

CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON  
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
IRENE CAHILL  
CHRIS TRUBAC  
THOMAS MORGAN  
KARLA RUEST  
SIMAR PAWAR  
MONICA SCHAFER

## 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, APRIL 17, 2023  
AT 6:30 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 [April 3, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Parks Department

- a. Resolution to Authorize a Contract with [Natural Community Services, LLC](#) for a Five-Year Stewardship Management Plan for the Ingham County Parks Department
- b. Resolution to Accept the [Holt-Mason Trail Connection Grant](#) from Representative Elissa Slotkin's Community Project Funding Program
- c. Resolution to Authorize an Amendment to [Onondaga Township](#) Trails and Parks Millage Agreement TR094

2. Health Department

- a. Resolution to [Amend Resolution #22-495](#) with Michigan Department of Health and Human Services for the Child and Adolescent Health Center Program
- b. Resolution to Authorize [Amendment #3](#) to the 2022-2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
- c. Resolution to Authorize [Amendment #3](#) to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement
- d. Resolution to [Reorganize](#) the Billing & Reporting Unit within Ingham County Health Department (*Discussion*)
- e. Resolution Honoring [Diane Pendell, CHR II](#)
- f. Ingham Community Health Centers (*Presentation*)

3. Community Mental Health – Resolution Authorizing an Extension to the Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for the [House of Commons](#) Facility

4. Human Services Committee – Resolution in Honor of the 2023 [State Arbor Day](#) Celebrations

Announcements  
Public Comment  
Adjournment

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

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

HUMAN SERVICES COMMITTEE

April 3, 2023

Draft Minutes

Members Present: Tennis, Cahill, Morgan (Left at 7:47 p.m.), Ruest, Trubac, Pawar, and Schafer.

Members Absent: None.

Others Present: Commissioner Peña, Jared Cypher, Adenike Shoyinka, Amirika Richardson, David Mittleman, Kaitlyn Hetfield and others.

The meeting was called to order by Chairperson Tennis at 6:30 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 March 20, 2023 Minutes

CHAIRPERSON TENNIS STATED, WITHOUT OBJECTION, THAT THE MINUTES FROM THE MARCH 20, 2023 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

5. Board of Commissioners – Resolution Congratulating the Mason Area Historical Society on the Event of the 25th Anniversary of the Mason Area Historical Museum

Limited Public Comment

None.

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

2. Parks Department
  - a. Resolution to Authorize a Contract with Anderson – Fischer & Associates, Inc. for Improvements to the Parking Lot at McNamara Canoe Landing
  - b. Resolution to Authorize the Transfer of Funds between Millage CIP Items and to Allocate Additional Funds for the Purchase of Approved 2023 CIP Items 23P06 and 23P08
  - c. Resolution to Authorize a Contract with KJP Roofing and Sheet Metal for Reroofing Services at Burchfield County Park
5. Board of Commissioners – Resolution Congratulating the Mason Area Historical Society on the Event of the 25th Anniversary of the Mason Area Historical Museum

THE MOTION CARRIED UNANIMOUSLY.

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

1. Racial Equity Task Force – Interviews

Discussion.

Amirika Richardson interviewed for the Racial Equity Task Force.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. TRUBAC, TO RECOMMEND THE APPOINTMENT OF AMIRIKA RICHARDSON TO THE RACIAL EQUITY TASK FORCE.

THE MOTION CARRIED UNANIMOUSLY.

Matt Apostle was not present for the Racial Equity Task Force interview.

3. Health Department

- a. Resolution to Authorize an Agreement with IdenTrust Inc.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. CAHILL, TO APPROVE THE RESOLUTION.

Dr. Adenike Shoyinka, Ingham County Medical Health Officer, stated the resolution was regarding access. She further stated IdenTrust Inc. helped to make sure medical providers were able to send a patient's prescription electronically to the pharmacy versus having a paper prescription.

Dr. Shoyinka stated because they utilized NexGen as their electronic medical record, they needed IdenTrust Inc. to bridge the gap to make sure the prescriptions were sent directly to the pharmacy as opposed to a paper prescription that could be lost.

Commissioner Pawar asked how IdenTrust Inc. stayed ahead of being marginalized by those that may attempt to obtain prescriptions illegally.

Dr. Shoyinka stated IdenTrust Inc. was directly connected to the electronic medical record. She further stated that it was a system where the providers are stored, regulatory items, such as National Provider Identifier (NPI) numbers and Drug Enforcement Administration (DEA) numbers, were required, and were monitored, along with the Department of Licensing And Regulatory Affairs (LARA), to avoid obtaining prescriptions from providers not within the system.

Commissioner Pawar asked if IdenTrust Inc. partnered with LARA.

Dr. Shoyinka stated they were not partners with LARA, but partnered with NexGen for the electronic medical record.

THE MOTION CARRIED UNANIMOUSLY.

4. Controller's Office – Resolution Authorizing Entry of Participation Agreements in Partial Settlement of the National Prescription Opiate Litigation and Entry of State Local Government Intrastate Agreement Concerning Allocation of Settlement Proceeds

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION.

David Mittleman, Grewal Law Attorney, stated in November of 2001, the Human Services and Finance Committees of the Board of Commissioners unanimously approved the first round of settlements with four defendants, three national distributors, and Johnson & Johnson, or its subsidiary that was directly involved, Janssen Pharmaceuticals. He further stated it was a \$26 billion settlement and it meant the County would receive between \$8 and \$9 million over a period of time.

Mr. Mittleman stated the first payments were supposed to be made in 2022, but Ottawa County was the only County in the United States that objected after they had accepted. He further stated that normally, when he mentioned Ottawa County he would receive smiles or shakes of the head.

Mr. Mittleman stated they had put pressure on the allocator after a hearing in Wayne County and the first set of payments were actually made January 31, 2023. He further stated Janssen Pharmaceuticals had made five payments at once, so they had the right to accelerate payments.

Mr. Mittleman stated the national distributors made two payments and they were going to make another one before the end of 2023. He further stated he did not have a specific date for that payment.

Mr. Mittleman stated the resolutions presented were for the settlement with four new defendants, Teva, Allergan, CVS, and Walmart. He further stated the total settlement was in the range of \$14 billion and, as long as Ingham County agreed to participate with the State of Michigan the way they had the last time, there would be approximately \$4,256,000 additional received for opioid abatement issues past up to a certain percent.

Mr. Mittleman stated the payment for the unfortunate increase in cost for the coroner was due to the opioid epidemic. He further stated that it was the single most deadly cause of death for 50 year olds and younger as result of overdoses.

Mr. Mittleman stated he wished he could say it was getting better, but there was a bad problem with fentanyl being mixed in. He further stated most of the overdoses were a result of original legitimate prescriptions prescribed by Doctors that could not continue and they were told about how addictive the particular medication was and were misled.

Mr. Mittleman stated when Doctors stopped providing prescriptions because it was not right to continue, those who became addicted went to the street and paid the higher cost for the legitimate medication. He further stated it could take as little as eight days to become addicted.

Mr. Mittleman stated when those who were addicted could no longer afford the medication on the street, they would purchase less expensive medication and finally got down to the less expensive medication laced with fentanyl, which was a recipe for death. He further stated it had crossed the socio-economic strata and had impacted lower income people and families more than others.

Mr. Mittleman stated the resolution would authorize the signing of the four agreements received and was an agreement between Ingham County and the State of Michigan to receive 50% versus receiving 15% if the agreement was not authorized. He further stated his support for the resolution.

Mr. Mittleman stated there had been a great deal of cooperation with the Michigan Attorney General on the agreement. He further stated there were two defendants currently in bankruptcy and expectations were that they would kick in \$8 to \$10 billion and there were several smaller defendants out there as well.

Mr. Mittleman stated he expected the total package settlement to be \$50 billion for all of the United States, and Michigan would receive close to \$2 billion.

Chairperson Tennis stated his understanding of the last conversation that the Opioid Settlement Task Force had was that this was spread out over 18 years.

Mr. Mittleman stated Teva was over 13 years, Allergan seven years, CVS 10 years and Walmart one to six years. He further stated the last two appeared to be accelerating their payments.

Commissioner Ruest asked if Ingham County had decided how they were going to use the money received.

Chairperson Tennis stated the County had not decided. He further stated there had been a task force established to discuss how the money would be spent.

Chairperson Tennis stated the task force had been meeting monthly and had one meeting so far. He further stated one of the things that had been discussed was the guidelines from the Department of Health and Human Services (DHHS) on how the State of Michigan was going to spend the money.

Chairperson Tennis stated the Michigan Association of Counties (MAC) had issued recommendations on various ways to spend the money. He further stated the task force was looking at a wide range of things but there was no consensus yet.

Chairperson Tennis stated the initial discussion was of the County reimbursing itself, as that was what predicated the litigation. He further stated there was unprecedented cost in treatments, Medical Examiner costs, jail costs and issuing Narcan for first responders that had hit the budget.

Chairperson Tennis stated that was what led the County to be one of the first local units to enter the nationwide litigation. He further stated when there was a critical mass of local units across the Country, things had accelerated and now we were seeing the settlements.

Chairperson Tennis stated the end result would be somewhere around \$20 million in settlements over the course of 10 to 20 years. He further stated one possible way going forward would be to set up an annual request for proposal (RFP) program similar to the Juvenile Justice funding and community agencies and invite local providers of opioid treatment and recovery services to provide proposals.

Chairperson Tennis stated he estimated they were at least a few months away from a decision but the task force would eventually make recommendation to the Human Services Committee and then to the Board of Commissioners for final approval.

Mr. Mittleman stated this particular resolution would require a decision by April 18, 2023.

Chairperson Tennis stated his understanding. He further stated the resolution they were looking at currently was accepting the settlement that would get the money to Ingham County but over the next several months, there would be decisions regarding how the money would be spent.

Commissioner Schafer asked if there was a limit on the size of the municipality that could participate in the settlement.

Mr. Mittleman stated populations of 10,000 or more could participate. He further stated that would affect the total coming into the State of Michigan, as there was incentive for having full participation.

Commissioner Morgan left at 6:58 p.m.

Commissioner Schafer asked for clarification on the states that were participating in the litigation.

Mr. Mittleman stated there were some states that had been joined by the Attorney General and groups of law firms that would represent 63 municipalities. He further stated there were other law firms representing significantly less and the ones that were not represented were given the opportunity to participate but would not get the increased percentage and covered the reduced attorney fee.

Commissioner Morgan returned at 7:00 p.m.

Commissioner Schafer asked for clarification if Grewal Law, The Sam Bernstein Law Firm, and the national attorneys were working together on the 63 municipalities.

Mr. Mittleman stated confirmation.

THE MOTION CARRIED UNANIMOUSLY.

3. Health Department

b. Roles and Responsibilities of the Health Department (Presentation)

Dr. Adenike Shoyinka, Ingham County Medical Health Officer, provided an overview of the roles and responsibilities of the Ingham County Health Department. The presentation has been included in the minutes as Attachment A.

Chairperson Tennis asked if Dr. Shoyinka could provide further clarification on the difference between the Health Department and the Ingham Community Health Centers and why there were separate boards.

Dr. Shoyinka stated every federally funded health center (FHC) was specifically funded by the Health Resources and Services Administration (HRSA). She further stated, in most cases, the other federally qualified health centers across the state are standalone.

Dr. Shoyinka stated every federally qualified health center (FQHC) in Ingham County was mandated to have the Consumer Board, made up of the patients, to allow good input. She further stated the Board of Directors would make a decision and take that to the Board of Commissioners for approval.

Dr. Shoyinka stated there were many programs provided that were covered by HRSA.

Chairperson Tennis stated Ingham County was one of the only public entities in the State, for a while, in the FHC business, and were one of the few in the Country. He further stated a standalone FQHC would have a relationship with some kind of health system.

Chairperson Tennis stated Bruce Bragg, former Ingham County Health Officer, had created the homeless clinic. He further stated that Ingham County chose to embrace the concept of the Federally-Funded Health Centers because they would receive additional Medicaid funds, allowing better service to the Medicaid population.

Chairperson Tennis stated another reason for this was to help provide primary care alternatives to avoid Emergency Room services. He further stated the Ingham Health Centers had a pretty strict policy of not going after patients who cannot pay their bill.

Chairperson Tennis stated the Ingham Health Centers are not the Ingham Health Department, but every employee at the Ingham Health Center would be an Ingham County employee. He further stated the Community Health Center Board also had to approve new members, even if the Board of Commissioners appointed the individual.



Chairperson Tennis stated the Community Health Center Board could fire the Executive Director of the Health Center Board without the approval of the Board of Commissioners, though that had never happened in the past. He further stated one thing HRSA wanted to make clear was that the County was not telling the Community Health Center Board what to do, as that could jeopardize federal grants.

Chairperson Tennis stated it was important to note that the Community Health Centers were not the Health Department.

Commissioner Morgan clarified that it was purely hypothetical about the Community Health Center Board firing the Executive Director.

Chairperson Tennis stated that was correct, and both sides would have to agree on hiring a new person.

Commissioner Pawar thanked Chairperson Tennis for the clarification to understand the difference between the Health Department and the Community Health Center Board.

Commissioner Cahill stated she had obtained a flu vaccination at an event in the past and had utilized her insurance. She further stated it was a great opportunity to obtain her vaccinations.

Chairperson Tennis stated he was a patient of Forest Community Health Center and they happily accept his Blue Cross insurance.

Commissioner Cahill asked if someone did not have insurance could they make an appointment and go.

Dr. Shoyinka stated they would not turn anyone away regardless of their ability to pay or not. She further stated the public health emergency was ending and COVID-19 vaccines were covered without any co-payment or out-of-pocket payment, but the flu shot was a little different regarding how it was covered.

Dr. Shoyinka stated they would still offer the vaccine to anyone who wanted it, collect their information, make the attempt to collect payment and that was where they would stop.

Commissioner Cahill asked, if she or her staff could not get an appointment with their primary doctor, if they could go to the Health Department and their health insurance would cover it.

Dr. Shoyinka stated confirmation.

Chairperson Tennis stated the Ingham County Health Department provided immunizations and the Health Centers also provided immunizations. He further stated depending on what local health fair you attend, the nurses could have different bosses due to the structuring but they would be Ingham County employees.

Dr. Shoyinka stated when there was a lot of meshing of services and staffing where Health Center staff could assist at events hosted by the Health Department and vice versa. She further stated this was in an effort to increase access for the community.

Commissioner Schafer asked if the school based health care at Sexton, Eastern and Everett High Schools ran as Health Centers.

Chairperson Tennis stated confirmation. He further stated the clinical operations and primary care ran as Health Centers and the school based care were Ingham Health Centers.

Chairperson Tennis stated the Health Centers used the Ingham County Human Resources Department but there was a difference on whether they were a Health Department employee or a Health Center employee.

Dr. Shoyinka stated the only direct care service that the Health Department offered was for Tuberculosis (TB).

Commissioner Schafer asked if the school Health Centers had a Physician Assistant or a Physician present at all times.

Dr. Shoyinka stated at least one of them there was a Physician Assistant and there was a Registered Nurse at each location.

Commissioner Peña asked if the entity that provided homeless and indigent treatment was provided by Ingham County or if it was coming from Michigan State University (MSU).

Dr. Shoyinka stated MSU Street Medicine had a homeless health care center at New Hope Community Health Center in the building at Holy Cross at 430 North Larch Street in Lansing. She further stated that was where homeless health care was administered.

Dr. Shoyinka stated they had partnered with MSU Street Medicine prior to the pandemic. She further stated she was not sure how strong MSU Street Medicine was at this time but she had heard that it was not as active as it was prior to the pandemic.

Dr. Shoyinka stated they have had conversations about partnering with MSU Street Medicine again.

Commissioner Cahill stated the Lansing Police Department worked with the Parks Department to assist in removing and cleaning up homeless camp areas. She asked if the police department was aware of this, as this was the first time she had heard of MSU Street Medicine.

Dr. Shoyinka stated she was not sure if law enforcement was aware of MSU Street Medicine. She further stated MSU Street Medicine had started as a student-led organization.

Commissioner Morgan left at 7:47 p.m.

Commissioner Schafer asked if students at the school based Health Centers had the ability to receive prescriptions if there was a nurse and not a physician on site.

Dr. Shoyinka stated depending on what the need was, they could. She further stated it was possible to operate through standing orders, which would allow a Registered Nurse to administer some medication depending on what the need was.

Dr. Shoyinka stated the nurses have the ability to move to other locations as needed.

Chairperson Tennis requested that Kris Drake, Health Centers Executive Director and Community Health Centers Deputy Director, attend a meeting in the future to provide more information on the Health Centers as well.

### Announcements

Commissioner Cahill stated Recycle Rama would be held on April 22, 2023 from 9:00 a.m. to 2:00 p.m. She further stated the event was looking for volunteers.

Commissioner Cahill stated Ingham County Environmental Health was hosting Clean Sweep on Tuesdays and Thursdays from 2:00 p.m. to 6:00 p.m. She further stated the event would run from May through September 2023, where the community could recycle hazardous material.

Commissioner Cahill stated that Earth Day was also on April 22, 2023. She further stated that Arbor Day was on April 28, 2023 and invited those present to participate.

Commissioner Pawar stated that even though Commissioner Cahill consistently reminds those about the Clean Sweep event, she had found that members of the community were still not aware the event existed. She further stated that she even escorted some members to where the event would be held, but it was still a well-kept secret.

Commissioner Schafer stated she attended the 2023 Community Mental Health Hope and Healing event with Commissioner Peña on April 3, 2023. She further stated there were 400 or more people that attended and was a phenomenal event.

Commissioner Schafer stated Senator Debbie Stabenow gave the opening comments for the event. She further stated Senator Gary Peters' staff attended as well.

Commissioner Schafer stated author Michael Hahn made a wonderful presentation about change, making choices and making a positive impact. She further stated it was an excellent presentation and applauded Community Mental Health for host the free event for the public.

### Public Comment

None.

Adjournment

The meeting was adjourned at 7:53 p.m.

**Attachment A: Dr. Shoyinka's Presentation on the Roles and Responsibilities of the Ingham County Health Department.**

# APRIL 17, 2023 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

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

1. Parks Department

- a. *Resolution to Authorize a Contract with Natural Community Services, LLC for a Five-Year Stewardship Management Plan for the Ingham County Parks Department*

This resolution authorizes a contract with Natural Community Services LLC to develop a five-year Stewardship Management Plan for several of its park properties. The plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan. The cost will not exceed \$43,000 and funds are available through the Parks fund balance.

- b. *Resolution to Accept the Holt-Mason Trail Connection Grant from Representative Elissa Slotkin's Community Project Funding Program*

This resolution accepts the Holt-Mason Trail Connection grant from Representative Elissa Slotkin's Community Project Funding program in the amount of \$2,750,000.

- c. *Resolution to Authorize an Amendment to Onondaga Township Trails and Parks Millage Agreement TR094*

This resolution authorizes an Amendment to Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement with Onondaga Township for additional funding in the amount not to exceed \$448,369.42 from the Trails and Parks Millage fund balance.

2. Health Department

- a. *Resolution to Amend Resolution #22-495 with Michigan Department of Health and Human Services for the Child and Adolescent Health Center Program*

This resolution amends Resolution #22-495 to accept additional funding from the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescent Health Center (CAHC) program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000. These funds will be used for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services.

- b. *Resolution to Authorize Amendment #3 to the 2022-2023 Emerging Threats Master Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement*

This resolution accepts additional funding from the Michigan Department of Health and Human Services in an amount not to exceed \$341,134 effective October 1, 2022 through September 30, 2023. The financial impact of this agreement will increase the FY 2023 grant agreement from \$1,726,315 to \$2,067,449, for an increase of \$341,134. The revised resolution makes the following specific change to the budget:

COVID Immunization: increase of \$219,523 from 174,973 to \$394,496

COVID Workforce Development: increase of \$105,479 from \$179,751 to \$285,230

American Rescue Plan-NFP: increase of \$13,000 from \$28,672 to \$41,672

U4U Tuberculosis Services: increase of \$3,132 from \$2,777 to \$5,909

- c. *Resolution to Authorize Amendment #3 to the 2022-2023 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Master Agreement*

This resolution authorizes a revised 2022 – 2023 Agreement with the Michigan Department of Health and Human Services (MDHHS) for the delivery of public health services under the Master Agreement Process effective October 1, 2022 through September 30, 2023. The total amount of the Master Agreement funding shall increase from \$6,919,914 to \$7,496,438 an increase of \$576,524.

The increase consists of the following specific change to program budget:

Public Health Emergency Preparedness (PHEP) 7/01 – 9/30: increase of \$37,773 from \$0 to \$37,773  
Nurse Family Partnership: increase of \$522,800 from \$588,300 to \$1,111,100  
Oral Health Kindergarten Assessment: increase of \$13,951 from \$67,273 to \$81,224  
Regional Perinatal Care System: increase of \$2,000 from \$155,000 to \$157,000

- e. *Resolution Honoring Diane Pendell, CHR II*

This resolution honors Diane Pendell for her 11 years of dedicated service to Ingham County Health Department and for her distinguished customer service, patient care, and commitment to her work.

3. *Community Mental Health - Resolution to Authorize an Extension to the Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties for the House of Commons Facility*

Ingham County Board of Commissioners Resolution #99-236 authorized the lease of the Library Services Building to Community Mental Health Authority (CMH) for the purpose of operating an expanded House of Commons. The House of Commons is a 40-bed residential treatment program designed to help men with drug and alcohol problems establish and maintain a drug free and crime free lifestyle; the length of stay is variable, based upon individual need, and has been a well-respected leader in substance use disorder treatment for more than 50 years. The lease agreement was for a time period of 20 years, and has expired and continued on a month-to-month basis. The Facility is in need of renovation and CMH has the opportunity to apply for grant funds to cover the majority of the costs. If the lease is not formally extended, CMH may not be successful with this grant opportunity. The lease agreement will continue the current annual rental rate of \$1.

4. *Human Services Committee – Resolution in Honor of the 2023 State Arbor Day Celebrations*

This resolution honors 2023 State Arbor Day Celebrations.

**OTHER ITEMS:**

2. *Health Department*

d. *Resolution to Reorganize the Billing & Reporting Unit within Ingham County Health Department (Discussion)*

f. *Ingham Community Health Centers (Presentation)*

## Agenda Item 1a

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** April 4, 2023  
**SUBJECT:** Contract with Natural Community Services, LLC for the development of a five-year Stewardship Management Plan  
For the meeting agenda of April 17, 2023 Human Services and April 19, 2023 Finance

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### **BACKGROUND**

The Parks Department requested the Purchasing Department solicit proposals from qualified and experienced vendors to develop a five-year Stewardship Management Plan for several of its park properties. The plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan.

The scope of work includes, but is not limited to: 1) performing a natural inventory study of endangered, threatened, and special concern plants and invasive plant species only; 2) providing a survey and management plan only including natural and naturalized zones at each park including water bodies with the exception of the Grand River; 3) developing a year-by-year Strategic Management Plan for next five (5) years that identifies priority areas for invasive management and endangered, threatened, and special concern flora management; 4) locating suitable locations for restoration efforts such as prairie or edge zone restoration in each of the three parks; and, 5) including methods to be used for elimination, control, and management of invasive species. The five-year Stewardship Management Plan development is to be completed in 2023.

### **ALTERNATIVES**

Failure to address these needs could result in detriment to the land and habitat.

### **FINANCIAL IMPACT**

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Natural Community Services, LLC for the base bid in the amount of \$38,000 and a contingency not to exceed \$5,000 for a total not to exceed \$43,000.

We are requesting funding from the Parks Department 208 fund balance.

### **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 natural features.

### **OTHER CONSIDERATIONS**

The Ingham County Park Commission will review this resolution at their April 10, 2023 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Ingham County Parks Department enter into a contract with Natural Community Services, LLC.



**Agenda Item 1a**

TO: Timothy Morgan, Director, Parks Department  
FROM: James Hudgins, Director of Purchasing  
DATE: March 2, 2023  
RE: Memorandum of Performance for RFP No. 7-23 Five-Year Stewardship Plan for the Ingham County Parks Department

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to develop a five-year Stewardship Plan for several of its Park properties. The plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan.

The scope of work includes, but is not limited to: 1) performing a natural inventory study of endangered, threatened, and special concern plants and invasive plant species only; 2) providing a survey and management plan only including natural and naturalized zones at each park including water bodies with the exception of the Grand River; 3) developing a year-by-year Strategic Management Plan for next five (5) years that identifies priority areas for invasive management and endangered, threatened, and special concern flora management; 6) locating suitable locations for restoration efforts such as prairie or edge zone restoration in each of the three parks; and, 7) including methods to be used for elimination, control, and management of invasive species. The Five-Year Stewardship Plan Development is to be completed in 2023.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	55	15
Vendors responding	6	3

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](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Costs	Costs	Costs	Costs
wildtype native plants - ecological services	Yes, Mason MI	Option 1: one (1) site survey \$14,350	Option 2: two (2) site survey \$20,350		
Natural Community Services, LLC	No, W. Bloomfield MI	Total: \$38,000			
ECT Inc.	Yes, Lansing MI	Total: \$48,507			
FISHBECK	Yes, Lansing MI	Total: \$54,000			
SWCA Environmental Consultants	No, Phoenix AZ	Total: \$71,000			
OHM Advisors	No, Livonia MI	Phase 1 Total: \$271,300	Phase 2 Total: \$11,300.00	Phase 3 Total: \$29,100	Other Services: \$13,600

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH NATURAL COMMUNITY SERVICES, LLC  
FOR A FIVE-YEAR STEWARDSHIP MANAGEMENT PLAN FOR THE INGHAM COUNTY  
PARKS DEPARTMENT**

WHEREAS, the Ingham County Parks Department has determined the need to develop a forest stewardship management plan; and

WHEREAS, a forest stewardship management plan would positively impact the health and wellbeing of woodlands within the Ingham County Parks system by attracting more wildlife; creating more trails for hiking; protecting water quality and soil productivity; and protecting trees from fire, insects, and diseases; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors to develop a five-year Stewardship Management Plan for several of its park properties; and

WHEREAS, the plan will be utilized by the Parks Department for both planning and to develop future bids for the actual management and management techniques listed in the plan; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Natural Community Services, LLC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Natural Community Services, LLC for the base bid of \$38,000 and a contingency not to exceed \$5,000 to cover any unforeseen circumstances for a total not to exceed \$43,000.

BE IT FUTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$43,000 from the Ingham County Parks 208 fund balance into a newly created line item with a project code.

BE IT FURTHER RESOLVED, that any unused funds that are transferred from the Parks fund balance for this project shall be deposited back into the Parks fund balance.

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:** Tim Morgan, Parks Director  
**DATE:** April 4, 2023  
**SUBJECT:** Accept Grant for the Holt-Mason Trail Connection  
For the meeting agenda of April 17, 2023 Human Services and April 19, 2023 Finance

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**BACKGROUND**

The Ingham County Trails & Parks Comprehensive Report identified construction of the Holt to Mason trail as the second highest priority new trail in the County. The final phase of the project is a 1.5 mile section of trail that will go along Cedar and Howell Roads from College Road to Kearns Road, and includes a safe pedestrian crossing over US 127. This trail will provide a highly sought-after safe route between Holt and Mason, and will also provide an alternative transportation route as this section goes right next to DART Container, a large employer in Ingham County. Ingham County Board of Commissioners Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund Balance for the final phase of the Holt to Mason trail project, and directed staff to pursue additional match funding. The Parks Department submitted an application for \$2,750,000 to Representative Elissa Slotkin’s Community Project Funding program for the Holt-Mason Trail Connection. This resolution authorizes the acceptance of the grant as Ingham County Parks successfully received the \$2,750,000 grant.

An initial meeting was held with MDOT staff, and it was determined that a Phase II Feasibility Study would be required for this project. The Phase I Feasibility Study was completed in 2014, and since that time, federal standards have changed substantially which make it necessary to obtain a Phase II Feasibility Study. Ingham County Board of Commissioners Resolution #21-102 authorized a contract with Spicer Group, Inc. to provide a feasibility study, and the study is nearing completion. After the study is adopted, staff will work with the Purchasing Department to solicit an RFP for the design of this project. The project timeline would be dependent on the approvals from the Michigan Department of Transportation and Federal Highway Administration.

**ALTERNATIVES**

The alternative is to not accept the grant.

**FINANCIAL IMPACT**

Ingham County Board of Commissioners Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund Balance. The Holt-Mason Trail Connection grant request was funded at \$2,750,000 in the Transportation, Housing and Urban Development, and related agencies (THUD) appropriations bill. This resolution accepts the \$2,750,000 grant.

We are in communication with MDOT staff about the Phase II Feasibility Study, and the potential that additional dollars may be needed to complete this project. Once the Phase II Feasibility Study is complete, we will evaluate if we need to apply for Michigan Department of Transportation TAP (Transportation Alternatives Program) funding for additional dollars that might be needed to complete this project.

The current trails and parks millage cash on hand as of April 3, 2023 is \$9,362,717.92.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A.1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h)- Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

**OTHER CONSIDERATIONS**

The Ingham County Parks Commission supported this resolution at their April 10, 2023 meeting.

**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 ACCEPT THE HOLT-MASON TRAIL CONNECTION GRANT FROM REPRESENTATIVE ELISSA SLOTKIN'S COMMUNITY PROJECT FUNDING PROGRAM**

WHEREAS, the Ingham County Trails & Parks Comprehensive Report identified construction of the Holt to Mason trail as the second highest priority new trail in the County; and

WHEREAS, Ingham County Board of Commissioners Resolution #20-564 authorized a commitment of \$1,250,000 from the Trails and Parks Millage Fund Balance for the final phase of the Holt to Mason trail that will go from College Road to Kearns Road including a safe pedestrian crossing over US 127, and directed staff to pursue additional match funding; and

WHEREAS, the Parks Department submitted an application for \$2,750,000 to Representative Elissa Slotkin's Community Project Funding program; and

WHEREAS, the Holt-Mason Trail Connection grant request was funded at \$2,750,000 in the Transportation, Housing and Urban Development, and related agencies (THUD) appropriations bill.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby accept the Holt-Mason Trail Connection grant from Representative Elissa Slotkin's Community Project Funding program through the Federal Highway Administration (FHWA) in the amount of \$2,750,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners does hereby agree to provide \$1,250,000 dollars to match the grant previously authorized by Resolution #20-564.

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

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

## Agenda Item 1c

**TO:** Board of Commissioners Human Services & Finance Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** April 4, 2023  
**SUBJECT:** Amendment to Onondaga Township Agreement TR094  
For the meeting agenda of April 17, 2023 Human Services and April 19, 2023 Finance

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### **BACKGROUND**

Ingham County Board of Commissioners Resolution #20-562 authorized entering into a contract with Onondaga Township for Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement. Onondaga Township is requesting an amendment to Agreement TR094 for additional funding in the amount of \$448,369.42 in order to complete the project as detailed in Exhibit A.

### **ALTERNATIVES**

The Park Commission approved this approach at their April 10, 2023 meeting.

### **FINANCIAL IMPACT**

The current trails and parks millage cash on hand as of April 3, 2023 is \$9,362,717.92. The financial impact from this request will be an additional \$448,369.42 from the Trails and Parks Millage Fund balance.

### **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) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

### **OTHER CONSIDERATIONS**

See attached letter from Onondaga Township– Exhibit A.

### **RECOMMENDATION**

At the direction of the Finance committee and their wishes to spend down the Trails and Parks Cash on hand fund balance, and on the information presented, I respectfully recommend approval of the attached Resolution authorizing an amendment to the Agreement with Onondaga Township.

## Exhibit A

April 3, 2023

Ingham county Parks Commission and Board of Commissioners  
Attention: Tim Morgan and Nicole Wallace  
PO Box 178  
Mason, MI 48854

RE: Onondaga Baldwin Park Improvements – Additional Funding Request

Tim and Nicole

On behalf of the Township of Onondaga we respectfully request additional grant funding to allow our Baldwin Park improvements project to be completed. Our premier park in the Township along the banks of the Grand River, this proposed project will provide a barrier free kayak launch onto the Grand River including a dedicated drop-off area, specialty dock, a pedestrian bridge to restroom facilities, along with stormwater control improvements.

The original grant was awarded in 2020 in the amount of \$150,826.32. The amount was based on contractor's estimates and anticipated engineering fees. However, during the engineering process – the development of the detailed drawings and permitting to enable the bidding and construction of the project - it was found that regulatory permit requirements and other needed construction items greatly increased the anticipated costs. These costs included EGLE floodplain permitting and stormwater requirements, a wetland review/delineation, and County requirements for the loading/unloading driveways and stormwater controls. Compounding this at the first attempt at bidding out the project last year was amid substantial inflationary pressures and contractor availability. Only 1 bid was received last year and for an amount about 5 times the original grant amount (!). It was determined that this amount was not feasible, the bid rejected, and the project was postponed.

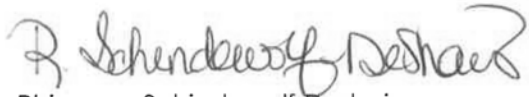
The Township was awarded a grant extension earlier this year and the project was rebid recently. This time we received 3 qualified bids for construction, with a low base bid of \$576,295.74. This bid was submitted by Laux Construction 1018 Hogsback Road, Mason MI 48854. The Bid Form also included 3 Deduct Alternates and a 'voluntary' contractor Deduct Alternate. Alternate #1: Tree Removal – essentially switches the responsibility from the contractor to the Township – for a deduct of \$9,802.13; Alternate #2: Landscape Planting – removes the proposed new plantings along the stormwater swale /'ravine' – for a deduct of \$10,841.76; Alternate #3: Concrete Wall Finish – base bid for the finishing of the stormwater forebay walls calls for a 'formliner' finish so that they resemble natural stone or similar, the alternate eliminates this for a plain concrete finish – this deduct is for \$13,069.50. The 'voluntary' alternate is for a alternative bridge manufacturer and a deduct of \$10,000. All the deducts taken together will reduce the total construction bid price by \$43,713.39 to \$532,582.35. In addition to the construction bids, we also have engineering fees for the re-bidding and for construction survey staking. This totals \$22,900.00.



Although this construction bid price is still substantially more than the original grant award it is several hundred thousand dollars less than last year's single bid and given the additional regulatory costs and continued inflation, we feel this cost is what is required today to construct the project. We therefore respectfully request additional grant funding in the range of \$404,656.03 to 448,369.42 – the lower request if all construction bid deducts are applied to the construction contract.

We appreciate your consideration in this matter. We feel that this project will not only be a great benefit to Onondaga Township but by also providing needed recreational access to the Grand River it will benefit the County as a whole with increased popular recreational opportunities.

Respectfully submitted,

A handwritten signature in cursive script, reading "R. Schindewolf-Deshais".

Rhiannon Schindewolf-Deshais  
Onondaga Township Parks Committee Chair

**BIDDER OPENING – March 28, 2023**

**Onondaga - Baldwin Park Kayak Launch and Bridge Project**

BIDDER	BID SECURITY	ADDMS	BASE BID	ALT #1	ALT#2	ALT#3	NOTES
E.T. MacKenzie Company ✓	✓	✓	784,333.20	-19,000.00	-20,300.00	-4,500	NO COMPANY'S ON BIDDING.
Grand River Construction, Inc. ✓	✓	✓	1,099,117.50	-16,000.00	-15,841.00	-5,005.00	PREVIOUS
Laux Construction ✓	✓	✓	570,215.74	-9802.13	-10,891.26	-13,069.50	ALT #3 13,069.50 -10,000
Iron Horse Construction							

BY: *[Signature]*

WITNESS *[Signature]*

21-065 does bidding coordination bidder list-Onondaga-Baldwin Park Kayak Launch and Bridge Project

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO ONONDAGA TOWNSHIP  
TRAILS AND PARKS MILLAGE AGREEMENT TR094**

WHEREAS, Board of Commissioners Resolution #20-562 authorized entering into a contract with Onondaga Township for Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement; and

WHEREAS, Onondaga Township is requesting an amendment to Agreement TR094 for additional funding in the amount not to exceed \$448,369.42 in order to complete the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to Agreement TR094 Baldwin Park ADA Kayak Launch & Bridge Enhancement with Onondaga Township for additional funding in the amount not to exceed \$448,369.42 from the Trails and Parks Millage fund balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer \$448,369.42 from the Trails and Parks Millage fund balance into line item 228-62800-967000-TR094.

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 and Finance Committees

**FROM:** Adenike Shoyinka, MD MPH, Medical Health Officer

**DATE:** March 29, 2023

**SUBJECT:** Authorization to Amend Resolution #22-495

For the meeting agendas of April 17 and April 19, 2023

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**BACKGROUND**

Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #22-495 to accept additional funding from the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescent Health Center (CAHC) program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000. These funds will be used for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services.

**ALTERNATIVES**

We are unaware of any other funding that would allow the ability to expand programs within the health centers to meet CHC patient needs.

**FINANCIAL IMPACT**

This amendment will result in a positive revenue impact of \$90,000.

**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 amending Resolution #22-495 with MDHHS's CAHC program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000.

Introduced by the Finance and Human Services Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #22-495 WITH MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE CHILD AND ADOLESCENT HEALTH CENTER PROGRAM**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to amend Resolution #22-495 to accept additional funding from the Michigan Department of Health and Human Services' (MDHHS) Child and Adolescent Health Center (CAHC) program, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000; and

WHEREAS, these funds will be used for promoting the health of children, adolescents, and their families by providing important primary, preventative, and early intervention health care services; and

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

WHEREAS, with additional CAHC funding, award amounts will not to exceed \$675,000 and will be divided as follows: Eastern Community Health Center - \$225,000, Sexton Community Health Center - \$225,000, Willow Community Health Center - \$225,000; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners accept the additional funding from MDHHS, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes accepting additional funding from MDHHS, effective March 1, 2023 through September 30, 2023 in an amount not to exceed \$90,000.

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 Commissioners Human Services and Finance Committees  
**FROM:** Dr. Adenike Shoyinka, MD MPH, Medical Health Officer  
**DATE:** March 28th, 2023  
**SUBJECT:** FY 23 State of Michigan Emerging Threats Comprehensive Agreement – Amendment # 3  
For the meeting agendas of April 17, 2023 and April 19, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to accept additional funding from the Michigan Department of Health and Human Services in an amount not to exceed \$341,134 effective October 1, 2022 through September 30, 2023. ICHD currently receives funding from MDHHS via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The Board of Commissioners (BOC) approved the 2022-2023 Emerging Threats Comprehensive Agreement through Resolution #22-397, Amendment #1 through Resolution #22-562 and Amendment #2 through Resolution #23-056.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this agreement will increase the FY '23 grant agreement from \$1,726,315 to \$2,067,449, for an increase of \$341,134. The revised resolution makes the following specific change to the budget:

COVID Immunization: increase of \$219,523 from 174,973 to \$394,496  
COVID Workforce Development: increase of \$105,479 from \$179,751 to \$285,230  
American Rescue Plan-NFP: increase of \$13,000 from \$28,672 to \$41,672  
U4U Tuberculosis Services: increase of \$3,132 from \$2,777 to \$5,909

**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 support this Emerging Threats agreement with Michigan Department of Health & Human Services (MDHSS) 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 AUTHORIZE AMENDMENT #3 TO THE 2022-2023 EMERGING THREATS MASTER AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT**

WHEREAS, Ingham County Health Department (IChD) wishes to accept additional funding from the Michigan Department of Health and Human Services (MDHHS) in an amount not to exceed \$341,134 effective October 1, 2022 through September 30, 2023; and

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

WHEREAS, MDHHS and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and Ingham County entered into a 2022 – 2023 Emerging Threats Agreement authorized through Resolution #22-397, Amendment #1 in Resolution #22-562 and Amendment #2 in Resolution #23-056; and

WHEREAS, MDHHS has proposed Amendment #3 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize accepting additional funding from the MDHHS in an amount not to exceed \$341,134, effective October 1, 2022 through September 30, 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2022 – 2023 Emerging Threats Agreement with the MDHHS in an amount not to exceed \$341,134, effective October 1, 2022 through September 30, 2023.

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

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include Emerging Threats in Ingham County.

BE IT FURTHER RESOLVED, that the total amount of the Emerging Threats Comprehensive Agreement shall increase from \$1,726,315 to \$2,067,449, an increase of \$341,134.

BE IT FURTHER RESOLVED, that the increase in funds consist of the following specific change to program budgets:

COVID Immunization: increase of \$219,523 from \$174,973 to \$394,496  
COVID Workforce Development: increase of \$105,479 from \$179,751 to \$285,230  
American Rescue Plan-NFP: increase of \$13,000 from \$28,672 to \$41,672  
U4U Tuberculosis Services: increase of \$3,132 from \$2,777 to \$5,909

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2023 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike Shoyinka, MD., or her designee, is authorized to submit the 2022-2023 Emerging Threats Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.



**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Dr. Adenike Shoyinka, MD MPH, Medical Health Officer  
**DATE:** March 30th, 2023  
**SUBJECT:** FY 23 State of Michigan Master Agreement Amendment # 3  
For the meeting agendas of April 17, 2023 and April 19, 2023

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**BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend the Master Agreement with Michigan Department of Health and Human Services (MDHHS) by accepting additional funding effective October 1, 2022 through September 30, 2023 in an amount not to exceed . ICHD currently receives funding from MDHHS via the Master Agreement. The Master Agreement is the annual process whereby MDHHS transmits State & Federal Funds to ICHD to support public health programs. The Board of Commissioners (BOC) approved the 2022-2023 Master Agreement through Resolution #22-358, Amendment #1 through Resolution #22-563, and Amendment #2 through Resolution #23-081.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this increased support will increase the FY '23 grant agreement from \$6,919,914 to \$7,496,438 and increase of \$576,524. The revised resolution makes the following specific changes to the budget:

Public Health Emergency Preparedness (PHEP) 7/01 – 9/30: increase of \$37,773 from \$0 to \$37,773  
Nurse Family Partnership: increase of \$522,800 from \$588,300 to \$1,111,100  
Oral Health Kindergarten Assessment: increase of \$13,951 from \$67,273 to \$81,224  
Regional Perinatal Care System: increase of \$2,000 from \$155,000 to \$157,000

**STRATEGIC PLANNING IMPACT**

This resolution supports the long-term objection 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 support this agreement with Michigan Department of Health & Human Services (MDHSS) 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 AUTHORIZE AMENDMENT #3 TO THE 2022-2023 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE MASTER AGREEMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the Master Agreement with Michigan Department of Health and Human Services (MDHHS) by accepting additional funding effective October 1, 2022 through September 30, 2023 in an amount not to exceed \$576,524; and

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

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

WHEREAS, MDHHS and ICHD have entered into a 2022-2023 Master Agreement authorized in Resolution #22-358, Amendment #1 in Resolution #22-563, and Amendment #2 in Resolution #23-081; and

WHEREAS, MDHHS has proposed Amendment #3 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the revised agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised 2022 – 2023 Agreement with the MDHHS for the delivery of public health services under the Master Agreement Process effective October 1, 2022 through September 30, 2023.

BE IT FURTHER RESOLVED, that the total amount of the Master Agreement funding shall increase from \$6,919,914 to \$7,496,438 an increase of \$576,524.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

Public Health Emergency Preparedness (PHEP) 7/01 – 9/30: increase of \$37,773 from \$0 to \$37,773  
Nurse Family Partnership: increase of \$522,800 from \$588,300 to \$1,111,100  
Oral Health Kindergarten Assessment: increase of \$13,951 from \$67,273 to \$81,224  
Regional Perinatal Care System: increase of \$2,000 from \$155,000 to \$157,000

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2023 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Medical Health Officer, Dr. Adenike Shoyinka, MD, or her designee, is authorized to submit the 2022 -2023 Master Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services, County Services, and Financial Services Committee

**FROM:** Dr. Adenike Shoyinka, MD. Medical Health Officer

**DATE:** March 29th, 2023

**SUBJECT:** Ingham County Health Department Billing & Reporting Unit Reorganization

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to reorganize the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489. As employee recruitment and retention are of paramount importance and with the increasing volume and complexity of billing for services provided by ICHHD, the proposed reorganization will allow ICHHD's Billing Unit to adapt to the ever-changing challenges associated with billing services. Additionally, many of the affected positions have not been re-evaluated for approximately ten years. These factors facilitate a review of the unit to ensure capacity is available and the flexibility to complete required duties exists. In addition, the reorganization will enable the unit to become more flexible and efficient, while providing more coverage of tasks during staff vacancies.

**ALTERNATIVES**

Choosing not to reorganize the Billing and Reporting unit could result in continued gaps in ICHHD's billing services and continued inefficiency of staffing coverage.

**FINANCIAL IMPACT**

Projected costs of this reorganization will be between \$39,069 (Step 1) and \$46,849 (Step 5). The increased costs will be funded by ICHHD operations.

**STRATEGIC PLANNING IMPACT**

This reorganization supports the County's goal of attracting and retaining exceptional employees.

**OTHER CONSIDERATIONS**

There are no other considerations

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize approval of the attached Resolution to reorganize ICHHD's Billing and Reporting Unit effective upon approval for an amount not to exceed \$46,489.

## Agenda Item 2d

TO: Laura Bartley, Billing and Reporting Manager Joan  
FROM: Clous, Human Resources Specialist  
DATE: March 16, 2023  
RE: Support for reorganization of the Billing and Reporting Department

Per your request, Human Resources has reviewed the information that was provided by the Billing & Reporting Department to reorganize the department.

Provider Enrollment & Credentialing Coordinator (601436) ICEA County Pro 6 (\$54,482.70-\$65,419.97) will be reclassified as a Credentialing & Privileging Coordinator ICEA County Pro 7 (\$59,627.50 - \$71,599.41).

Billing Specialist (601384) ICEA County Pro 6 (\$54,482.70 - \$65,419.97) will be referred to as Enrollment Specialist ICEA County Pro 6 with no change in level.

Coding Specialist (601303) UAW H (\$46,618.32 - \$55,603.90) will be reclassified to a Billing & Coding Coordinator UAW I (\$49,311.78 - \$58,836.68)

Billing & Reporting Clerk (601278, 601038, 601039 & 601063) UAW E (39,407.29 - \$46,971.90) will be reclassified to Billing & Reimbursement Clerk UAW G (\$44,048.79 - \$52,531.56)

Billing & Reporting Clerk (601023, 601489 & 601343) UAW E (39,407.29 - \$46,971.90) will be reclassified to Charge Entry Clerk UAW F (\$41,636.28 - \$49,652.19)

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

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

Eric Thelen

---

**From:** Laura Bartley

**Sent:** Wednesday, March 29, 2023 8:36 AM

**To:** Eric Thelen

**Subject:** FW: Reorg of the Billing & Reporting Dept.

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>

**Sent:** Thursday, March 16, 2023 10:29 AM

**To:** Laura Bartley <[LBartley@ingham.org](mailto:LBartley@ingham.org)>

**Subject:** FW: Reorg of the Billing & Reporting Dept.

Here is the ICEA County Pro's approval.

**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>

**Sent:** Friday, March 10, 2023 10:25 AM

**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>

**subject:** RE: Reorg of the Billing & Reporting Dept.

Approved. Thank you.

**From:** Joan Claus <[JClous@ingham.org](mailto:JClous@ingham.org)>

**Sent:** Friday, March 10, 2023 8:41AM

**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>

**Subject:** FW: Reorg of the Billing & Reporting Dept.

Desiree,

Is the union good with these changes?

Thanks,

Joan

**From:** Joan Claus

**Sent:** Monday, February 27, 2023 2:13 PM

**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>

**Subject:** Reorg of the Billing & Reporting Dept.

Desiree,

Provider Enrollment & Credentialing Coordinator (Redlined 8) will now be Provider Enrollment & Credentialing Coordinator (ICEA 7)

1	2	3	4	5	6	7	8a	Sb	9	10	11	
190	180	125	120	75	70	110	60	115	10	10	10	1075

Billing Specialist will now be Enrollment Specialist will stay at an ICEA 6

1 2 3 4 5 6 7 8a 8b

9 10 11

190 135 115 100 50 70 90 85 85 10 10 10 950

Please let me know if you have any questions.

Joan

**(a)Joan Clous MPA, SHRM-CP**

Human Resources Specialist - Labor & Employee Relations

**Ingham County**

5303 5. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374-

Office

517-930-2075 -Cell

517-887-4396- Fax

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Eric Thelen

---

From: Laura Bartley

Sent: Wednesday, March 29, 2023 8:35 AM

To: Eric Thelen

Subject: FW: REorg or Billing & Reporting

From: Joan Clous

<[JClous@ingham.org](mailto:JClous@ingham.org)> Sent:

Thursday, March 16, 2023 10:29 AM

To: Laura Bartley

<[LBartley@ingham.org](mailto:LBartley@ingham.org)> subject: FW:

REorg or Billing & Reporting

Here is the UAW's support

**From:** Teresa Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)>

**Sent:** Thursday, March 9, 2023 10:53 PM **To:**

Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)> **Subject:**

RE: REorg or Bliing & Reporting

Joan the Union is in agreement with the below ReOrg.

Thank you

From: Joan Clous

<[JClous@ingham.org](mailto:JClous@ingham.org)> Sent: Tuesday,

February 28, 2023 8:21AM To: Teresa

Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)> Subject:

RE: REorg or Billing & Reporting

Sorry about that.

From: Teresa Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)> Sent: Monday, February 27, 2023 4:20 PM To: Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)> Subject: RE: REorg or Billing & Reporting

Hey Joan did you send me the new job descriptions for these?

**TERESA CARTER**  
OFFICE COORDINATOR

•BIB.ST. IISOL.111 48854

PHONE: m1» &7&-8874

EIIL: 1Cllla@lt8HIMJII

From: Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)> Sent: Monday, February 27, 2023 3:24 PM To: Teresa Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)> Subject: RE: REorg or Billing & Reporting

Yes, the Charge entry clerk and the Billing & Reimbursement Clerk are being created from the Billing and Reporting Clerk.

From: Teresa Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)> Sent: Monday, February 27, 2023 3:04 PM To: Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)> Subject: RE: REorg or Billing & Reporting

Hello Joan

One question, are the Charge Entry Clerk a new position?

**TERESA CARTER**  
OFFICE COORDINATOR



From: Joan Claus  
<[JClaus@ingham.org](mailto:JClaus@ingham.org)> Sent: Monday,  
February 27, 2023 2:06 PM To:  
Teresa Carter <[TCarter@ingham.org](mailto:TCarter@ingham.org)>  
Subject: RE:org or Billing & Reporting

Teresa,

We meet to discuss the reorg of the Billing and Reporting section of the Health

Dept. Coding Specialist (UAW H) will now be called Billing & Coding

Coordinator (UAW I).

1	2	3	4	5	6	7	8a	8b	9	10	11	
65	135	140	120	90	90	130	85	85	10	10	10	970

Billing and Reporting Clerk (UAW E) is being split into two positions Billing & Reimbursement Clerk (UAW G)

1	2	3	4	5	6	7	8a	Sb	9	10	11	
65	90	100	80	SO	90	90	85	85	10	10	10	765

Charge Entry Clerk (UAW F)

1	2	3	4	5	6	7	Sa	8b	9	10	11	
65	65	85	80	50	90	70	85	85	10	10	10	705

The department would like to interview employees for placement within the two new positions instead of posting. Please let me know if you have any questions.

Joan Oous MPA, SHRM-CP

Human Resources Specialist - Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 - Office

517-930-2075- Cell

517-887-4396-Fax

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# ICEA County Pro's Approval

Provider Enrollment & Credentialing Coordinator (Redlined 8) will now be Provider Enrollment & Credentialing

\_\_\_\_\_ |

1	2	3	4	5	6	7	8a	8b	9
190	180	125	120	75	70	110	60	115	10

Billing Specialist will now be Enrollment Specialist - Will stay at an ICEA 6

1	2	3	4	5	6	7	8a	8b	9
190	135	115	100	50	70	90	85	85	10

Coordinator (ICEA 7)

10	11
10	10

1075

10	11
10	10

950

**INGHAM COUNTY  
JOB DESCRIPTION**

**BILLING AND CODING COORDINATOR**

**General Summary:**

With the direction from the Billing and Reporting Manager, acts as a senior billing person. Responsible for training, coordinating and monitoring the duties of billing and support staff to ensure all activities are completed in a timely manner. Assists with the adherence of the Department's coding and documentation policies. Participates in medical chart/record audits for coding compliance according to federal and state regulations and guidelines. Prepares reports of findings and works with staff to provide education and training on accurate coding and documentation practices. Assists with developing materials used for training staff.

**Essential Functions:**

1. Organizes and prioritizes the duties of billing support staff to ensure all activities are completed in a timely manner. As a senior billing staff, works with support staff to explain situation, and respond to questions related to the billing and payment entry process.
2. Assists the Billing and Reporting Manager with developing staff training.
3. Provides in person onboarding/training to new and existing Billing and Reporting staff.
4. Identifies issues with coding submissions and works to achieve corrections and performance improvements.
5. Provides training to health care and behavioral health providers with regards to coding and billing requirements.
6. Audits medical record documentation to identify miscoded and under/up coded and training on accurate coding practices and compliance issues.
7. Uploads claims into current software system for processing.
8. Monitors electronic payment files to ensure timely posting of payments. Acts as back-up to the Billing and Reimbursement Clerks as well as Charge Entry Clerks.
9. Keeps updated on all changes to insurance requirements based on contracts, industry standards and new regulations. Reviews and interprets state documentation and policies related to program benefits and billing.
10. Works in conjunction with the Centralized Service Manager for training and support to front end staff.
11. Evaluates and responds to requests from the Electronic Health Record Team
12. Builds, adapts and monitors reports utilized by Billing and Reporting staff

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

*(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:** High School graduation or equivalent with specialized or technical training generally acquired through seminars, Workshops, which cumulatively is viewed as equivalent to 12 credits or less of college.

**Certification:** Certified Professional Coder (CPC) or equivalent required or the ability to obtain CPC Apprentice Status within 12 months of hire. Plus a Certified Professional Medical Auditor (CPMA) preferred.

**Experience:** 2 to 4 years in Medical Billing or a Medical Office setting with medical terminology, medical billing and reimbursement.

**Other Requirements:** None

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.
3. Works in office conditions
4. Hybrid work from home.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching.
- This position's physical requirements require regular stamina in sitting, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**BILLING AND REIMBURSEMENT REPORTING CLERK**

**General Summary:**

Under the supervision of the Billing and Reporting Manager, this position is responsible for entering payments, monitoring, identifying and resolving issues related to account receivables. Examines account receivable reports to determine unpaid claims, investigating unpaid third party claims for possible rebilling.

**Essential Functions:**

1. Keeps up to date on all changes to insurances based on contracts, industry, or new regulations.
2. Monitors and posts electronic funds transfers and electronic remittance advices and status of manual insurance payment entry for timely processing.
3. Works through and finds solutions for denials and zero payments from third party payers.
4. Monitors and addresses Claim Remedy rejections.
5. Processes first and third party paper payments, posts to system.
6. Runs payment reports, and reconciles to payments received and entered.
7. Runs error and rejection reports by insurance carrier and makes necessary adjustments or corrections. Assures claims are disputed or rebilled in a timely fashion.
8. Runs and works the Account Receivable reports by insurance carrier finding resolutions as to non-payment or account or making appropriate adjustments.
9. Prepares, records, and maintains Billing and Reporting spreadsheets for tracking purposes. 10Acts as back up for Charge Entry Clerk.

**Other Functions:**

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(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:** High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college. Certified Professional Coder (CPC) preferred.

**Experience:** 1 to 2 years' experience with medical terminology, 1 to 2 years' experience with payment posting and denial follow up. Knowledge and experience of computer software and billing systems.

**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 office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to stoop, kneel, and crouch to retrieve and put away supplies and materials.
- Ability to use a step stool to reach supplies.

*(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.
- Hybrid work from home.

**UAW G**  
**February 2023**

**INGHAM COUNTY  
JOB DESCRIPTION**

**CHARGE ENTRY CLERK**

**General Summary:**

Under the supervision of the Billing and Reporting Manager, this position is responsible for charge-entry review as well as entering all daily charges not loaded into the EHR. Responsible for sending tasks to providers and medical staff when charts are not complete. Reviews patient balances and credits. Runs appropriate reports for front-end edits, patients pending Medicaid coverage, and encounters without charges.

**Essential Functions:**

1. Performs required daily charge entry review for all Medical and Dental charges.
2. Sends correspondence to providers and acts as a resource regarding incomplete charts.
3. Responsible for building prenatal packages for billing.
4. Runs and works Medicaid Pending report.
5. Opens and distributes mail. Opens and distributes faxes.
6. Responds to phone and mail correspondence in a timely, professional manner. Prepares and sends bill statements to patients as well as receives and posts payments from patients.
7. Assists with bad-debt write-off adjustments on aged patient accounts.
8. Reviews disputed balance with patients. Runs unbilled, claim edits, kept appointment with no charge and hold reports as pertains to Charge Entry.
9. Responsible for record retention of the Billing and Reporting Unit. Transfer required retained information from the Unit to on-site storage. Prepares records to be transferred from on-site to off-site storage.

**Other Functions:**

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

*(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:** High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college.

**Experience:** Six months to one year of experience with medical terminology and computer software and equipment.

**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 office files.
- Ability to enter and retrieve information from computer.
- Ability to access records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Ability to stoop, kneel, and crouch to retrieve and put away supplies and materials.
- Ability to use a step stool to reach supplies.

*(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.
- Hybrid work from home

**UAWF**  
**February 2023**



**INGHAM COUNTY  
JOB DESCRIPTION  
CREDENTIALING AND PRIVILEGING COORDINATOR**

**General Summary:**

Under the supervision ~~direction~~ of the Billing and Reporting ~~Collections~~ Manager, this position's concentration is the coordination and maintenance of Credentialing and Privileging activities, as well as shared responsibility of payer enrollments for practitioners within the Community Health Center network. Creates initial provider profiles in software tools and tracks license keys. Provides weekly and monthly tracking notifications of various practitioner related groups. Works with internal and external sources to secure and maintain group insurance participation and contracts, credential monitoring, malpractice coverage and provides support for individual practitioner insurance enrollment as needed.

**Essential Functions:**

1. Responsible for the credentialing and privileging, both initially and biennially of licensed and certified staff [directly hired and contractual] by ensuring required documentation is complete and accurate and uploaded securely within required software systems.
2. Serves as primary contact for primary source credential verification vendor(s).
3. Interacts with state agencies and NCQA to stay current on licensing and full credentialing and privileging requirements, where applicable.
4. Incorporates credential verification data into staff's profile and/or database; performs profile audit review for completion and compliance; communicates any missing/erroneous requirements; and preps profile for Committee/Board review. Coordinates appeal meetings as needed.
5. Meets monthly with the Medical Director/Credential Committee to review proposed staff credentialing/privileging files in preparation of file presentation at monthly Board Meeting/
6. Prior to hire, performs review of selected hire/contractual candidate verifying information found in LARA, OIG and the MI Sanction List.
7. Is a point of contact for Employment and Service verifications for the HRSA Bureau of Work Force loan repayment programs.
8. Conducts monthly audits of payer rosters to identify accurate PCP stature of listed practitioners and ensure corrections are performed at payer level.
9. Facilities CAQH attestations and creates CAQH profiles on those practitioners without Assists with special projects as necessary.
10. Receives and processes for approval Student Experience applications. For tracking purposes, enters student information into software system and notes approved by CMO.
11. Executes and converts collaborative and practice agreements between mid-levels and physicians as referenced by the CMO.
12. Maintains rapport and coordinates malpractice policies between insurance vendor, County and individual practitioners. Oversees annual renewal ensuring timeliness and invoice payment.
13. Services as liaison for residents, performing software setup, license tracking and applicable insurance enrollments.
14. Performs health center facility/group insurance payer enrollments, tracking and disseminating results to Billing Specialist.
15. Acts as backup to the Enrollment Specialist.
16. May assist with administrative reviews and related processes.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(The above statements are intended to describe the general nature and level of work being performed by the 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:** A minimum of a Bachelor's degree is required. Preference for Business Administration, Medical Office Management or other related field.

**Experience:** 3 to 5 years' experience with provider credentialing is required. Certified Provider Credentialing Specialist [CPCS] preferred.

**Other Requirements:** None

**Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

- Works in office conditions
- Hybrid work from home.

**ICEA PRO 7**  
**February 2023**

# INGHAM COUNTY JOB DESCRIPTION

## ENROLLMENT SPECIALIST

### **General Summary:**

Under the direction of the Billing and Collections Manager, this position's concentration will be to coordinate the payer enrollment activities for the community health center network with a shared responsibility of practitioner credentialing. Responsible for enrolling health care professionals and will work with internal and external vendors to secure and maintain group insurance participation contracts. Serve as the primary contact with contractual enrollment services.

### **Essential Functions:**

1. Serves as primary contact for verification of health care professionals' payer enrollment.
2. Responsible for the initiation of enrollment applications and maintenance of enrollment agreements thereof, for each health care professionals with contracted insurance carriers. Responsible for working with insurance carriers to ensure all enrollment requirements are met and documentation is secured, available and maintained
3. Incorporates enrollment verification data into Data Enrollment site for health care professionals/payer contracts. Responsible for loading initial and updated information regarding health care professionals/payer contract status in Data Enrollment site.
4. Follow-up with further investigation when needed to resolve insurance enrollment issues.
5. Responsible for payer update and maintenance of effective dates in the billing software.
6. Monitor claim edit reports for correctness of provider/insurance/location enrollment.
7. Acts as a back up to the Credentialing and Privileging Coordinator.
8. Assist with monitoring, updates, and re-attestation of the health care professionals CAQH files. Create and monitor reports via Data Enrollment site regarding upcoming expiration dates of for health care professionals' documents. Update re-attestation dates in Data Enrollment site.
9. Adds payers to insurance portals
10. Assists with special projects as necessary.
11. Acts as a resource for the Billing and Reimbursement Coordinator

### **Other Functions:**

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

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

### **Employment Qualifications:**

**Education:** A minimum of a Bachelor's degree is required. Preference for Business Administration, Medical Office Management or other related field.

**Experience:** A minimum of 2 years experience in medical insurance billing including Medicaid, Medicare and commercial insurances is required. Some experience with provider credentialing and enrollment is required. Certified Provider Credentialing Specialist preferred.

**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:**

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

***ICEA PRO – 06***  
***February 2023***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REORGANIZE THE BILLING & REPORTING UNIT WITHIN  
INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, Ingham County Health Department (ICHD) wishes to reorganize the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489; and

WHEREAS, employee recruitment and retention are of paramount importance; and

WHEREAS, the volume and complexity of billing for services provided by ICHD has increased; and

WHEREAS, these factors facilitate a review of the unit to ensure capacity is available and the flexibility to complete required duties exists; and

WHEREAS, some of the affected positions have not been re-evaluated for approximately ten years; and

WHEREAS, the ICEA Professional union and UAW union was consulted and provided their support for the reorganization; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize approving reorganizing ICHD's Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the proposed reorganization of the Billing & Reporting Unit effective upon approval in an amount not to exceed \$46,489.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position #</u>	<u>Position Title</u>	<u>Action</u>
601436	Provider Enrollment & Cred. Coord. to Credentialing & Privileging Coordinator	ICEA Prof 06 to ICEA Prof 7 and updated job description – no impact on budget as current employee is at an ICEA Prof 08
601384	Billing Specialist to Enrollment Specialist	ICEA Prof 6 to ICEA Prof 6 and updated job description
601303	Coding Specialist to Billing & Coding Coordinator	UAW H to UAW I and updated job description
601278	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601038	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601039	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description

601063	Billing & Reporting Clerk to Billing & Reimbursement Clerk	UAW E to UAW G and updated job description
601023	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description
601489	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description
601343	Billing & Reporting Clerk to Billing & Charge Entry Clerk	UAW E to UAW F and updated job description

The financial impact associated with the reorganization (including wages & fringes) is as following

<u>Position #</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
601303	UAW H; \$104,390	UAW I: \$108,910	\$4,520
601278	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601038	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601039	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601063	UAW E: \$92,323	UAW G: \$100,095	\$7,772
601023	UAW E: \$92,323	UAW F: \$96,070	\$3,747
601489	UAW E: \$92,323	UAW F: \$96,070	\$3,747
601343	UAW E: \$92,323	UAW F: \$96,070	\$3,747

Total Cost of Reorganization: \$46,849

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

BE IT FURTHER RESOLVED, that each of the reclassifications made as part of the reorganization above are effective the first full pay date following the date each was submitted to the Human Resources Department.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DIANE PENDELL, CHR II**

WHEREAS, after 11 years of loyal and dedicated service to Ingham County Health Department (ICHD) and Ingham Community Health Centers (CHCs), Diane Pendell will be retiring on April 17, 2023; and

WHEREAS, Diane began her career with ICHD as a Community Health Representative II, and established a permanent position at the Adult Health Center (now Forest Community Health Center) on June 11, 2012, where she performed a variety of clerical tasks and assisted clients and their families with accessing services; and

WHEREAS, Diane performed great customer service as she made a concerted effort to treat every client with kindness and respect in order to ensure clients had an excellent visit experience; and

WHEREAS, Diane always carried out ICHD's mission to protect, improve, and advocate for the health and well-being of our community with pride; and

WHEREAS, Diane demonstrated great team work as she performed both medical and dental front office processes that exemplified efficiency and accuracy; and

WHEREAS, her contributions were vital to health center operations as she performed registration, verified insurances, scheduled appointments, processed accounts payables, and carried out departmental procedures and requirements; and

WHEREAS, Diane assisted clients and their families in providing outreach and education regarding program guidelines and coordinating information and health center services while ensuring that the highest customer services were carried out; and

WHEREAS, Diane has been loyal, dedicated, knowledgeable, and professional as she adhered to and executed the ICHD and CHC Mission, Vision, and Core Values.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Diane Pendell for her 11 years of dedicated service to Ingham County Health Department and for her distinguished customer service, patient care, and commitment to her work.

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

## Agenda Item 3

To: Law & Courts, Human Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: April 5, 2023

Subject: Lease Agreement with CMH for the House of Commons Facility  
For the meeting agendas of April 13, April 17, and April 19

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### **BACKGROUND**

Ingham County Board of Commissioners Resolution #99-236 authorized the lease of the Library Services Building to CMH for the purpose of operating an expanded House of Commons. The House of Commons is a 40-bed residential treatment program designed to help men with drug and alcohol problems establish and maintain a drug free and crime free lifestyle, the length of stay is variable, based upon individual need, and it has been a well-respected leader in substance use disorder treatment for more than 50 years.

The lease agreement was for a time period of 20 years, and has expired and continued on a month to month basis.

### **ALTERNATIVES**

The Facility is in need of renovation and CMH has the opportunity to apply for grant funds to cover the majority of the costs. If the lease is not formally extended, CMH may not be successful with this grant opportunity.

### **FINANCIAL IMPACT**

The lease agreement will continue the current annual rental rate of \$1.

### **OTHER CONSIDERATIONS**

CMH could consider alternative locations, but the proximity to the Justice Complex makes this facility ideally located.

### **RECOMMENDATION**

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



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION TO THE LEASE AGREEMENT WITH THE  
COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM  
COUNTIES FOR THE HOUSE OF COMMONS FACILITY**

WHEREAS, Ingham County Board of Commissioners Resolution #99-236 authorized the lease of the Library Services Building to Community Mental Health Authority of Clinton, Eaton, and Ingham (CMH) for the purpose of operating an expanded House of Commons at that site for a maximum of 40 beds; and

WHEREAS, the House of Commons is a 40-bed residential treatment program designed to help men with drug and alcohol problems establish and maintain a drug free and crime free lifestyle, the length of stay is variable, based upon individual need, and it has been a well-respected leader in substance use disorder treatment for more than 50 years; and

WHEREAS, the lease agreement was for a time period of 20 years; and

WHEREAS, the lease agreement has expired and continued on a month to month basis; and

WHEREAS, it is necessary to extend the lease agreement for another 20-year period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of the lease agreement with CMH for the House of Commons Facility.

BE IT FURTHER RESOLVED, the extension shall be for a period of 20 years, effective the date of execution.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #99-236 remain in effect.

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION IN HONOR OF THE 2023 STATE ARBOR DAY CELEBRATIONS**

WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wishes to recognize the outstanding efforts of all involved with the success of Arbor Day activities scheduled throughout the week of April 24, 2023 with Friday, April 28, 2023 designated as State Arbor Day.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2023 State Arbor Day.