

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

HUMAN SERVICES COMMITTEE

CHRIS TRUBAC, CHAIR
IRENE CAHILL
TODD TENNIS
BRYAN CRENSHAW
RYAN SEBOLT
DERRELL SLAUGHTER
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, OCTOBER 17, 2022 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/83587032242>.

Agenda

Call to Order

Approval of the [October 3, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. [517 Can't Wait](#) – Presentation
2. [Michigan Rehabilitation Services](#) – Resolution to Authorize a Cooperative Cash Match Agreement with [Michigan Rehabilitation Services](#)
3. [Environmental Affairs Commission](#) – Resolution to Create an [Environmental Sustainability Manager](#) Position
4. [Parks Department](#) – Resolution to Authorize the Transfer of Wages to the [Equipment Repair](#) Line Item
5. [Potter Park Zoo](#)
 - a. Resolution to Authorize an Agreement with [PepsiCo](#) for Beverage Services at Potter Park Zoo
 - b. Resolution to Authorize an Agreement with [HMK Landscaping](#) for Tree Felling Services at Potter Park Zoo
6. [Health Department](#)
 - a. Resolution to Amend the Agreement with [Walgreens](#) to Update the Definition of Covered Entity Location and Add Store #21186 to the 340B Drug Discount Program
 - b. Resolution to Authorize an Agreement with [PROCeU](#) for a Behavioral Wellness Seminar
 - c. Resolution to Accept Contract Funds from [Mid-State Health Network](#)
 - d. Resolution to Change Position #601043 ([Community Health Representative II](#)) from 1.0FTE to 0.50FTE
 - e. Resolution to Accept FY 2023 [Child and Adolescent Health Center](#) Program Funds
 - f. Resolution to Accept FY 2023 [MIKIDS NOW](#) Funds
 - g. Resolution to Issue a Purchase Order to [Foresight](#) for the Signage Project at Allen Community Health Center

- h. Resolution to Authorize an Agreement with [Iron Mountain, Inc.](#) to Remove Off-Site Storage Records
- i. Resolution to Authorize Agreements with [Kids Health Connection](#) 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.

HUMAN SERVICES COMMITTEE
October 3, 2022
Draft Minutes

Members Present: Cahill, Crenshaw, Sebolt, Slaughter, Tennis, and Trubac.

Members Absent: Naeyaert.

Others Present: Jared Cypher, Kylie Rhoades, Madison Hughes, and others.

The meeting was called to order by Chairperson Trubac at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/83587032242>.

Approval of the September 19, 2022 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE MINUTES OF THE SEPTEMBER 19, 2022 HUMAN SERVICES MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Additions to the Agenda

None.

Limited Public Comment

None.

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

1. Health Department
 - a. Resolution to Reappoint Dr. Michael Markey, M.D. as Chief Medical Examiner
 - b. Resolution to Authorize a 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Family Planning Services
 - c. Resolution to Extend the Lease Agreement with CAMAO, Properties LLC
 - d. Resolution to Renew a Provider Agreement with Ingham Health Plan Corporation

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

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

2. Opioid Litigation – Establishment of an Advisory Panel to the Board of Commissioners
(Discussion)

Jared Cypher, Deputy Controller, provided an overview on the proposed plan for the establishment of an Opioid Litigation Advisory Panel to the Human Services Committee. He further asked if the former group would be reconvened or if a similar group would be created.

Commissioner Crenshaw asked what purpose the Human Resources Director had on the Opioid Litigation Advisory Panel.

Mr. Cypher stated that some Opioid Litigation funds could be used to create resources for Ingham County employees in need.

Commissioner Crenshaw stated that he would recommend including the Chairperson of the Human Services Committee as part of the Opioid Litigation Advisory Panel

Commissioner Sebolt stated agreement with Commissioner Crenshaw's recommendation. He further recommended that a representative from the Public Defender's Office and Community Mental Health be included as well.

Commissioner Tennis stated his agreement with Commissioners Crenshaw and Sebolt's recommendations. He further stated that treatment services, such as Mid-Michigan Recovery Services, should have representative on the Opioid Litigation Advisory Panel as well.

Commissioner Tennis stated that he would prefer to use the available funds to increase prevention and treatment efforts, rather than to pay off the debt Ingham County had incurred during the COVID-19 pandemic. He further stated that Ingham County had received both State and Federal funding during the COVID-19 pandemic.

Commissioner Tennis stated he would be open to hear other arguments for other uses of the funds, but that prevention and treatment should be the main focus.

Commissioner Cahill stated her agreement with Commissioner Tennis. She further stated that \$172,000 would not go very far, and that it would be wise to use the money for its intended purpose.

Commissioner Sebolt stated that he was in agreement with Commissioners Tennis and Cahill, and felt that Ingham County could use the available funds to address the problem and potentially save money on prevention efforts. He further stated that the available funds should be put back into the community.

Chairperson Trubac stated his agreement and stated prevention and treatment services should be prioritized. He further stated confirmation that the Human Services Chairperson, representatives from Community Mental Health as well as Treatment Services would serve, in addition to the provided list of representatives, to make up an eleven-person panel.

Commissioner Slaughter stated that he would recommend the chairperson from the Law and Courts Committee serve on the panel as well.

Commissioner Sebolt asked if the Public Defender's Office should be included in the list as well.

Chairperson Trubac stated that he agreed with the recommendation to include the Public Defender's Office. He further asked if Commissioner Crenshaw needed any further clarification regarding Human Resource's role.

Commissioner Crenshaw stated that the intended focus was to distribute information to the providers. He further stated that the Human Resource Director would not be well suited for this panel if the funds are not going back to Ingham County.

Commissioner Tennis stated that he believed the more people on the panel, the better.

Commissioner Crenshaw stated that 13 would be an odd number, which would be better for voting.

Commissioner Tennis asked Mr. Cypher when the group would meet, and how many meetings would be needed before a proposal could be ready.

Mr. Cypher stated that the first payment would come soon, with Ingham County projected to receive \$7.4 million over 18 years. He further stated that Ingham County would receive roughly \$412,000 every year, with a double payment the first year.

Mr. Cypher stated the Opioid Litigation Advisory Panel would possibly meet every other week or once a month in the beginning, then as needed in the future. He further stated that the Opioid Litigation Advisory Panel would provide direction to the Human Services Committee on local prevention and treatment efforts this funding could provide to the community.

Commissioner Tennis stated there were many local experts that could provide testimony on what would be most needed in Ingham County. He further stated Mid State Health Network could potentially provide testimony to the Opioid Litigation Advisory Panel.

Commissioner Cahill stated that once the money became available, the organizations would need to be ready to utilize it. She further stated that the organizations should have plans formed before they received any funds.

Commissioner Tennis stated he believed some organizations might have already created plans.

Commissioner Cahill stated she hoped these organizations were ready to utilize the funds wisely.

Chairperson Trubac requested a resolution to Establish the Opioid Litigation Advisory Panel be prepared for the next Human Services Committee meeting.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:14 p.m.

OCTOBER 17, 2022 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

2. Michigan Rehabilitation Services – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. The agreement will not exceed \$233,333 (\$63,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2022 through September 30, 2023.

3. Environmental Affairs Commission – Resolution to Create an Environmental Sustainability Manager Position

This resolution creates an Environmental Sustainability Manager position to handle the increasing workload necessary to implement the recommendations from the energy audit and support the ongoing activities of the Environmental Affairs Commission (EAC). The responsibilities of the Environmental Sustainability Manager would include advising and assisting the EAC in its duties to make recommendations to the Board of Commissioners on the implementation of initiatives and policies designed to reduce energy use and greenhouse gas emissions while promoting community climate resilience, environmental stewardship, and sustainability in county operations.

The total long-term cost of the position at Step 5 is \$160,913.55. \$100,500 is included in the 2023 budget for the EAC. A contingency fund appropriation in an amount not to exceed \$60,413.55 will be necessary to fund the position.

4. Parks Department – Resolution to Authorize the Transfer of Wages to the Equipment Repair Line Item

This resolution requests authorization to transfer wages in the amount of \$27,556.41 to pay for contractual equipment repair costs. This is necessary because the mechanic position was vacant for an extended period of time. Transfers to or from the Personnel Cost Category require approval of the Board of Commissioners.

5. Potter Park Zoo

a. Resolution to Authorize an Agreement with PepsiCo for Beverage Services at Potter Park Zoo

This resolution authorizes an agreement with PepsiCo for beverage services at Potter Park Zoo. PepsiCo has proposed an annual sponsorship of \$3,000 and a marketing fund of \$1,000. They also proposed a \$2.00 rebate per case/gallon on all purchased products, 35% commission on vending machines and 40 cases of donated water or soda. PepsiCo will supply all equipment needed to provide beverage service at Potter Park Zoo. An agreement with PepsiCo provides an additional revenue source for Potter Park Zoo. In 2021, Potter Park Zoo realized \$38,313 in revenue from PepsiCo sales.

b. Resolution to Authorize an Agreement with HMK Landscaping for Tree Felling Services at Potter Park Zoo

This resolution authorizes an agreement with HMK Landscaping to provide tree felling services at Potter Park Zoo in an amount not to exceed \$96,750. There is \$25,000 available for this project in the 2022 Zoo CIP line item #25869900 974000 and \$50,000 budgeted in 2023 Zoo CIP projects for a total of \$75,000. The remaining \$21,750 is available in the zoo fund balance.

6. Health Department

a. *Resolution to Amend the Agreement with Walgreens to Update the Definition of Covered Entity Location and Add Store #21186 to the 340B Drug Discount Program*

This resolution authorizes amending the existing agreement with Walgreens to both update the definition of “covered entity location” and to add Store #21186 to the CHC’s 340B drug discount program, effective upon approval and to be ongoing. There is no cost to participate in this agreement. This agreement will generate \$68,400 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreens, Store #21186.

b. *Resolution to Authorize an Agreement with PROCeu for a Behavioral Wellness Seminar*

This resolution authorizes an agreement with PROCeu for a Behavioral Wellness Seminar effective upon approval through November 30, 2022 in an amount not to exceed \$8,550. Funding for this agreement is available through a Michigan Association for Local Public Health (MALPH) grant.

c. *Resolution to Accept Contract Funds from Mid-State Health Network*

This resolution authorizes the Health Department to receive \$221,106 from Mid-State Health Network (MSHN) and to enter into contracts for Substance Use Disorder (SUD) Prevention services, totaling \$104,311 and SUD Treatment services totaling \$116,795 for the period October 1, 2022 through September 30, 2023.

d. *Resolution to Change Position #601043 (Community Health Representative II) from 1.0FTE to 0.50FTE*

This resolution reduces position #601043 from a 1.0FTE position to a 0.50FTE position effective upon approval. This is necessary due to the loss of grant funds through the Michigan Breast and Cervical Cancer Control and Navigation Program. This position is currently vacant.

e. *Resolution to Accept FY 2023 Child and Adolescent Health Center Program Funds*

This resolution authorizes accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

f. *Resolution to Accept FY 2023 MIKIDS NOW Funds*

This resolution authorizes accepting funding in an amount not to exceed \$150,000 from the MIKIDS NOW program to promote the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

g. *Resolution to Issue a Purchase Order to Foresight for the Signage Project at Allen Community Health Center*

This resolution authorizes issuing a purchase order to Foresight for the completion of the signage project at Allen Community Health Center in an amount not to exceed \$5,622.81.

h. *Resolution to Authorize an Agreement with Iron Mountain, Inc. to Remove Off-Site Storage Records*

This resolution authorizes an agreement to move off-site storage records from Iron Mountain Inc. to Graphic Sciences Inc., effective upon approval in an amount not to exceed \$95,000. Funds for this agreement are included in the Health Department budget.

i. *Resolution to Authorize Agreements with Kids Health Connection to Act as the Fiduciary/Payee for Agency Funding*

This resolution authorizes an agreement with Kids' Health Connection (KHC) to act as a Medicaid Outreach Match Partner effective October 1, 2022 through September 30, 2023, in an amount not to exceed \$1,246,418. Ingham County Health Department (ICHHD) has partnered with Kids' Health Connection (formerly WCHAP) since 2014, acting as a Medicaid Match Partner whereby KHC offers a pediatric medical home implementation program. KHC 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. KHC provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services, and asthma case management services. KHC's sustainability is dependent upon receiving Medicaid Outreach Match funds as the Medicaid Outreach Match Partner for KHC.

OTHER ITEMS:

1. *517 Can't Wait – Presentation*

Agenda Item 2

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: October 5, 2022
SUBJECT: Cash Match Agreement with Michigan Rehabilitation Services
For the meeting agendas of October 17 and October 19

BACKGROUND

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. This agreement is similar to other agreements the Board of Commissioners has authorized, going back to 2008, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern.

ALTERNATIVES

If this resolution was not approved, Michigan Rehabilitation Services would have to find another partner to act as the pass-through entity for the local match funding provided by Peckham Inc.

FINANCIAL IMPACT

The agreement will not exceed \$233,333 (\$63,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2022 through September 30, 2023.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of meeting basic needs.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT WITH
MICHIGAN REHABILITATION SERVICES**

WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, prior to 2008 the Ingham County Department of Human Services (DHS) had a long-standing agreement with MRS to act as a pass-through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS came under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the state; and

WHEREAS, Ingham County has been identified as an appropriate pass through entity to help maintain this agreement since 2008; and

WHEREAS, MRS wishes to enter into other, similar cash match agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed \$233,333 (\$63,000 local match) with Michigan Department of Health and Human Services – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, placement supports, and supported employment services to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this agreement is contingent upon the execution of agreements with Peckham Inc., to provide Ingham County's local match portion (\$63,000), and no county funds will be used for this purpose.

BE IT FURTHER RESOLVED, that the term of the agreements shall be October 1, 2022 through September 30, 2023.

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

Agenda Item 3

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: October 4, 2022
SUBJECT: Resolution to Create an Environmental Sustainability Manager Position
For the meeting agendas of October 17, 18, and 19, 2022

BACKGROUND

Through Resolutions #21-195 and #21-210, the Board of Commissioners re-established the Environmental Affairs Commission (EAC) and declared a commitment to climate justice, including an additional commitment to ensuring that greenhouse gas emissions attributable to Ingham County facilities and operations are reduced to net-zero by the year 2040. Further, the County hired Bureau Veritas to conduct an energy audit of County facilities in 2022.

This resolution creates an Environmental Sustainability Manager position to handle the increasing workload necessary to implement the recommendations from the energy audit and support the ongoing activities of the EAC. The responsibilities of the Environmental Sustainability Manager would include advising and assisting the EAC in its duties to make recommendations to the Board of Commissioners on the implementation of initiatives and policies designed to reduce energy use and greenhouse gas emissions while promoting community climate resilience, environmental stewardship, and sustainability in county operations

ALTERNATIVES

The Deputy Controller, and other staff such as the Facilities Director, could continue to provide support to the EAC.

FINANCIAL IMPACT

The total long-term cost of the position at Step 5 is \$160,913.55. \$100,500 is included in the 2023 budget for the EAC. A contingency fund appropriation in an amount not to exceed \$60,413.55 will be necessary to fund the position.

STRATEGIC PLANNING IMPACT

This action supports the overarching goal of promoting environmental protection, smart growth, and conservation.

OTHER CONSIDERATIONS

It is anticipated that this position would be filled sometime in the first quarter of 2023.

RECOMMENDATION

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

INGHAM COUNTY JOB
DESCRIPTION
Environmental Sustainability Manager

General Summary:

Under the direction and supervision of the Controller/Administrator, the employee in this position will serve as the primary staff liaison to the Environmental Affairs Commission (EAC). The employee will advise and assist the EAC in its duties to make recommendations to the Board of Commissioners on the implementation of initiatives and policies designed to reduce energy use and greenhouse gas emissions while promoting community climate resilience, environmental stewardship, and sustainability in county operations. This employee is responsible for assisting the EAC to ensure that Ingham County's environmental initiatives are guided by the principles of climate justice, racial justice and equity, and just economic transitions, and that the voices and needs of those most impacted by climate change are duly considered and effectively centered during the County's transition to carbon neutrality.

Essential Functions:

1. Serve as staff liaison to the Environmental Affairs Commission, attending meetings, preparing agendas, providing background and advice on topics of discussion, and conducting research and analysis as needed.
2. Serve as the County's lead advisor on environmental issues and collaborate with departments, external groups and the public to achieve the goals outlined in the County's environmental stewardship and natural resource sustainability plans.
3. Identify communities at greatest risk of facing negative public health impacts of climate change and work with the EAC and Ingham County Health Department to develop recommendations to the Board of Commissioners for building community climate resilience in line with the county's climate justice goals.
4. Recommend environmental and sustainability policies and practices for County operations to the EAC and Board of Commissioners. Work with all County operations to incorporate sustainability in all aspects (buildings, vehicles, processes, waste management, etc.) and coordinate interdepartmental efforts to identify, plan, finance, and implement strategies to reduce greenhouse gas emissions.
5. Develop, update and oversee implementation of the County's Climate Action Plan and energy, environmental, and sustainability initiatives. Includes reviewing performance metrics and providing recommendations for programmatic improvements to more effectively achieve stated goals.
6. Identify and seek outside funding including grants and private, corporate, and foundation sources and administer grant funding as needed.
7. Attend a wide range of meetings and conferences/workshops as a representative of the County, make presentations and perform a wide range of other public relations functions for programs related to the County's sustainability plans and goals.
8. Develop strategic partnerships with other governments, universities, utilities, transportation providers, waste and recycling facilities, etc. to develop a regional approach to sustainability and oversee development of intergovernmental agreements, as appropriate.

9. Serve as liaison between the County, City, Federal and State agencies and professional organizations on issues related to environmental policy and sustainability.
10. Communicate environmental policy and program information to internal and external groups and respond to public or internal requests for information related to the County's environmental and sustainability practices, policies and programming.
11. Develop and oversee environmental education, marketing and training programs for County departments and operations, corporate partners, community groups, schools, and the public.

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 from an accredited college or university in environmental science, natural resource management, environmental/public policy or a related field. A Master's degree in environmental science, natural resource management, or a related field is preferred.

Experience: A minimum of three (3) years of experience working with environmental sustainability initiatives, environmental programming and/or related areas for public (preferred) or private entities.

At least three (3) years of experience managing projects, including: performing administrative, operational, budgetary or similar analysis, with particular emphasis on energy policy, energy efficiency projects, renewable energy applications, or other related field.

Other Requirements:

- Knowledge of, and experience in, environmental and sustainability programming and community development and engagement.
- Knowledge of sustainability topics such as climate change and adaptation, greenhouse gas emissions, transportation alternatives, renewable energy, waste reduction, sustainable food systems, water protection, and other localized environmental and economic stressors.
- Familiarity with the principles and concepts constituting the philosophy of environmental justice, and a general understanding of the intersections between DEI (diversity, equity and inclusion) and environmental policy.
- Excellent written and verbal communication skills; experience in writing and administering grants, including project delivery and closeout, is preferred.
- Skill in researching and analyzing information and data, writing reports and other documents; maintaining records and files; the use of a personal computer and software including applications for word processing spreadsheets and data management, and the use of cloud storage systems. Working knowledge of Microsoft Word, Excel and Access is preferred.

- Ability to establish partnerships with County departments and divisions, outside groups and the general public, and to work as part of a diverse team to collectively achieve clearly articulated goals.
- Ability to organize, administer and direct environmental education and outreach programs; to communicate effectively both verbally and in writing; and present information and concepts to a wide variety of audiences.
- Ability to accurately interpret, design, and implement policies, procedures, and regulations and independently identify needs and implement solutions.
- Ability to set priorities and coordinate multiple work activities, work independently, meet deadlines, and exercise independent judgment with oversight by the Controller/Administrator.
- Must possess and maintain a valid Michigan Driver's License, or be able to transport self to off-site locations as necessary.
- Work schedule requires flexible hours including occasional evenings and possibly weekends.

(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 primarily in an indoor environment. However, there may be occasional trips to field sites and educational outreach locations where there may be exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position requires the individual through assistance or on their own to speak, hear, sit, stand, walk, and have finger dexterity and visual acuity.
3. This position is required to travel for meetings and appointments.

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 continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.

(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.)

2023 Rates**FULL TIME****MC 11**

			Step 1	Step 5
0	704000	Salary	76,894.74	92,321.59
8951	714000	Unemployment	384.47	461.61
1000	715000	FICA	5,882.45	7,062.60
8846	715050	Liability	1,060	1,272
2720	716020	Health	19,002.69	19,002.69
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	3,460.26	4,154.47
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	1,537.89	1,846.43
8986	717000	Life	149.82	149.82
8941	717100	Disability	99.96	120.02
7223	718000	Retirement	22,922.32	27,521.07
7323	718500	Retirement	1,922.37	2,308.04
8810	722000	Workers Comp	30.76	36.93
			138,003.43	160,913.55

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE AN ENVIRONMENTAL SUSTAINABILITY MANAGER POSITION

WHEREAS, on April 13, 2021, the Ingham County Board of Commissioners approved Resolution #21-195, which re-established the Environmental Affairs Commission (EAC); and

WHEREAS, on April 13, 2021, the Ingham County Board of Commissioners also approved Resolution #21-210, which declared a commitment to climate justice; and

WHEREAS, Resolution #21-210 included a commitment to ensuring that greenhouse gas emissions attributable to Ingham County facilities and operations are reduced to net-zero by the year 2040; and

WHEREAS, in 2022, the Board of Commissioners approved a contract with Bureau Veritas for a county-wide energy audit; and

WHEREAS, the Ingham County EAC has recommended the creation of an Environmental Sustainability Manager position due to the work necessary to achieve the County's goals; and

WHEREAS, the responsibilities of the Environmental Sustainability Manager would include advising and assisting the EAC in its duties to make recommendations to the Board of Commissioners on the implementation of initiatives and policies designed to reduce energy use and greenhouse gas emissions while promoting community climate resilience, environmental stewardship, and sustainability in county operations; and

WHEREAS, the Environmental Sustainability Manager position will be classified as an MC Level 11 (2023 salary range of \$76,894.74 to \$92,321.59), total cost including benefits not to exceed \$160,913.55; and

WHEREAS, a Contingency Fund appropriation will be necessary to fully fund the position in 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the creation of an Environmental Sustainability Manager MC Level 11 (2023 salary range of \$76,894.74 to \$92,321.59) position under the direction of the Controller/Administrator.

BE IT FURTHER RESOLVED, that a transfer from the 2023 Contingency Fund in an amount not to exceed \$60,413.55 is authorized to cover the cost of this position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

Agenda Item 4

TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: October 4, 2022
SUBJECT: Transfer of wages to equipment repair line item
For the meeting agenda of October 17, 2022 Human Services and October 19, 2022 Finance

BACKGROUND

The parks mechanic retired which left the position vacant from September 17, 2021 to August 8, 2022, leaving Ingham County Parks without a mechanic. Due to this vacancy, the Parks Department needed to use outside vendors for equipment repair and maintenance which was proven to be costly. Resolution #21-547 transferred the mechanics salary from the last day of work until December 31, 2021 to cover the cost of a sole source vendor for preventative maintenance service of the snow groomer at Hawk Island. The Ingham County Parks would like to transfer the remainder of the vacant mechanic positions salary from January 1, 2022 to August 5, 2022 to cover the costs of additional equipment repair and maintenance that was accrued during that timeframe.

ALTERNATIVES

To leave the equipment repair line item as is and have no additional funds for repairs or maintenance.

FINANCIAL IMPACT

This resolution requests authorization to transfer wages in the amount of \$27,556.41 into line item 208-75200-932000. The wage line items are 208-75300-704000 (\$9,185.47), 208-75500-704000 (\$9,185.47), and 208-75600-704000 (\$9,185.47). Transfers to or from the Personnel Cost Category require approval of the Board of Commissioners.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) of the Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

The Park Commission will review this request at their October 10, 2022 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing the transfer of wages to equipment repair.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TRANSFER OF WAGES TO
EQUIPMENT REPAIR LINE ITEM**

WHEREAS, the Ingham County Parks mechanic position was vacant from September 17, 2021 to August 8, 2022, leaving the Ingham County Parks without a mechanic; and

WHEREAS, the Ingham County Parks Department needed to use outside vendors for equipment repair and maintenance which was proven to be costly; and

WHEREAS, the Ingham County Parks Department is requesting authorization to transfer funds from the wage line items 208-75300-704000 (\$9,185.47), 208-75500-704000 (\$9,185.47), and 208-75600-704000 (\$9,185.47) to line item 208-75200-932000 in order to cover the costs for equipment repair and maintenance; and

WHEREAS, it is necessary to transfer funds into line item 208-75300-704000 due to overspending to use outside vendors for equipment repair and maintenance; and

WHEREAS, transfers to or from the Personnel Cost Category require approval of the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the transfer of wages in the amount of \$27,556.41 from line items 208-75300-704000 (\$9,185.47), 208-75500-704000 (\$9,185.47), and 208-75600-704000 (\$9,185.47) into line item 208-75200-932000.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner
DATE: October 4, 2022
SUBJECT: Agreement with PepsiCo for Beverage Services at Potter Park Zoo
For the meeting agendas of October 17 and 19, 2022

BACKGROUND

Ingham County is responsible for the operation of the Potter Park Zoo concessions, including beverage services.

The County purchasing department sent out RFP #132-22 and PepsiCo was the only vendor to submit a proposal.

ALTERNATIVES

The RFP could be sent out again by the purchasing department to try to get more submissions. With the limited number of beverage providers available, we feel this is not necessary and we can move forward with PepsiCo.

FINANCIAL IMPACT

PepsiCo has proposed an annual sponsorship of \$3,000 and a marketing fund of \$1,000. They also proposed a \$2.00 rebate per case/gallon on all purchased products, 35% commission on vending machines and 40 cases of donated water or soda. PepsiCo will supply all equipment needed to provide beverage service at Potter Park Zoo.

An agreement with PepsiCo provides an additional revenue source for Potter Park Zoo. In 2021, Potter Park Zoo realized \$38,313 in revenue from PepsiCo sales.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Improving Facilities, specifically section A.1 (f) of the Ingham County Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

None at this time.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with PepsiCo for beverage services at Potter Park Zoo.

Agenda Item 5a

TO: Cynthia Wagner, Director of PPZ
FROM: James Hudgins, Director of Purchasing
DATE: September 28, 2022
RE: Memorandum of Performance for RFP No. 132-22 Beverage Services for Potter Park Zoo

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors interested in entering into a contract to provide vending and fountain beverage services at Potter Park Zoo.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	7	2
Vendors responding	1	0

A summary of the vendors' costs is located on the next page.

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 and submit 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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Annual Sponsorship	Marketing Fund	Rebates	Commission	Annual Support
Pepsi Co.	No, Lansing (Clinton County)	\$3,000.00	\$1,000/ Year (3-years)	\$2.00/Case or Gallon	35% Paid Monthly or Quarterly	Free Donated Product, 40 cases/year of Auafina, 16 oz. Alumitek Aquifina cans or 20 oz bottles

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PEPSICO FOR
BEVERAGE SERVICES AT POTTER PARK ZOO**

WHEREAS, Ingham County is responsible for the operation of the Potter Park Zoo concessions including beverage services; and

WHEREAS, beverage sales provide an additional source of revenue for Potter Park Zoo; and

WHEREAS, the County purchasing department sent out RFP #132-22 and PepsiCo was the only vendor to submit a proposal; and

WHEREAS, the Zoo Director and the Purchasing Director reviewed the bid for RFP #132-22 submitted by PepsiCo and found it to meet the criteria necessary for beverage services at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with PepsiCo for beverage services at Potter Park Zoo.

BE IT FURTHER RESOLVED, that the agreement shall be three years with an additional two-year extension option, effective the date of execution.

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

Agenda Item 5b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: October 04, 2022
SUBJECT: Agreement with HMK Landscaping for Tree Felling Services at Potter Park Zoo
For the meeting agendas of October 17 and 19, 2022

BACKGROUND

Established in an oak forest in 1920, Potter Park Zoo has become a staple of the community. In an effort to maintain safety for patrons, staff, and the animals, many trees must be removed. The health of all trees on Potter Park Zoo grounds were evaluated by a certified arborist and removals were prioritized based on this assessment.

ALTERNATIVES

There are no safe alternatives at this time. Leaving dying trees standing is a significant safety risk for patrons, staff, animals, and the facilities.

FINANCIAL IMPACT

HMK Landscaping submitted the lowest responsible proposal of \$ 96,750 for tree felling services at Potter Park Zoo. There is \$25,000 available for this project in 2022 Zoo CIP line item #25869900 974000 and \$50,000 budgeted in 2023 Zoo CIP projects for a total of \$75,000. The remaining \$21,750 is available in the zoo fund balance.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Improving Facilities, specifically section A.1 (f) of the Ingham County Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

In an effort to minimize the risk of introducing Oak Wilt into the Potter Park Zoo, all work will need to be completed between the months of December and March.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with HMK Landscaping to provide tree felling services at Potter Park Zoo in an amount not to exceed \$96,750.

Agenda Item 5b

TO: Cynthia Wagner, Potter Park Zoo Director
CC: Brian Fisher, Potter Park Zoo Deputy Director
FROM: James Hudgins, Director of Purchasing
DATE: September 19, 2022
RE: Memorandum of Performance for RFP No. 140-22 Tree Felling Services

Per your request, the Purchasing Department on behalf of Potter Park Zoo sought proposals from qualified and experienced vendors to enter into a contract for the purpose of felling trees and the removal of dead wood. In an effort to minimize the risk of introducing Oak Wilt into the Zoo, all work will be completed between the months of December and March. Additionally, the awarded vendor must have a minimum of 8 years' experience and assign an ISA certified arborist to the project.

The scope of work includes, but is not limited to, felling trees, removing 2" and larger dead wood and hanging limbs, grinding stumps below grade, removing dead and hanging wood from the canopy and removing trees, and removing all debris from grounds as designated in the request for proposal at the Potter Park Zoo, Camp Ground, Park and Lion Exhibit.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	86	25
Vendors responding	2	2
Vendors unresponsive	4	2

A summary of the vendors' costs is located on the next page.

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 and submit 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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Forms	Addendums (2)	Total Cost for All Base Bid Trees	Deadwood & Hanging 2" or Larger	Deadwood & Hanging 2" or Larger	Total Cost for All Alternates	GRAND TOTAL COST
				(Zoo, Camp Ground, Park and Lion Exhibit)	Base Bid Zoo	Base Bid Camp Ground		Base Bid Items & Alternate Items
HMK Landscaping	Yes, Lansing MI	Yes	Yes	\$51,250.00	\$300.00/Hour	\$300.00/Hour	\$45,500.00	\$96,750.00
Top Notch Tree Care	Yes, Holt MI	Yes	Yes	\$51,786.00	\$282.00/Hour	\$282.00/Hour	\$50,572.00	\$102,358.00
Upper Cut Tree Service	Yes, Williamston MI	No Forms	No	Unresponsive				
Lansing Tree Service	Yes, Lansing MI	Missing Forms: Addendum 2 & Cost Sheet	No	Unresponsive				
CHOP	No, Grand Rapids MI	Missing Forms: Addendum 2 & Cost Sheet	#1 = Yes / #2 = No	Unresponsive				
Treeworks Inc.	No, Nunica MI	Missing Forms: Addendum 2 & Cost Sheet	#1 = Yes / #2 = No	Unresponsive				

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HMK LANDSCAPING FOR
TREE FELLING SERVICES AT POTTER PARK ZOO**

WHEREAS, established in an oak forest in 1920, Potter Park Zoo has become a staple of the community; and

WHEREAS, the health of all trees on Potter Park Zoo grounds were evaluated by a certified arborist and removals were prioritized based on this assessment; and

WHEREAS, it is the recommendation of Potter Park Zoo to enter into an agreement with HMK Landscaping, who submitted the lowest responsive and responsible proposal of \$96,750 to provide professional tree felling services at Potter Park Zoo; and

WHEREAS, funds are available in the approved 2022 CIP Zoo Fund line item #25869900 974000 to cover \$25,000 of the project and \$50,000 budgeted in the 2023 approved Zoo CIP projects for a total of \$75,000; and

WHEREAS, the remaining balance of \$21,750 will come from the Zoo Fund Balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with HMK Landscaping in an amount not to exceed \$96,750.

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 Board Chairperson is authorized to sign any necessary documents consistent with this resolution after 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: September 29, 2022
SUBJECT: Resolution to Authorize Amending the Agreement with Walgreens to update the definition of Covered Entity Location and add Store 21186 to the 340B drug discount program.

For the Meeting Agendas of October 17, 2022 and October 19, 2022

BACKGROUND

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend the existing agreement with Walgreens to update the definition of "covered entity location" and to add Store #21186 to the CHC's 340B drug discount program, effective upon approval. Store #21186 is located at 2284 Ballenger Highway in Flint, Michigan. The 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use. Public Law 102-585 states that the Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufactures may charge covered entities. The 340B program offers opportunities to purchase discounted drugs for use during the patient visit, or for dispensing from a covered entity owned pharmacy or via contract arrangement with a retail pharmacy. ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit. ICHD has contracted with Walgreens since 2016.

ALTERNATIVES

If we do not amend this agreement, we will not be able to realize savings associated with patients utilizing Walgreens - Store #21186.

FINANCIAL IMPACT

There is no cost to participate in this agreement. This agreement will generate \$68,400 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreens, Store #21186.

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 that the Ingham County Board of Commissioners authorize amending the existing agreement with Walgreens to both update the definition of "covered entity location" and to add Store #21186 to the CHC's 340B drug discount program, effective upon approval and to be ongoing.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE AGREEMENT WITH WALGREENS TO UPDATE THE
DEFINITION OF COVERED ENTITY LOCATION AND ADD STORE #21186 TO THE
340B DRUG DISCOUNT PROGRAM**

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to amend the existing agreement with Walgreens Pharmacy to update the definition of "covered entity location" and to add Store #21186 to the CHC's 340B drug discount program, effective upon approval and to be ongoing; and

WHEREAS, Store #21186 is located at 2284 Ballenger Highway in Flint, Michigan; and

WHEREAS, the 340B initiative is a Federal program that requires pharmaceutical manufacturers to sell drugs to eligible providers at a discount for outpatient use; and

WHEREAS, Public Law 102-585 – Veterans Health Care Act of 1992 codified as Section 340B of the Public Health Service Act, limits the amount that manufactures may charge covered entities; and

WHEREAS, the 340B program offers opportunities to purchase discounted drugs for use during the patient visit, for dispensing from a covered entity owned pharmacy or via contract arrangement with a retail pharmacy; and

WHEREAS, the ICHD's CHCs currently participate in the 340B program only for the purchase of drugs administered as part of a patient visit; and

WHEREAS, ICHD has contracted with Walgreens since 2016; and

WHEREAS, there is no cost to participate in this agreement and this agreement will generate \$68,400 in annual savings, based on the volume of existing patients who presently receive prescription medications from Walgreens Store #21186; and

WHEREAS, the Ingham Community Health Center Board of Directors and the Health Officer recommend amending the existing agreement with Walgreens to both update the definition of "covered entity location" and to add Store #21186 to the CHC's 340B drug discount program, effective upon approval and to be ongoing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes amending the existing agreement with Walgreens to both update the definition of "covered entity location" and to add Store #21186 to the CHC's 340B drug discount program, effective upon approval and to be ongoing.

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

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

TO: Board of Commissioner's Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: October 3, 2022
SUBJECT: Resolution Authorizing Agreement with PROCeu for Behavioral Wellness Seminar
For the meeting agendas of October 17 and October 19, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with PROCeu for a Behavioral Wellness Seminar effective upon approval through November 30, 2022 in an amount not to exceed \$8,550. Through Resolution #22-291, ICHD was awarded \$5,000 in Michigan Association for Local Public Health (MALPH) funding to be used for services designed to address workplace stress associated with responding to the COVID-19 pandemic. As ICHD employees experienced negative impacts of COVID-19, this funding was appropriately designed to address topics such as teambuilding, mindfulness, dealing with difficult people and situations, workplace violence mitigation, reducing stress, and workplace resilience. After obtaining 3 bids from 3 Behavioral Wellness agencies, ICHD chose PROCeu based upon their competitive bid as well as their comprehensive plan for addressing these unique issues in the workplace. The additional cost for the wellness seminar totaling \$3,550 will be covered by workforce development funding authorized through Resolution #22-359.

ALTERNATIVES

Not entering into this agreement would forfeit valuable funding uniquely allocated for addressing the negative impacts of COVID-19 on ICHD employees.

FINANCIAL IMPACT

All costs for this agreement in an amount not to exceed \$8,550, will be funded by the MALPH Local Public Health Wellness Grant and by workforce development funding.

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

I respectfully recommend that the Ingham County Board of Commissioners authorizes entering into an agreement with PROCeu for a Behavioral Wellness Seminar effective upon approval through November 30, 2022 in an amount not to exceed \$8,550.

Introduced by the Human Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PROCEU FOR
BEHAVIORAL WELLNESS SEMINAR**

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with PROCEu for a Behavioral Wellness Seminar effective upon approval through November 30, 2022 in an amount not to exceed \$8,550; and

WHEREAS, ICHD was awarded \$5,000 in Michigan Association for Local Public Health (MALPH) funding to be used for services designed to address workplace stress associated with responding to the COVID-19 pandemic; and

WHEREAS, as ICHD employees experienced negative impacts of COVID-19, this funding was appropriately designed to address topics such as teambuilding, mindfulness, dealing with difficult people and situations, workplace violence mitigation, reducing stress, and workplace resilience; and

WHEREAS, after obtaining 3 bids from 3 Behavioral Wellness agencies, ICHD chose PROCEu based upon their competitive bid as well as their comprehensive plan for addressing these unique issues in the workplace; and

WHEREAS, the additional cost for the wellness seminar, totaling \$3,550 will be covered by workforce development funding authorized through Resolution # 22-359; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize entering into an agreement with PROCEu for a Behavioral Wellness Seminar effective upon approval through November 30, 2022 in an amount not to exceed \$8,550.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with PROCEu for a Behavioral Wellness Seminar effective upon approval through November 30, 2022 in an amount not to exceed \$8,550.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement 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: September 23, 2022
SUBJECT: Resolution Authorizing the Acceptance of Contract Funds from Mid-State Health Network
For the meeting dates of October 17, October 18 and October 19, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to receive \$221,106 from Mid-State Health Network (MSHN) and enter into contracts for Substance Use Disorder (SUD) Prevention services and SUD Treatment services, effective for the period October 1, 2022 through September 30, 2023. The FY23 MSHN SUD Prevention contract will total \$104,311 and will enable ICHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI), Narcan training and distribution, and youth vaping and marijuana prevention and harm reduction efforts.

The FY23 MSHN SUD Treatment contract will total \$116,795 and will enable ICHD to implement a robust Overdose Response System that department staff and community partners developed and piloted between 2020 and 2022.

ALTERNATIVES

ICHD could choose not to accept the funding and forfeit implementing a robust Overdose Response System.

FINANCIAL IMPACT

ICHD's FY '23 budget included \$104,311 from MSHN; the additional funds will allow the Health Department to implement an Overdose Response System.

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 of the attached resolution authorizing ICHD to receive \$221,106 from Mid-State Health Network (MSHN) and to enter into contracts for Substance Use Disorder (SUD) Prevention services, totaling \$104,311 and SUD Treatment services totaling \$116,795 for the period October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT CONTRACT FUNDS FROM MID-STATE HEALTH NETWORK

WHEREAS, Ingham County Health Department (ICHD) wishes to receive \$221,106 from Mid-State Health Network (MSHN) and enter into contracts for Substance Use Disorder (SUD) Prevention and SUD Treatment for the period October 1, 2022 through September 30, 2023.

WHEREAS, the 2023 MSHN SUD Prevention contract will total \$104,311 and will enable ICHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI), Narcan training and distribution, and youth vaping and marijuana prevention and harm reduction efforts; and

WHEREAS, the 2023 MSHN SUD Treatment contract will total \$116,795 and will enable ICHD to implement a robust Overdose Response System that department staff and community partners developed and piloted between 2020 and 2022; and

WHEREAS, the Health Officer recommends that the Ingham county Board of Commissioners authorize ICHD to receive \$221,106 from MSHN) and enter into contracts with MSHN for SUD Prevention services totaling \$104,311 and SUD Treatment services totaling \$116,795 for the period October 1, 2022 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of \$221,106 from Mid-State Health Network and authorizes ICHD to enter into a SUD Prevention contract totaling \$104,311 for the period October 1, 2022 through September 30, 2023 and a SUD Treatment contract totaling \$116,795 for the period October 1, 2022 through September 30, 2023.

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

Agenda Item 6d

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 26, 2022
SUBJECT: Resolution to Change Position #601043 (Community Health Representative II) to from 1.0FTE to 0.50FTE
For the meeting dates of October 17, October 18 and October 19, 2022

BACKGROUND

Ingham County Health Department (ICHD) has served as a Local Coordinating Agency (LCA) for the Michigan Breast and Cervical Cancer Control and Navigation Program (BC3NP) since the mid-1990s. BC3NP, which is funded by the U.S. Centers for Disease Control and Prevention, is designed to provide low-income women access to life-saving cancer screening services and follow-up care, including cancer treatment if needed. Since its inception, ICHD has served as the LCA for a multi-county area in Michigan, with heavy emphasis on Ingham County. Following enactment and implementation of the U.S. Patient Protection and Affordable Care Act of 2010, BC3NP eligibility in Michigan was gradually modified to exclude Medicaid-eligible women. This change has resulted in significant reductions in BC3NP enrollments and funding levels for BC3NP in the Comprehensive Agreement between MDHHS and ICHD.

MDHHS has notified ICHD that for the fiscal year October 1, 2022 through September 30, 2023, the per-patient funding to LCAs will change from \$220/patient to \$175/patient. MDHHS has also notified ICHD that Michigan Breast and Cervical Cancer Information System (MBCIS) entries of client screening results will be completed by MDHHS staff versus being completed by LCA staff. MDHHS BC3NP coordinators have also notified ICHD of their decision to reduce the ICHD BC3NP caseload goal from 505 women in FY22 to 425 women in FY23.

These changes have resulted in BC3NP funding in the MDHHS Comprehensive Agreement with ICHD declining from \$111,110 in FY22 to \$74,375 in FY23. Pursuant to these changes, ICHD wishes to reduce position #601043, Community Health Representative II (CHR II), from a 1.0FTE position to a 0.50FTE position. This position is currently vacant.

ALTERNATIVES

ICHD could allocate general fund dollars to keep the CHR II position at a 1.0FTE, or ICHD could withdraw entirely from the Michigan BC3NP.

FINANCIAL IMPACT

Reducing position #601043, CHR II from a 1.0FTE position to a 0.50FTE position, will prevent the utilization of general fund dollars that would be required to keep the CHR II position at 1.0FTE.

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 of the attached resolution to reduce position #601043 from a 1.0FTE position to a 0.50FTE position effective upon approval.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CHANGE POSITION #601043 (COMMUNITY HEALTH REPRESENTATIVE II)
FROM 1.0FTE TO 0.50FTE**

WHEREAS, Ingham County Health Department (ICHD) has served as a Local Coordinating Agency (LCA) for the Michigan Breast and Cervical Cancer Control and Navigation Program (BC3NP) since the mid-1990s; and

WHEREAS, BC3NP, which is funded by the U.S. Centers for Disease Control and Prevention, is designed to provide low-income women access to life-saving cancer screening services and follow-up care, including cancer treatment if needed; and

WHEREAS, following enactment and implementation of the U.S. Patient Protection and Affordable Care Act of 2010, BC3NP eligibility in Michigan was gradually modified to exclude Medicaid-eligible women; and

WHEREAS, this change has resulted in significant reductions in BC3NP enrollments and funding levels for BC3NP in the Comprehensive Agreement between MDHHS and ICHD; and

WHEREAS, MDHHS has notified ICHD that for the fiscal year October 1, 2022 through September 30, 2023, the per-patient funding to LCAs will change from \$220/patient to \$175/patient; and

WHEREAS, MDHHS has also notified ICHD that Michigan Breast and Cervical Cancer Information System (MBCIS) entries of client screening results will be completed by MDHHS staff versus being completed by LCA staff; and

WHEREAS, MDHHS BC3NP coordinators have also notified ICHD of their decision to reduce the ICHD BC3NP caseload goal from 505 women in FY 2022 to 425 women in FY 2023; and

WHEREAS, these changes have resulted in BC3NP funding in the MDHHS Comprehensive Agreement with ICHD declining from \$111,110 in FY22 to \$74,375 in FY23; and

WHEREAS, pursuant to these changes, ICHD wishes to reduce position #601043, Community Health Representative II (CHR II), from a 1.0FTE position to a 0.50FTE position; and

WHEREAS, position #601043 is currently vacant; and

WHEREAS, the Ingham County Health Officer recommends that the Ingham County Board of Commissioners authorize reducing position #601043, CHR II, from a 1.0FTE position to a 0.50FTE position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes reducing position #601043, CHR II from a 1.0FTE position to a 0.50FTE position.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after 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: September 26, 2022
SUBJECT: Acceptance of FY 2023 Child and Adolescent Health Center Program Funds
For the meeting agendas of October 31, 2022 and November 1, 2022

BACKGROUND

Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) wish to accept \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program to be used for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023. The funding will support continued operations of ICHD’s school-based and school-linked health centers. ICHD’s CHCs previously accepted CAHC program funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), for the period of February 1, 2022 through September 30, 2022, through Resolution #22-264.

ALTERNATIVES

Choosing not to accept this funding would result in a loss of funding and primary, preventative, and early intervention care to children, adolescents, and their families

FINANCIAL IMPACT

The CAHC funding award for the term of October 1, 2022 through September 30, 2023 is \$585,000 and is divided as follows:

- Eastern Health Center - \$195,000
- Sexton Health Center - \$195,000
- Willow Health Center - \$195,000

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 that the Ingham County Board of Commissioners authorize accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FY 2023 CHILD AND ADOLESCENT HEALTH CENTER PROGRAM FUNDS

WHEREAS, Ingham County Health Department (ICHD) wishes to accept \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program to be used for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023; and

WHEREAS, the funding will support continued operations of ICHD's CHC school-based and school-linked health centers; and

WHEREAS, ICHD's CHCs previously accepted CAHC program funding from the Michigan Department of Health and Human Services (MDHHS), as administered through the Michigan Primary Care Association (MPCA), effective February 1, 2022 through September 30, 2022, through Resolution #22-264; and

WHEREAS, the CAHC funding award effective October 1, 2022 through September 30, 2023 is for an amount not to exceed \$585,000 and is divided as follows: Eastern Health Center - \$195,000, Sexton Health Center - \$195,000, Willow Health Center - \$195,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners accept \$585,000 in funding from the CAHC program for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting \$585,000 in funding from the Child and Adolescent Health Center (CAHC) program for promoting the health of children, adolescents and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any 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: September 26, 2022
SUBJECT: Acceptance of FY 2023 MIKIDs NOW Funds

For the meeting agendas of October 17, October 18 and October 19, 2022

BACKGROUND

Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) wish to accept a funding amount not to exceed \$150,000 from the MIKIDs NOW program to promote the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023. The MIKIDs NOW program is administered by the Michigan Department of Health and Human Services. These funds will support the expansion of behavioral health services in ICHD CHC’s school-based and school-linked health centers via an additional 1.0 full-time equivalent Behavioral Health Consultant.

ALTERNATIVES

Choosing not to accept this funding would result in a loss of services promoting the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care.

The MIKIDs NOW funding award for the term of October 1, 2022 through September 30, 2023 is \$150,000 and is divided as follows:

- Eastern Health Center - \$50,000
- Sexton Health Center - \$50,000
- Willow Health Center - \$50,000

The cost for a 1.0 FTE Behavioral Health Consultant is featured below:

ICEA Prof ICEA Prof Grade 9 Step 1 Grade 9 Step 5

SALARY	\$69,736	\$83,736
UNEMPLYMT	\$349	\$419
FICA/MEDICARE	\$5,335	\$6,406
DENTAL	\$936	\$936
VISION	\$135	\$135
PHP MED	\$21,880	\$21,880
MERS 0101H	\$21,297	\$25,573
RTEE CHG B	\$3,585	\$3,585
SEPARATE	\$1,395	\$1,675
RET/HLTH/T	\$3,138	\$3,768
DISABILITY	\$91	\$109
LIFE 30K	\$117	\$117
WORKERS' COMP	\$342	\$410

CARES	<u>\$33</u>	<u>\$33</u>
	\$128,368	\$148,781
Salary	\$69,736	\$83,736
Fringes	<u>\$58,632</u>	<u>\$65,045</u>
	\$128,368	\$148,781

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 that the Ingham County Board of Commissioners authorize accepting funding in an amount not to exceed \$150,000 from the MIKIDs NOW program to promote the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FY 2023 MIKIDS NOW FUNDS

WHEREAS, Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to accept a funding amount not to exceed \$150,000 from the MIKIDS NOW program to promote the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023; and

WHEREAS, the MIKIDS NOW program is administered by the Michigan Department of Health and Human Services; and

WHEREAS, these funds will support the expansion of behavioral health services in ICHD CHC's school-based and school-linked health centers via an additional 1.0 full-time equivalent Behavioral Health Consultant; and

WHEREAS, the MIKIDS NOW funding award for the term of October 1, 2022 through September 30, 2023 is \$150,000 and is divided as follows:

- Eastern Health Center - \$50,000
- Sexton Health Center - \$50,000
- Willow Health Center - \$50,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer support accepting a funding amount not to exceed \$150,000 from the MIKIDS NOW program to promote the mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting a funding amount not to exceed \$150,000 from the MIKIDS NOW program to promote mental health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that effective upon approval of this resolution, an additional 1.0 full-time equivalent Behavioral Health Consultant ICEA Prof Grade 9 (\$69,736 - \$83,736) position is authorized to support the expansion of behavioral health services in ICHD CHC's school-based and school-linked health centers.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any contract documents on behalf of the county after 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: October 4, 2022
SUBJECT: Authorization to Issue a Purchase Order for the Signage at Allen Community Health Center.

For the meeting agendas of October 17, 2022 and October 19, 2022

BACKGROUND

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to issue a purchase order to Foresight for the completion of the signage project at Allen Community Health Center in an amount not to exceed \$5,622.81 effective upon approval.

ALTERNATIVES

There were no alternatives, as Foresight was the only vendor available to complete the signage project.

FINANCIAL IMPACT

The total cost of purchase did not exceed \$5,622.81 and will be offset by revenue generated from services provided at Allen Community Health Center.

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 that the Ingham County Board of Commissioners authorize issuing a purchase order to Foresight for the completion of the signage project at Allen Community Health Center in an amount not to exceed \$5,622.81.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ISSUE A PURCHASE ORDER TO FORESIGHT FOR THE
SIGNAGE PROJECT AT ALLEN COMMUNITY HEALTH CENTER**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to issue a purchase order to Foresight for the completion of signage at Allen Community Health Center in an amount not to exceed \$5,622.81, effective upon approval; and

WHEREAS, Foresight was the only vendor available to complete the signage project; and

WHEREAS, the total cost of the purchase did not exceed \$5,622.81 and will be offset by revenue generated from services provided at Allen Community Health Center; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorize issuing a purchase order to Foresight for the completion of the signage project at Allen Community Health Center in an amount not to exceed \$5,622.81.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to Foresight for the completion of the signage project at Allen Community Health Center in an amount not to exceed \$5,622.81, effective upon approval.

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

Agenda Item 6h

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: September 26, 2022
SUBJECT: Authorization to enter into an agreement with Iron Mountain, Inc.
For the meeting agendas of October 17, 2022 and October 19, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to move external records currently stored at Iron Mountain Inc. to Graphic Sciences, Inc. effective upon approval for an amount not to exceed \$95,000. ICHD currently has approximately 6,500 cubic feet (ft³) of documents stored at Iron Mountain Inc. ICHD has been unsuccessful in executing an agreement with Iron Mountain, Inc. that can be agreed upon by both parties and is proposing to move the external records from Iron Mountain Inc. to Graphic Sciences, Inc. Ingham County has a current agreement with Graphic Sciences Inc.

ALTERNATIVES

Leave the off-site storage documents at Iron Mountain, Inc.

FINANCIAL IMPACT

The expected cost of retrieval, preparation to transfer and permanent withdrawal of these documents will not exceed \$95,000. The costs will be covered by ICHD's 2023 budget.

STRATEGIC PLANNING IMPACT

This resolution supports the 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 of the attached resolution to move off-site storage records from Iron Mountain Inc. to Graphic Sciences Inc., effective upon approval in an amount not to exceed \$95,000.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH IRON MOUNTAIN, INC.
TO REMOVE OFF-SITE STORAGE RECORDS**

WHEREAS, Ingham County Health Department (ICHHD) wishes to move external records currently stored at Iron Mountain Inc. to Graphic Sciences, Inc. effective upon approval for an amount not to exceed \$95,000; and

WHEREAS, ICHHD has been unsuccessful in negotiating an agreement with Iron Mountain, Inc. for the storage of external records; and

WHEREAS, Iron Mountain currently stores approximately 6,500 cubic feet (ft³) of Health Department documents; and

WHEREAS, ICHHD has a current agreement with Graphic Sciences, Inc, for the transport, storage and retrieval of Health Department files; and

WHEREAS, it would be prudent to move external storage documents to a vendor where Ingham County has an executed agreement; and

WHEREAS, the expected costs of retrieval, preparation to transfer, and permanent withdrawal of documents from Iron Mountain Inc. is not to exceed \$95,000; and

WHEREAS, the costs of this agreement will be covered by ICHD's 2023 budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize removing off-site storage records from Iron Mountain Inc. to Graphic Sciences Inc., effective upon approval in an amount not to exceed \$95,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes removing off-site storage records from Iron Mountain Inc. to Graphic Sciences Inc., effective upon approval in an amount not to exceed \$95,000.

BE IT FURTHER RESOLVED, that there is sufficient funding included in the 2023 ICHD budget and the Controller/Administrator is authorized to amend budget line items to implement the 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: September 26, 2022
SUBJECT: Authorization for Fiduciary/Payee Agreements with Kids' Health Connections
For the Meeting Agendas of October 17 and October 19, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to enter into an agreement with Kids' Health Connection (KHC) to act as a Medicaid Outreach Match Partner effective October 1, 2022 through September 30, 2023, in an amount not to exceed \$1,246,418. ICHD has partnered with KHC (formerly WCHAP) since 2014, acting as a Medicaid Match Partner whereby KHC offers a pediatric medical home implementation program. KHC 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. KHC provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services, and asthma case management services. KHC's sustainability is dependent upon receiving Medicaid Outreach Match funds. As the Medicaid Outreach Match Partner for KHC.

ICHD will:

1. Receive funds from KHC in the amount of \$608,209 for Medicaid eligible expenses
2. Receive funds from KHC in the amount of \$30,000 for administrative support
3. Set up a system to provide quarterly reimbursements
4. Process Medicaid Outreach documentation required to draw Medicaid Outreach Match Funds
5. Perform on site monitoring of KHC
6. Forward any required reports as provided by KHC

KHC 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

ALTERNATIVES

ICHD could choose to not enter into this agreement with KHC, resulting in a loss of opportunity to offer early childhood support services.

FINANCIAL IMPACT

ICHD will receive \$30,000 in administrative support funds from KHC.

STRATEGIC IMPACT

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. Strategy 1. Strive to make facilities and services user-friendly b. Expand Medicaid enrollment activities throughout Ingham County .e. Expand access to health care for County residents, with an emphasis on the uninsured and the under-insured.

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 KHC in an amount of \$638,209, whereby ICHD will serve as a fiduciary/payee effective October 1, 2022 through September 30, 2023 and to enter into an agreement with Kids Health Connection for an amount not to exceed \$1,246,418.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH KIDS HEALTH CONNECTION TO ACT AS THE FIDUCIARY/PAYEE FOR AGENCY FUNDING

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into an agreement with Kids' Health Connection (KHC) to act as a Medicaid Outreach Match Partner effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$1,246,418; and

WHEREAS, ICHD has partnered with KHC since 2014, acting as a Medicaid Match Partner whereby KHC offers a pediatric medical home implementation program; and

WHEREAS, KHC 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, KHC provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services, and asthma case management services; and

WHEREAS, KHC's sustainability is dependent upon receiving Medicaid Outreach Matching funds; and

WHEREAS, this agreement will be effective October 1, 2022 through September 30, 2023; and

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

1. Receive funds from KHC up to \$608,209 for Medicaid Eligible expenses
2. Receive funds from KHC in the amount of \$30,000 for administrative support
3. Set up a system to provide an initial payment to KHC and subsequent reimbursements
4. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
5. Perform on-site monitoring of KHC
6. Forward any required reports as provided by KHC; and

WHEREAS, KHC 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 the acceptance of funds from KHC in an amount not to exceed \$608,209, and whereby ICHD will serve as the fiduciary/payee effective October 1, 2022 through September 30, 2023; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of funds from KHC in an amount not to exceed \$30,000, whereby ICHD will provide administrative support effective October 1, 2022 through September 30, 2023; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes the execution of an agreement not to exceed \$1,246,418.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds from KHC in an amount not to exceed \$648,209, whereby ICHD will serve as the fiduciary/payee effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds from KHC in an amount not to exceed \$30,000, whereby ICHD will provide administrative support effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes an agreement, with Kids Health Connection, for an amount not to exceed \$1,246,418.

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