF), and the McGregor Fund (MF) on behalf of WCHAP. There will be a separate fiduciary agreement with the above agencies to facilitate the Medicaid Match. The contract period for each agreement other than UWSEM is effective October 1, 2017 through September 30, 2018; the contract period for UWSEM is effective October 1, 2017 through June 30, 2018.

As the fiduciary/payee of the HNWM, UWSEM, TCF, SF, KF, and MF funds, ICHD will:

1. Receive funds from HNWM up to \$80,926, from UWSEM up to \$50,000, from TCF up to \$21,220, from SF up to \$59,500, from KF up to \$15,750, and from MF up to \$110,000 (up to \$337,396 total) on behalf of WCHAP
2. Set up a system to provide monthly payments to WCHAP and subsequent reimbursements
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on-site monitoring of WCHAP
5. Forward any required reports as provided by WCHAP

WCHAP 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 HNWM, UWSEM, TCF, SF, KF, and MF
4. Keep ICHD up-to-date on any changes in funding

ICHD will retain a 10% administrative fee from the total funds received during the effective dates of these agreements; this includes the Medicaid Match funds.

**OTHER ITEMS:**

2. *Parks Department*

c. *Ingham County Trail Wayfinding Signage Plan (Presentation)*

This will be a presentation of the proposed Ingham County Trail Wayfinding Signage Plan prepared by Spicer Group.

## Agenda Item 1

**TO:** Board of Commissioners Law & Courts, Human Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** January 2, 2018

**SUBJECT:** Resolution Authorizing Additional Funding for the Correctional Assessment and Treatment Services (CATS) Program  
For the meeting agendas of January 17 and January 22

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### **BACKGROUND**

This resolution authorizes funding to increase a .854 FTE mental health therapist (employed by CMH) at the Ingham County Jail to 1.0 FTE. This position provides mental health crisis screening within the jail and is supervised by the coordinator of the Correctional Assessment and Treatment Services (CATS) program. This increase will allow CMH to find a viable candidate for the position and expand services. The CMH proposal (attached) contains further details.

### **ALTERNATIVES**

The alternative is to leave the position at .854 FTE. CMH has had difficulty filling the position. It is hoped that by increasing the funding to allow the position to be 1.0 FTE, a viable candidate can be found.

### **FINANCIAL IMPACT**

An additional \$10,180 is necessary to increase the .854 FTE mental health therapist position to 1.0 FTE. This resolution authorizes the additional funding from the 2018 contingency fund.

### **OTHER CONSIDERATIONS**

The position is currently vacant and despite having been posted three times, has not had any viable candidates. There was also a 5 month service gap in 2016 and a 6 month service gap in 2017 when the position was unfilled.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

# Proposal for Increasing Existing three-quarter time Employee to Full time Ingham County Jail

January, 2018

## Proposal

The Ingham County Sheriff's Office in collaboration with the Community Mental Health Authority of Clinton, Eaton, and Ingham County (CMHA-CEI) request funding from Ingham County to **increase a current .854 FTE Mental Health therapist position to 1.0 FTE**. This position provides Mental Health Crisis Screening within the Ingham County Jail and supervised by the Coordinator of the Correctional Assessment and Treatment Services (CATS) program.

The current three-quarter time position is empty and despite having been posted three times, has not had any viable candidates. The Full Time Position would be Sun-Thurs 8-4:30 and allows CATS to have overlap in staffing 3 days a week (Tuesday-Thursday). This position would also allow CATS to offer follow up sessions and some basic life skills and coping skills groups for the mental health dorm and inmates housed in special observation (Receiving, Post 9, Post 1A). The increase in the position would also allow CATS to see juveniles and youthful at least biweekly, if not weekly. None of these groups typically qualify for CATS SUD services. The increase to Full time would also allow for Mental Health coverage 7 days a week. The cost estimated for salary and fringe to increase from a .854 FTE to a 1.00 FTE is **\$10,180**.

## Background/Rationale

In the past several years, there has been a notable **increase of inmates in need of Emergency Mental Health Services** at Ingham County Jail.

2016: (CATS had a 5 month gap when the part time position was unfilled)

333 initial (unique contacts)  
752 total mental health screenings

2017: (CATS had a 6 month gap due to the unfilled part time position)

395 initial (unique contacts) from 1/1/17-12/18/17. The program estimates another 20-25 contacts before the end of the year  
912 total mental health screenings

Jails and are not created to be *de facto* mental hospitals. Not surprisingly, there are many problems associated with placing large numbers of individuals with serious mental illness into jails, one being that because of their impaired thinking, many inmates with both serious and moderate mental illnesses are **major management problems**.

Inmates who are screened for mental health services, but are not assessed as having a serious and persistent mental health disorder needing immediate intervention, do not receive any further counseling involvement from CATS staff. This is due to the limited staffing currently providing the above screenings. Inmates with mild to moderate symptoms often are experiencing situational depression and anxiety; have trauma based issues or may have a long standing Personality disorder. These individuals are a large part of the 900 plus inmates screened annually, who would benefit from professional counseling and coordination of care. Offering therapy services, such as group and/or individual, would greatly reduce ongoing behavioral issues that are left to the jail employees to manage.

CMHA-CEI and the Ingham County Sheriff's office continue to best meet the needs of inmates with Mental Health Concerns. Increasing the current .854 FTE position to a full time position will meet two needs: 1) the chances of finding a viable candidate increases with a full time position; and 2) Mental Health Services provided by CATS will expand to include coverage 7 days per week and allow for additional follow up visits and therapy groups.

Introduced by the Law & Courts, Human Services, and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADDITIONAL FUNDING FOR THE CORRECTIONAL  
ASSESSMENT AND TREATMENT SERVICES (CATS) PROGRAM**

WHEREAS, Ingham County provides funding to CMH for the CATS program offered in the Ingham County Jail; and

WHEREAS, in the past several years there has been an increase of inmates in need of emergency mental health services; and

WHEREAS, the position is currently vacant and CMH has found it difficult to find viable candidates to fill the position because it is not full time; and

WHEREAS, if the position is increased to 1.0 FTE, CATS services will expand to include coverage seven days per week and allow for additional follow up visits and therapy groups.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an additional appropriation to CMH of \$10,180 from the 2018 contingency fund, for the purpose of increasing a mental health therapist position in the CATS program from the current .854 FTE to 1.0 FTE.

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

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

**TO:** Board of Commissioners Finance & Human Services Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** December 27, 2017  
**SUBJECT:** Prime Professional Services for McNamara Landing Improvements  
For the meeting agenda of 1/17/18 Finance and 1/22/18 Human Services Committee

---

**BACKGROUND**

The Purchasing Department solicited proposals from registered architects, professional engineers, and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Burchfield Park McNamara Landing Improvements project.

McNamara Landing is located on the southern border of Burchfield Park in Ingham County. The project would expand and develop facilities by adding universal designed canoe/kayak launch on the Grand River. Currently the launch consists of sidewalk and steps into the river. A family-style accessible restroom with solar lighting, two paved universally accessible parking spots, signage and a kiosk designating this spot as a waterway trailhead would be added. All facilities would be connected by concrete walkways. A proposed EZ Dock canoe/kayak launch will accommodate all people with varying abilities and will be both simple and intuitive in design.

**ALTERNATIVES**

This project is to develop McNamara Landing and make it more accessible and user friendly to the whole population. This location provides access for hikers, bikers, and skiers. The development will benefit the community and increase the use of the facility and access to the many forms of recreation by adding a universal accessible launch, a planned water trail and water trailhead entry point, and other accessible amenities. This would become a critical launching point and connect McNamara Landing with the accessible ramp in Dimondale, approximately eight miles downstream.

**FINANCIAL IMPACT**

Board of Commissioners Resolution #17-313 authorized the acceptance of the Michigan Natural Resources Trust Fund (MNRTF) grant project agreement in the amount of \$105,800. The County has provided a match of \$45,400 for a total project cost of \$151,200.

**OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their December 11, 2017 meeting.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend the resolution authorizing a contract with M.C. Smith Associates and Architectural Group, Inc. be approved.

TO: Tim Morgan, Director of Parks

FROM: James Hudgins, Director of Purchasing

DATE: November 3, 2017

RE: Memorandum of performance for RFP No. 186-17: Prime Professional Services for McNamara Lansing Improvements

Per your request, the Purchasing Department sought proposals from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Burchfield Park McNamara Landing Improvements project for the Ingham County Parks Department. The Prime Professional must be registered in Michigan.

The RFP was advertised in the Lansing State Journal, Lansing 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
Vendors invited to propose	84	26
Vendors responding	4	2

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

VENDOR NAME	LOCAL PREF	TOTAL COST	OTHER
MC Smith Associates	No, East Grand Rapids MI	\$14,396.00	
OHM Advisors	No, Livonia MI	\$15,000.00	
Rowe Professional Services Company	Yes, Lansing	\$21,000.00	Geotechnical \$2,750.00 & Construction Staking (ROWE) \$2,500.00
Spicer Group	Yes, Lansing	\$26,700.00	Topographical Survey \$4,200.00

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 purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto: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 TO AUTHORIZE A CONTRACT WITH M.C. SMITH ASSOCIATES AND ARCHITECTURAL GROUP, INC. TO PROVIDE PRIME PROFESSIONAL SERVICES FOR MCNAMARA LANDING IMPROVEMENTS**

WHEREAS, Board of Commissioners Resolution 17-313 authorized the acceptance of a Michigan Natural Resources Trust Fund Grant for facility development and improvements to McNamara Landing; and

WHEREAS, the Purchasing Department solicited proposals from registered architects, professional engineers and/or landscape architects for the purpose of entering into a contract to provide prime professional services for the Burchfield Park McNamara Landing Improvements project; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to M.C. Smith Associates and Architectural Group, Inc. who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to M.C. Smith Associates and Architectural Group, Inc. in an amount not to exceed \$14,396.

BE IT FURTHER RESOLVED, the term of the contract shall be from the date of execution until July 1, 2019.

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 2b

**TO:** Board of Commissioners County Services, Finance, and Human Services Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** December 28, 2017  
**SUBJECT:** Updates to the Trails & Parks Millage Program Coordinator Job Description  
For the meeting agenda of 1/16/18 County Services, 1/17/18 Finance and 1/22/18 Human Services

---

### **BACKGROUND**

This resolution authorizes the Parks Department to update the job description for the Trails & Parks Millage Program Coordinator which was originally created by Resolution #17-312 on August 22, 2017. This position did not previously exist and was created to address immediate needs within the department to provide oversight to the trails and parks millage program. This being a new position, as time has progressed and internal changes within the Parks Department have taken place a change to broaden the scope and funding of the Trails & Parks Millage Program Coordinator is being proposed. Changes within the job description include outlining the funding source for the position and broadening the scope from millage specific to general parks on certain line items.

### **ALTERNATIVES**

Adjusting the Trails & Parks Millage Program Coordinator position will allow the flexibility for the incumbent to be able to assist with general park duties that are not directly millage related. This will aid the Parks Department in covering duties that need to be attended to due to a transition in duties and personnel internally.

### **FINANCIAL IMPACT**

The financial impact of this position entails changing the position from being 100% funded by millage funds to a 95% and 5% split with 95% being funded by the Trails and Parks Millage and 5% being funded by the general Parks Budget.

### **OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their December 11, 2017 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution authorizing updates to the Trails and Parks Millage Program Coordinator job description.

**INGHAM COUNTY  
JOB DESCRIPTION**

**TRAILS & PARKS MILLAGE PROGRAM COORDINATOR –  
Primarily a Millage Funded Position  
(95% Trails & Parks Millage Funded/ 5% Parks Budget)**

**General Summary:** Under the general direction of the Parks Director this position is the primary contact for the Ingham County Trails and Parks Millage Program and is responsible for the coordination and monitoring of grants for non-motorized trails for the duration of each project, including blue ways, green ways and special projects, which requires highly technical oversight, management, and tracking and compliance assurance for these programs. Will communicate and interface with the Park Director, Deputy Controller, Staff and other local governments to allocate and track grant dollars appropriately and in accordance with the current millage plan. Works with communities on helping with local match from various state, federal and private grant programs. This position will analyze and evaluate data, manage funding from budgeting and programming through project implementation and financial closeout and have the ability to prepare reports, charts, maps and other graphs to display data and have background in GIS mapping and data collection.

**Essential Functions:**

1. With oversight from Director receives and reviews applications for Ingham County's Trails applications for all rounds of the Ingham County Trails Parks Program and ensures they are complete and correct. Provides all necessary information to the Park Commission, Parks Director and Board of Commissioners including funding recommendations.
2. Coordinates and accounts for the appropriate reimbursements and financial information from local municipalities with the Financial Services Department. Assists the Parks Director in financial reporting through the development and modification of various forms for applicants and reimbursements to the millage program. Review contracts entered in MUNIS for accuracy, calculate and approve initial payments per contract language, monitor the Trails and Parks fund for accuracy, establish necessary general ledger accounts and projects, track and keep current fund balance and fund balance projections, develop and maintain spreadsheets, review reimbursement forms from other agencies and recommend payments.
3. Initiate changes to policies and procedures to expedite the obligation and expenditure of grant program funds.
4. Provide assistance to municipalities, and non-profit public entities regarding grants, trail and blue way planning, development, funding, management issues and completing application. Work with all communities to encourage and promote millage funded projects when they are awarded, started and completed. Coordinate and assist with scheduling special dedications, press releases, and social media ~~for promotion of millage projects.~~
5. Develops and maintains effective relationships with the Board of Commissioners, Parks Commission, various agencies, trail user groups, volunteers, and local organizations and media representatives for trail and blue way development. Assists Director with presentations to boards, commissions, civic groups and the general public as necessary.
6. Implements Ingham County Board of Commissioners approved Trails and Parks master plans, following standards for management and maintenance for all trails and blue ways. Provides information to Park Commissioners, Board of Commissioners, Director and consultant as directed and necessary for the millage program, as well as communication with attorney's office and Board of Commissioners office. Communicates official Board of Commissioners resolutions, plans, policies and procedures to staff and the general public.

7. Assists Director with project management for millage funded capital improvement projects, assisting with soliciting for grants both public and private for the Ingham County Parks Capital Improvement Program and annually assisting with updating the major action program items as part of the Five-Year Ingham County Park Master Plan.
8. Prepares and maintains daily, monthly and annual reports and records of the millage as assigned.
9. Coordinates and attends stakeholder meetings and takes minutes at these and any other special millage related meetings, and coordinates temporary construction signage and permanent plaque delivery and ordering, as well as communicating with various government entities in regard to millage and financial funding items and questions related to the millage.
10. Responsible for routine monitoring of existing trails and blue ways via foot and bicycle and kayak or canoe to assess the present conditions as well as access potential critical connections that may be developed.

**Other Functions:**

- Performs other duties as assigned

*(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:** Bachelor's Degree in Parks & Recreation Administration, Natural Resource Science, Resource Management, Resource/Land or Trails Planning, Engineering, Recreation, Environmental Studies, Tourism or a related field.

**Experience:** One to two years of experience managing grants and project management. Grant writing experience preferred.

**Other Requirements:**

- Must have certification or be able to obtain certification to perform PASER ratings.
- Must be able to load and unload and operate a bicycle, kayak and/or canoe.
- Maybe be required to lift up to 100 pounds.

*(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:**

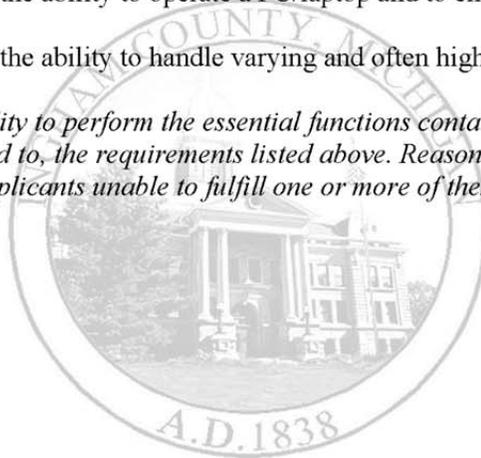
1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, bicycles, canoes/kayaks, etc.
3. This position is required to travel for meetings and appointments.
4. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**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 regular stamina in sitting, standing, walking, traversing, climbing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, etc.
- 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.

*(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.)*

**MCF**  
**Pay Grade 10**  
**August 2017**



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE UPDATES TO THE TRAILS & PARKS MILLAGE PROGRAM  
COORDINATOR JOB DESCRIPTION**

WHEREAS, in order to address changing internal needs within the Parks Department; the scope of work for the Trails & Parks Millage Program Coordinator has been broadened with funding sources adjusted accordingly; and

WHEREAS, the Park Commission has recommended updates to the job description of the Trails and Parks Millage Program Coordinator; and

WHEREAS, to allow flexibility for the person in the position to assist with general park duties that are not millage related, the funding for the Trails & Parks Millage Program Coordinator position should be adjusted to 95% from the millage fund and 5% by the general Parks budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the updates to the Trails and Parks Millage Program Coordinator job description.

BE IT FURTHER RESOLVED, that the funding for 5% of this position will now be allocated from the general Parks budget.

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

**TO:** Board of Commissioners Human Services Committee  
**FROM:** Tim Morgan, Parks Director  
**DATE:** December 27, 2017  
**SUBJECT:** Ingham County Trail Wayfinding Signage Plan  
For the meeting agenda of 1/22/18 Human Services

---

### **BACKGROUND**

Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area. Good wayfinding signs make directional information clear through sign placement, content, graphic design and text clarity. Consistent design elements are essential to the success of wayfinding signs. When a user can easily identify wayfinding information through the visual cues of color and type continuity, content information can be comprehended more quickly. Working with stakeholders throughout the Ingham County communities, a trail wayfinding system was developed. The wayfinding signs were designed to be cost effective and adaptable and to maintain the unique visual identity established within the Ingham County Trail system.

### **ALTERNATIVES**

For trail users, there is no consistent look and feel that helps them get from place to place or that makes them feel that they are in a place that is pleasant and that cares to make traveling easier and more enjoyable. Existing signage has gaps in terms of destinations (that should be signed to, but aren't), routes (that are important travel routes but don't have signs), and branding (current signs represent a hodgepodge of designs).

This plan develops a family of wayfinding signage that creates a visual identify for the system and presents a consistent, unifying graphic style to enhance the branding or image of the Ingham County trails. The wayfinding system will be organized throughout each community's trail system and to major attractions and destinations within Ingham County. Visitors and residents, whether travelling by bike or on foot, will be directed to these places through an attractive signage system. The design of the wayfinding system, inherent to the character of the region and the uniqueness of the people, culture, history and natural environment, will support the development of a sense of place as one moves along the trails.

A consistent wayfinding system on all trails within Ingham County will enhance the use of the public amenities, especially the parks, trails and downtown areas, providing, aesthetic, safety, health and economic benefits to the community.

### **FINANCIAL IMPACT**

The implementation strategy presented here is a plan for realizing the wayfinding signage system on all Ingham County trails. Implementation of the wayfinding and interpretive signage system is proposed to occur initially on the entire developed trail system, both water and land, within Ingham County. This will require each community to provide a list of the desired signs, quantity and type, to the County. The initial phase of the sign implementation will be funded with the Ingham County Trails and Park Millage and a possible state grant through MDOT and/or the MDNR. After the initial phase of implementation on all the developed trails, each community will be required to include wayfinding in their future trail projects.

### **OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported the implementation of the Ingham County Trail Wayfinding Signage Plan with the passage of a resolution at their November 13, 2017 meeting:

**RESOLUTION #21-17 TO RECOMMEND THE IMPLEMENTATION OF THE INGHAM COUNTY TRAIL WAYFINDING SIGNAGE PLAN**

WHEREAS, in order to develop a plan for wayfinding, Ingham County Parks hired Spicer Group to complete an Ingham County Trail Wayfinding Signage Plan; and

WHEREAS, Spicer Group has completed a draft plan after multiple stakeholder meetings with municipalities and other interested parties; and

WHEREAS, the Ingham County Parks Commissioners desire to implement the recommendations included in the plan; and

WHEREAS, upon recommendation from the Ingham County Parks Commission, Spicer Group will present the plan to the Board of Commissioners County Services meeting for review and additional input.

THEREFORE BE IT RESOLVED, that the Ingham County Parks Commission recommends adoption by the Board of Commissioners of the Ingham County Trail Wayfinding Signage Plan prepared by Spicer Group.

**Moved by Mr. Bennett and Supported by Mr. Schelke that Resolution #21-17 be approved as written. Yes-8; No-0. MOTION CARRIED.**

**RECOMMENDATION**

Based on the information presented, we are requesting your input for the draft Ingham County Trail Wayfinding Signage Plan.

## PowerPoint Presentation



TRAILHEAD  
IDENTIFICATION

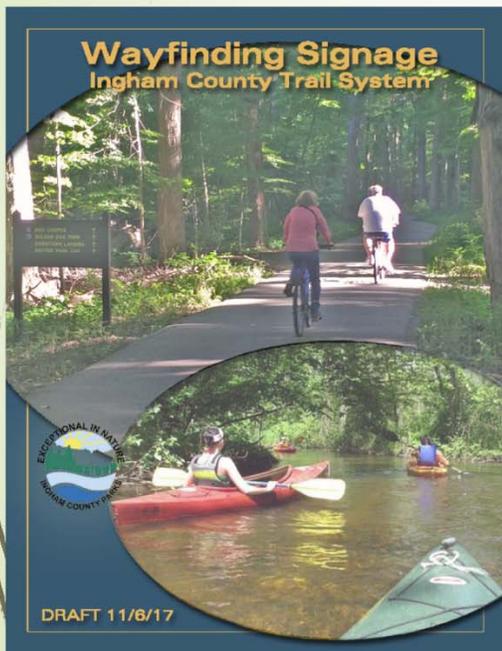
MILE MARKER /  
STREET SIGN

TRAILBLADE

JOB # 124334SG2017

DATE: 11/6/17

## Development of Plan



### Input Meetings

- May 2017
- June 2017
- Park Commission – June 2017
- August 2017
- October 2017

## Development of Plan

- Stakeholders
  - County Staff
  - Park Commission
  - Board of Commissioners
  - Each community within the County
  - DNR
  - MDOT
  - Tri-County Regional Planning
  - Related Organizations
  - Complete List in Appendix of plan
- Looked at Other Trail Wayfinding Signage

## TRAILHEAD MAP SIGN

- Trail Identification / Logo
  - Each community can individualize
- Map
  - Enlarged Area
  - Overall Area
  - Distances
  - You Are Here
- Regulations
- Sponsorship
- Trails & Parks Logo

City of Lansing  
Lansing River Trail

Trail Distances:  
Michigan Ave. - Potter Park 2.5m  
Potter Park to Hawk Island 2.5m

Key  
Trail  
Trailhead  
Restroom  
You are here

No Motor Vehicles

Please:  
Slow Down  
Keep Right  
Yield to Pedestrian  
Do Not Block Trail  
Obey Traffic Signs  
Respect Private Property  
Keep Pets Close

Get Involved! SPONSOR THIS SIGN:  
(517) 667-2233  
www.lansingtrails.org

# TRAILBLADE SIGN

- Trail Identification / Logo
  - Individualization
- Identifies:
  - Location
  - Upcoming places along the trail
  - Trailside amenities
  - Points of Interest
  - Mileage
- Placed at key decision points
- Sponsorship
- Trails & Parks Logo

 City of Lansing

## Lansing River Trail

Clippert St. Trailhead

Kircher Park  
.25 miles



Downtown Lansing  
2.0 miles



MSU Campus  
Kellogg Hotel  
1.5 miles

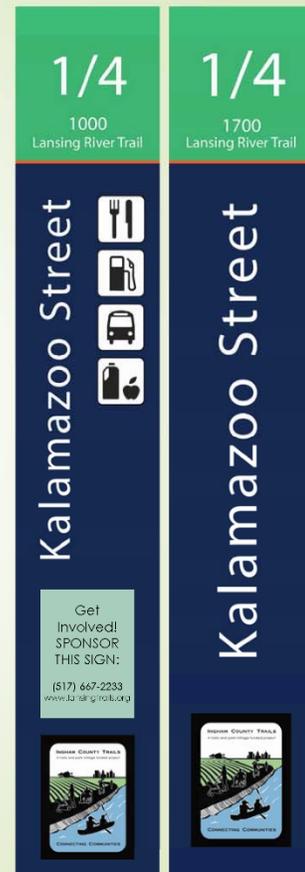


Get Involved!  
SPONSOR THIS SIGN:  
(517) 667-2233  
[www.lansingtrails.org](http://www.lansingtrails.org)



## MILE MARKER SIGNS

- Trail Identification
- Unique Numbering for each marker
- Location
- Amenities
- Sponsorship
- Trails & Parks Logo



## REGULATORY / WARNING SIGNAGE

- No Motorized Vehicles
- Stop, Stop Ahead
- Flooding
- Follow MMUTCD



## ON ROAD SIGNAGE

- Placed on on-road Routes and at key decision points along the route
- Follow MMUTCD standards
- Coordinate with local Road authority



## PAVEMENT MARKINGS

- ▶ Reinforce routes and directional signage
- ▶ Meet MMUTCD standards



# BRIDGE MARKING

- ▀ Where the trails (either land or water) cross under bridges
  - ▀ Identify Road names
  - ▀ No logos





## WATER TRAIL SIGNS

- ▶ Use Trailhead Map, Trailblade and Mile Markers
  - ▶ Consistency with Land Trails
- ▶ Identify
  - ▶ Locations
  - ▶ Amenities available
- ▶ Large amount of land is privately owned
- ▶ Consider flooding and ice

## WATER TRAIL WARNING SIGNS

- ▶ Alert Paddlers
- ▶ Situations that may require caution or portage.
- ▶ No logos or extraneous information



# INTERPRETIVE SIGNS

- Sign Content
  - Historical
  - Cultural
  - Educational
  - Natural Resources
- MI History Center
- Available in many styles
- ADA accessibility



LOW PROFILE



RAIL MOUNT



WALL MOUNT



UPRIGHT



MULTI-PANEL UPRIGHT



TRI-ANGULAR KIOSK

# FONTS, COLORS, SYMBOLS



- ▶ FONT: Myriad Pro (substitute Arial if not available)
- ▶ COLORS:
  - ▶ Top: Flexibility
  - ▶ Background: Dk. Blue
  - ▶ Lines/Arrows: Orange
  - ▶ Text: White
- ▶ Tested for 9 degrees of color blindness
- ▶ SYMBOLS:
  - ▶ Standard symbols



# IMPLEMENTATION

- Each community determine number and placement of their Wayfinding Signs
  - Communicate needs to County
- Leverage County funds with MDOT-TAP grant application (County to submit)
  - Grant Award
- County oversee development of first phase
- After initial phase, each community should include signage in all future phases of Trails & Parks Millage funding applications
- Interpretive Signs – by each community

# SIGN SPONSORSHIP

**LEVEL 1:**  
8" x 2'-0" on the base of the Trailhead Map Sign

**LEVEL 2:**  
6" x 8" on the base of the Trailblade Sign

**LEVEL 3:**  
4" x 6" on the base of the Mile Marker

## MAINTENANCE / MANAGEMENT

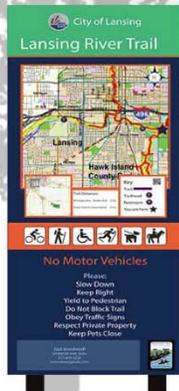
- ▶ FLRT
- ▶ Trails Ambassador
- ▶ Each Community





# Trail Wayfinding System Ingham County Trails & Parks

## QUESTIONS?



**TRAILHEAD  
IDENTIFICATION**

**MILE MARKER /  
STREET SIGN**

**TRAILBLADE**

# Wayfinding Signage Ingham County Trail System



DRAFT 11/6/17

# ACKNOWLEDGEMENTS

## **Ingham County Board of Commissioners**

Victor Celentino, District 1  
Ryan Sebolt, District 2  
Sarah Anthony, District 3  
Bryan Crenshaw, District 4  
Todd Tennis, District 5  
Randy Maiville, District 6  
Kara Hope, District 7  
Mark Grebner, District 8  
Carol Koenig, District 9  
Brian McGrain, District 10  
Teri Banas, District 11  
Deb Nolan, District 12  
Randy Schafer, District 13  
Robin Naeyaert, District 14

## **Ingham County Staff**

Jared Cypher, Deputy Controller  
Tim Morgan, Parks Director  
Melissa Buzzard, Trails & Parks Millage Program  
Coordinator  
Brian Collins, Hawk Island Park Manager  
Coe Emens, Hawk Island Assistant Park Manager  
Jeff Gehl, Burchfield Park Manager  
Chris Washer, Burchfield Park Assistant  
Pat Witte, Lake Lansing Park Manager  
Tim Buckley, Burchfield/Lake Lansing Asst. Park  
Manager  
Nicole Wallace, Executive Assistant  
Karen Fraser, Financial Coordinator

## **Ingham County Parks and Recreation Commission**

Commissioner Teri Banas  
Commissioner Carol Koenig  
Sarah Nicholls, Chair  
Matthew Bennett, Vice-Chair  
Jonathan Schelke, Secretary  
Pat Lindemann, Drain Commissioner  
Paul Pratt, Drain Commissioner Designee  
Cherry Hamrick  
Jessy Gregg  
Ryan Earl  
Shirley Rodgers

*Adopted by the Ingham County Board of Commissioner on \_\_\_\_\_.*

*Prepared by:*



230 S. Washington Ave., Saginaw, MI 48607, (989) 754-4717  
[www.spicergroup.com](http://www.spicergroup.com)

# TABLE OF CONTENTS

	<u>Page Nos.</u>
Introduction .....	1
Sign Design Guidelines .....	3
Map / Trailhead Sign .....	3
Trailblade Sign .....	4
Mile Marker Signs.....	4
Regulatory / Warning Signage.....	5
On-Road Signs.....	5
Pavement Markings.....	6
Bridge Marking .....	6
Water Trail Signs.....	6
Interpretive Signs .....	7
Fonts, Colors and Symbols .....	9
Implementation .....	11
Sign Sponsorship .....	12
Construction / Installation .....	13
Maintenance / Management.....	14
Appendices	
A. Detailed Sign Drawings.....	A-1
B. List of Wayfinding Stakeholders.....	B-1

*“Wayfinding provides guidance and the means to help people feel at ease in their surroundings.”*

- Gibson

## INTRODUCTION

A wayfinding system is an important tool for helping people navigate and fully experience an area. Well placed signage ensures that people can safely reach desired destinations. It also can help people discover new areas of interest in an impromptu way. Good wayfinding design fits and even enhances the unique character of an area.

The first trail systems in Ingham County were developed in the mid-1970's in the City of Lansing. Lansing has been expanding sections of its River Trail ever since. Other communities started planning and developing trail systems starting in the 1990's. These trail systems have connected to each other and to trail systems beyond the county limits.



Wayfinding signs are needed by Ingham County visitors and residents to navigate their land and water trail systems that can often disorient the user, even when they are familiar with the area.



Good wayfinding signs make directional information clear through sign placement, content, graphic design and text clarity. Consistent design elements are essential to the success of wayfinding signs. When a user can easily identify wayfinding information through the visual cues of color and type continuity, content information can be comprehended more quickly.

Currently there is a lack of wayfinding on most trails in the County and where it is present there is no consistency in physical design and frequency of signs along the trails. Some communities have signage and some do not. Existing signage has gaps in terms of destinations (that should be signed to, but aren't), routes (that are important travel routes but don't have signs), and branding (current signs represent a hodgepodge of designs). For trail users, there is no consistent look and feel that helps them get from place to place or that makes them feel that they are in a place that is pleasant and that cares to make traveling easier and more enjoyable.

Working with stakeholders throughout the Ingham County communities, a trail wayfinding system was developed. The wayfinding signs were designed to be cost effective and adaptable, and to maintain the unique visual identity established within the Ingham County Trail system.

This plan develops a family of wayfinding signage that creates a visual identify for the system and presents a consistent, unifying graphic style to enhance the branding or image of the Ingham County trails. Ingham County is home to Michigan State University, Lansing Community College and the State Capitol and draws visitors from all areas of the country and from international locales. Student populations bring a high rate of turnover of residents adding to the need for an effective wayfinding system.

The wayfinding system will be organized throughout each community’s trail system and to major attractions and destinations within Ingham County. Visitors and residents, whether travelling by bike or on foot, will be directed to these places through an attractive signage system. The design of the wayfinding system, inherent to the character of the region and the uniqueness of the people, culture, history and natural environment, will support the development of a sense of place as one moves along the trails.

The Ingham County Trail Wayfinding Signage Plan develops a wayfinding system for all trails within the County and lays the foundation of the system for pedestrians and bicyclists. A consistent wayfinding system on all trails within Ingham County will enhance the use of the public amenities, especially the parks, trails and downtown areas, providing, aesthetic, safety, health and economic benefits to the community.



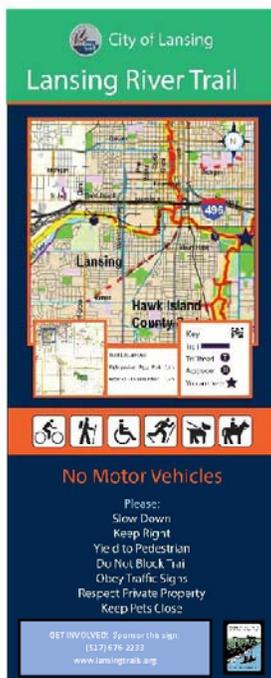
# SIGN DESIGN GUIDELINES

The Ingham County Trails Wayfinding Sign Design Guidelines were developed to create a consistent message for the land and water trails within Ingham County. The consistent visual elements will inform residents and visitors that they are using a trail within Ingham County.



The guidelines outlined in this manual will help partners develop signs that can be customized for individual sites. The purpose of this sign system is to provide a flexible framework for Ingham County's Trail partners to help tell the story of their site(s). After the signs are installed their information will be entered into the Ingham County database.

The Wayfinding system developed for the Ingham County Trails consists of a 3-tiers of different signs as follows (detailed drawings can be found in appendix C):



## MAP / TRAILHEAD SIGNS

Map and Trailhead signs are large signs designed to be placed at trailhead locations or major entry locations along the trail system. The signs are designed to stand vertically so they attract attention. The signs can be mounted simply on 2 posts, or a more decorative structure. The map shown on the sign will inform trail users about their location, local attractions, trail amenities such as restrooms and parking and trail distances. The sign would also include any regulations. Regulations should be worded in a positive manner. For example, instead of saying “No littering”, say “Please leave the park as you would like to find it.”, or “Please help keep the Parks and Trails Clean.”

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.



## TRAIL BLADES

Trailblades serve multiple functions depending on their placement. They can identify mileage, upcoming trailheads, trailside amenities and points of interest. These signs should be placed at key decision points along the trail so that trail users can easily determine which direction they would like to travel.

When installed along the trail, signs will need to meet MMUTCD (Michigan Manual on Uniform Traffic Devices) requirements for placement and height. These requirements can be found on Figure 9B-1 (Sign Placement on Shared Use Paths) in the MMUTCD manual. A link to the manual can be found in the “Regulatory / Warning Signage” section of this report.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.



## MILE MARKERS

Two types of mile marker signs have been developed. The first, displays the mileage, street name or location and amenities that can be found at that location. The second type displays only the mileage and street name or location.

The Lansing River Trail system currently has had 1/4 mile markers in place for over 20 years. The stakeholders thought it would be best to keep 1/4 mile increments for the mile markers, however each individual community can determine the increments that best fit their trail system or community. In densely populated areas where access points are numerous, it may be more advantageous to have 1/4 mile increments. Where the trail is straight with few access points, it may work with larger increments, like 1/2 mile.

The blue/orange background with white lettering is the unifying portion of the sign, while the top portion (shown green) of the sign allows each community to individualize their sign, with color, logo and trail identity.

## REGULATORY / WARNING SIGNAGE

Any regulatory signage placed on the Ingham County trail system will meet the requirements of the Michigan Manual on Uniform Traffic Control Devices (MMUTCD). The MMUTCD manual can be found at:

[https://mdotcf.state.mi.us/public/tands/Details\\_Web/mmutedcompleteinteractive\\_2017.pdf](https://mdotcf.state.mi.us/public/tands/Details_Web/mmutedcompleteinteractive_2017.pdf)



## ON ROAD

Some of the trail routes in Ingham County will be on-road routes where users will “share the road” with vehicular traffic. Where an on-road system is present, the wayfinding should consist of road signs to identify the trail and/or pavement markings to guide users to their destinations. Signs are typically placed at decision points along the route – typically at the intersection of two or more roads or trail systems and at other key locations.



These signs must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and will require approval by the local or state road authority.

Types of Signs: <https://nacto.org/publication/urban-bikeway-design-guide/bikeway-signing-marking/bike-route-wayfinding-signage-and-markings-system/>

## PAVEMENT MARKINGS

Pavement markings can be installed to help reinforce routes and directional signage and to provide bicyclist positioning and route branding benefits. Under urban conditions, pavement markings may often be more visible than signs to users of the route. Pavement markings may be especially useful where signs are difficult to see (due to vegetation or parked cars). They can also help bicyclists navigate difficult turns.



Pavement markings need to be strategically placed as they can create slippery conditions on the trail surface.

These pavement markings must meet MMUTCD (Michigan Manual on Uniform Traffic Devices) standards and, if on road, will require approval by the local or state road authority. A link to the manual can be found in the “Regulatory / Warning Signage” section of this report.

## BRIDGE MARKING

For both the land and water trails, there are numerous road bridges which span across the rivers, or that the trail crosses over/under. These bridges should be signed with the road name. The bridge signs are designed to provide locational information. No logos or extraneous information are included on the bridge signs. The lettering size will be determined on a case by-case basis and is based on several factors. The distance of the bridge deck to the water surface, the span of the river at the bridge location, and the speed of the water flow are all considered. These calculations are based on accepted letter sizing guidelines for maximum visibility ranges.

## WATER TRAIL SIGNS

Ingham County contains the Grand River, the Sycamore Creek and the Red Cedar River. Water Trails have been identified along the Grand and Red Cedar rivers, in the Trails and Parks Comprehensive Report completed in 2016.

Signing of the water trails is a major priority in Ingham County and safety is the primary focus of these signs. Water landing trailhead and trailblade signs will follow the templates laid out in the

Land Trail section. Smaller scale landings may use water landing trailblades to inform users. The side of the trailblade facing the river identifies the landing name and available amenities, such as restrooms, parking, or picnic facilities. The side of the trailblade facing land shows the landing name and the next two significant points of interest downriver. The signs provide a unifying element that identifies the landing as part of the overall trail system.

It was determined that it would be difficult to use mile markers along the river corridors due to the large amount of the land being privately owned. Design and installation of all signs along the water corridors needs to take into consideration the flooding and ice conditions that occur.

## WATER TRAIL WARNING SIGNS

There are areas on the river that require portages or should only be attempted by experienced paddlers. Warning signs are designed to alert paddlers of upcoming situations that may require caution or portage. These signs must be sited far enough upstream to allow for action, but not so far upstream as to lose correlation to the significant point on the river. The ideal site will most often be the nearest bridge upstream due to the instability of the shoreline or excessive vegetation at the river's edge. If shoreline installations are unavoidable, installation details must be carefully planned due to the corrosive action of the river during high water events. It is desirable that shoreline warning signs are standardized due to the increased possibility of sign loss and the costs associated with replacement. Warning sign text must be as concise as possible so that font size can be maximized. No logos or extraneous information are included on the warning signs.

## INTERPRETIVE SIGNS

Interpretive Signs tell a story about the historical, cultural, educational or natural resources. The ultimate goal in telling a story is to personally connect with visitors-something they value and wish to preserve for their children and grandchildren. Good interpretive signs do more than provide information. They are rich, evocative stories presented in a graphically pleasing composition. Since some visitors may have a limited amount of time to take in all the elements of a site, partners should avoid the temptation to "information-overload." Identify the points of information you wish to convey and prioritize the most relevant. Thought must also be given to the siting of interpretive signs. Partners will want to provide interpretation without obscuring or detracting from the views to the resource. Interpretive signs should be available, but should not dominate the setting. Communities are encouraged to creatively tell the story of their site with as little graphic limitations as possible. Each community will be responsible for formulating the content and layout of the interpretive material about the particular site.

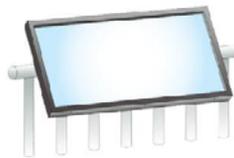
There are many sources for obtaining information and developing sign content. One local source to the Ingham County region is the Michigan History Center through the Heritage Trail Coordinator, Daniel Spegel, (517) 420-6029, [spegeld@michigan.gov](mailto:spegeld@michigan.gov).

All interpretive signs should be accessible to people of all abilities with access to and around them, adequate maneuvering space and options for receiving the information (i.e. QR codes). The National Park Service has developed a document, *Programmatic Accessibility Guidelines for National Park Service Interpretive Media*, which is a great resource and can be found at: <https://www.nps.gov/hfc/pdf/accessibility/access-guide-aug2009.pdf>

Interpretive Signs are available in many styles and mounting options.



LOW PROFILE



RAIL MOUNT



WALL MOUNT



UPRIGHT



MULTI-PANEL UPRIGHT



TRI-ANGULAR KIOSK

## FONTS, COLORS & SYMBOLS

The Ingham County Trail Wayfinding signage system strives to allow design flexibility for partners developing signage for their specific sites. Consistent design elements signal that these signs are part of a larger system. To maintain the visual continuity throughout the county's trail area-wide sign system, elements like fonts (typefaces) and color must be consistent.

### FONTS

Typography is fundamental to graphic design standards. Consistency in typography throughout the sign system aids the user in identifying and comprehending the information presented.

The font has been chosen for readability, ADA compliance, and accessibility, and as such, must not be changed. **Myriad Pro** is the preferred font for all Ingham Trails Wayfinding signs.

Font sizes and other information are found on the Ingham Wayfinding Sign Design Template CD. If the *Myriad Pro* font is unavailable, *Arial* may be used with specific substitution standards.

### COLORS

The blue colored background was chosen for their compatibility with other colors. The colors have been tested for color blindness and have passed in all areas of this testing.

It is important that partners adhere to these colors. The integrity of these base colors provides a visual cue that the viewed sign is part of the Ingham Trails area-wide sign system.

**Background Color, Top portion of Sign:** (shown green) C:63, M:0, Y:57, K:28; Each community can choose to use the standard green color, or may substitute any color of their choice to individualize the sign, only on this top portion of the sign.

**Background Color, Bottom portion of Sign:** (Dark Blue) C:85, M:58, Y:0, K:69

**Lines / Arrows Color:** (Orange) C:0, M:63, Y:89, K:0

**Font Color:** White

## INTERNATIONAL SYMBOLS

The Ingham County Wayfinding Sign system will utilize the internationally accepted sign symbols, as defined by the Bureau of Land Management, which were derived from the Manual of Uniform Traffic Control Devices (MUTCD), and adaptations from symbols from the National Science Center for Technology (NSTC) and the U.S. Forest Service.

These symbols can be found in the appendix or to download these symbols as a font set, visit the Bureau of Land Management's website: <http://www.blm.gov/nstc/mapstandards/intlsym.html>

## IMPLEMENTATION

The implementation strategy presented here is a plan for realizing the wayfinding signage system on all Ingham County trails.

Implementation of the wayfinding and interpretive signage system is proposed to occur initially on the entire developed trail systems, both water and land, within Ingham County. This will require each community to provide a list of the desired signs, quantity and type, to the County. The initial phase of the sign implementation will be funded with the Ingham County Trails and Park Millage and a possible state grant through MDOT and/or the DNR.

After the initial phase of implementation on all the developed trails, each community will be required to include wayfinding in their future trail projects.

### FUNDING

The Ingham County Trails and Park Millage will apply for funding in an attempt to leverage funds through grants at the State through MDOT and/or the DNR.

The steps for funding wayfinding signs are as follows:

1. Each municipality will determine their wayfinding sign locations, type and quantity or each.
2. Each municipality will communicate their sign needs with the County.
3. Ingham County Parks will develop and submit a grant application for all signs for each trail systems county-wide.
4. If the grant is awarded, the County will oversee construction documents, bidding and contract installation.
5. After the initial funding and installation, signs will be included as a scope item in each municipality's future grant application.

Each municipality will be responsible for any interpretive signs they choose to install.

## SIGN SPONSORSHIP

Sign sponsorship will be managed by the Friends of the Lansing Regional Trails (FLRT), through the work of the Trails Ambassador position. Through FLRT different levels of sponsorship will be available. Sponsors can choose which level of sponsorship fits their needs by either sponsoring a mile marker, a trailblade or a trailhead sign.

The funds raised through the sponsorship program will be managed by FLRT. It was proposed that 20% of the funds raised will be earmarked for maintaining the sponsorship signs, while the other 80% will assist with funding the Trails Ambassador position and program.

FLRT has been working with Tri-County Regional Planning to map the entire trail systems within the County into GIS. Once the wayfinding signs are in place, they will be added to the GIS system. Interested sponsors can contact FLRT through their website at [www.lansingtrails.com](http://www.lansingtrails.com). When the signs are not sponsored, the text will read, "GET INVOLVED! SPONSOR THIS SIGN: (517) 676-2233, www.lansingtrails.org".

The following sponsorship levels will be available:

**LEVEL 1:**  
8" x 2'-0" on the base of the Trailhead Map Sign

**LEVEL 2:**  
6" x 8" on the base of the Trailblade Sign

**LEVEL 3:**  
4" x 6" on the base of the Mile Marker

## CONSTRUCTION / INSTALLATION

The drawings for each type of sign can be found on the following pages.

### INSTALLING SIGNS

In order to maintain a consistent level of quality and longevity, sign partners must comply with the minimum standards in construction detailing and specifications.

Partners and/or their contractors are responsible for obtaining any and all permits required by law regarding the installation of signs and shall comply with all legal and safety requirements governing the work shown in the details.

Contractors shall notify Ingham County Parks and/or FLRT (Friends of the Lansing Regional Trails) of any discrepancies in the details or design templates.

## MAINTENANCE / MANAGEMENT

Maintenance is an important part of any sign program.

The Friends of the Lansing Regional Trails (FLRT) through the work of the Trail Ambassador position, will work closely with each community to monitor the signs and set up a maintenance plan for cleaning, repair and replacement. As a partner in the Ingham County Trail System, these signs will be entered into a GIS-based database maintained by FLRT and Tri-County Regional Planning. This provides a storehouse of information about all wayfinding sign information. This database will include location, design, installation features and a photo of each sign. FLRT will work with partnering organizations to develop a process for keeping the database up to date.

### UNIQUE NUMBERING SYSTEM

As the Ingham County Land and Water Trails continue to be a popular destination, the safety of users is critical. Working with Ingham County 911 and other wayfinding stakeholders, it was determined that each mile marker sign should not only have the trail system identified, but also have a unique number. This system will provide water and land trail users with reliable locating information in the event of an emergency. Each number will be unique and will be coordinated with local 911 services' databases and will be permanently recorded in the Ingham County database along with other sign management information.

## APPENDIX A



# Trail Wayfinding System

## Ingham County Trails & Parks



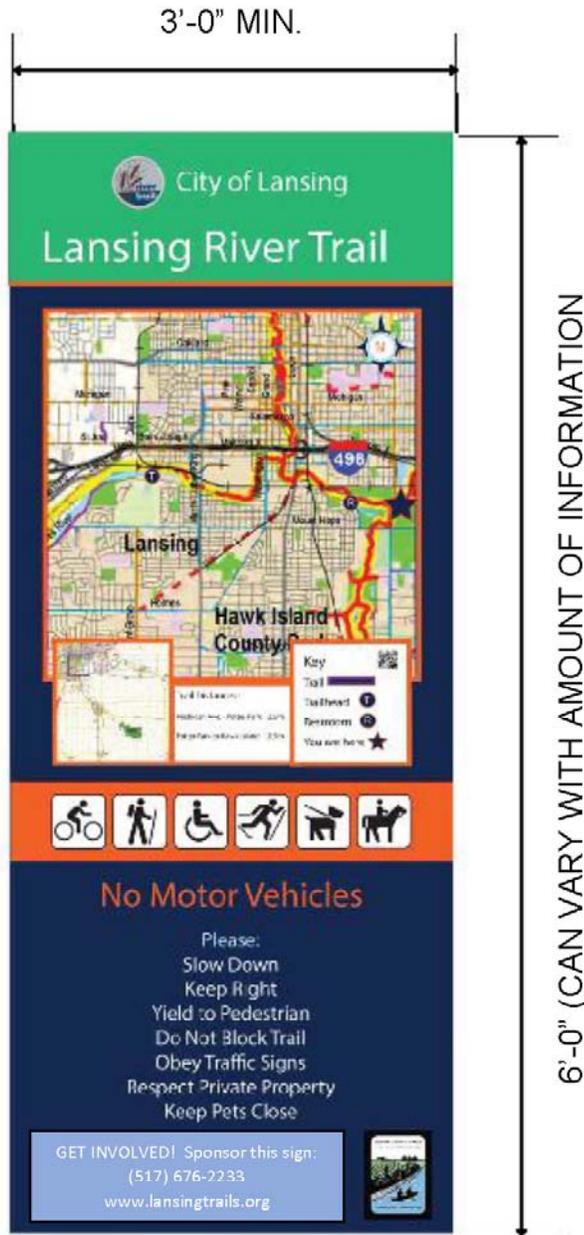
**TRAILHEAD  
IDENTIFICATION**

**MILE MARKER /  
STREET SIGN**

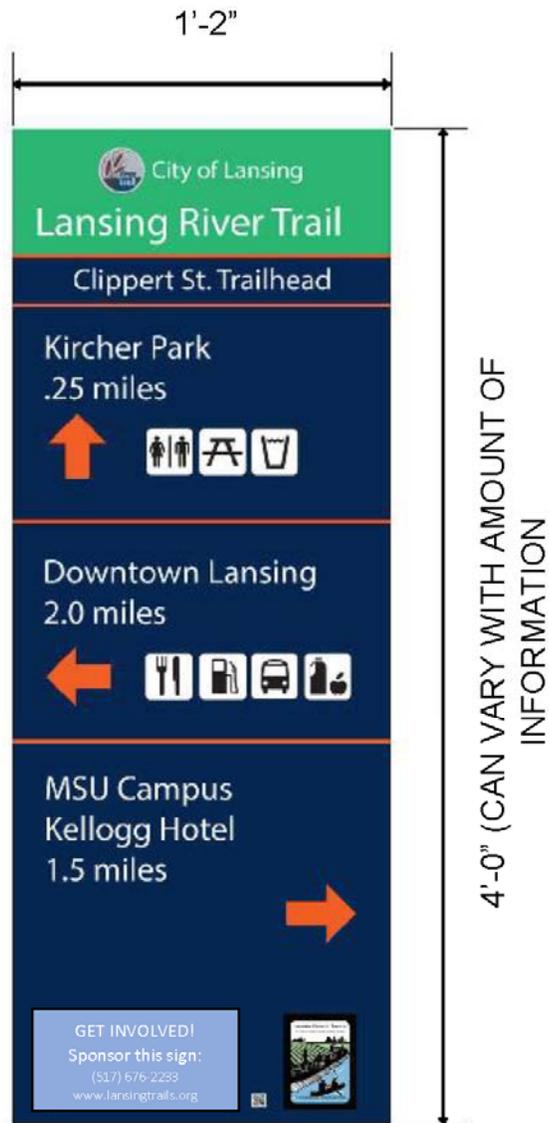
**TRAILBLADE**

JOB # 124334SG2017

DATE: 11/6/17



## TRAILHEAD SIGN



## TRAILBLADE SIGN



## MILE MARKER SIGN

## APPENDIX B

**Stakeholders:**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>REPRESENTING</b>	<b>EMAIL</b>
Banas	Teri	Ingham County BOC/PC	banasteri9@gmail.com
baumer	Nicole	Tri-County Regional Planning	nbaumer@mitcrpc.org
Bennett	Matthew	Ingham County PC	MBennett@ingham.org
Beyers	Tony		akbeyers@gmail.com
Bloomquist	Wanda	Williamstown Township	bloomquistw@williamstowntownship.com
Buzzard	Melissa	Ingham County	mbuzzard@ingham.org
Calvert	John		jcspeedtrain@yahoo.com
Campbell	Erin	MDNR	campbelle6@michigan.gov
Collins	Brian	Ingham County	BCollins@ingham.org
Conklin	William	Ingham County	WConklin@ingham.org
Coss	Michelle		mcoss@michiganfitness.org
Cypher	Jared	Ingham County	JCypher@ingham.org
DeBruyn	Joshua	MDOT	DeBruynJ@michigan.gov
Dennison	Charles	MDNR	dennisonc@michigan.gov
Desentz	Aaronn	City of Leslie	desentz@cityofleslie.org
Devries	Scott	Williamston	Scott.devries@williamston-mi.us
Dwight	Steve	Onondaga Township	supervisor@onondagatownship.org
Earl	Ryan		rearl1@live.com) rearl1@live.com
Eggleston	Ron		reggleston41@gmail.com
Eldred	Todd	Leslie Township	teldred@leslietownship.org
Elliott	Vern	Ingham Township	supervisor@inghamtownship.com
Emens	Coe	Ingham County	cemens@ingham.org
Faulkner	Susan	Huron-Waterloo Pathways	susanfaulkner@huron-waterloo-pathways.org
Fenner	Liz	City of Lansing - Fenner	director@mynaturecenter.org
Ferris	Elaine	City of Mason	ejferris@toast.net
Fraser	Karen	Ingham County	KFraser@ingham.org
Galecka	Heather	Friends of Williamston Parks	hgalecka@gmail.com
Gamble	Chad	City of Lansing	chad.gamble@lansingmi.gov
Gaukel	Bruce	Ingham County 911	bgaukel@ingham.org
Gehl	Jeff	Ingham County	JGehl@ingham.org
Gower	Sandra	Ingham County	SGower@ingham.org
Graham	Dana		<a href="mailto:grahamdl@hotmail.com">grahamdl@hotmail.com</a>
Gregg	Jessy	Ingham County PC	jessyhenderson@gmail.com
Griffes	Earl L	Leroy Township	Supervisor@Leroytownship-mi.gov
Griffes	Paul		griffespaul@gmail.com
Grofvvert	Anne		anne@powerbydesigncoaching.com
Groh	Deb	Aurelius Township	dgroh@aureliustwp.org
Hall	Ken	Tri-County Regional Planning	khall@mitcrpc.org
Hamlin	Roberta	Leroy Township	treasurer@leroytownship-mi.gov
Hamrick	Cherry	Ingham County PC , FLRT	CHamrick@ingham.org
Hardcastle	Jeff		jdh@hardwoodsolutions.com
Hayes	Diontrae	Lansing Township	dhayes@lansingtownship.org

Hayhoe	George		rghaho@yahoo.com
Heydlauff	Amy	5 Healthy Towns	amy@5healthytowns.org
Holland	Scott	Williamston	sholland@williamston-mi.us
Howlett	Molly		mollybrownhowlett@gmail.com
Ishraidi	Younes	Meridian Township	ishraidi@meridian.mi.us
Jenks	Mark	Delhi Township	Jenks@delhitownship.com
Kaschinske	Brett	City of Lansing	Brett.Kaschinske@lansingmi.gov
Kidder	Lew	Huron-Waterloo Pathways	lew@mckidders.net
Kilpatrick	Andrew	City of Lansing	Andrew.Kilpatrick@lansingmi.gov
Kingston	Jon		jim2fixx@gmail.com
Koenig	Carol	Ingham County BOC/PC	carolnkoenig@aol.com
Langdon	Lance	Ingham County 911	llangdon@ingham.org
Leiby	Steven	Tri-County Bicycle Association	leiby2691@sbcglobal.net
Lemarbe	Megan	MDNR	Lemarbem1@michigan.gov
Lindemann	Patrick	Ingham County Drain Comm	patricklindemann@icloud.com
Longpre	Wendy	City of East Lansing	wlongpr@cityofeastlansing.com
Maisner	LuAnn	Meridian Township	maisner@meridian.mi.us
Martinez	Clinton J.	City of East Lansing	cmartin@cityofeastlansing.com
Mayes	Jon	DNR	majesj@michigan.gov
McCaffrey	Tim	City of East Lansing	tmccaff@cityofeastlansing.com
McIntosh	Aengus		aengus.mcintosh@gmail.com
Milbourne	Ruth		milbourne.ruth@gmail.com
Miller	Tracy	Delhi Township	TRACY.MILLER@DELHITOWNSHIP.COM
Moore	Tanya	Spicer Group	tanyam@spicergroup.com
Morgan	Timothy	Ingham County	TMorgan@ingham.org
Mott	Steven	Alaiedon Township	alaiedontwp@gmail.com
Nicholls	Sarah	Ingham County PC	nicho210@anr.msu.edu
Nikoloff	Alexander	MDOT	NikoloffA@michigan.gov
Nunn	Nyal	Meridian Township	nunn@meridian.mi.us
Pegouskie	Matt	5 Healthy Towns	matt@5healthytowns.org
Perry	Derek	Meridian Township	perry@meridian.mi.us
Pigg	Sue	Tri-County Regional Planning	spigg@mitcrpc.org
Potter	Jeff	Friends of Ingham County Parks	jeff@outyourbackdoor.com
Pratt	Paul	Ingham County Drain Comm	PPratt@ingham.org
Ramey	Jesse	Vevay Township	supervisor@vevaytownship.org
Risner	Paul		Risnerp@frontier.com
Roberts	Peggy	City of Lansing - Fenner	peggyjroberts@gmail.com
Rodgers	Shirley		shirleyroddgers07@comcast.net
Ross	Lauren	Trails Amabassador	ta@lansingrivertrail.org
Satterfield	Greg	City of Lansing Parks	Greg.Satterfield@lansingmi.gov
Schelke	Jonathan	Ingham County PC	jonathanschelke31@gmail.com
Schindewolf-DeShais	Rhiannon	Onondaga Township	<a href="mailto:treasurer@onondagatownship.org">treasurer@onondagatownship.org</a>
Shaw	Kevin	FLRT	kshaw@wielandbuilds.com
Silsby	Larry	Aurelius Township	larrys@aureliustwp.org

Smith	Mike	MDOT	smithm13@michigan.gov
Smith	Jeff	FLRT	jothom@gmail.com
Snell	Jim		jsnell@mitcrpc.org
Strach	Andrea	Tri-County Regional Planning	astrach@mitcrpc.org
Stuart	Deborah	City of Mason	deborahs@mason.mi.us
Surface	Heather	City of East Lansing	hsurfac@cityofeastlansing.com
Thelen	Chris	Consumers Energy	chris.thelen@cmsenergy.com
Thompson	Christina		christinathompson1917@gmail.com
Tobias	Noelle	Delhi Township	noelle.tobias@delhitownship.com
Troost	Stephen		troosts@msu.edu
Tschirhart	Laura	Tri-County Regional Planning	ltschirhart@mitcrpc.org
Ulrey	Gene	Bunker Hill Township	gulrey@bunkerhilltownship.org
Unsworth	Michael	Tri-County Bicycle Association	unsworth@msu.edu
VanBloem	Nicole		vanbloemn@michigan.gov
Wallace	Nicole	Ingham County	NWallace@ingham.org
West	Ryan	REO Town	info@reotown.org
White Oak Township		White Oak Township	WhiteOakTwp@fnwusers.com
Wilson	Bob	MI Trails & Greenways	Bob@michigantrails.org
Witte	Patrick	Ingham County	PWitte@ingham.org
Wright	Joe	Spicer Group	joe.wright@spicergroup.com
Zdunic	Tyler	TA Forsberg	tyler@taforsberg.com

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 21, 2017  
**SUBJECT:** Amendment to Resolution #17-358 for AmeriCorps\*VISTA Project funding  
For the meeting agendas of January 17 & 22, 2018

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**BACKGROUND**

Ingham County Health Department (ICHD) has been the recipient of grant funds from the Corporation for National and Community Services (CNCS) for the support and continuation of the AmeriCorps\*VISTA Project. Through the AmeriCorps\*VISTA Project, ICHD has partnered with members to provide National and Community services that strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems. Resolution #17-358 authorized accepting a fifth year of funding for the AmeriCorps\*VISTA program. CNCS wishes to amend Resolution #17-358 for a total budget increase to \$166,489 with no financial impacts or increases in ICHD's contributions effective September 17, 2017 through September 15, 2018.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

This amendment to Resolution #17-358 will increase the total budget to \$166,489 which consists of the following distribution: \$11,000 from CNCS designated for the program coordinator salary, \$133,416 generated from authorized cash contributions up to \$7,848 from each of the seventeen external AmeriCorps\*VISTA member host sites, and \$22,073 in revenue from Ingham County. Additionally, CNCS increased the total number of AmeriCorps\*VISTA members available to ICHD for placement, from 16 to 18 members, of which 17 FTE AmeriCorps\*VISTA members are billable. The remaining 1 FTE AmeriCorps\*VISTA Leader will be assigned to the program to assist the Program Coordinator.

The total budget increase in the amendment to Resolution #17-358 is covered through the non-federal match of a total of \$155,489 comprised of both the cash contributions (\$133,416) from each of seventeen external AmeriCorps\*VISTA member host sites, and from the (\$22,073) in ICHD funds. There are no financial impacts or increases in ICHD's contributions for the proposed amendment to Resolution #17-358.

From the Local Resources, CNCS is requiring payment from local resources for the VISTA Cost Share in the amount of \$73,866.

Separate from the total \$166,489 amended budget, CNCS will pay the following increased member expenses directly to the members out of additional Federal dollars: Living Allowances in the amount of \$150,897, Education and End of Service Awards in the amount of \$71,250 and Health Insurance in the amount of \$48,600 for a total of \$270,747 designated to member expenses.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached amendment to Resolution #17-358 for a total budget increase to \$166,489, effective September 17, 2017 through September 15, 2018 covered by a non-federal match which consists of authorized cash contributions from each of seventeen external AmeriCorps\*VISTA member host sites and from Ingham County Funds; and with no financial impact to ICHD.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #17-358 TO AUTHORIZE THE FIFTH YEAR OF THE AMERICORPS\*VISTA GRANT CYCLE FOR 2017-2018**

WHEREAS, Ingham County Health Department (ICHD) has been the recipient of grant funds from the Corporation for National and Community Services (CNCS) for the support and continuation of the AmeriCorps\*VISTA Project; and

WHEREAS, ICHD has partnered with AmeriCorps\*VISTA members to provide National and Community services that strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

WHEREAS, Resolution #17-358 authorized accepting a fifth year of funding for the AmeriCorps\*VISTA program; and

WHEREAS, CNCS wishes to amend Resolution #17-358 for a total budget increase to \$166,489 with no financial impacts or increases in ICHD's contributions effective September 17, 2017 through September 15, 2018; and

WHEREAS, this total amended budget in the amount of \$166,489 consists of the following distribution: \$11,000 from CNCS designated for the program coordinator salary, \$133,416 generated from authorized cash contributions up to \$7,848 from each of seventeen external AmeriCorps\*VISTA member host sites, and \$22,073 in revenue from Ingham County; and

WHEREAS, CNCS increased the total number of AmeriCorps\*VISTA members available to ICHD for placement, from 16 to 18 members, of which 17 FTE AmeriCorps\*VISTA members are billable; and

WHEREAS, the remaining 1 FTE AmeriCorps\*VISTA Leader will be assigned to the program to assist the Program Coordinator; and

WHEREAS, the total budget increase in the amendment to Resolution #17-358 is covered through the non-federal match of a total of \$155,489 comprised of both the cash contributions (\$133,416) from each of seventeen external AmeriCorps\*VISTA member host sites and from the (\$22,073) in ICHD funds; and

WHEREAS, there are no financial impacts to ICHD or increases in contributions from ICHD for the amendment to Resolution #17-358; and

WHEREAS, CNCS is requiring payment from local resources for the VISTA Cost Share in the amount of \$73,866; and

WHEREAS, separate from the \$166,489 budget program expenses, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of \$150,897; Education and End of Service Awards \$71,250 and Health Insurance \$48,600 for a total of \$270,747 additional Federal dollars; and

WHEREAS, the Health Officer recommends authorization to amend Resolution #17-358.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes approval to amend Resolution #17-358 for a total budget increase to \$166,489 effective September 17, 2017 through September 15, 2018 covered by a non-federal match which consists of authorized cash contributions from each of the seventeen external AmeriCorps\*VISTA member host sites and from Ingham County Funds; and with no financial impact to ICHD.

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit the amended 2017-2018 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement. After approval as to form by the County Attorney, the Memorandum of Agreement is final.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 02, 2018  
**SUBJECT:** Resolution to Amend the Collaborative Agreement with the Capital Area  
United Way  
For the meeting agenda of January 17, 2018 and January 22, 2018,

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**BACKGROUND**

Ingham County Health Department (ICHD) has had a collaborative agreement with the Capital Area United Way (CAUW) since 2005. Under this agreement, the CAUW administers funds to support the Community Indicators Project and the Community Health Improvement Plan (CHIP). Both projects are the core component of ICHD's strategy for understanding and informing the community about health status. This project is also instrumental to the *Healthy! Capital Counties* project, a community health assessment done in collaboration with Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), Sparrow Health Systems (Sparrow HS), McLaren Greater Lansing (MGL), Hayes-Green Beach Medical Center, and Eaton Rapids Medical Center. ICHD, along with BEDHD, MMDHD and CAUW, all contribute funds to the Community Indicators Project. The current agreement expired on September 30, 2017. Funds for the amended agreement shall remain the same (up to \$37,778.25) and are effective October 1, 2017 through September 30, 2018.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The amount of the amendment to the agreement shall remain the same (up to \$37,778.25) and are included in ICHD's 2018 budget.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to amend the collaborative agreement with the Capital Area United Way in an amount not to exceed \$37,778.25 effective October 1, 2017 through September 30, 2018.



**PUBLIC SECTOR  
CONSULTANTS**

December 20, 2017

Ms. Pat Hemingway  
Capital Area United Way  
330 Marshall St., Ste. 203  
Lansing, Michigan 48912

Dear Ms. Hemingway,

In response to a request from the Barry-Eaton District Health Department (BEDHD), the Ingham County Health Department (ICHHD), and the Mid-Michigan District Health Department (MMDHD), Public Sector Consultants (PSC) is pleased to provide this proposal for the Capital Area United Way and Power of We Consortium Behavioral Risk Factor Survey (BRFS) for 2018. This scope of work provides for accelerated data collection, oversight, and monitoring for the second year of a continuous-sample, three-year cycle of the BRFS.

If you have any questions, please contact me. I may be reached at 517-484-4954 and at [kvandorn@publicsectorconsultants.com](mailto:kvandorn@publicsectorconsultants.com). Thank you for the opportunity to work together to support local public health.

Sincerely,

Katie Van Dorn  
Senior Consultant

Enclosure

cc Linda Vail, Marcus Cheatham, and Colette Scrimger

# **Proposal for** **Capital Area United Way and** **Power of We Consortium** **Behavioral Risk Factor** **Survey 2018**

12.20.17

*Submitted by*

Public Sector Consultants  
Lansing, Michigan  
[www.publicsectorconsultants.com](http://www.publicsectorconsultants.com)

*Prepared for*

Capital Area United Way  
Lansing, Michigan  
[www.micauw.org](http://www.micauw.org)

## TABLE OF CONTENTS

<b>SCOPE OF WORK</b> .....	4
Data Collection .....	4
Preparation of Preliminary Data Sets .....	6
Deliverables .....	6
<b>STAFF</b> .....	6
<b>ABOUT THE FIRM</b> .....	8
<b>SAMPLING PLAN AND BUDGET</b> .....	9
<b>LETTER OF AGREEMENT</b> .....	10

## BACKGROUND

In response to a request from the Barry-Eaton District Health Department, the Ingham County Health Department, and the Mid-Michigan District Health Department, Public Sector Consultants is pleased to submit the following proposal for the Capital Area United Way and Power of We Consortium Behavioral Risk Factor Survey for 2018. This scope of work provides for accelerated data collection, oversight, and monitoring for the second year of a continuous-sample, three-year cycle of the BRFs in the capital area.

The data sampling plan and budget shows the accelerated data collection to be completed by the end of September 2018. The plan and budget also show a breakout of costs for each health department. To prepare this proposal, we obtained a cost-per-interview (CPI) quote based on the length of the previous survey instrument and the time required to conduct the interviews. We also discussed various options for the sampling plan with representatives of the three local health departments. The resulting sampling plan and budget reflect their input.

In this proposal, cell phone interviews will make up 60 percent of the interviews in the county samples. The CPI reflects utilization of quotas for age groups 18–34 years, 35–54 years, and 55 years and older, to increase the reliability of the sample. In the breakdown of costs by health department, the costs for the ICHD include a portion of the interviews in Clinton and Eaton Counties that are necessary for the Capital Area BRFs to be representative of all three capital area counties. The costs for the MMDHD and the BEDHD include interviews in Clinton and Eaton Counties to complete the sample in those counties, along with interviews in the other counties within their jurisdictions. The costs for the ICHD also include an oversample of the African-American population in Ingham County and targeted samples in each of Lansing’s four political wards. While some of the calls may be made to cell phones, the percentage of interviews that will be made to cell phones in the oversample and targeted samples cannot be predicted or guaranteed.

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## SCOPE OF WORK

### DATA COLLECTION

From January through September 2018, PSC will conduct the second year of a continuous-sample data collection plan that began in 2017 and will result in a complete, stratified random sample of residents aged 18 or older by the end of 2019. If accelerated data is collected in 2018 as proposed, and then continued in 2019, the final sample for the BRFs at the end of the three-year data collection period will consist of approximately 2,915 residents aged 18 or older in the capital area (i.e., Ingham, Eaton, and Clinton Counties). For Barry, Gratiot, and Montcalm Counties, the final sample for the BRFs will total

approximately 390 residents in each county. The final sample will be stratified by race (white, African American) and geographic area (Barry, Clinton, Eaton, Ingham, Gratiot, and Montcalm Counties and four Lansing political wards defined by the census tracts).

This proposed scope of work and budget is based on the expectation that the BRFSS instrument developed by ICHD, BEDHD, and MMDHD staff in 2017 will be used for data collection in 2018 without any modifications. PSC will collect data for the BRFSS in Barry, Clinton, Eaton, Ingham, Gratiot, and Montcalm Counties.

In order to report reliable data, the survey will oversample in the four Lansing political wards and amongst African Americans in Ingham County. In each of the counties, quotas for age groups 18–34 years, 35–54 years, and 55 years and older will be applied to increase the reliability of the sample.

Data will be collected through a combination of a random-digit dial (RDD) survey of landline and cell phone numbers and a random sample of landline and cell phone numbers drawn from the voter registration file. The use of the voter registration file, for some of the sample, is expected to reduce the number of calls needed to reach individuals in target populations who are more difficult to contact using traditional RDD sampling methodology (e.g., younger adults; populations in specific local areas). Calls will be split so that approximately 70 percent of responses are drawn from the RDD sample and 30 percent are drawn from the voter registration file. The sample drawn from the voter registration file will be split equally between landline and cell phone numbers.

PSC will collect a minimum of 60 percent of the responses in each county through calls to cell phones. (The table presented in the Sampling Plan and Budget section of this proposal details the sampling plan for 2018, CPI, and costs by health department.) In the oversample for the four Lansing political wards and for African Americans in Ingham County, the percentage of responses collected through calls to cell phones cannot be predicted or guaranteed.

In the breakdown of costs by health department, the expenses for the ICHD include interviews in Clinton and Eaton Counties that are necessary for the Capital Area BRFSS to be representative of all three counties in the capital area, as well as costs for the oversamples budgeted at the landline CPI. The costs for the MMDHD and the BEDHD include interviews to complete the sample in Clinton and Eaton Counties, along with the costs of all interviews in the other counties within their jurisdictions. Samples for RDD and voter registration telephone numbers will be purchased for each quarter of data collection, and the expenses will be split equally among the six counties. The costs for programming the survey and preparation of the SPSS data files are also split equally among the six counties. Data monitoring costs are split equally among the three health departments.

PSC will work with Survey Sampling International to complete the telephone survey component of this project. PSC will provide oversight for data collection (i.e., manage all communications with the vendor; review weekly progress reports on data collection; and monitor data quality). PSC will receive data on a quarterly basis in SPSS format, along with disposition reports. We will review data to ensure that targets have been met for distribution by county, Lansing political wards, and for race. PSC will also review skip patterns to ensure that the instrument is administered correctly.

## PREPARATION OF PRELIMINARY DATA SETS

At the close of data collection for 2018, PSC will clean and merge all data sets and transmit preliminary data sets to the Capital Area United Way and ICHD for the capital area as a whole and Ingham County separately. PSC will clean and merge all data sets and transmit preliminary data sets to the applicable health department for each of the counties in the BEDHD and MMDHD service areas. PSC will also provide a set of disposition codes from Survey Sampling International.

To contain costs, the health departments have requested that PSC not prepare tables of weighted or unweighted frequencies and means for their districts and counties as part of this scope of work for 2018. However, PSC will prepare weighted data sets, frequencies, and means if contracted to do so after the data set is completed in 2019.

## DELIVERABLES

By the end of October 2018, PSC will provide SPSS data files with variables, labels, and a disposition report for each of the participating local public health departments (e.g., soft refusals, hard refusals, completed interviews, and estimate of refusal conversions).

This scope of work does not include primary data collection beyond the BRFSS; preparation of weighted or unweighted frequencies and means; preparation of Word documents, narrative, reports, or tables for presentation of the findings of the survey; graphic design work; or preparation of graphs, tables, or other illustrations.

## STAFF

### **Melissa Gibson**

Senior Consultant

Melissa Gibson is a senior consultant at Public Sector Consultants. She conducts and manages survey and statistical research for the firm's clients in the policy arenas of economics, the environment, education, health, and technology. She also assists other PSC staff with questions of methodology, statistics, and statistical analysis. In her role at PSC, Melissa engages in all aspects of the survey research process from defining methodology, to qualitative and quantitative analysis, to report writing and presentations. She brings with her a strong background in economics, statistical analysis, and quantitative/qualitative research.

Prior to joining PSC in 2011, Melissa was the research manager for the Land Policy Institute's (LPI's) Research Program at Michigan State University, where she assisted in setting the organization's research priorities and managing its research efforts. During her time at LPI, Melissa's work addressed such topics as the economic impact of green infrastructure, the value of place-making characteristics to the built environment, regional agricultural viability, intergovernmental cooperation and economies of scale, density and school location, and drivers of growth and population dynamics. Melissa also was a graduate research assistant in the Department of Agricultural Economics at MSU, where she worked on the survey development, implementation, analysis, and reporting of a statewide coastal wetland valuation study.

Melissa holds a BA in Economics, with an Environmental Economics Specialization, and an MS in Agricultural Economics, with an Environmental and Natural Resource Economics Specialization, both from Michigan State University.

**Katie Van Dorn**

Senior Consultant

Katie Van Dorn is a senior consultant at PSC. She conducts research and analysis for the firm and its clients on a variety of health and human services topics, including mental health, health and dental insurance coverage, community health needs assessments, and electronic health records. Katie assists with meeting facilitation and reporting; conducts interviews and compiles data; works on strategic planning processes for various clients; analyzes survey data; develops proposals and writes reports; and monitors state health policy.

Prior to joining PSC in 2013, Katie worked for more than five years with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties. While with Community Mental Health, she had an integral role in the quality assurance and evaluation efforts for a federal grant program that brought several child-service agencies together to help youth with serious emotional challenges.

Katie holds a BA in Psychology from Hope College.

## ABOUT THE FIRM

PSC is an objective, nonpartisan research and consulting firm. Our services have been used to advance innovative solutions to difficult public policy challenges in Michigan and beyond for over 37 years. Offering a full suite of services in research, implementation, facilitation, and evaluation, PSC has served hundreds of local, state, and federal government agencies, nonprofit organizations, and private businesses. Since our founding in 1979, PSC has built a reputation as the consulting firm of choice for anyone working to better people's lives.

Clients use PSC's research, management, analytical, and advisory capacities to develop and implement policies and strategic plans; improve internal management; identify stakeholder priorities and address conflicts between corporate and community interests; and identify political, regulatory, and economic factors influencing corporate and agency decisions.

The firm is experienced in staffing complex organizations, managing sizable contracts, adhering to deadlines, and providing professional and clearly written reports. PSC has more than 40 employees and a roster of affiliated consultants.

## SAMPLING PLAN AND BUDGET

Tasks will begin immediately upon the acceptance of this proposal. The total cost of this project is \$73,959. The project will be completed by October 30, 2018. The following table outlines the sampling plan and PSC's proposed budget for this scope of work.

### Sampling Plan and Proposed Budget

Line Item	Number of Interviews, 2018	Unit (\$)	Total (\$)
<b>Mid-Michigan District Health Department</b>			
RDD/voter file landline CPI	158	\$25.75	\$4,068.50
RDD/voter file cell phone CPI	238	\$51.50	\$12,257.00
Purchase RDD and cell sample, cost per county x 3		\$653.50	\$1,960.50
Purchase voter file, cost per county x 3		\$373.50	1,120.50
CATI programming and SPSS file, cost per county x 3		\$448.00	\$1,344.00
Data monitoring			\$2,030.00
<b>MMDHD Total</b>			<b>\$22,780.50</b>
<b>Ingham County Health Department (including Capital Area BRFS)</b>			
RDD/voter file landline CPI	741	\$25.75	\$19,080.75
RDD/voter file cell phone CPI	295	\$51.50	\$15,192.50
Purchase RDD and cell sample, cost per county x 1		\$653.50	\$653.50
Purchase voter file, cost per county x 1		\$373.50	\$373.50
CATI programming and SPSS file, cost per county x 1		\$448.00	\$384.00
Data monitoring			\$2,030.00
<b>ICHD Total</b>			<b>\$37,778.25</b>
<b>Berry-Eaton District Health Department</b>			
RDD/voter file landline CPI	81	\$25.75	\$2,085.75
RDD/voter file cell phone CPI	123	\$51.50	\$6,334.50
Purchase RDD and cell sample, cost per county x 2		\$653.50	\$1,307.00
Purchase voter file, cost per county x 2		\$373.50	\$747.00
CATI programming and SPSS file, cost per county x 2		\$448.00	\$896.00
Data monitoring			\$2,030.00
<b>BEDHD Total</b>			<b>\$13,400.25</b>
<b>Combined Costs for All Health Departments</b>			
RDD/voter file landline CPI	980	\$25.75	\$25,235.00
RDD/voter file cell CPI	656	\$51.50	\$33,784.00
Purchase RDD and cell sample			\$3,921.00
Purchase voter file			\$2,241.00
CATI programming and SPSS file			\$2,688.00
Data monitoring			\$6,090.00
<b>Total Project Cost</b>			<b>\$73,959.00</b>

## LETTER OF AGREEMENT

I have read the attached proposal for Capital Area United Way and Power of We Consortium Behavioral Risk Factor Survey for 2018, submitted by Public Sector Consultants on December 20, 2017. I agree that Capital Area United Way will pay \$73,959.00 for the products and services described in that document; this amount shall be payable in six equal monthly payments of \$12,326.50, with the first payment due upon signature of this agreement. The project will begin upon receipt of this signed agreement. This price shall remain in effect for 60 days.

This agreement may be amended only by written permission from both parties and becomes effective upon their authorized signatures.

Capital Area United Way owns the final product and supportive work, but Capital Area United Way may not release to the public excerpted or modified portions of the final product without the approval of PSC. When PSC assures interviewees of confidentiality and/or anonymity, PSC will not attribute comments, opinions, or perceptions to specific individuals.

Services and/or products not included in this agreement shall be provided by Public Sector Consultants to Capital Area United Way on a time-and-materials basis at rates mutually agreed on.

Please sign and return one copy to Public Sector Consultants, 230 N. Washington Square, Suite 300, Lansing, MI 48933. Please retain one copy for your files.

For Capital Area United Way

For Public Sector Consultants

\_\_\_\_\_  
Name

  
\_\_\_\_\_  
Rachel Kuntzsch

\_\_\_\_\_  
Title

Senior Vice President

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

December 20, 2017

\_\_\_\_\_  
Date

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, the Capital Area Behavioral Risk Factor Survey (Capital Area BRFS) measures a number of health indicators and quality of life indices including chronic diseases, cigarette and alcohol use, obesity and physical activity, and neighborhood safety; and

WHEREAS, information from the Capital Area BRFS is used to gauge the number of uninsured and access to care is central to the Board of Commissioners' goal of promoting access to care; and

WHEREAS, data from the Capital Area BRFS is essential to the *Healthy! Capital Counties* community health assessment done in collaboration with two neighboring health departments and the four local hospitals in the region; and

WHEREAS, data from the Capital Area BRFS is central to the Community Indicators Project, a core component of Ingham County Health Department's (ICHD's) strategy for informing the community about health status; and

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

WHEREAS, the collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-16, #14-226, #15-176, #16-405, #17-325 and collaborative activities have continued since the agreement's inception; and

WHEREAS, under this agreement the CAUW has coordinated funding from Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), and ICHD to administer the Capital Area BRFS; and

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

WHEREAS, the amendment shall extend the term of the agreement through September 30, 2018; and

WHEREAS, the amount of the amended contract shall remain the same, (up to \$37,778.25) and the funds to support this collaboration are included in ICHD's 2018 budget; and

WHEREAS, the Health Officer has recommended that ICHD continue its collaborative agreement with the CAUW.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with the CAUW through September 30, 2018 in an amount not to exceed \$37,778.25 to coordinate the Capital Area BRFS.

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:** Board of Commissioners Finance, County Services and Human Services Committee  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** December 7, 2017  
**SUBJECT:** FY 18 State of Michigan Comprehensive Agreement Amendment #1  
For the meeting agenda of January 17, 2018 and January 22, 2018

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**BACKGROUND**

Ingham County Health Department (ICHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2017-2018 Comprehensive Agreement through Resolution #17-293.

To fully implement Hepatitis A outbreak prevention strategies, ICHD is requesting to hire two temporary Registered Nurses, and one temporary Community Health Representative II effective October 1, 2017 through September 30, 2018. Additionally, to fulfill the requirements of the HIV Data to Care program, ICHD is requesting to increase an existing part-time Communicable Disease Investigator (position #601399) by an additional 9 hours per week, also effective October 1, 2017 through September 30, 2018.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,227,469 to \$5,299,244, an increase of \$71,775. The amendment makes the following specific changes in the budget:

HIV Data to Care Program	\$20,800.00 - new funding
Hepatitis A Response Project	\$136,700.00 – new funding
Public Health Emergency Preparedness (PHEP): increase of \$3,750 from \$113,287 to \$117,037	
Breast & Cervical Cancer Control (BCCCP) Coordination: decrease of \$79,475 from \$280,500 to \$201,025	
WISEWOMAN Program: decrease of \$10,000 from \$50,000 to \$40,000	

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 1 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2017 through September 30, 2018.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2017-2018 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

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

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

WHEREAS, MDHHS and ICHD have entered into a 2017-2018 Comprehensive Agreement authorized in Resolution #17-293; and

WHEREAS, MDHHS has proposed amendment #1 to Resolution #17-293 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, to fully implement Hepatitis A outbreak prevention strategies, ICHD is requesting to hire two temporary Registered Nurses, and one temporary Community Health Representative II effective October 1, 2017 through September 30, 2018; and

WHEREAS, to fulfill the requirements of the HIV Data to Care program, ICHD is requesting to increase an existing part-time Communicable Disease Investigator (position #601399) by an additional 9 hours per week effective October 1, 2017 through September 30, 2018; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize Amendment #1.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2017-2018 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the total amount of Amendment #1 funding increase is \$71,775 (increasing from \$5,227,469 to \$5,299,244).

BE IT FURTHER RESOLVED, to fully implement Hepatitis A outbreak prevention strategies, ICHD is requesting to hire two temporary Registered Nurses, and one temporary Community Health Representative II effective October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, to fulfill the requirements of the HIV Data to Care program, ICHD is requesting to increase an existing part-time Communicable Disease Investigator (position #601399) by an additional 9 hours per week effective October 1, 2017 through September 30, 2018

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

HIV Data to Care Program: \$20,800.00 - new funding  
Hepatitis A Response Project: \$136,700.00 – new funding  
Public Health Emergency Preparedness (PHEP): increase of \$3,750 from \$113,287 to \$117,037  
Breast & Cervical Cancer Control (BCCCP) Coordination: decrease of \$79,475 from \$280,500 to \$201,025  
WISEWOMAN Program: decrease of \$10,000 from \$50,000 to \$40,000

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment #1 of the 2017-2018 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA  
**DATE:** December 20, 2017  
**SUBJECT:** Agreement with Southeastern Michigan Health Association  
For the meeting agendas of January 17 & 22, 2018

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**BACKGROUND**

The Children's Special Health Care Services (CSHCS) division at the Ingham County Health Department (ICHD) provides coordinated care for children with special needs. CSHCS assists these individuals and their families through the appropriate use of the CSHCS system of care, so that children are able to demonstrate improved health outcomes and an enhanced quality of life. CSHCS has been awarded a \$10,000 grant from Southeastern Michigan Health Association (SEMHA) to support outreach efforts and to facilitate parent input and feedback, as well as family involvement with ICHD's CSHCS policy and procedure process. This grant will be effective October 1, 2017 through September 30, 2018.

ICHD will use this grant to fund a temporary position with an area parent currently enrolled in the CSHCS system. This individual will work collaboratively with ICHD-CSHCS staff to develop and implement outreach strategies that focus on engaging other families who have children with special health care needs. This peer support affords parents the benefits of CSHCS, and provides strategies to assist parents in navigating the system.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

SEMHA will provide ICHD with \$10,000 in funding for the period of October 1, 2017 through September 30, 2018.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with SEMHA in an amount up to \$10,000 effective October 1, 2017 through September 30, 2018.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SOUTHEASTERN MICHIGAN  
HEALTH ASSOCIATION**

WHEREAS, the Children's Special Health Care Services (CSHCS) division at the Ingham County Health Department (ICHHD) provides coordinated care for children with special needs; and

WHEREAS, CSHCS assists these children and their families through the appropriate use of the CSHCS system of care, so that children are able to demonstrate improved health outcomes and an enhanced quality of life; and

WHEREAS, CSHCS has been awarded a \$10,000 grant from Southeastern Michigan Health Association (SEMHA) to support outreach efforts and to facilitate parent input and feedback, as well as family involvement with the ICHD'S CSHCS policy and procedure process; and

WHEREAS, this grant will be effective October 1, 2017 through September 30, 2018; and

WHEREAS, ICHD will use this grant to fund a temporary position with an area parent currently enrolled in the CSHCS system; and

WHEREAS, this position will work collaboratively with ICHD-CSHCS staff to develop and implement outreach strategies that focus on engaging other families who have children with special health care needs; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with SEMHA in an amount up to \$10,000 effective October 1, 2017 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with SEMHA in an amount up to \$10,000 effective October 1, 2017 through September 30, 2018.

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:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 20, 2017  
**SUBJECT:** Fiduciary/Payee Agreements with Michigan Association of United Ways  
For the meeting agendas of January 17 & 22, 2018

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**BACKGROUND**

The Children Health Access Program (CHAP) is a collaborative, community-based program for children who are enrolled in Medicaid, and is designed to reduce barriers to accessing health care at the family, health care provider and health system level. Michigan Association of United Ways (MAUW) received a grant from the Michigan Health Endowment fund to support the expansion and integration of CHAP. MAUW is requesting that Ingham County Health Department (ICHHD) enter into agreements to act as the fiduciary/payee for this MI-CHAP funding as ICHHD has previously served as their fiduciary and Medicaid Outreach Match Partner.

Sustainability of CHAP is dependent upon receiving Medicaid Outreach Matching Funds. The contract period for these agreements will be from October 1, 2017 through September 30, 2018.

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

1. Receive funds from MAUW up to \$375,000 for CHAP projects.
2. Set up a system to provide an initial payment to MAUW/MI-CHAP and subsequent reimbursements
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on-site monitoring of MAUW/MI-CHAP.
5. Forward any required reports as provided by MAUW/MI-CHAP.

MAUW/MI-CHAP will:

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

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

ICHHD will retain a 10% administrative fee of the total funds received during the effective dates of these agreements; this includes the Medicaid Match funds.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the acceptance of funds from MAUW in an amount up to \$375,000 and to enter into agreements to act as the fiduciary/payee for MAUW/MI-CHAP effective October 1, 2017 through September 30, 2018.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH THE MICHIGAN ASSOCIATION OF UNITED WAYS TO ACT AS THE FIDUCIARY/PAYEE FOR MI-CHAP**

WHEREAS, the Children Health Access Programs (CHAP) is a collaborative, community-based program for children who are enrolled in Medicaid, and is designed to reduce barriers to accessing health care at the family, health care provider and health system level; and

WHEREAS, Michigan Association of United Ways (MAUW) received a grant from the Michigan Health Endowment fund to support the expansion and integration of CHAP; and

WHEREAS, MAUW is requesting that Ingham County Health Department (ICHD) enter into agreements to act as the fiduciary/payee for this MI-CHAP funding as ICHD has previously served as their fiduciary and Medicaid Outreach Match Partner; and

WHEREAS, ICHD will retain a 10% administrative fee of the total funds received during the effective dates of these agreements including the Medicaid Match funds; and

WHEREAS, the contract period for these agreements will be effective October 1, 2017 through September 30, 2018; and

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

1. Receive funds from MAUW up to \$375,000 for CHAP projects
2. Set up a system to provide an initial payment to MAUW/MI-CHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on-site monitoring of MAUW/MI-CHAP
5. Forward any required reports as provided by MAUW/MI-CHAP; and

WHEREAS, MAUW/MI-CHAP will:

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

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize acceptance of funds from MAUW in an amount up to \$375,000 and also authorizes entering into agreements to act as the fiduciary/payee for MAUW/MI-CHAP effective October 1, 2017 through September 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes to accept funds from MAUW in an amount up to \$375,000 and also authorizes entering into agreements to act as the fiduciary/payee for MAUW/MI-CHAP effective October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that ICHD will retain a 10% administrative fee of the total funds received during the effective dates of these agreements including the Medicaid Match funds.

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:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 20, 2017  
**SUBJECT:** Subcontract with Refugee Development Center  
For the meeting agendas of January 17, & 22, 2018

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**BACKGROUND**

Ingham County Health Department (ICHHD) has received \$20,000 in grant funds for the Childhood Lead Poisoning Prevention Program (CLPPP) as part of the Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS). The CLPPP brings education and assistance into the homes of families where the State of Michigan reported children with elevated blood levels. This program also provides for home visits which include education, provision of lead safe cleaning supplies, assistance in identifying and mitigating lead hazards, and support with applying for lead safe home grants.

ICHHD subcontracted with the Refugee Development Center (RDC) to provide these services in FY 2017. RDC is a nonprofit organization that provides education, support, and orientation to refugees in the Lansing area. ICHHD will subcontract with RDC to provide these services effective October 1, 2017 through September 30, 2018 in an amount not to exceed \$9,600.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The cost of the subcontract with RDC will be covered by the MDHHS grant funds.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorizing a subcontract with RDC to provide CLPPP services effective October 1, 2017 through September 30, 2018 in an amount not to exceed \$9,600.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A FY 2018 SUBCONTRACT WITH  
REFUGEE DEVELOPMENT CENTER**

WHEREAS, Ingham County Health Department (ICHD) has received \$20,000 in grant funds for the Childhood Lead Poisoning Prevention Program (CLPPP) as part of the Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS); and

WHEREAS, the CLPPP brings education and assistance into the homes of families where the State of Michigan has reported children with elevated blood levels and also provides for home visits which include education, provision of lead safe cleaning supplies, assistance in identifying and mitigating lead hazards, and support with applying for lead safe home grants; and

WHEREAS, ICHD subcontracted with the Refugee Development Center (RDC) to provide CLPPP services in FY 2017; and

WHEREAS, RDC is a nonprofit organization that provides education, support, and orientation to refugees in the Lansing area; and

WHEREAS, ICHD will subcontract with the Refugee Development Center (RDC) to provide these services effective October 1, 2017 through September 30, 2018; in an amount not to exceed \$9,600; and

WHEREAS, the cost of the subcontract with RDC will be covered by the MDHHS grant funds; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize a subcontract with RDC to provide CLPPP services effective October 1, 2017 through September 30, 2018 in an amount not to exceed \$9,600.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract with RDC to provide CLPPP services effective October 1, 2017 through September 30, 2018 in an amount not to exceed \$9,600.

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:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 20, 2017  
**SUBJECT:** Amendment to Resolution # 17-506  
For the meeting agendas of January 16, 17, & 22, 2018

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**BACKGROUND**

Resolution #17-506 authorized acceptance of Blue Cross Blue Shield of Michigan (BCBSM) Foundation contract/award funding to assist communities in implementing sustainable, evidence-based practices that address the growing epidemic of opioid and prescription drug abuse in Michigan. BCBSM Foundation selected Ingham County Health Department (ICHHD) as the recipient of \$70,000 in funding over a period of 18 months for an evidence-based criminal justice response to substance abuse and drug offending.

The focus of this evidence-based project is to improve identification and treatment opportunities for opioid users while in jail and decrease risks of relapse after release. In order to fulfill program functions and requirements, ICHHD would like to amend Resolution #17-506 to include the following:

- Utilize 0.25 FTE of existing Position #601502 to provide program coordination and oversight of the grant requirements.
- Establish a 0.5 FTE Community Health Worker (CHW) for the duration of the grant to support community outreach, health coaching, and patient navigation for opioid users released from the Ingham County Jail.

**ALTERNATIVES**

There are no alternatives

**FINANCIAL IMPACT**

Funding for the proposed staffing changes will be covered by the grant funds. There are no other financial impacts.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of amending Resolution #17-506 which supports utilizing 0.25 FTE of existing position #601502 for program coordination and oversight of the grant requirements, and establishes a 0.5 FTE CHW for the duration of the grant to serve inmates with opioid abuse history upon release.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #17-506**

WHEREAS, Resolution #17-506 authorized acceptance of Blue Cross Blue Shield of Michigan (BCBSM) Foundation contract award funding to assist communities in implementing sustainable, evidence-based practices that address the growing epidemic of opioid and prescription drug abuse in Michigan; and

WHEREAS, BCBSM Foundation selected Ingham County Health Department (ICHHD) as the recipient of \$70,000 of funding over a period of 18 months for an evidence-based criminal justice response to substance abuse and drug offending; and

WHEREAS, in order to fulfill program functions and requirements ICHHD would like to amend Resolution #17-506 to include the following:

- Utilize 0.25 FTE of existing Position #601502 to provide program coordination and oversight of the grant requirements
- Establish a 0.5 FTE Community Health Worker (CHW) (\$16,201-\$19,287) for the duration of the grant to support community outreach, health coaching, and patient navigation for opioid users released from the Ingham County Jail; and

WHEREAS, funding for the proposed staffing changes will be covered by the grant funds with no other financial impacts; and

WHEREAS, the Health Officer recommends approval to amend Resolution #17-506 which supports utilizing 0.25 FTE of existing position #601502 for program coordination and oversight of the grant requirements and to establish a 0.5 FTE CHW (\$16,201-\$19,287) for the duration of the grant to serve inmates with opioid abuse history upon release.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves an amendment to Resolution #17-506 to support utilizing 0.25 FTE of existing position #601502 for program coordination and oversight of the grant requirements and to establish a 0.5 FTE CHW (\$16,201-\$19,287) for the duration of the grant to serve inmates with opioid abuse history upon release.

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

**TO:** Board of Commissioners Human Services, County Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 6, 2017  
**SUBJECT:** Resolution to Convert Full-time Dentist Position  
For the meeting agenda of January 23, 2018

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**BACKGROUND**

The Ingham County Health Department (ICHD) holds 4.0 FTE of dentist positions in the FY 2018 Ingham Community Health Center (IHC) budget. ICHD is requesting to convert 1.0 FTE of the dental positions, Position #601181, into two 0.5 FTE positions, effective February 1, 2018.

By filling both 0.5 FTE positions, ICHD will obtain full productivity budgeted for Position #601181, which is currently filled at only 0.75 FTE. Full-time dental positions have been difficult for ICHD to recruit, whereas part-time positions offer flexibility to dentists who desire part-time or secondary work. By converting Position #601181 into two part-time positions, ICHD will retain the existing pediatric dentist who currently works 0.75 FTE and desires reduced hours to 0.5 FTE, while also creating the opportunity to recruit an additional pediatric dentist into the newly created 0.5 FTE position.

Offering part-time positions provides greater flexibility for recruiting and retaining qualified dentists, which has been a challenge for ICHD. Recruitment efforts have identified part-time work as desirable among some potential Dentist hires that have otherwise not accepted a full-time position offer from the Health Department.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Position #601181 (currently 1.0 FTE) is budgeted at \$142,022. Converting this position into two 0.5 FTE positions will cost \$149,806, an increase of \$7,784. The difference in benefit costs associated with the two part-time positions versus a single full-time position accounts for the increase in cost. The increased cost will be covered through the increased revenue generated by obtaining the full productivity value of both 0.5 FTE positions when filled.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to convert 1.0 FTE of the dental position, #601181, into two 0.5 FTE positions, effective February 1, 2018.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT FULL-TIME DENTIST POSITION**

WHEREAS, Ingham County Health Department (ICHD) holds 4.0 FTE dentist positions in the FY 2018 Ingham Community Health Center (ICHC) budget; and

WHEREAS, ICHD is requesting to convert 1.0 FTE of dental positions, Position #601181, into two 0.5 FTE positions, effective February 1, 2018; and

WHEREAS, by filling both 0.5 FTE positions, ICHD will obtain full productivity budgeted for Position #601181, which is currently filled at only 0.75 FTE; and

WHEREAS, full-time dental positions have been difficult for ICHD to recruit, and whereas part-time positions offer flexibility to dentists who desire part-time or secondary work; and

WHEREAS, by converting the Position #601181 into two part-time positions, ICHD will retain the existing pediatric dentist who currently works only 0.75 FTE and desires reduced hours to 0.5 FTE, while also creating the opportunity to recruit an additional pediatric dentist into the newly created 0.5 FTE position; and

WHEREAS, converting position #601181 (currently 1.0 FTE) budgeted at \$142,022 into two 0.5 FTE positions will cost \$149,806, an increase of \$7,784; and

WHEREAS, the difference on benefit costs associated with the two part-time positions versus a single full-time position accounts for the increase in cost; and

WHEREAS, the Ingham Community Health Center Board supports the conversion of 1.0 FTE Position #601181 into two 0.5 FTE positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes conversion of the 1.0 FTE Position #601181 into two 0.5 FTE positions.

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

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 20, 2017  
**SUBJECT:** Fiduciary/Payee Agreements with Wayne Children's Healthcare Access Program  
For the meeting agendas of January 17 & 22, 2018

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**BACKGROUND**

Wayne Children's Healthcare Access Program (WCHAP) is a pediatric medical home implementation program now in its seventh year. WCHAP coordinates an integrated system of early childhood support services that is voluntary, accessible and culturally competent for families with children who are on Medicaid or are Medicaid eligible. WCHAP provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services and asthma case management services. WCHAP sustainability is dependent upon receiving Medicaid Outreach Matching funds.

Ingham County Health Department (ICHHD) wishes to enter into agreements with WCHAP to act as the Fiduciary/Payee and Medicaid Outreach Match Partner for funding from HealthNet of West Michigan (HNWM), United Way of Southeastern Michigan (UWSEM), The Carl's Foundation (TCF), Skillman Foundation (SF), Kresge Foundation (KF), and the McGregor Fund (MF) on behalf of WCHAP.

ICHHD will enter into separate fiduciary agreement with the above agencies to facilitate the Medicaid Match. The contract period for each agreement other than UWSEM is effective October 1, 2017 through September 30, 2018; the contract period for UWSEM is effective October 1, 2017 through June 30, 2018.

As the fiduciary/payee of the HNWM, UWSEM, TCF, SF, KF, and MF funds, ICHHD will:

1. Receive funds from HNWM up to \$80,926, from UWSEM up to \$50,000, from TCF up to \$21,220, from SF up to \$59,500, from KF up to \$15,750, and from MF up to \$110,000 (up to \$337,396 total) on behalf of WCHAP.
2. Set up a system to provide monthly payments to WCHAP and subsequent reimbursements.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on-site monitoring of WCHAP.
5. Forward any required reports as provided by WCHAP.

WCHAP 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 HNWM, UWSEM, TCF, SF, KF, and MF.
4. Keep ICHHD up-to-date on any changes in funding.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

ICHD will retain a 10% administrative fee from the total funds received during the effective dates of these agreements; this includes the Medicaid Match funds.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize acceptance of funds from HNWM up to \$80,926, from UWSEM up to \$50,000, from TCF up to \$21,220, from SF up to \$59,500, from KF up to \$15,750, and from MF up to \$110,000 (up to \$337,396 total) on behalf of WCHAP and agreements with WCHAP for ICHD to act as their fiduciary/payee. The contract period for each agreement other than UWSEM is effective October 1, 2017 through September 30, 2018; the contract period for UWSEM is effective October 1, 2017 through June 30, 2018.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS WITH WAYNE CHILDREN'S HEALTHCARE ACCESS PROGRAM TO ACT AS THE FIDUCIARY/PAYEE FOR AGENCY FUNDING**

WHEREAS, Wayne Children's Healthcare Access Program (WCHAP) is a pediatric medical home implementation program now in its seventh year that coordinates an integrated system of early childhood support services that is voluntary, accessible, and culturally competent for families with children who are on Medicaid or are Medicaid eligible; and

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into agreements with WCHAP to act as the fiduciary/payee and Medicaid Outreach Match Partner for funding from HealthNet of West Michigan (HNWM), United Way of Southeastern Michigan (UWSEM), The Carl's Foundation (TCF), Skillman Foundation (SF), Kresge Foundation (KF), and the McGregor Fund (MF) on behalf of WCHAP; and

WHEREAS, ICHD will enter into a separate fiduciary agreement with the above agencies to facilitate the Medicaid Match, and

WHEREAS, ICHD will retain a 10% administrative fee of the total funds received during the duration of these agreements including the Medicaid Match funds; and

WHEREAS, the contract period for each agreement other than UWSEM is effective October 1, 2017 through September 30, 2018 with the contract period for UWSEM is effective October 1, 2017 through June 30, 2018; and

WHEREAS, as the fiduciary/payee of the HNWM, UWSEM, TCF, SF, KF, and MF funds, ICHD will:

1. Receive funds from HNWM up to \$80,926, from UWSEM up to \$50,000, from TCF up to \$21,220, from SF up to \$59,500, from KF up to \$15,750, and from MF up to \$110,000 (up to \$337,396 total) on behalf of WCHAP
2. Set up a system to provide monthly payments to WCHAP and subsequent reimbursements
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on site monitoring of WCHAP
5. Forward any required reports as provided by WCHAP; and

WHEREAS, WCHAP 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 HNWM, UWSEM, TCF, SF, KF, and MF
4. Keep ICHD up-to-date on any changes in funding; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of funds from HNWM up to \$80,926, from UWSEM up to \$50,000, from TCF up to \$21,220, from SF up to \$59,500, from KF up to \$15,750, and from MF up to \$110,000 (up to \$337,396 total) on behalf of WCHAP and agreements with WCHAP for ICHD to act as their fiduciary/payee effective October 1, 2017 through September 30, 2018, and with the contract period for UWSEM effective October 1, 2017 through June 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds from HNWM up to \$80,926, from UWSEM up to \$50,000, from TCF up to \$21,220, from SF up to \$59,500, from KF up to \$15,750, and from MF up to \$110,000 (up to \$337,396 total) on behalf of WCHAP and agreements with WCHAP for ICHD to act as their fiduciary/payee for the period of October 1, 2017 through September 30, 2018, and with the contract period for UWSEM effective October 1, 2017 through June 30, 2018.

BE IT FURTHER RESOLVED, that ICHD will retain a 10% administrative fee of the total funds received during the duration of these agreements including the Medicaid Match funds.

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.