

CHAIRPERSON
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VICE-CHAIRPERSON
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ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
CHRIS TRUBAC
RYAN SEBOLT
THOMAS MORGAN
DERRELL SLAUGHTER
EMILY STIVERS
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 14, 2019 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 3, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Fair
 - a. Resolution to Authorize a Contract with [Dietz Janitorial](#) for as Needed Cleaning at the Ingham County Fairgrounds Community Hall
 - b. [Fair Manager](#) Position (*Discussion*)
2. Parks Department
 - a. Resolution Honoring [Jeff Gehl](#)
 - b. Resolution Honoring [Teri Banas](#)
3. Health Department
 - a. Resolution to Extend Cooperative Operational Agreement with the Ingham Community [Health Center Board](#) of Directors
 - b. Resolution to Authorize the Acceptance of Complimentary Movie [Theater Passes](#) from NCM
 - c. Resolution to Accept an Award through the National Maternal and Child Oral Health Resource Center at [Georgetown University](#)
 - d. Resolution to Appoint [Dr. David Scott Moons, M.D., Ph.D.](#), as a Deputy Medical Examiner for Ingham County

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE
December 3, 2018
Draft Minutes

Members Present: Nolan, Sebolt, Morgan, Tennis, Naeyaert, Triplett (arrived at 7:02 pm.), and Banas

Members Absent: None.

Others Present: Melissa Buzzard, Jared Cypher, Tyler Smith, Lindsey LaForte, and others.

The meeting was called to order by Chairperson Banas at 6:33 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the November 19, 2018 Closed and Open Session Meeting Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MORGAN, TO APPROVE THE CLOSED AND OPEN SESSION MINUTES OF THE NOVEMBER 19, 2018 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioner Triplett.

Additions to the Agenda

None.

Limited Public Comment

None.

Commissioner Triplett arrived to the meeting at 7:02 p.m.

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

2. Fair
 - a. Resolution to Authorize an Extension to a Contract with Jared A. Beduhn Excavating and Landscaping for Excavation Services at the Ingham County Fairgrounds
 - b. Resolution to Authorize an Extension to a Contract with Iverson Electric, Inc. for as Needed Electrical Maintenance at the Ingham County Fairgrounds

3. Parks Department
 - a. Resolution to Authorize a Contract with Marine Automated Dock Systems, Inc.
 - b. Resolution Authorizing Funding for Signage for Trails and Parks Millage Projects from the Trails and Parks Millage Fund

4. Health Department
 - a. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)
 - b. Resolution to Authorize an Agreement with Curis Consulting
 - c. Resolution to Accept Grant Funding from Mid-State Health Network
 - e. Resolution to Function as Medicaid Match Partner with Pediatric Foundation of Michigan
 - f. Resolution to Authorize an Agreement with Roger L. Donaldson, AIA P.L.C. for Architectural Services

5. Controller's Office – Resolution Authorizing Adjustments to the 2018 Ingham County Budget

THE MOTION CARRIED UNANIMOUSLY.

WHEREAS, the current agreement expires December 31, 2018 and ICHD wishes to continue the terms of the existing agreement through June 30, ~~2018~~ **2019** in order to sustain Jail Medical operations until determinations by the Board of Commissioners are made regarding the overall operations and staffing model of Jail Medical; and

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 Health Plan Corporation (IHPC)

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION.

Lori Noyer, Executive Director Ingham Health Plan, read a statement, which is included in the minutes as Attachment A.

Chairperson Banas asked Jared Cypher, Deputy Controller, to provide information about the County's Fund Balance from the Health Services Millage Fund.

Mr. Cypher provided a handout to the committee and reviewed the Health Services Millage Fund Balance. He further stated that he was comfortable recommending \$1,500,000.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. NAEYAERT, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed ~~\$1,000,000~~ **\$1,500,000** annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2019 through December 31, 2019 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, the annual not to exceed amount of ~~\$1,000,000~~ **\$1,500,000** includes administrative costs, which will be capped at 20% of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.

~~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.~~

Naeyaert stated that she has a history of struggling with supporting the ICHP. It was concerning that the ICHP was one of the only ones in the State. Asking more and more funds, less fund balance. Would like to see it cover the mentally ill and seniors too, but mentally ill first. This request would drain what was available in the budget.

Cypher that was not sustainable long term.

Naeyaert stated that their fund balance was also concerning. Would like to know what the County would get. Desperately trying to find a why to support the IHCP and would like to see the ppl that need it receive the care, but ICHD, Cristo Rey, etc covers them well.

Noyer stated that CHM receives millage funds, the uninsured population they see are potential IHP members, no IHP benefit so they did not know how many were,

Banas don't aske the questions.

Naeyaert stated that they could ask the question.

Banas stated that this was not insurance this was a health plan.

Noyer assume that their members receive CHM help are being provided so through the funding.

Naeyaert stated that Care Free could provide extended services as well.

Noyer stated that they have a fund balance and are trying to continue to grow the balance but it is used to supplement what the millage did not cover, spending down and the additional funds would lead to less fund balance, extend it longer.

Naeyaert stated that with a 6.2 million fund balance, if 1 million was spent per year in fund balance and the County spends 1 million. Need to be convinced that IHP program was worth it to spend that kind of millage money. How many ppl.

Noyer stated 1800 ppl. Coming to the ICHD for services and the IHP are providing the mechanism for providing services.

Naeyaert stated that

Banas millage was approved at .55 and the millage was drawn at .35. There had been a shift in covering bridge people.

Sebolt administrative costs, how much of spend down was toward services and how much toward administrative cost.

Noyer 740,000 deficient, \$350,000 was bridge support

Naeyaert the other half was admin.

Tennis total budget for 2019.

Noyer 2.3 million.

Tennis how much of that was services and how much was administrative costs.

Noyer stated that she was unsure as it was her first budget process.

Tennis asked if they had a breakdown.

Commissioner Nolan stated that Ms. Noyer could get that breakdown.

Tennis 20% cap was in there but done partially because of the amount of fund balance was being spent. If the County gave more and IHP was able to fund more programming then the overall the percentage of administrative cost might be reduced.

Cypher stated that the handout included the total budget for IHP for 2019, showed the breakdown for budget. D

Noyer stated that was based on the 1650, not 1800 members .

Naeyaert asked if the other County's provide for administrative cost.

Noyer stated that IHP was the administrative body, the counties reimbursed.

Naeyaert asked about marketing and advertising.

Noyer stated that it was related to website, brochures, mailing, and postage.

Naeyaert asked how they mail and market to a transient population.

Noyer returned mail to discontrol, challenging population, reached out to DHHS to reach some additional people.

Naeyaert stated that she wanted to provide care to people who could not provide for themselves.

Noyer invited Commissioner Naeyaert to come to the office.

Sebolt stated that he was thinking about what was capped for administrative costs. Wondering if they could cap the administrative cost and the money could all go toward programming.

Tennis stated that since the total amount is capped it did not matter where the money went, it went to the program. Medical expenses will be more than what is paid so it did not matter. The point seemed moot.

Commissioner Morgan clarified the amendment.

Chairperson Banas clarified the amendment.

Commissioner Morgan amend as follows:

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed ~~\$1,000,000~~ **\$1,500,000** annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2019 through December 31, 2019 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, the annual not to exceed amount of ~~\$1,000,000~~ **\$1,500,000** includes administrative costs, which will be capped at ~~20%~~ **15%** of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.

~~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.~~

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: None.

4. Health Department

d. Resolution to Amend Agreement with MSU College of Nursing
Tennis/Naeyert

Tennis moved to amend as follows:

WHEREAS, the current agreement expires December 31, 2018 and ICHD wishes to continue the terms of the existing agreement through June 30, ~~2018~~ **2019** in order to sustain Jail Medical operations until determinations by the Board of Commissioners are made regarding the overall operations and staffing model of Jail Medical; and

The Motion to amend the resolution carried unanimously.

Nolan thought that it was important that the nurses were in the jail and hoped to avoid privatization.

Vail this was a contract extention. Terminate agreement and contract for now.

Nolan stated that she wanted to express that she did not like jail privatization.

Banas and to fund it need to find a way to pay for the quality care, cannot leave high and dry, conversation for another committee also not in favor of privitiation. Trust ICHD to run Jail Medical but did not trust private companies.

Vail stated that she did not come to the BOC in order to save money, she wanted to provide the best possible services in the jail. Just to let know.

Tennis stated that the BOC had looked at it years ago to save money and that had come back as too high. Constant battle, no one wants it, incredibuly difficult thing, punting it for years, see

what the proposals come back, don't like privatization either but when the County's directors did not want to handle it, they will.

Banas thank you Ms. Vail for services, good partner, enjoyed working with her.

Nolan thank Chairperson Banas for chairing the committee.

Sebolt stated that he would like to thank for a smooth committee.

Banas picked up parks dept to add fun.

Naeyaert thank Banas, came in at the same time, frustrated at times for the length of the committee meetings, passion, appreciate the way you verbalize thoughts.

Banas stated that it had been fun. Crazy ride to some training, dark roads....

Tennis echo positive statements, frustrated by long meetings, but the reason was that a lot of stuff was added, needed extra attention Fair, Parks, Youth Commission. Aggressive work ethic to consider all of these things, proud to have served.

Banas stated that Tennis will be a great chairperson for some of these issues coming back. Youth Commission encourage.

Public Comment

Adjournment

The meeting was adjourned at 7:45 p.m.

JANUARY 14, 2019 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. Fair

- a. *Resolution to Authorize a Contract with Dietz Janitorial for as Needed Cleaning at the Ingham County Fairgrounds Community Hall*

This resolution authorizes awarding a contract to Dietz Janitorial Services for one year effective the date of execution with an additional two year extension option, for as needed cleaning services at the Ingham County Fairgrounds Community Hall at a cost not to exceed \$10,000. Funds for this contract are included in the 2019 budget.

2. Parks Department

- a. *Resolution Honoring Jeff Gehl*

This resolution honors Jeff Gehl, manager of Burchfield Park, upon his retirement from the County.

- b. *Resolution Honoring Teri Banas*

This resolution honors Teri Banas for her service to the Parks Commission and Board of Commissioners.

3. Health Department

- a. *Resolution to Extend Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors*

This resolution extends the Cooperative Operational Agreement with Ingham CHC Board of Directors for six months, effective January 1, 2019 through June 30, 2019. Additionally, it adopts the Bylaws developed by the ICHC Board of Directors, which are included as an attachment to the Cooperative Operational Agreement.

- b. *Resolution to Authorize the Acceptance Of Complimentary Movie Theater Passes from NCM*

This resolution accepts 6 movie theater passes from National CineMedia. The Health Department will use these passes to incentivize community members to give feedback on ICHD's communication initiatives. The passes will be provided to community members who participate in activities such as focus groups or surveys.

- c. *Resolution to Accept an Award Through the National Maternal and Child Oral Health Resource Center at Georgetown University*

This resolution accepts a \$10,000 award through the National Maternal and Child Oral Health Resource Center (OHRC) at Georgetown University (GU) for participation in the *Partnership for Integrating Oral Health Care into Primary Care* project, for the term of January 1, 2019 through June 30, 2019.

- d. *Resolution to Appoint Dr. David Scott Moons, M.D., Ph.D., as a Deputy Medical Examiner for Ingham County*

This resolution appoints Dr. David Scott Moons, M.D., Ph.D. as Deputy Medical Examiner for Ingham County effective February 1, 2019.

OTHER ITEMS:

1. Fair

- b. *Fair Manager Position (Discussion)*

TO: Board of Commissioners Human Services and Finance Committees
FROM: Mark McCorkle – Fair Director
DATE: December 13, 2018
SUBJECT: Janitorial Services at Fair Grounds
For the meeting agenda of (January 14, 2019-Human Services and
January 16, 2019- Finance Committee)

BACKGROUND

This resolution authorizes a 2019 contract for janitorial service agreement for Fairgrounds Community Building / Hall. The Community Hall continues to experience accelerated booking throughout 2019 and well into 2020. Fifty out of the fifty two weekends are booked on the grounds and most every weekend is booked in the Community Hall.

ALTERNATIVES

The Fair office staff, fair board members, and / or maintenance staff has been cleaning the Community Hall, since last September. The cleaning process takes around two to four hours, depending on the disorder, from previous renters and many times we need a quick turnaround over the weekend, so other renters can use the facility. Utilizing the fair office and maintenance staff, has taken them away from other essential tasks that need to be completed.

FINANCIAL IMPACT

The anticipated annual value of the contract will be approximately \$10,000 based on past figures and advanced bookings. We do have funds to account for this additional contract. The implication of not keeping the community hall clean, is it eventually becomes a loss of revenue.

Rental Fees

Deposit (Separate from rental fee)	\$400
(Refunded within 30 days after event if facility is clean and free of damages)	
Sunday - Thursday	\$425 (10:00 a.m. - 11:00 p.m.)
Friday	\$425 (10:00 a.m. - 1:00 a.m.)
Saturday	\$925 (10:00 a.m. - 1:00 a.m.)

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term goal of the Facilities and Infrastructure group by providing user friendly, accessible facilities, and quality infrastructure

OTHER CONSIDERATIONS

The Community Hall has a commercialized kitchen, issued by the Michigan Department of Agriculture and Rural Development to operate a food service establishment under the provisions of the Michigan Food Law Being Act 92 of the Public Acts of 2000. It is essential to keep up to date on MDARD sanitization policies.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the contract for Dietz Janitorial services.

November 15, 2018

Mark McCorkle
Ingham County Fair
700 E Ash St.
Mason, Michigan 48854

Dear Mark

Thank you for giving us the opportunity to present our proposal for a general cleanup service at your facility. The following is a breakdown of the costs to provide the service.

If this proposal is accepted, please provide us with a start date and a schedule.

Also please note we have moved our new mailing address is PO Box 21176 Lansing, MI 48909.

If you have any questions or comments please feel free to contact me at the office 517-694-5040 or my cell phone 517-712-3341.

Respectfully,

John Bright
Operations Manager
Dietz Janitorial Service

Fairgrounds Banquet Room

Scope of Services

Banquet Room After Each Function

- Vacuum banquet room and all other carpeted areas
- Sweep and damp mop all hard surface floors
- Empty all wastebaskets and replace liners
- Wipe down all counters and table tops
- Dust all furniture, ledges, fixtures, window sills and other exposed areas

Restrooms After Each Function

- Clean and sanitize entire toilets and urinals
- Clean and sanitize counter tops and sinks
- Polish all bright work (fixtures and stainless steel)
- Dust all flat surfaces 72" and below
- Sweep and mop floors with disinfectant solution
- Clean and sanitize stall walls
- Sanitize switch plates and door handles
- Empty waste baskets and replace liners as needed
- Replenish all paper and soap products **
- Clean mirrors
- Remove all waste material from the premises

Kitchen Area After Each Function

- Empty waste baskets and replace liners
- Clean and sanitize all counter tops, tables and chairs
- Spot clean outside of cabinets
- Vacuum or damp mop floors
- Clean and sanitize sinks, microwave and counters
- Polish all bright work
- Replace paper and soap products as needed

**Ingham County
Fairgrounds
Banquet Room Facilities**

Pricing Summary Sheet

Upon Request (After Functions)

Banquet Room, Kitchen & 2 Restrooms \$75.00 per Cleaning

If work requires more than 3 hours an hourly charge of \$26.50 per hour will be billed for the additional employee hours.

Firm Name: Dietz Janitorial Service, Inc Date: _____

Signature: _____ Name: (Print) John Bright

John Bright

PO Box 21176

Lansing, MI 48909

Office Phone 517-694-5040

Cell Phone 517-712-3341

dietz@dietzjanitorial.com

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH DIETZ JANITORIAL FOR AS
NEEDED CLEANING AT THE INGHAM COUNTY FAIRGROUNDS COMMUNITY HALL**

WHEREAS, The Ingham County Fair Community Hall continues to experience accelerated booking throughout 2019 and well into 2020, the past janitorial contract expired September 2017; and

WHEREAS, fifty out of the fifty-two weekends are booked on the grounds and most every weekend is booked in the Community Hall; and

WHEREAS, the office staff and fair board members are no longer capable of continuing to concurrently clean the Community Hall and maintain the level of service to the events on the grounds; and

WHEREAS, the Community Hall rentals are tied to the Fair Board's long-range strategic plan to ensure the diversification of the Fair's off-season revenue stream and it is highly important to ensure that the facility is clean and presentable prior to events booked in the Community Hall; and

WHEREAS, after careful review of the bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Dietz Janitorial who submitted the most qualified bid in the amount of \$75 per cleaning for as-needed cleaning services at the Ingham County Fair Community Hall and \$26.50/hour for additional cleaning; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2019 operational budget account numbers account 5617603-818000 and 56176014 – 818080.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Dietz Janitorial Services for one year effective the date of execution with an additional two year extension option, for as needed cleaning services at the Ingham County Fairgrounds Community Hall at a cost not to exceed \$10,000.

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.

Ingham County
Job Description
FAIR MANAGER

General Summary:

Appointed by the Board of Commissioners and works under the general direction and policies of the Ingham County Fair Board. Advertises and sells off-season rental of facilities. Plans, organizes, promotes and directs all phases of the Ingham County Fair. Recommends policies to the Ingham County Fair Board. Serves as liaison to the Ingham County Board of Commissioners and other agencies. The Fair Manager supervises and trains clerical, maintenance, technical, administrative, and trades personnel on a full and part-time seasonal basis. The Ingham County Fair Board recommends the Fair Manager to the Board of Commissioners, with the Board of Commissioners making the final determination.

Essential Functions:

1. Advertises, sells, contracts and monitors off-season rental of facilities.
2. Plans, organizes, promotes and directs all phases of the Ingham County Fair:
 - a. Coordinates superintendents, clerks and judges and youth exhibits with County 4-H staff
 - b. Develops and carries through commercial exhibitor and concession contracts and policies
 - c. Develops and coordinates advertising policies and premium entertainment tabloid.
3. Responsible for long-range planning for county events.
4. Initiates, coordinates and supervises program development.
5. Develops and oversees the administration of the budget for the fiscal year.
6. Plans and implements the development of the capitol improvement budget for fairgrounds and facilities.
7. Develops and maintains a working relationship with the County Board of Commissioners.
8. Performs basic everyday treasurer duties (i.e., pays monthly bills, etc.).
9. Develops and promotes fair and facilities through community public relations speaking engagements. Maintains contact with various community and state-wide organizations.
10. Supervises and coordinates activities of full-time, part-time and seasonal staff. Directs maintenance and repair programs.
11. Responsible for renting, contracts, scheduling and maintenance of the Community Hall building.

Other Functions:

Other duties as assigned

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: Equivalent of two years of college level course work in accounting, data processing, marketing, business and related areas. Prefer a Bachelor's Degree in a related area.

Experience: Five years of experience or its equivalent in Fair management and administration including budgeting, contract negotiations, accounting and promotion.

Other Requirements:

(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.)

Physical Requirements:

Ability to access all areas of the fair grounds.

Ability to enter and access information from computer system.

Ability to operate general office equipment.

(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)

Working Conditions:

Works in office conditions and in all areas of fair grounds.

MCF12

Rev. 8.25.2009

TO: Board of Commissioners Human Services Committee
FROM: Tim Morgan, Parks Director
DATE: December 27, 2018
SUBJECT: Honoring Jeff Gehl
For the meeting agenda of 1/14/19 Human Services

BACKGROUND

Park staff and the Park Commission wish to thank Jeff Gehl for his years of service.

ALTERNATIVES

N/A

FINANCIAL IMPACT

There are no financial impacts.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JEFF GEHL

WHEREAS, Jeff Gehl began his employment with the Ingham County Parks Department in 1987; and

WHEREAS, Jeff has been instrumental for the Ingham County Parks' development; and

WHEREAS, throughout his career he was responsible the operation of Burchfield County Park, including water front safety, grounds maintenance, building and equipment repairs and upkeep, department-operated rental services, supervising seasonal and full-time park employees, and other duties; and

WHEREAS, during his career Jeff was professional, dedicated, knowledgeable and loyal to the Parks Department mission to provide quality outdoor recreation opportunities and facilities for all segments of our population and to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands; and

WHEREAS, Jeff formed a valuable partnership with the local disc golf community, which was integral in the planning and construction of two world class disc golf courses at Burchfield County Park. In September of 2018, the two courses received national attention when Burchfield County Park hosted the U.S. Women's Disc Golf Championship. This is directly attributed to the quality of design and level of maintenance dedicated to the courses; and

WHEREAS, over the course of his career he worked closely with the Mid-Michigan Mountain Biking Association to help develop, promote, and maintain over 10 miles of advanced mountain biking trails. This collaboration also helped create a long-term; self-sustaining volunteer group that donates countless hours to assist with the inspection and maintenance of the biking trails; and

WHEREAS, Jeff recognized the increasing popularity of canoeing and kayaking in the Grand River. He helped improve and expand the recreational opportunity at Burchfield County Park with additional equipment, changes in service hours, and placing the highest priority on safety, by performing frequent waterway maintenance, removing river debris and blockages; and

WHEREAS, Jeff's park management efforts have contributed significantly to the Parks Department's ability to provide exceptional service to the citizens of Ingham County and his level of commitment to the Ingham County Parks sets a positive example for others to follow; and

WHEREAS, Jeff's commitment to high work quality and a sense of ownership has proven to be a great asset to the County Parks Department and Ingham County; and

WHEREAS, his commitment to the Parks Department leaves an invaluable legacy of 1,200 acres of park land for the citizens of Ingham County to enjoy far into the future.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, by adoption of this resolution honors Jeff Gehl for his outstanding quality of work, his commitment to provide a superior park system for the citizens of Ingham County, and extends its sincere appreciation for his countless contributions, and the lasting, positive impact he made during his years of dedicated service to the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Jeff Gehl its best wishes for continued success in all his future endeavors.

TO: Board of Commissioners Human Services Committee
FROM: Tim Morgan, Parks Director
DATE: December 21, 2018
SUBJECT: Honoring Teri Banas
For the meeting agenda of 1/14/19 Human Services

BACKGROUND

Teri Banas has served as a Park Commissioner from 2016 to 2018. Teri has helped to advance, develop, and implement effective parks policies. Park staff and the Park Commission wish to thank Teri for her years of service.

ALTERNATIVES

N/A

FINANCIAL IMPACT

There are no financial impacts.

OTHER CONSIDERATIONS

N/A.

RECOMMENDATION

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING TERI BANAS

WHEREAS, Teri Banas has served the community for many years actively engaged in local public service; and

WHEREAS, Teri has shown a remarkable level of leadership and devotion to the idea of community involvement by actively seeking out ways to benefit the community in which she lives; and

WHEREAS, Teri served as an Ingham County Board of Commissioner from 2015 to 2018; and

WHEREAS, Teri has served on the Ingham County Parks & Recreation Commission from 2016 to 2018; and

WHEREAS, Teri served as the Chair of the Trails and Parks Millage Task Force; and

WHEREAS, Teri was able to bring into the Parks and Recreation Commission's deliberations relevant ideas and insights from her previous public service and personal experience; and

WHEREAS, Teri not only brought to the Parks and Recreation Commission her dedication and commitment to serve the public, but also a strong work ethic with a team work philosophy; and

WHEREAS, Teri exemplifies the best in public service through her caring commitment to her responsibilities and duties as an Ingham County Parks & Recreation Commission member; and through her desire to improve the Ingham County park system as a whole; and

WHEREAS, Teri's efforts have contributed to the Parks Department's ability to provide exceptional service to the citizens of Ingham County; and

WHEREAS, throughout her term as a Parks and Recreation Commission member, Teri has helped to advance, develop, and implement effective parks policies; and

WHEREAS, through her persistence, consideration, and reliability, she has promoted a relationship of respect, understanding, and cooperation between the Ingham County Parks Commission, other local governmental agencies and the community at large.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, by adoption of this resolution, recognizes the impact and quality of Teri Banas' work, and expresses its sincere appreciation to her for the services and benefits which have been received by the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Teri Banas its best wishes for continued success in all her future endeavors.

TO: Board of Commissioners Human Services and Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 27, 2018
SUBJECT: Extension to Cooperative Operational Agreement with the Community Health Center Board of Directors

For the meeting agendas of January 14 and 16, 2019

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to extend the Cooperative Operational Agreement with the CHC Board of Directors effective January 1, 2019 through June 30, 2019. Resolutions #15-478 and #18-278 extended the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Ingham Community Health Center Board of Directors through December 31, 2018. As a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), ICHD is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board composed of a majority of individuals, who are being served by the center and, who as a group demographically represent the community being served by the center including factors such as race, ethnicity and sex. As a public entity, ICHD fulfills this requirement with a co-applicant board, the Ingham Community Health Center Board of Directors (ICHC Board). Each board's responsibilities must be specified in writing so that responsibilities for carrying out the governance functions are clearly understood. ICHD fulfills this requirement through a Cooperative Operational Agreement with the ICHC Board. In order to maintain compliance as a HRSA grantee, an updated agreement must be established, as the current Cooperative Operational Agreement ended December 31, 2018. The ICHC Board recommends that the terms of the current Cooperative Operational Agreement be extended for a term of six months, extending it through June 30, 2019. The renewed Cooperative Agreement shall include the current ICHC Board bylaws as an attachment.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There are no financial impacts.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to extend the Cooperative Operational Agreement with Ingham CHC Board of Directors for six months, effective January 1, 2019 through June 30, 2019. Additionally, it is recommended that the Ingham County Board of Commissioners adopt the Bylaws developed by the ICHC Board of Directors, which are included as an attachment to the Cooperative Operational Agreement.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE EXTENDED COOPERATIVE OPERATIONAL AGREEMENT
WITH THE INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS**

RESOLUTION # 18 – 278

WHEREAS, through resolution #15-478, the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Ingham Community Health Center (ICHC) Board of Directors was extended through December 31, 2017; and

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), Ingham County Health Department (ICHD) is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board of which the majority are being served by the center, and who as a group demographically represent the population receiving health care from the center; and

WHEREAS, as a public entity, ICHD fulfills this requirement with a co-applicant board, the Ingham County Community Health Center Board of Directors; and

WHEREAS, when two boards exist, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governing functions are clearly understood; and

WHEREAS, ICHD fulfills the requirement through a Cooperative Operational Agreement with the Community Health Center Board of Directors; and

WHEREAS, the ICHC Board of Directors functions must, at a minimum, include the following:

- Hold monthly meetings;
- Reach approval of the health center grant application and budget;
- Oversee selection/dismissal and performance evaluation of the health center Executive Director;
- Select services to be provided and health center hours of operations;
- Measure and evaluate the organization's progress in meeting its annual and long-term program and financial goals and develop plans for the long-range viability of the organization by engaging in strategic planning, review the organization's mission and bylaws, evaluate patient satisfaction, and monitor organizational assets and performance; and
- Establish general policies for the health center.

WHEREAS, in order to maintain compliance as a HRSA grantee, an updated agreement must be established; and

WHEREAS, the current Cooperative Operational Agreement ends December 31, 2017; and

WHEREAS, the ICHC Board of Directors must have established Bylaws in order to ensure compliance with federal statute and program requirements as stipulated by Section 330 of the Public Health Services Act, which are included as an attachment to the Cooperative Operational Agreement; and

WHEREAS, the Bylaws of the ICHC Board of Directors were recently revised, and these revisions must also be approved and adopted by the Ingham County Board of Commissioners; and

WHEREAS, the ICHC Board of Directors recommends that the terms of the current Cooperative Operational Agreement be extended for the term of one year; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the extension of the Cooperative Operational Agreement for one year, effective January 1, 2018 through December 31, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the extension of the Cooperative Operational Agreement with ICHC Board of Directors for one year, effective January 1, 2018 through December 31, 2018.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approve the attached revised bylaws developed by the ICHC Board of Directors.

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

HUMAN SERVICES: Yeas: Banas, Nolan, Koenig, Louney

Nays: None **Absent:** Tennis, Sebolt, Naeyaert **Approved 06/18/2018**

Approved for Signature 12/21/2017

**INGHAM COMMUNITY HEALTH CENTER BOARD
BYLAWS**

Ingham Community Health Center Board of Directors

Article I – Name

The name of this Board shall be the Ingham Community Health Center Board of Directors hereinafter “Community Health Center Board.”

Article II – Purpose

The Community Health Center Board will assist the Ingham County Board of Commissioners, hereinafter “Board of Commissioners” and the Ingham County Health Department, hereinafter “Health Department,” a department of Ingham County pursuant to MCL 333.2413, to implement health services for Ingham County residents throughout a network of Community Health Centers operated by the Health Department. These services represent a significant effort by the County to assure that low-income Ingham County residents have adequate access to primary care, dental care, Women’s Health services, including family planning, sexually transmitted infection prevention, diagnosis, and treatment, immunizations, behavioral health, care for the homeless, refugee care and care for persons with HIV. The Community Health Center Board, Board of Commissioners, and the Health Department shall be particularly committed to meeting the health care needs of at-risk populations, including women during the child-bearing years, children, minorities, and other underserved populations.

The Community Health Center Board shall serve as a co-applicant for a grant application to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program under Section 330 of the Public Health Services Act for operation of a Federally Qualified Health Center. The Community Health Center Board shall monitor the Health Department’s implementation of the grant.

Article III – Mission and Objectives

A. Mission

Our mission is to attain the highest level of community wellness by empowering people to improve their health and well-being.

B. Objectives

1. To arrange for the provision of comprehensive primary care services to residents of the medically underserved areas of Ingham County, and surrounding areas.
2. To increase the accessibility of primary care services, inclusive of medical and dental (oral) services, to uninsured/underinsured population groups which experience a shortage of primary care.
3. To assure that the Community Health Centers provide high quality primary care services.
4. To develop an integrated primary care program with other community health resources, including ongoing public health services.
5. To support the Ingham County objective of assuring that all County residents have access to an organized system of health care.
6. To support Ingham County in its efforts to make certain public health services (such as family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, and immunizations) available to the general population and especially to at-risk populations, including women in childbearing years, children, minorities, and other underserved populations through a primary medical care model.

Article IV – Authority of Board of Commissioners

The Board of Commissioners is elected and operates under provisions of Article VII of the 1963 Michigan Constitution and Public Act 156 of 1851, MCL 46.1 et. seq. The Board of Commissioners has the responsibility to represent the County and for the care and management of the business of the County. MCL 46.11. The Board of Commissioners has the authority to establish rules and regulations in reference to the management of the interest and business concerns of the County as the Community Health Center Board considers necessary and proper in all matters not especially provided for by law. MCL 46.11(m). Pursuant to the statute, the Board of Commissioners is required to provide for a County Health Department to serve the needs of the community. MCL 333.2413.

The Board of Commissioners, acting on behalf of Ingham County, shall serve as the public entity applicant, together with the Community Health Center Board as co-applicant, for grants under Section 330 of the Public Health Services Act.

Article V – Size and Composition

A. Size

The Community Health Center Board shall consist of no less than nine (9) and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers.

B. Composition

1. A majority of the Community Health Center Board members shall be individuals who are served by the Community Health Centers and who, as a group, represent the individuals being served in terms of demographic factors, such as race, ethnicity and gender, and geographic factors. Board members that have not utilized Community Health Center services within the past 24 months do not count toward the board composition requirement.
2. No more than one-half of the remaining members of the Community Health Center Board shall be individuals who derive more than ten percent (10%) of their annual income from the health care industry.
3. The remaining Community Health Center Board members shall be representatives of the community, in which the catchment area is located and shall be selected for their expertise in community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns or social service agencies within the community. Geographic factors also to be considered.
4. No less than one (1), but no more than two (2), Community Health Center Board members shall be Ingham County Board of Commissioners' members.
5. No Community Health Center Board member shall be an employee of the Community Health Center or the spouse, child, parent, brother or sister by blood or marriage of such an employee. Board members shall not have been employees of the Health Center or Ingham County Health Department during the 12 months prior to appointment.
6. Conflicts of interest, as defined by Michigan law, or the appearance of conflicts of interest, shall be prohibited and shall be reviewed annually.
7. The Executive Director and Executive Assistant shall provide logistical and managerial assistance to the Community Health Center Board.

Article VI – Membership and Terms of Office

A. Community Health Center Board Appointments

On an as-needed basis, the Community Health Center Board shall recommend nominations for each vacant seat on the Community Health Center board for consideration and appointment. The Community Health Center Board shall solicit nominations from the community serviced by the Community Health Centers, community organizations, and health organizations. The Board of Commissioners shall make appointments from the slate of nominees recommended by the Community Health Center Board. The Community Health Center Board and the Board of Commissioners will use their best efforts to maintain the same ratio of consumer members and members-at-large as set out in Article V above.

B. Terms of Office

Members shall be appointed for terms of two (2) years and shall serve until his/her successor is appointed and qualified. Members will serve no more than three (3) consecutive full terms of office unless suitable new members cannot be identified to allow the Board to remain in compliance with composition requirements.

C. Removal

Any member of the Community Health Center Board may be removed for just cause upon 2/3 vote of the Community Health Center Board after notice and an opportunity to be heard. Just cause includes but is not limited to unexcused absence from three consecutive Community Health Center Board meetings, or the failure to attend 75% of the regular meetings in any calendar year. An unexcused absence is defined as an absence of which designated staff was not notified in advance of the meeting.

D. Vacancies and Resignations

Any vacancies occurring on the Community Health Center Board shall be filled in the same manner as Community Health Center Board appointments are made. In the process of filling vacancies, the Community Health Board shall maintain the Community Health Center Board's composition of consumer members and members-at-large and maintain the minimum number of members requirement. Any Community Health Center Board member appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor in office.

All resignations must be submitted to the Community Health Center Board Chairperson thirty (30) days prior to the effective date, if possible, in accordance with the established Submission of Resignation policy set forth by the Community Health Center Board.

E. Compensation

Members of the Community Health Center Board shall serve without compensation for membership. Members may be provided with compensation for actual expenses related to transportation, childcare or other assistance as the board sees fit to support attendance a Community Health Center Committee or Board meetings and other official business requested by the Community Health Center Board. The Health Center Board will maintain a policy outlining the acceptable types of reimbursement and approvals required.

Article VII – Meetings and Voting

A. Annual Meeting

The annual meeting of the Community Health Center Board shall be held in October at a place to be decided by the Community Health Center Board.

B. Regular and Special Meetings

Regular meetings of the Community Health Center Board shall be held monthly at a time and place to be decided by the Community Health Center Board. All regular meetings of the Community Health Center Board shall be conducted according to the Michigan Open Meetings Act (P.A. 267 of 1976.) The agenda of each meeting will be distributed to the members no later than two (2) business days prior to each meeting. The agenda may be modified by a majority vote of the members present at the meeting.

Special meetings may be called by the Chairperson or by four (4) members of the Community Health Center Board, at such a time and place as may be deemed necessary. All special meetings shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)

C. Notice of Special Meetings

Community Health Center Board members shall be notified of the time, place, and purpose of all special meetings of the Community Health Center Board at least two (2) days prior by e-mail, US mail, text or electronic communication or hand delivery in person. Notices of special meetings of the Community Health Center Board shall specify the business to be transacted at the special meeting and no other business except that specified shall be considered at the special meeting.

D. Quorum

A majority (51%) of the Community Health Center Board members appointed and serving shall constitute a quorum for the transaction of business. Committee meetings shall hold different requirements as actions are recommendations to the full Community Health Center Board as set forth in the Guidelines for Ingham County Advisory Boards and Commissions. Community Health Center Board Members participating by telephone or other technology that allows for nearly immediate two way communication will be counted as present for the quorum.

E. Voting

All questions shall be decided by majority vote of the Community Health Center Board members present and voting except as may be provided by statute or these Bylaws.

Article VIII – Officers and Staff Assistance

A. Officers

The officers of the Community Health Center Board shall be the Chairperson, Vice-Chairperson, and Secretary.

B. Election and Terms of Office

The officers shall be elected by the Community Health Center Board during the annual meeting and shall take office immediately thereafter. Terms of office shall be for one (1) year or until their successors are elected. Officers shall be elected at the first meeting of the Community Health Center Board and shall serve until the first annual meeting thereafter.

C. Removal

Any officer elected by the Community Health Center Board may be removed by the Community Health Center Board with two-thirds majority vote after notice and an opportunity to be heard.

D. Vacancy

The unexpired term of an officer not completing his or her term shall be filled by a majority vote of the Community Health Center Board at the next regular meeting after the vacancy or at a special meeting called for that purpose. A majority vote of the total Community Health Center Board membership shall be necessary to elect an officer.

E. Chairperson

The Chairperson shall be elected by a majority of the Community Health Center Board membership and shall preside at all meetings of the Community Health Center Board.

F. Vice-Chairperson

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, shall chair either the Membership, Finance or Quality Committees and shall perform such other duties as from time to time may be assigned by the Community Health Center Board.

G. Secretary

The Secretary shall work with the CHC staff and be responsible for initial review of the draft minutes provided by staff. The Secretary shall perform other duties as assigned by the Community Health Center Board.

H. Executive Director

The Executive Director shall be primarily responsible for the management and operation of the Community Health Centers. The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Bureau of Primary Care, Health Center Program expectations and Ingham County personnel policies.

I. Staff Assistance

The Executive Director shall ensure that secretarial assistance for purposes of recording, distributing, and storing minutes in accordance with the Meeting Minutes Guideline policy is provided. Also, Community Health Center or Ingham County staff assistance, if appropriate, shall be provided to the Community Health Center Board and committee meetings and to the Chairperson in the performance of his/her Community Health Center Board authorized duties, as reasonably requested.

Article IX – Committees

A. Ad-Hoc Committees

The Community Health Center Board may establish ad-hoc committees as it deems necessary to carry out the purpose and objectives of the Community Health Center. The Chairperson, with the consent of a majority of Community Health Center Board members, shall assign Community Health Center Board members to these committees. Non-Community Health Center Board members may also serve on ad-hoc committees. Ad-hoc committees shall be advisory in nature.

An annual ad-hoc committee may be established for the purpose of the annual Executive Director evaluation.

B. Standing Committees

The Chairperson of the Community Health Center Board shall, from among Community Health Center Board members, assign the following standing committees and appoint chairpersons for each committee (except Executive Committee, where the Board Chairperson shall serve as chair and VOA Clinic Committee which will be selected as described below):

Executive Committee:

The Executive Committee shall be comprised of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members). The Executive Committee shall, through the Board's intent, provide strategic direction for the Community Health Center board and align communication among board committees. It shall also act for the Board between regularly scheduled meetings. Any and all actions conducted on behalf of the Board by the Executive Committee must have approval from a majority of present Executive Committee members assuming quorum (greater than 50% of committee members present). It shall be responsible for monitoring policy matters affecting the Community Health Center Network and its patients at the local, state, and federal levels. It shall also delegate tasks to other committees when appropriate. Finally, it shall oversee the annual evaluation of the Community Health Center Executive Director and lead the search process and seek input from board members when a Community Health Center Executive Director vacancy arises (this may be tasked to an ad-hoc committee).

Items approved by the Executive Committee not formally delegated to the committee by the Health Center Board must be submitted to the full Board at their next regularly scheduled meeting for approval. Item approved by the Executive Committee and not approved by the Board of Directors will be reversed to the extent legally and physically possible.

Finance Committee:

The Finance Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall develop the recommended Community Health Center budget. The Community Health Center Board and the Board of Commissioners must jointly approve the budget. This committee shall also develop the strategic plan to align financial/operational goals with the County to the greatest extent possible, monitor financial/operational outcomes, and present new or revised financial/operational policies needed to ensure financial solvency of the Community Health Center.

Quality Committee:

The Quality Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall be responsible for establishing all Community Health Center policies and procedures, except for personnel and fiscal policies and procedures (which are retained by the Board of Commissioners). This committee recommends the approval of the annual quality assurance/quality improvement plan to the full Community Health Center Board, and monitors the plan's implementation and results. This committee shall also provide and evaluate patient satisfaction and ensure that Community Health Center operations promotes patient centered care and meets patient needs.

Membership Committee:

The Membership Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall be responsible for the recruitment of new Community Health Center Board members in accordance with established Community Health Center Board policies and maintaining size and composition requirements per the Community Health Center Board Bylaws. This committee shall also be responsible for the training and orientation of new Community Health Center Board members, including the development of annual board member training schedule. This committee shall also be assigned with preparing a slate of nominees for election of officers at the annual meeting. Finally, this committee shall develop and maintain the board member manual, which shall at a minimum, contain detail Bylaws and board member responsibilities.

VOA Clinic Committee:

The VOA Clinic Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall make recommendations on VOA Clinic operations and may also recommend additional opportunities for charity care. The chair of the VOA Clinic Committee shall be appointed by EDWARD W. SPARROW HOSPITAL ASSOCIATION ("Sparrow") for the duration that the Transfer Agreement for the VOA Clinic, entered into by Sparrow and the County of Ingham, is in effect.

The functions of the standing committees are advisory in nature, with the exception of the Executive Committee, who may act on behalf of the Board between regularly scheduled Board meetings in circumstances requiring board action. Except for the aforementioned situation necessitating action by the Executive Committee, the Community Health Center Board must approve any action or decision. The Executive Director, or designee, shall be a non-voting member of all committees. In accordance with program requirements, committees shall meet as needed to accomplish monthly objectives as presented in the annual work plan. Committees are encouraged to meet in person, but can meet virtually (e.g., telephone conference, video conference, etc.) at the discretion of the committee chair.

C. General Committee Procedures

1. *Term:* Each standing committee shall be appointed at the annual meeting of the Community Health Center Board and shall serve for one year. Committee chairpersons shall also serve for one year. Committee reassignments may be completed as necessary throughout the term.
2. *Meeting Procedure:* Every meeting of a standing committee of the Community Health Center Board shall be called by its Chairperson or by a majority (51% or more) of committee members. At the first meeting of a standing committee, a regular meeting schedule shall be established. In the event that a special meeting is necessary, committee members shall be notified of the time, place, and purpose of the special committee meeting at least two (2) business days prior by acknowledged e-mail, US Mail, text or electronic communication or hand delivery in person. A quorum for the conduct of committee business shall require the presence of a majority of committee members. All committee meetings of the Community Health Center Board shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)
3. *Membership:* Only Community Health Center Board members may be assigned to standing committees of the Community Health Center Board with the exception of the VOA Clinic as

set forth above. The Community Health Center Board may request that non-Community Health Center Board members attend Community Health Center Board meetings to provide assistance or information.

4. *Voting:* When a committee meets and votes on an issue, only members of that committee may vote. Community Health Center Board members who are present and who are not members of the committee may not vote. Community health Center Board committees are advisory in nature and all actions shall be forwarded for review and action to the full Community Health Center Board.

Article X – Responsibilities of the Community Health Center Board

A. Personnel Policies and Procedures

The Community Health Center Board, through its Cooperative Operational Agreement, shall be bound by the Ingham County personnel policies and procedures, including all collective bargaining agreements negotiated between Ingham County and the legal representatives of employees. These agreements and policies include selection and dismissal procedures, performance appraisal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity and non-discrimination practices as established by the Board of Commissioners.

B. Executive Director

The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Executive Director shall be an employee of Ingham County.

The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Bureau of Primary Care, Health Center Program expectations and Ingham County personnel policies.

C. Financial Management

The Community Health Center Board shall annually review the budget prepared by the Health Department for the operation of the Community Health Centers, after review and recommendation by the Community Health Center Board Finance Committee. The Community Health Center Board shall advise the Board of Commissioner's regarding this budget. The Community Health Center Board shall review and approve the Section 330 grant application and the annual Section 330 grant budget and recommend this budget to the Board of Commissioners after review and recommendation by the Community Health Center Finance Committee, at the time set forth in Article IX B.1. The Community Health Center Board and the Board of Commissioners shall jointly approve the annual Section 330 grant budget submitted to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program.

The Community Health Center Board shall review management reports to support the Health Department and the Board of Commissioners in the operation of the Community Health Centers. The Community Health Center Board shall provide assurance to the U.S. Department of

Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program shall operate within the adopted budget. As set forth in Michigan law, the Community Health Center Board shall recommend to the Board of Commissioners a fee schedule for the services provided through the Community Health Centers and shall recommend to the Board of Commissioners policies for discounting fees (i.e. sliding fee scale) based on patient/family income.

Audits, as required by law for the 330 grant agreement shall be performed by an independent auditor. The audits may be performed in conjunction with other Ingham County audits.

D. Evaluate Community Health Center Activities

The Community Health Center Board shall evaluate utilization patterns, productivity, patient satisfaction, achievement of project objectives of the Community Health Centers, and shall review patient complaint trends or concerns unresolved at a staff level.

E. Compliance with Laws

The Community Health Center Board shall assure that the Community Health Centers are operated in compliance with applicable Federal, State, and local laws and regulations.

F. Health Care Policy

The Community Health Center Board shall work with the Board of Commissioners to establish policies for health care delivery, including those dealing with the scope, availability and types of services, location and hours of services, and quality of care audit procedures. The recommended policies will assist the Health Department and the Board of Commissioners to implement the objectives set out in Article III of these Bylaws.

G. Grants

The Community Health Center Board shall work with the Health Department and the Board of Commissioners to identify and make application for grant opportunities.

H. Conflict of Interest

No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee officer or agent or any member of his or her immediate family, his or her partner of an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents or the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employers or agents of the recipients.

Article XI – Fiscal Year

The fiscal year of the Community Health Center Board shall be from October 1 through September 30

Article XII - Order of Business

The order of business of the Community Health Center Board shall be set by Board Chair and comply with *Mason's Manual of Legislative Procedure*.

Article XIII – Amendments

These Bylaws may be amended at a regular meeting of the Community Health Center Board by a two-thirds (2/3) vote of the entire membership of the Community Health Center Board, only after the proposed change has been presented and discussed at a previous regular meeting. Amendments to the Bylaws do not become effective until ratified by the Board of Commissioners, and signed and dated by the Community Health Center Board Chairperson, Executive Director for the Ingham Community Health Centers, and the Board of Commissioners' Chairperson.

Article XIV – Proxy

An absent Community Health Center Board member shall not be allowed to vote by proxy.

Article XV – Parliamentary Authority

The Parliamentary Authority of the Community Health Center Board shall be the *Mason's Manual of Legislative Procedure*.

Conclusion

To the extent that any of the Community Health Center Board Bylaws are contrary to the statutory requirements or Board of Commissioner's authorization, they shall be of no force or effect.

Community Health Center Board Chairperson

Date

Ingham County Board of Commissioner's Chairperson

Date

Executive Director of Ingham Community Health Centers

Date

APPROVED AS TO FORM
FOR COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: _____
Mattis D. Nordfjord

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND COOPERATIVE OPERATIONAL AGREEMENT WITH THE
INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to extend the Cooperative Operational Agreement with the CHC Board of Directors effective January 1, 2019 through June 30, 2019; and

WHEREAS, resolutions #15-478 and #18-278 extended the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Ingham Community Health Center (ICHC) Board of Directors through December 31, 2018; and

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), ICHD is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board composed of a majority of individuals, who are being served by the center and, who as a group demographically represent the community being served by the center including factors such as race, ethnicity and sex; and

WHEREAS, as a public entity, ICHD fulfills this requirement with a co-applicant board, the Ingham County Community Health Center Board of Directors (ICHC Board); and

WHEREAS, when two boards exist, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governing functions are clearly understood; and

WHEREAS, the ICHC Board of Directors functions must, at a minimum, include the following:

- Hold monthly meetings;
- Reach approval of the health center grant application and budget;
- Oversee selection/dismissal and performance evaluation of the health center Executive Director;
- Select services to be provided and health center hours of operations;
- Measure and evaluate the organization's progress in meeting its annual and long-term program and financial goals and develop plans for the long-range viability of the organization by engaging in strategic planning, review the organization's mission and bylaws, evaluate patient satisfaction, and monitor organizational assets and performance; and
- Establish general policies for the health center; and

WHEREAS, in order to maintain compliance as a HRSA grantee, an updated agreement must be established; and

WHEREAS, the current Cooperative Operational Agreement ended December 31, 2018; and

WHEREAS, the ICHC Board of Directors recommends that the terms of the current Cooperative Operational Agreement be extended for a term of six months, extending it through June 30, 2019; and

WHEREAS, the ICHC Board of Directors must have established Bylaws in order to ensure compliance with federal statute and program requirements as stipulated by Section 330 of the Public Health Services Act, which are included as an attachment to the Cooperative Operational Agreement; and

WHEREAS, the current Bylaws of the ICHC Board of Directors shall be an attachment and shall be approved and adopted by the Ingham County Board of Commissioners along with the renewed Cooperative Operational Agreement; and

WHEREAS, the Community Health Center Board of Directors recommends extending the Cooperative Operational Agreement with the CHC Board of Directors effective January 1, 2019 through June 30, 2019; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the extension of the Cooperative Operational Agreement for six months, effective January 1, 2019 through June 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the extension of the Cooperative Operational Agreement with ICHC Board of Directors for six months, effective January 1, 2019 through June 30, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approve the attached bylaws developed by the ICHC Board of Directors.

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

TO: Board of Commissioners Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 2, 2019
SUBJECT: Resolution to Accept Movie Theater Tickets from NCM America's Movie Network
For the meeting agenda of January 14th, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept 6 movie theater passes from National CineMedia. ICHHD has placed ads on local movie theater screens for various public education campaigns on multiple occasions. The department's account representative at NCM would like to give ICHHD six movie theater passes in appreciation of the county's business. ICHHD would like to accept these passes and use them to incentivize community members to give feedback on ICHHD's communication initiatives. The passes will be provided to community members who participate in activities such as focus groups or surveys.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no cost associated with accepting the tickets. The tickets are not given with any terms or conditions. The approximate value is \$55.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of ensuring complete and courteous responses to resident questions and inquiries, specifically section A.4(b) of the Action Plan – Provide responsive customer service and public engagement.

OTHER CONSIDERATIONS

Ingham County employees will not be eligible to receive the tickets.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners authorize ICHHD accepting movie theater tickets from NCM.

Introduced by the Human Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF
COMPLIMENTARY MOVIE THEATER PASSES FROM NCM**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept 6 movie theater passes from National CineMedia; and

WHEREAS, NCM America's Movie Network recently offered ICHD six (6) movie theater tickets as a token of appreciation for past business; and

WHEREAS, the tickets, valued at approximately \$55, are offered to ICHD without any conditions, terms or guarantees of future advertising purchases; and

WHEREAS, movie theater tickets will be used to incentivize community members to provide feedback on ICHD's Communication initiatives during focus groups, surveys and/or interviews; and

WHEREAS, county employees will not be eligible to receive tickets; and

WHEREAS, the Health Officer recommends accepting the movie theater tickets to be used as incentives for members of the general public.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to accept the movie theater tickets to be used as incentives for members of the general public.

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 Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 27, 2018
SUBJECT: Authorization to accept award through National Maternal and Child Oral Health Resource Center at Georgetown University

For the meeting agendas of January 14th and 16th, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to accept an award totaling \$10,000 for ICHHD's Community Health Centers(CHCs) for a *Partnership for Integrating Oral Health Care into Primary Care* project. The National Maternal and Child Oral Health Resource Center (OHRC) at Georgetown University (GU) has awarded \$10,000 to the Ingham Community Health Centers via the Health Department for the *Partnership for Integrating Oral Health Care into Primary Care* project. This project is supported by the Health Resources and Services Administration's Maternal and Child Health Bureau. As an awardee, Cedar Community Health Center will be participating with four other state Title V Maternal and Child Health (MCH) agencies and primary care settings effective January 1, 2019 through June 30, 2019.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

Accepting the \$10,000 award will support maternal and child oral health service enhancement activities conducted as part of Ingham CHC's participation in the *Partnership for Integrating Oral Health Care into Primary Care* project.

STRATEGIC PLAN

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the acceptance of a \$10,000 award through the National Maternal and Child Oral Health Resource Center (OHRC) at Georgetown University (GU) for participation in the *Partnership for Integrating Oral Health Care into Primary Care* project, for the term of January 1, 2019 through June 30, 2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT AN AWARD THROUGH THE NATIONAL MATERNAL AND CHILD ORAL HEALTH RESOURCE CENTER AT GEORGETOWN UNIVERSITY

WHEREAS, Ingham County Health Department (ICHD) wishes to accept an award totaling \$10,000 for ICHD's Community Health Centers for a *Partnership for Integrating Oral Health Care into Primary Care* project; and

WHEREAS, the National Maternal and Child Oral Health Resource Center (OHRC) at Georgetown University (GU) has awarded \$10,000 to the Ingham Community Health Center's for a *Partnership for Integrating Oral Health Care into Primary Care* project; and

WHEREAS, this project is supported by the Health Resources and Services Administration's Maternal and Child Health Bureau; and

WHEREAS, as an awardee, Cedar Community Health Center will be participating with four other state Title V maternal and child health (MCH) agencies and primary care settings effective January 1, 2019 through June 30, 2019; and

WHEREAS, accepting the \$10,000 award will support maternal and child oral health service enhancement activities conducted as part of Ingham CHC's participation in the *Partnership for Integrating Oral Health Care into Primary Care* project; and

WHEREAS, the Ingham Community Health Center Board supports accepting the \$10,000 award through the National Maternal and Child OHRC at GU; and

WHEREAS, the Health Officer recommends accepting the \$10,000 award through the National Maternal and Child OHRC at GU.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the acceptance of the \$10,000 award through the National Maternal and Child OHRC at GU for participation in the *Partnership for Integrating Oral Health Care into Primary Care* project.

BE IT FURTHER RESOLVED, that the term for the award agreement is January 1, 2019 through June 30, 2019.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make any necessary budget amendments 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 Human Services Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: January 2, 2019

RE: Resolution to Appoint Deputy Medical Examiner

For the meeting agenda of January 14, 2019

BACKGROUND

This resolution authorizes the appointment of Dr. David Scott Moons, M.D., Ph.D. to the position of Deputy Medical Examiner for Ingham County.

Section 52.201a of the Michigan Compiled Laws authorizes the Ingham County Board of Commissioners to appoint Deputy Medical Examiners who meet the required qualifications, who are licensed physicians in the State of Michigan, and who have been approved by the Chief Medical Examiner. Ingham County's Chief Medical Examiner, Dr. Michael Markey, M.D., has formally requested the appointment of Dr. David Scott Moons, M.D., Ph.D. as a Deputy Medical Examiner for Ingham County. Ingham County's Chief Medical Examiner has verified that Dr. David Scott Moons, M.D., Ph.D. meets the required qualifications and is licensed to practice medicine in the State of Michigan.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no financial impact associated with this resolution.

STRATEGIC PLANNING IMPACT

This resolution supports Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

I recommend that the Board of Commissioners adopt the resolution to appoint Dr. David Scott Moons, M.D., Ph.D. as Deputy Medical Examiner for Ingham County effective February 1, 2019.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPOINT DR. DAVID SCOTT MOONS, M.D., PH.D.,
AS A DEPUTY MEDICAL EXAMINER FOR INGHAM COUNTY**

WHEREAS, this resolution authorizes the appointment of Dr. David Scott Moons, M.D., Ph.D. to the position of Deputy Medical Examiner for Ingham County; and

WHEREAS, Section 52.201a of the Michigan Compiled Laws authorizes the Ingham County Board of Commissioners to appoint Deputy Medical Examiners who meet the required qualifications, who are licensed physicians in the State of Michigan, and who have been approved by the Chief Medical Examiner; and

WHEREAS, Ingham County's Chief Medical Examiner has formally requested the appointment of Dr. David Scott Moons, M.D., Ph.D. as a Deputy Medical Examiner for Ingham County; and

WHEREAS, Ingham County's Chief Medical Examiner has verified that Dr. David Scott Moons, M.D., Ph.D. meets the required qualifications and is licensed to practice medicine in the State of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners confirms the appointment of Dr. David Scott Moons, M.D., Ph.D. as a Deputy Medical Examiner for Ingham County, effective February 1, 2019.

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.