

CHAIRPERSON
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VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFFER

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
LAURA DAVIS
BRIAN McGRAIN
ANDY SCHOR
STEVE DOUGAN
DONALD VICKERS

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, AUGUST 17, 2009 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [July 20, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Capital Area Transportation Authority - Resolution Authorizing the Fourth Amendment to the Agreement with the [Capital Area Transportation Authority](#) Dated January 1, 2006 Through December 31, 2010
2. Veterans Affairs Office - Overnight Travel for Department of [Veteran Affairs](#) Staff
3. Health Department
 - a. Resolution to Authorize a [Re-organization](#) in the Community Health Care Services Division of the Health Department
 - b. Resolution to Authorize [Amendment #4](#) to the 2008-2009 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
 - c. Resolution to Enter into Memoranda of Understandings with [Pharmacies](#) in Ingham County for Emergency Pharmaceutical Dispensing
 - d. Resolution Amending Resolution #09-174 to Increase the Contract with Michigan State University for the [Robert Wood Johnson](#) Foundation Grant
 - e. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the [Jump Start Program](#)
 - f. Resolution to Authorize an Agreement with the Midland County Educational Services Agency to Develop the Central Region's [Child Care Quality](#) Improvement Plan and to Act as the Project Leader
4. Human Services Committee - Resolution Proclaiming September 2009 as National Alcohol and Drug Addiction [Recovery Month](#) in Ingham County

5. Board Referrals

- a. Letter from [Dickinson Wright](#) Requesting Consent by Ingham County to Mortgage by the Community Mental Health Authority for Land at 812 East Jolly Road, Lansing
- b. Letter from the [Mid-South Substance Abuse](#) Commission Regarding House Bill 4436

Announcements
Public Comment
Adjournment

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DEVICES OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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

HUMAN SERVICES COMMITTEE

July 20, 2009

Minutes

Members Present: Todd Tennis, Laura Davis, Brian McGrain, Andy Schor, Steve Dougan, Donald Vickers and Board Chairperson Deb DeLeon

Members Absent: None

Others Present: Jared Cypher, Becky Bennett, Paul Beiring, Dean Sienko, Peggy Roberts, Janeil Valentine, John Jacobs, Randy Bell, Marcus Cheatum, Tamara Swihart and Others

The meeting was called to order by Chairperson Tennis at 7:00 p.m. in the Personnel Conference Room "D&E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the June 15, 2009 Minutes

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. DAVIS TO APPROVE THE JUNE 15, 2009 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

- 2i. Resolution to Authorize a Michigan Community Service Commission AmeriCorps Grant (SUBSTITUTE)

6. Resolution Authorizing a Contingency Appropriation of \$17,000 as Ingham County's Portion of the Local Match for the Strengthening Communities Fund—Non-profit Capacity Grant (LATE)

Limited Public Comment: None

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. SCHOR TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:.

2. Health Department
 - a. Resolution Honoring Mary Jackson
 - b. Resolution to Authorize an Agreement with Lansing-Mason Ambulance for Medical Examiner Transports
 - e. Resolution to Authorize Service Contracts with Licensed Dentists Assigned to the Jail Medical Facility
 - f. Resolution to Authorize the Intergovernmental Transfer of Ingham County Funds to Support DSH Payments to Ingham Regional Medical Center and Sparrow Health System
 - g. Resolution to Accept a Donation from the Meijer Company for House Calls a Cessation Program for Pregnant and Parenting Women

- h. Resolution to Accept a Grant from the Michigan State Homeland Security Program for Ingham County Health Department Emergency Coordination Center Improvements
 - j. Resolution to Authorize an Amendment to the Memorandum of Understanding for the "Early On" Program
 - l. Request to Authorize Out of State Travel
- 3. Tri-County Office on Aging - Resolution Approving Tri-County Office on Aging's Multi-Year Area Plan for Fiscal Years 2010 – 2012
 - 4. Controller/Administrator's Office - Resolution Authorizing Adjustments to the 2009 Ingham County Budget

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. SCHOR TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

2. Health Department

- c. Resolution to Authorize Acceptance of a Capital Improvement Program Federal Assistance Award from the United States Department of Health and Human Services

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. DAVIS TO APPROVE A RESOLUTION TO AUTHORIZE ACCEPTANCE OF A CAPITAL IMPROVEMENT PROGRAM FEDERAL ASSISTANCE AWARD FROM THE UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES

Comm. McGrain inquired regarding how the grant funding had become available. Dr. Sienko responded that the idea to go electronic was not sudden but had been accelerating, particularly with the offer of new money too help them financially move forward.

MOTION CARRIED UNANIMOUSLY.

- d. Resolution to Authorize a Contract for Services with the Expectant Parents Organization

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTRACT FOR SERVICES WITH THE EXPECTANT PARENTS ORGANIZATION.

There was discussion regarding who would be eligible for the free services and the convenience of the time schedule for those desiring to use those services. Dr. Sienko would refer the scheduling concerns back to his staff.

MOTION CARRIED UNANIMOUSLY.

- i. Resolution to Authorize a Michigan Community Service Commission AmeriCorps Grant

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. McGRAIN TO APPROVE THE RESOLUTION TO AUTHORIZE A MICHIGAN COMMUNITY SERVICE COMMISSION AMERICORPS GRANT.

Dr. Sienko, accompanied by Ms. Peggy Roberts, explained that obtaining money for this project, which would place AmeriCorps individuals in different agencies largely to concentrate on helping to make the population healthier, required a match. The community had provided a match. There were also Health Department budgeted funds available. In addition, respective agencies that would be getting the AmeriCorps member volunteers would be contributing. Comm. Dougan asked for clarification that none of the matching agencies would be using Ingham County money but rather “other peoples’ money.” Dr. Sienko said the agencies finances would be checked to see whether Ingham County support was involved.

Mr. Cypher pointed out that there was always a very specific scope of services with community agencies that they must follow. They could not get money until it had been approved and they could not just donate money for general use.

MOTION CARRIED UNANIMOUSLY.

- k. Resolution to Enter into Memoranda of Understandings with Businesses and Organizations in Ingham County to Become a Closed Points of Dispensing (POD) of Medications or Vaccine

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. DOUGAN TO APPROVE THE RESOLUTION TO ENTER INTO MEMORANDA OF UNDERSTANDINGS WITH BUSINESSES AND ORGANIZATIONS IN INGHAM COUNTY TO BECOME A CLOSED POINTS OF DISPENSING (POD) OF MEDICATIONS OR VACCINE.

Dr. Sienko pointed out that H1N1 (swine flu) is coming back and could present a huge community issue due to the national push to immunize all children and pregnant women. He anticipated close to a million injections and expressed that it would be an extremely time-consuming undertaking. He described closed pods relationships wherein the schools or businesses would undertake the inoculations responsibility. They would be provided with the medical supplies and they would do the injections. Attorney recommendation was that they would need to launch a “memo of understanding.” A waiver would be involved and liability would fall with the federal government. There was discussion and Dr. Sienko addressed some of the concerns regarding safety by saying that the unanticipated can always happen, but he is putting his faith in knowing that the best available science would be used.

MOTION CARRIED UNANIMOUSLY.

6. Resolution Authorizing a Contingency Appropriation of \$17,000 as Ingham County's Portion of the Local Match for the Strengthening Communities Fund—Non-profit Capacity Grant

MOVED BY COMM. McGRAIN, SUPPORTED BY COMM. DAVIS TO APPROVE THE RESOLUTION AUTHORIZING A CONTINGENCY APPROPRIATION OF \$17,000 AS INGHAM COUNTY'S PORTION OF THE LOCAL MATCH FOR THE STRENGTHENING COMMUNITIES FUND—NON-PROFIT CAPACITY GRANT.

Comm. Dougan had wanted to know if this would be a one-time contribution and it would be. Mr. Cypher shared new information that Eaton County would be participating with \$5,000 and Clinton County would be contributing \$3,000. Board Chairperson DeLeon said LEAP is contributing \$6,000 in technical assistance, training and space. MSU Extension would be providing office space.

Comm. Davis asked and was informed that East Lansing would be contributing \$250 in technical assistance, training and space and the City of Lansing would contribute \$1,000 in financial assistance and \$2,000 in outreach.

The total match requirement was said to be approximately 20 percent. The total award amount would be \$750,000. If not awarded, no monies would have been spent.

MOTION CARRIED UNANIMOUSLY.

1. Presentation - Paul Beiring, Michigan State Housing Development Authority – the State of Homelessness in Region 7 - Ingham County (*provided materials*)

Mr. Beiring passed out two reports and gave an overview of the information, answering many questions from the Commissioners as he went along. The first hand-out was "*The State of Homelessness in Michigan –2008 Annual Summary.*" The booklet showed homelessness to be at 86,189, up from the previous year's 79,940, with 37 percent of those individuals becoming homeless for the first time in 2008. He stressed the need for more affordable and permanent housing. He said, "We house them, stabilize them and then wrap supportive services around them." He added that in this economy landlords are more and more open to this kind of housing.

(Comm. Schor left at 7:54 p.m.)

Mr. Beiring firmly stated that there needed to be a change from just a shelter to a system that supported prevention and rehabilitation. The quicker someone could leave a shelter the more money to be saved. New legislation will recognize those homeless individuals who are living with family (couch surfing) as "homeless" as being eligible for assistance.

The second and third hand-outs regarding stimulus money coming to Lansing were passed out. He noted that Ingham County would be eligible to receive \$571,433.78 from MSHDA as well as HUD monies for homeless prevention and rapid re-housing. Program implementation would begin on September 1, 2009. MSHDA monies would need to be spent within two years. He said they would like each County in Michigan to report to one place--Central Intake and Referral in Lansing. That would help to avoid duplicating resources.

Mr. Beiring concluded his informative overview saying that there are over 86,000 Michigan homeless and three times that on the verge of becoming homeless.

5. Board Referrals

- a. Resolution from Lake County regarding the Public Health Funding Crisis
- b. Resolution from Lake County Supporting Adequate State Funding to Hold Counties Harmless from the Department of Human Services Lawsuit Settlement Agreement
- c. Resolution from Allegan County Expressing Support of House Bill 4893
- d. Resolution from Allegan County Regarding Health Department – State Funding of Public Health Services
- e. Resolution from Alger County Encouraging the Restoration of Funding to County Health Departments
- f. Resolution from Oscoda County Supporting Adequate State Funding to Hold Counties Harmless from the Department of Human Services Lawsuit Settlement Agreement
- g. Resolution from Saginaw County in Support of Adequate State Funding to Hold Counties Harmless from the Department of Human Services Lawsuit Settlement Agreement
- h. Resolution from Allegan County Encouraging the Restoration of Funding to County Health Departments

THE BOARD REFERRALS WERE RECEIVED AND PLACED ON FILE.

Announcements:

Comm. McGrain reminded the Board that Ms. Annesha Freeman would be making a presentation on dealing with challenging populations at the VMC on July 21, 2009 in the Jury Assembly room at 9:00 a.m. for about 2-1/2 hours.

Public Comment:

None.

The meeting adjourned at approximately 8:05 p.m.

Respectfully submitted,
Tamara A. Swihart

RESOLUTION STAFF REVIEW

DATE August 7, 2009

Agenda Item Title: Resolution Authorizing the Fourth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2006 Through December 31, 2010

Submitted by: Capital Area Transportation Authority

Committees: LE ____, JD ____, HS X__, CS ____, Finance X__

Summary of Proposed Action:

This resolution will authorize a contract amendment with CATA through the two countywide public transportation millage levies of 40/100 (.40) of one mill and .08/100 (.08) of one mill, to be used for the purpose of funding a transportation system, to be used primarily by elderly and disabled persons in Ingham County for the duration of the two millages, from January 1, 2006 through December 31, 2010. It authorizes the annual contracts "Scope of Services" for the period October 1, 2008 through September 30, 2009 (see the attached). The revenues generated as a result of the millage levies would be contracted to the Capital Area Transportation Authority to provide the transportation service.

Financial Implications:

These operational funds will come from the Special Millage authorized through 2010, at .40 of one mill, and the supplemental millage authorized through 2010 at .08 of one mill. The total collection for the 2010 fiscal year is estimated at \$3,734,473. The amount of \$105,111 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region. Of the remainder, a maximum of \$625,000 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services, and a maximum of \$3,004,362 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing Spec-Tran.

The basic formula is: CATA expenses, less farebox revenue, less federal revenue, less State revenue, before the County contracted millage revenues are utilized.

Other Implications:

The Scope of Services is attached.

Staff Recommendation: MJM__ JN __ TL __ TM__ JC X

Staff recommends approval of the resolution.

Agenda Item 1

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE FOURTH AMENDMENT TO THE
AGREEMENT WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY
DATED JANUARY 1, 2006 THROUGH DECEMBER 31, 2010**

WHEREAS, the main contract with the Capital Area Transportation Authority was authorized effective January 1, 2006 through December 31, 2010, using the proceeds from the millage levy approved November 2, 2004; and

WHEREAS, on August 8, 2006, the electorate approved a supplemental countywide public transportation millage level of .08/100 (.08) of one mill, to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of these millage levies would be turned over to the Capital Area Transportation Authority and used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system, to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the 2004 public transportation millage of 40/100 (.40) of one mill and the 2006 supplemental millage of 8/100 (.08) of one mill.

BE IT FURTHER RESOLVED, that for the period October 1, 2009 through September 30, 2010, the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, that the Chairperson of the Board and the County Clerk are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

EXHIBIT “A”

SCOPE OF SERVICES

For October 1, 2009, through September 30, 2010

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$625,000.00 of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$3,004,362.00 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administering and marketing Spec-Tran.
4. The amount of \$105,111.00 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region. CATA has no responsibility for this service and does not participate in its operation or funding.

Agenda Item 2

July 22, 2009

To: Human Services Committee

From: Randy A. Marwede, Director, Veterans Affairs

Subject: Overnight Travel for Department of Veteran Affairs Staff

Staff from Clinton/Ingham County Department of Veteran Affairs will be attending two conferences this fall that will require overnight stays. These two conferences are the American Legion Fall Training Conference and the Michigan Association of County Veteran Counselors Fall Training Conference.

- 1) State of Michigan American Legion Training September 11th - 13th. Charles Ross & Amy Pohan will be attending this training which is held at the Ralph McMullen Conference Center, Higgins Lake, MI. Costs associated with this conference are \$175 each (\$350 total) for registration which includes 2 nights lodging for both and all meals. Mileage will be about \$140.

- 2) Michigan Association of County Veteran Counselors Fall Conference September 23rd - 25th. Randy Marwede will be attending this training which will be held at the Otsego Club in Gaylord, MI. The cost of this conference will include \$130 lodging for 2 nights, \$30 registration fee, \$190 in mileage, and about \$60 for meals.

Instruction at both training conferences will ensure that Department employees remain updated on legislative and legal benefit updates within the US Department of Veteran Affairs and in turn provide quality services to our clientele. Both of these training conferences are accounted for in the Department's 2009 Budget.

RESOLUTION STAFF REVIEW

DATE August 6, 2009

Agenda Item Title: Resolution to Authorize a Re-organization in the Community Health Care Services Division of the Health Department

Submitted by: T. A. Lindsey, Human Resources Director

Committees: LE____, JD____, HS X__, CS X__, Finance X

Summary of Proposed Action:

The Deputy Health Officer has identified a need to re-organize the Community Health Care Services Division of the Health Department.

<u>Existing position</u>	<u>Position No.</u>	<u>New Position Title</u>	<u>Salary Change</u>
Health Center Administrator	Vacant	Front Office Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601228	Professional Services Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601297	Grant Management and Program Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601376	Correctional Health Services Supervisor	MCF 10 to MCF 10 No change
Women's Health Svc Coordinator	# 601245	Clinical Services Supervisor	MCF 11 to MCF 10 Salary savings of \$4,620 - \$5,545***
Health Center Administrator	Vacant	Business Analyst, Community Health Care Services	MCF 10 to MCF 7

***--position redlined. Saving realized when incumbent leaves the position.

Financial Implications: Two (2) positions eliminated and two (2) positions created. Other positions have new position titles but not a job class change.

Create Grant Management and Program Supervisor	MCF10
Eliminate Women's Health Svc Coordinator	MCF 11
Create Business Analyst	MCF07
Eliminate Health Center Administrator	MCF10

Consistent with the Commissioners' requests, costs are calculated on maximum salary compensation amount.

For the Grant Management and Program Supervisor, total cost is \$100,470 which includes a fringe benefit amount of \$31,131 and the \$69,339 compensation maximum for 2009.

For the elimination of the Women's Health Services Coordinator, total cost savings is \$107,473, which includes a fringe benefit amount of \$32,590 and the \$74,883 compensation maximum for 2009.

For the Business Analyst, total cost is \$78,533 which includes a fringe benefit amount of \$25,411 and the \$53,122 compensation maximum for 2009.

For the elimination of the Women's Health Services Coordinator, total cost savings is \$100,470, which includes a fringe benefit amount of \$31,131 and the \$69,339 compensation maximum for 2009.

This re-organization will result in a total annual savings of \$28,940, which includes a fringe benefit savings amount of \$7,179 and the compensation savings of \$21,761.

Other Implications:

1. The functional re-organization and assignment of administrative duties will improve patient care and access.
2. It will ensure compliance with the Uniform Billing Systems standards.
3. It will bring the department more in compliance with Section 330 of the Public Health Services Act (FQHC).
4. The department will be more readily able to achieve state and federal requirements as well as increase the opportunity for evidence based service.

Staff Recommendation: MM___ JN ___ TL X TM___ JC ___
Staff recommends approval of the resolution.

Health Department 080609
2009 Personnel Cost Projection

Grant Management and Program Sup/ MCF 10
 Hlth Center Administrator

Step 5

704000 Salary	\$69,339
720000 Longevity	0
Wages	<u>\$69,339</u>

715000 FICA&med	5,304
716020 Hlth Insur & surchrg	11,269
716100 Dental	687
716200 Vision	108
717000 Life Insurance	76
718000 Retirement	10,332
722000 Workers Comp	166
915050 Liability	1,424
722600 CARES	33
714000 Unemployment	1,040
716040 Health Ins Trust	693
Total	<u>\$100,470</u>

\$31,131

2009 Personnel Cost Projection

Business Analyst MCF 7

Step 5

704000 Salary	\$53,122
720000 Longevity	0
Wages	<u>\$53,122</u>

715000 FICA&med	4,064
716020 Hlth Insur & surchrg	11,269
716100 Dental	707
716200 Vision	108
717000 Life Insurance	76
718000 Retirement	6,608
722000 Workers Comp	127
915050 Liability	1,091
722600 CARES	33
714000 Unemployment	797
716040 Health Ins Trust	531
Total	<u>\$78,533</u>

\$25,411

2009 Personnel Cost Projection

Women's Health Svcs Coordinator/ MCF 11
 601245

Step 5

704000 Salary	\$74,883
720000 Longevity	0
Wages	<u>\$74,883</u>

715000 FICA&med	5,729
716020 Hlth Insur & surchrg	11,269
716100 Dental	687
716200 Vision	107
717000 Life Insurance	19
718000 Retirement	11,158
722000 Workers Comp	180
915050 Liability	1,537
722600 CARES	33
714000 Unemployment	1,123
716040 Health Ins Trust	749
Total	<u>\$107,473</u>

\$32,590

	MCF7	MCF10	MCF10	MCF11	
	New	New	Eliminate	Eliminate	
	Business Analyst	Grant Mgt & Prog sup	Hlth Ctr Administ	Women's Hlth Svcs	Difference
	53,122	69,339	(69,339)	(74,883)	(21,761)
	<u>\$78,533</u>	<u>\$100,470</u>	<u>(100,470)</u>	<u>(107,473)</u>	<u>(28,940)</u>

25,411 31,131 (31,131) (32,590) (7,179)

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Dean G. Sienko, MD, MS,
Health Officer

Date: August 6, 2009

Subject: Resolution to Authorize a Re-organization in the Community Health Care Services Division of the Health Department

The Health Department's Division of Community Health Care Services has experienced significant growth over the last several years with the addition of a new pediatric health center, the addition of infectious disease services, and overall expansion of service delivery throughout the division's Community Health Center operations. In addition, the Department has recently secured Federally Qualified Health Center status through Section 330e of the Public Health Services Act for the Division's Health Center operations.

As a consequence of this expansion and the need to ensure that a robust and efficient health center operation is maintained, Dr. Jaeson Fournier, Deputy Health Officer for Community Health Care Services, is recommending a re-organization of his Division's management team. Specifically, this re-organization arranges management assignments by functional areas with the affected managers currently assigned by physical locations/operations.

This re-organization will ensure that the Health Department operates a comprehensive, integrated, and quality community health center delivery system and will ensure that there is consistency, uniformity, and improved communication throughout this system of care. As a consequence, this re-organization better positions the Health Department to comply with Section 330 of the Public Health Services Act, which authorizes the Community Health Center Cluster Program.

In addition, this re-organization will establish greater organizational accountability, enhanced utilization of Departmental resources, and the ability for the Health Department to sustain and secure additional resources.

The re-organization of the Department's Community Health Care Services Division has been reviewed and approved by the Department of Human Resources. I recommend that the Board adopt the attached resolution and authorize the recommended staffing and structural adjustments.

Cc: Jaeson Fournier, DC, MPH, Deputy Health Officer, Community Health Care Services
John Jacobs, CPA, Chief Financial Officer, Health Department
T. A. Lindsey, Human Resources Director

MEMORANDUM

DATE: August 5, 2009
TO: T. A. Lindsey, Human Resources Director
FROM: Michelle Rutkowski, H.R. Analyst
SUBJECT: Health Department Re-organization: Community Health Care Services

Background

Dr. Jaeson Fournier, Deputy Health Officer for Community Health Care Services, has identified a need to re-organize his Unit (Community Health Care Services) within the Health Department. This re-organization will meet several needs. First and foremost, the functional re-organization and assignment of administrative duties will improve patient care and access. Second, it will ensure compliance with the Uniform Billing Systems standards. Third, it will bring the department more in line with Section 330 of the Public Health Services Act (FQHC). Finally, the department will be more readily able to achieve state and federal requirements as well as increase the opportunity for evidence based service.

Recommendation

Re-organization is supported by the facts and justified. Supporting analysis and documentation follow.

Staffing Summary Chart

Existing position	<u>Incumbent</u>	<u>New position title</u>	<u>Salary Change</u>
Health Center Administrator	Vacant	Front Office Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	Phillip Wilkinson	Professional Services Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	Cheryl Gildner	Grant Management and Program Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	David Saltman	Correctional Health Services Supervisor	MCF 10 to MCF 10 No change
Women's Health Svc Coordinator	Kathy Way	Clinical Services Supervisor	MCF 11 to MCF 10 Salary savings of \$4,620 - \$5,545***
Health Center Administrator	Vacant	Business Analyst, Community Health Care Services	MCF 10 to MCF 7 Salary savings of \$13,513-\$17,217

***--position redlined. Saving realized when incumbent leaves the position.

**INGHAM COUNTY
JOB DESCRIPTION**

Front Office Supervisor, Community Health Care Services

General Summary: This position provides clerical and administrative direction to the Community Health Center Network's front office staff. Supervises all areas of operational needs in regard to the Community Health Representatives. Implements and ensures compliance to Health Department policies, procedures and protocols.

Essential Functions:

1. Supervises Community Health Representatives personnel including hiring, training, scheduling, performance evaluation and discipline.
2. Oversees and completes competency assessments. Coordinates annual proficiency evaluations of staff.
3. Creates and facilitates performance improvement activities for assigned units including improvement initiatives, client/patient satisfaction, unit performance and safety activities.
4. Assesses staff productivity. Ensures adequate and efficient workflow in the assigned units. Addresses areas that are lacking.
5. Ensures that appropriate supplies, equipment, patient communication systems, referrals systems and patient/client support systems are in place and properly utilized.
6. Supervises staff compliance with departmental policies and procedures.
7. Monitors Health Center provider schedules and collaborates with other ICHD staff to assist in adjusting support staff as needed to meet provider demands.
8. Works with other ICHD staff to assure appropriate support systems for patients such as translation, transportation, patient phone management, on-call, etc.
8. Attends internal and external meetings as designated.
9. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

Other Functions:

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this 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: A Bachelor's Degree is required. A Master's Degree is preferred. Prefer course work as it relates to a degree in Business, Social Services, Health Care Administration, Public Health or related field.

Experience: A minimum of 3-5 years of experience managing front office work in a primary health care setting including the direct supervision of staff is required.

Other Requirements: A working knowledge of word processing, spreadsheet and database applications is required.

(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 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:

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

**May 2009
MCF Position**

Job Point Evaluation Table

POSITION	Knowledge & Education	Work Experience	Interpersonal & Comm Skills	Guidance & Direction	Supervisory/Managerial	Visual Concentration	Job Complexity	Job Impact-Financial	Job Impact--Well Being of Others	Physical Effort	Unpleasant Working Conditions	Accident for Health Hazards	TOTAL PTS	GRADE	2009 SALARY RANGE
	1	2	3	4	5	6	7	8	9	10	11	12			
Front Office Supervisor, Community Health Care Services	190	180	115	140	185	50	130	60	140	10	10	10	1220	MCF 10	\$57,767-\$69,339

**INGHAM COUNTY
JOB DESCRIPTION**

Professional Services Supervisor, Community Health Care Services

General Summary: This position provides direction to the professional support staff in the following units of the Department's Community Health Care Services: Social Work, Nutrition, Care Co-ordination, Behavioral Health, Health Education and Dental. Directs all areas of professional staff operations. Implements and ensures compliance to Health Department policies, procedures and protocols.

Essential Functions:

1. Supervises assigned personnel including staffing, training, performance evaluation and discipline.
2. Oversees and completes competency assessments. Coordinates annual proficiency evaluations of staff.
3. Creates and facilitates performance improvement activities for assigned units including improvement initiatives, client/patient satisfaction, unit performance and safety activities.
4. Assesses staff productivity. Ensures adequate and efficient workflow in the assigned units. Addresses areas that are lacking.
5. Assures that appropriate supplies, equipment, patient communication systems, referrals systems and patient/client support systems are in place and properly utilized.
6. Supervises staff compliance with departmental policies and procedures.
7. Coordinates with the Chief Deputy Medical Director on patient/client issues. Develops and implements improvement measures as needed.
8. Attends internal and external meetings as designated.
9. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

Other Functions:

Performs other work 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: A Master's Degree is required. Preference is for coursework in Social Work, Health Administration, Public Health or a related field.

Experience: A minimum of 2 years of ambulatory/clinical professional support supervisory experience is required. Experience in a Community Health Center Setting is preferred.

Other Requirements: A working knowledge of word processing, spreadsheet and database applications is required.

(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 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:

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

*May 2009
MCF Position*

POSITION	1 Knowledge & Education	2 Work Experience	3 Interpersonal & Comm Skills	4 Guidance & Direction	5 Supervisory/Managerial	6 Visual Concentration	7 Job Complexity	8 Job Impact-Financial	9 Job Impact--Well Being of Others	10 Physical Effort	11 Unpleasant Working Conditions	12 Accident for Health Hazards	TOTAL PTS	GRADE	2009 SALARY RANGE
Professional Staff Supervisor, Community Health Care Services	240	135	115	140	155	50	130	60	140	10	10	10	1195	MCF 10	\$57,767-\$69,339

**INGHAM COUNTY
JOB DESCRIPTION**

Clinical Services Supervisor, Community Health Care Services

General Summary: This position provides clinical direction and oversight for the Community Health Center Network's nursing and clinical assisting staff. Supervises all areas of nursing and clinical assisting operations. Implements and ensures compliance to Health Department policies, procedures and protocols.

Essential Functions:

1. Supervises the Charge Nurses within the Community Health Center Network including staffing, training, performance evaluation and discipline.
2. Oversees and completes competency assessments. Coordinates annual proficiency evaluations of staff.
3. Creates and facilitates performance improvement activities for assigned units including improvement initiatives, client/patient satisfaction, unit performance and safety activities.
4. Assesses staff productivity. Ensures adequate and efficient workflow in the assigned units. Addresses areas that are lacking.
5. Ensures that appropriate supplies, equipment, patient communication systems, referrals systems and patient/client support systems are in place and properly utilized.
6. Supervises staff compliance with departmental policies and procedures.
7. Monitors Health Center provider schedules and collaborates with other ICHD staff to assist in adjusting support staff as needed to meet provider demands.
8. Works with other ICHD staff to ensure appropriate support systems for patients such as translation, transportation, patient phone management, on-call, etc.
9. Oversees triage with an emphasis on adherence to protocols and consistency of staff.
10. Coordinates with the Chief Deputy Medical Director on patient care issues as needed. Develops and implements improvement measures as needed.
11. Attends internal and external meetings as designated.
12. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

Other Functions:

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this 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: A Bachelor's Degree in Nursing is required. A Master's Degree in Public Health, Nursing, Health Administration or a related field is preferred.

Experience: A minimum of 2 years of ambulatory or outpatient clinic experience in a supervisory capacity is required. Prefer experience in a Community Health Center setting.

Other Requirements: A current licensure with the State of Michigan as a Registered Nurse. A working knowledge of word processing, spreadsheet and database software is required.

(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 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:

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

*May 2009
MCF Position*

POSITION	Knowledge & Education	Work Experience	Interpersonal & Comm Skills	Guidance & Direction	Supervisory/Managerial	Visual Concentration	Job Complexity	Job Impact-Financial	Job Impact--Well Being of Others	Physical Effort	Unpleasant Working Conditions	Accident for Health Hazards	TOTAL PTS	GRADE	2009 SALARY RANGE
	1	2	3	4	5	6	7	8	9	10	11	12			
Nurse Supervisor, Community Health Care Services	190	135	115	140	220	50	130	60	140	10	10	10	1210	MCF 10	\$57,767- \$69,339

**INGHAM COUNTY
JOB DESCRIPTION**

Correctional Health Services Supervisor, Community Health Care Services

General Summary: This position supervises the Health Department staff that facilitate and provide health care services in Ingham County Correctional facilities. Supervises the operational needs of the Correction facilities. Implements and ensures compliance to Health Department policies, procedures and protocols.

Essential Functions:

1. Supervises the professional and non-professional staff within County Correctional facilities including staffing, training, performance evaluation and discipline.
2. Oversees and completes competency assessments. Coordinates annual proficiency evaluations of staff.
3. Assesses staff productivity. Ensures adequate and efficient and addresses areas that are lacking.
4. Develops and recommends operational policy and procedures in coordination with the Ingham County Sheriff's Office. Supervises staff compliance with policies and procedures.
5. Evaluates program effectiveness. Explains and interprets program policies and regulations to staff and inmates.
6. Develops and maintains operational guidelines for monitoring/supplying pharmaceuticals in accordance with state and federal requirements.
7. Provides consultation to health care professionals in the Department and the community to resolve patient care problems. Establishes and maintains external care options and community resources including mental health issues.
8. Assists in the preparation of the annual budget and monitors the budget for Correctional Health Care Services.
9. Coordinates with the Chief Deputy Medical Director on patient care issues as needed. Develops and implements improvement measures as needed.
10. Attends internal and external meetings as designated.
11. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

Other Functions:

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this 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: A Bachelor's Degree in Nursing is required. A Master's Degree in Public Health, Nursing, Health Administration or a related field is preferred.

Experience: A minimum of 2 years of ambulatory/outpatient clinical supervisory experience is required. Experience in a Correctional Health Care setting is preferred.

Other Requirements: A working knowledge of word processing, spreadsheet and database applications is required.

(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 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:

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

*May 2009
MCF Position*

POSITION	Knowledge & Education	Work Experience	Interpersonal & Comm Skills	Guidance & Direction	Supervisory/Managerial	Visual Concentration	Job Complexity	Job Impact-Financial	Job Impact--Well Being of Others	Physical Effort	Unpleasant Working Conditions	Accident for Health Hazards	TOTAL PTS	GRADE	2009 SALARY RANGE
	1	2	3	4	5	6	7	8	9	10	11	12			
Corrections Health Services Supervisor, Community Health Care Services	190	135	115	140	220	50	130	115	140	10	10	10	1265	MCF 10	\$57,767-\$69,339

**INGHAM COUNTY
JOB DESCRIPTION**

Grant Management and Program Supervisor, Community Health Care Services

General Summary: This position coordinates the development, submission and management of grant applications and awards. Supervises all areas of operational needs in regard to the special program staff (non-clinical programmatic staff). Implements and ensures compliance to Health Department policies, procedures and protocols.

Essential Functions:

1. Identifies funding opportunities at the local, state and national levels consistent with the department's mission.
2. Develops and coordinates information necessary for grant application completion.
3. Coordinates the preparation and presentation of grant applications in accordance to timelines and funding requirements. Maintains all aspects of the internal grant support system.
4. Collaborates with Accounting Staff for budget development.
5. Oversees the completion of needs assessment of the service areas and target populations.
6. Supervises the Special Programs staff (non-clinical programmatic staff) including hiring, training, scheduling, performance evaluation and discipline.
7. Oversees and completes competency assessments. Coordinates annual staff proficiency evaluations.
8. Creates and facilitates performance improvement activities for assigned staff including improvement initiatives, client/patient satisfaction, unit performance and safety activities.
9. Assesses staff productivity. Ensures adequate and efficient workflow in the assigned units. Addresses areas that are lacking.
10. Supervises staff compliance with departmental policies and procedures.
11. Attends internal and external meetings as designated.
12. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

Other Functions:

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this 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: A Bachelor's Degree is required. Preference for a degree in Business, Social Services, Health Administration or a related field is preferred. A Master's Degree in a relevant field is preferred.

Experience: A minimum of 3-5 years of previous experience in a health care setting with supervisory and grant management responsibilities is required.

Other Requirements: A working knowledge of word processing, spreadsheet and database applications is required.

(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 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:

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

*May 2009
MCF Position*

POSITION	Knowledge & Education	Work Experience	Interpersonal & Comm Skills	Guidance & Direction	Supervisory/Managerial	Visual Concentration	Job Complexity	Job Impact-Financial	Job Impact--Well Being of Others	Physical Effort	Unpleasant Working Conditions	Accident for Health Hazards	TOTAL PTS	GRADE	2009 SALARY RANGE
	1	2	3	4	5	6	7	8	9	10	11	12			
Grant Management & Special Programs Supervisor	190	180	115	140	130	70	130	115	140	10	10	10	1240	MCF 10	\$57,767- \$69,339

**INGHAM COUNTY
JOB DESCRIPTION**

Business Analyst, Community Health Care Services

General Summary: This position develops, monitors and reports on the financial and service delivery status of the Department's Community Health Care Services operations. Assists with budget development and implementation. Assists in service delivery and financial reporting as needed.

Essential Functions:

1. Participates in the development of the annual operating budget. Monitors compliance with service delivery as well as revenue and expense projections on a monthly basis.
2. Assists with the completion of financial and service reports as required. Ensures compliance with all matching and special reporting requirements.
3. Assists in developing grant applications including budget narrative, budget justification and service delivery projections.
4. Processes and monitors purchase requisition submitted by units of the department.
5. Manages the automated time management system and ensures integration with the payroll system.
6. Responsible for database management of departmental contracts and agreements and ensures their timely processing.
7. Monitors financial policies and procedures. Performs internal audits to verify proper financial practices are followed.
8. Tracks staff leave requests, leaves granted and daily staff census tracking.
9. Collaborates with the Accounting Staff as needed.
10. Attends internal and external meetings as needed.
11. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

Other Functions:

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this 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: A Bachelor's Degree is required. Preference is given for a degree in Business, Accounting, Information Systems, Healthcare, or a related field.

Experience: A minimum of 2 years of experience within an ambulatory health care environment is required. Experience must include analysis of budget and service delivery as well as health care structures and workflows.

Other Requirements: A strong working knowledge of spreadsheets, pivot tables and database applications is required.

(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 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:

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

*May 2009
ICEA Position*

POSITION	Knowledge & Education	Work Experience	Interpersonal & Comm Skills	Guidance & Direction	Supervisory/Managerial	Visual Concentration	Job Complexity	Job Impact-Financial	Job Impact--Well Being of Others	Physical Effort	Unpleasant Working Conditions	Accident for Health Hazards	TOTAL PTS	GRADE	2009 Salary Range
	1	2	3	4	5	6	7	8	9	10	11	12			
Business Analyst, Community Health Care Services	190	135	115	100	50	90	150	85	35	10	35	10	1005	MCF 7	\$44,254-\$53,122

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A RE-ORGANIZATION IN THE COMMUNITY HEALTH CARE SERVICES DIVISION OF THE HEALTH DEPARTMENT

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, the Administrators of the Ingham County Health Department are encouraged to continually evaluate staffing needs and to identify opportunities to reduce costs, improve efficiency and ensure programmatic compliance; and

WHEREAS, the Deputy Health Officer for Community Health Care Services has reviewed the structure of the Department and has proposed a number of changes in the managerial organization for this unit; and

WHEREAS, the Deputy Health Officer recommends re-organization of some of the Community Health Care Services' management assignments by functional areas; and

WHEREAS, the proposed re-organization will ensure that the Health Department operates a comprehensive, integrated, and quality community health center delivery system and will ensure that there is consistency, uniformity, and improved communication throughout this system of care; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the Health Officer, as advised by the Deputy Health Officer, has recommended that the Board of Commissioners authorize the proposed re-organization and the resulting position changes; and

WHEREAS, the Health Officer has advised that no additional funds are required to implement the proposed changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades:

Existing position	<u>Position No.</u>	<u>New Position Title</u>	<u>Salary Change</u>
Health Center Administrator	Vacant	Front Office Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601228	Professional Services Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601297	Grant Management and Program Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601376	Correctional Health Services Supervisor	MCF 10 to MCF 10 No change
Women's Health Coordinator	# 601245	Clinical Services Supervisor	MCF 11 to MCF 10
Health Center Administrator	Vacant	Business Analyst, Community Health Care Services	MCF 10 to MCF 7

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this Resolution.

RESOLUTION STAFF REVIEW

DATE August 7, 2009

Agenda Item Title: Resolution to Authorize Amendment #4 to the 2008-2009 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health

Submitted by: Health Department

Committees: LE ____, JD ____, HS X, CS ____, Finance X

Summary of Proposed Action:

This resolution authorizes Amendment #4 of the 2008-2009 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The funds come with terms and conditions. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2008-2009 Agreement in Resolution No. #08-237.

Financial Implications:

Amendment #4 will increase the budget for Comprehensive Local Health Services from \$4,883,194 to \$4,901,646, for a net increase of \$18,452. The amendment makes the following specific changes to the budget:

1. It provides \$26,196 for planning for H1N1 mass vaccination.
2. It adds \$32,850 to the budget for the Breast and Cervical Cancer Control Program.
3. It adds \$47,250 for WIC services.
4. It reduces the budget of Safe Routes to School by \$4,250.
5. It implements \$83,594 in Executive Order reductions in the Michigan Department of Community Health and Environmental Quality supported local public health operations budget of the Health Department.

Other Implications:

The amendment also revises sections of the Agreement:

- A. It requires the Health Department to submit comprehensive plan for mass vaccination for H1N1 influenza by September 11, 2009.
- B. It adds requirements for the Breast and Cervical Cancer Control Program to submit claims through a Third Party Administrator.
- C. It orders the Infant Mortality Reduction Interconception Care Program to cease operations as a result of the Executive Order Reductions.

Staff Recommendation: MJM __ JN __ TL __ TM __ JC X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D. Health Officer

Date: July 30, 2009

Subject: CPBC Agreement Amendment #4 for 2008-2009

This is a recommendation to authorize Amendment #4 of the 2008-2009 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The funds, of course, come with terms and conditions. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2008-2009 Agreement in Resolution No. #08-237.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. The fourth, and final, amendment of this year's Agreement will increase the budget for Comprehensive Local Health Services from \$4,883,194 to \$4,901,646 for a net increase of \$18,452.

The amendment makes five adjustments to the budget for Comprehensive Local Health Services:

1. It provides \$26,196 for planning for H1N1 mass vaccination.
2. It adds \$32,850 to the budget for the Breast and Cervical Cancer Control Program.
3. It adds \$47,250 for WIC services.
4. It reduces the budget of Safe Routes to School by \$4,250.
5. It implements \$83,594 in Executive Order reductions in the Michigan Department of Community Health and Environmental Quality supported local public health operations budget of the Health Department.

The amendment also revises sections of the Agreement:

- A. It requires the Health Department to submit comprehensive plan for mass vaccination for H1N1 influenza by September 11, 2009.
- B. It adds requirements for the Breast and Cervical Cancer Control Program to submit claims through a Third Party Administrator.
- C. It orders the Infant Mortality Reduction Interconception Care Program to cease operations as a result of the Executive Order Reductions.

The Health Department is particularly concerned about the funds contained in the amendment that are designated for planning for H1N1 mass vaccination. In order to develop these plans, we will use part of these funds to hire temporary employees who are experienced in immunization programs. In addition, the Health Department will need to make some purchases immediately in connection with H1N1 planning. These will consist of a computer with software and peripherals for \$1,525.00 and a commercial refrigerator for vaccine storage for \$4,500.00.

I recommend that the Board of Commissioners adopt the attached resolution and that the Controller be authorized to amend the Health Department's 2009 Budget in order to implement this resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #4
TO THE 2008-2009 COMPREHENSIVE PLANNING,
BUDGETING AND CONTRACTING AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

WHEREAS, the Michigan Department of Community Health (MDCH) enters into contracts with Michigan counties and local public health departments to clarify the role and responsibility of each; and

WHEREAS, the MDCH and Ingham County have entered into a 2008-2009 agreement for the delivery of comprehensive local health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) process to clarify roles and responsibilities, including funding relationships; and

WHEREAS, 2008-2009 CPBC agreement was authorized by Resolution #08-237 for the period October 1, 2008 through September 30, 2009; and

WHEREAS, the MDCH has proposed an amendment to the 2008-2009 CPBC to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #4 to the 2008-2009 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the Amendment shall: 1) Revise information in Attachment I – Annual Budget Instructions; 2) Add/revise information in Attachment III – Program Specific Assurances and Requirements; and 3) Incorporate Attachment IV – Funding Reimbursement Matrix as Revised for the Local Public Health Operations (LPHO) and categorical budget detail, output measures and performance reimbursement criteria.

BE IT FURTHER RESOLVED, that under the amendment the total amount of CPBC funding shall be increased by \$18,452 from \$4,883,194 to \$4,901,646, which includes \$26,196 for planning for H1N1 mass vaccination; an increase of \$32,850 in the budget for the Breast and Cervical Cancer Control Program; an additional \$47,250 for WIC services; a reduction of \$4,250 in the budget of the Safe Routes to School program, and implementation of \$83,594 in Executive

Order Reductions in the Michigan Department of Community Health and Environmental Quality supported local public health operations budget of the Health Department.

BE IT FURTHER RESOLVED, that the Amendment also revises sections of the Agreement which include:

- A. It requires the Health Department to submit a comprehensive plan for mass vaccination for H1N1 influenza by September 11, 2009.
- B. It adds requirements for the Breast and Cervical Cancer Control Program to submit claims through a Third Party Administrator.
- C. It orders the Infant Mortality Reduction Interconception Care Program to cease operations as a result of the Executive Order Reductions.

BE IT FURTHER RESOLVED, that the Health Department is authorized make capital purchases in connection with planning for H1N1 mass vaccination consisting of a computer with software and peripherals for \$1,525.00 and a commercial refrigerator for vaccine storage for \$4,500.00.

BE IT FURTHER RESOLVED, that the Health Department is authorized to hire temporary employees to assist with planning for H1N1 mass vaccination.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this Resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the Amendment after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE August 7, 2009

Agenda Item Title: Resolution to Enter into Memoranda of Understandings with Pharmacies in Ingham County for Emergency Pharmaceutical Dispensing

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance____

Summary of Proposed Action:

This resolution authorizes entry into Memoranda of Understandings (MOUs) with select pharmacies in Ingham County to dispense medications and/or vaccines during a public health emergency.

The Ingham County Health Department (ICHHD) is planning to partner with local pharmacies to ensure that there is a community-wide, coordinated effort in responding to these public health emergencies and would like to enter into agreements (Memoranda of Understandings) with select pharmacies within Ingham County in order to dispense pharmaceuticals such as antiviral medications and vaccine.

Financial Implications:

No direct financial implications.

Other Implications:

None.

Staff Recommendation: MJM__ JN__ TL__ TM__ JC__X__

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee

From: Dean Sienko, MD, MS

Date: August 11, 2009

Subject: Memoranda of Understandings with Pharmacies in Ingham County for
Emergency Pharmaceutical Dispensing

Ingham County Health Department (ICHHD) continually strives to achieve the highest level of emergency preparedness possible. During a large scale public health emergency, such as pandemic influenza, it is the role of public health to protect the community providing critical interventions (dispensing of medications or administration of vaccines) in order to prevent the development of disease among those who are exposed or are potentially exposed to the public health threat.

ICHHD is planning to partner with local pharmacies to ensure that there is a community-wide, coordinated effort in responding to these public health emergencies and would like to enter into agreements (Memoranda of Understanding) with select pharmacies within Ingham County in order to dispense pharmaceuticals such as antiviral medications and vaccine. The criteria for selection include geographic location, ability to provide the required services and willingness to participate.

I recommend that the Board of Commissioners adopt the attached resolution and that the Board Chairperson sign the MOUs with pharmacies in Ingham County for Emergency Pharmaceutical Dispensing.

c: Laura Peterson w/attachment
Sue McIntosh w/attachment
John Jacobs w/attachment

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO MEMORANDA OF UNDERSTANDINGS
WITH PHARMACIES IN INGHAM COUNTY
FOR EMERGENCY PHARMACEUTICAL DISPENSING**

WHEREAS, the Ingham County Health Department (ICHHD) is committed to assuring the highest level of emergency preparedness and response possible; and

WHEREAS, it is the role of ICHHD to protect the citizens of Ingham County during a large-scale public health emergency, such as a pandemic influenza outbreak; and

WHEREAS, the critical interventions required for these public health emergencies must be delivered in the most expedient way possible to ensure the health and safety of the public; and

WHEREAS, ICHHD would like to enter into Memoranda of Understandings (MOUs) with select community pharmacies throughout Ingham County, to dispense medications and/or vaccines during a public health emergency; and

WHEREAS, the U.S. Department of Health and Human Services supports the establishment of agreements with pharmacies for this purpose; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the entry into MOUs with pharmacies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the entry into Memoranda of Understandings (MOUs) with select pharmacies in Ingham County to dispense medications and/or vaccines during a public health emergency.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign MOU documents after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE August 7, 2009

Agenda Item Title: Resolution Amending Resolution #09-174 to Increase the Contract with Michigan State University for the Robert Wood Johnson Foundation Grant

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X__

Summary of Proposed Action:

This resolution amends Resolution #09-174 to increase the contract with Michigan State University.

Initially a research assistant who will assist the evaluator on this project was to be hired as a Special Part-Time Temporary employee of the Health Department. Further discussion about grant implementation since the resolution passed has resulted in a recommendation that the research assistant instead be hired by Michigan State University. The University has identified an experienced and highly-skilled staff person for the position. This eliminates the need to establish a special part-time temporary position supported by grant funds at the Health Department. However, it requires increasing the contract with Michigan State University. Grant dollars are budgeted to pay for software programs which will be used by the evaluator and research assistant on this project, both of who are MSU employees.

Financial Implications:

The new contract with MSU for the two-year grant period will be increased to up to \$81,891.

Originally, the original grant award was \$158,715. The above changes cause a decrease in indirect funding and a resultant decrease in the overall grant award to \$150,610.

Other Implications:

The Robert Wood Johnson Foundation Program Officer has approved this change.

Staff Recommendation: MJM__ JN__ TL__ TM__ JC__X__

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, MD, MS

Date: August 11, 2009 August 6, 2009

Subject: Amending Resolution #09-174

A competitive grant awarded to the Health Department by the Robert Wood Johnson Foundation was authorized in Resolution #09-174.

Initially a research assistant who will assist the evaluator on this project was to be hired as a Special Part-Time Temporary employee of the Health Department. Further discussion about grant implementation since the resolution passed has resulted in a recommendation that the research assistant instead be hired by Michigan State University. The University has identified an experienced and highly-skilled staff person for the position. This eliminates the need to establish a special part-time temporary position supported by grant funds at the Health Department. However, it requires increasing the contract with Michigan State University. Grant dollars are budgeted to pay for software programs which will be used by the evaluator and research assistant on this project, both of who are MSU employees. This funding has also shifted to the MSU contract line item of the budget. The new contract with MSU for the 2-year grant period will be increased to up to \$81,891.

Originally, the original grant award was \$158,715. The above changes causes a decrease in indirect funding and a resultant decrease in the overall grant award to \$150,610.

The Robert Wood Johnson Foundation Program Officer has approved the change. I support the change and recommend that the resolution be amended.

SUBSTITUTE

**ADOPTED -
JUNE 9, 2009
Agenda Item No. 22**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A GRANT FROM THE ROBERT WOOD JOHNSON
FOUNDATION TO EVALUATE THE IMPACT OF A
QUALITY IMPROVEMENT PROJECT**

RESOLUTION #09-174

WHEREAS, the Health Department is committed to assuring delivery of effective and efficient services to the community; and

WHEREAS, the Health Department initiated a successful Quality Improvement pilot project in May, 2008 with funds from (NACCHO) National Association of County City Health Officials; and

WHEREAS, the pilot project positioned the Health Department to implement a work redesign and quality improvement initiative; and

WHEREAS, the Robert Wood Johnson Foundation has awarded a competitive grant to the Health Department to evaluate the impact of quality improvement through a Communities of Practice approach; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the grant award.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of a \$158,715 grant from the Robert Wood Johnson Foundation.

BE IT FURTHER RESOLVED, that the grant period will be from June 15, 2009 through June 14, 2011.

BE IT FURTHER RESOLVED, that a Special Part-Time Temporary Position fully supported by grant funds and devoted to grant activities be created in the Health Department.

BE IT FURTHER RESOLVED, that a subcontract for up to \$11,500.00 is authorized with Dr. Etienne Wenger to serve as primary consultant on the project.

BE IT FURTHER RESOLVED, that a subcontract for up to \$26,500.00 is authorized with Michigan State University for the services of Dr. Jodi Holtrop who will lead the evaluation of the quality improvement initiative.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents and subcontracts after review by the County Attorney.

HUMAN SERVICES: Yeas: Tennis, Davis, McGrain, Schor, Dougan, Vickers

Nays: None Absent: None Approved 6/1/09

FINANCE: Yeas: Grebner, Nolan, Bahar-Cook, Tennis, Davis, Dougan

Nays: None Absent: None Approved 6/3/09

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING RESOLUTION #09-174 TO INCREASE THE CONTRACT
WITH MICHIGAN STATE UNIVERSITY FOR
THE ROBERT WOOD JOHNSON FOUNDATION GRANT**

WHEREAS, the Health Department was awarded a competitive grant from the Robert Wood Johnson Foundation which was authorized in Resolution #09-174; and

WHEREAS, a change in the grant budget has been requested that will increase the amount of a subcontract with Michigan State University; and

WHEREAS, the requested budget change will eliminate the need for creation of a special part-time temporary position within the Health Department as previously authorized; and

WHEREAS, the Program Officer from the Robert Wood Johnson Foundation has approved the budget change; and

WHEREAS, the budget changes will result in a small decrease in the amount of the grant from the Robert Wood Johnson Foundation; and

WHEREAS the Health Officer supports the budget change and has recommended amending the resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #09-174.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a grant of up to \$150,610.00 from the Robert Wood Johnson Foundation.

BE IT FURTHER RESOLVED, that a subcontract with Michigan State University for up to \$81,891 is authorized including sufficient funds to hire a Research Assistant.

BE IT FURTHER RESOLVED, that a previously authorized special part-time temporary position supported by grant funds will not be created.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this resolution

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents and subcontracts after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE August 7, 2009

Agenda Item Title: Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Jump Start Program

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X__

Summary of Proposed Action:

This resolution authorizes an agreement with Capital Area Community Services (CACS) to provide home visiting outreach services to the Early Head Start (EHS) population through the Ingham County Health Department's Family Outreach Services (FOS) program (formerly the Jump Start Family Outreach Program). The term of the proposed agreement is August 1, 2009 to July 31, 2010.

Through Federal grants, CACS/EHS provides programming, education, and support for high risk families and children in our community. One program component focuses on home visiting services, currently provided by two FOS Public Health Advocates. CACS is proposing to continue this agreement with Ingham County.

Financial Implications:

Capital Area Community Services will provide Ingham County with up to \$64,201 to support home visiting outreach services to the Early Head Start Program. The agreement requires the ICHD to provide in-kind support valued at \$16,050 in the form of ICHD staff salary and benefits, indirect costs, facilities and advisory committee and parent participation in the programming. These requirements have been in place since the agreement began in 2002 and are supported in the 2010 budget at the level proposed in this agreement.

Other Implications:

None.

Staff Recommendation: MJM__ JN__ TL__ TM__ JC__X__

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D.

Date: August 11, 2009

Subject: Agreement with Capital Area Community Services to Provide Outreach Services to the Early Head Start Program

This is a recommendation to authorize an agreement with Capital Area Community Services (CACS) to provide home visiting outreach services to the Early Head Start (EHS) population through the Ingham County Health Department's Family Outreach Services (FoS) program (formerly the Jump Start Family Outreach Program). The term of the proposed agreement is August 1, 2009 to July 31, 2010.

Through Federal grants, CACS/EHS provides programming, education, and support for high risk families and children in our community. One program component focuses on home visiting services, currently provided by two FoS Public Health Advocates. CACS is proposing to continue this agreement with Ingham County. This is an excellent example of collaboration among agencies to provide streamlined, comprehensive services to families throughout Ingham County.

The agreement requires the ICHD to provide in-kind support valued at \$16,050 in the form of ICHD staff salary and benefits, indirect costs, facilities and advisory committee and parent participation in the programming. These requirements have been in place since the agreement began in 2002 and are supported in the 2010 budget at the level proposed in this agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with CACS.

Attachment

c: Renee Canady w/attachment
John Jacobs w/attachment
Jane Noice w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA
COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH
THE JUMP START PROGRAM**

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start Program to provide education and support to high risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002, CACS has contracted with Ingham County to incorporate a home visiting outreach component to the programming through Family Outreach Services (FOS); and

WHEREAS, Capital Area Community Services has proposed to continue the services for the period of August 1, 2009 to July 31, 2010; and

WHEREAS, the Health Department has proposed to continue such programming as part of its Family Outreach Services; and

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2010 Budget and has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2009 to July 31, 2010.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to \$64,201 to support home visiting outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$16,050 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE August 7, 2009

Agenda Item Title: Resolution to Authorize an Agreement with the Midland County Educational Services Agency to Develop the Central Region's Child Care Quality Improvement Plan and to Act as the Project Leader

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X__

Summary of Proposed Action:

This resolution authorizes an agreement with Midland County Educational Services Agency (MCESA) to allow Ingham County OYC to develop the Central Region's Child Care Quality Improvement Plan.

The Ingham County Health Department Office for Young Children (OYC) partnered with the Midland County Educational Services Agency (MCESA) and Child Advocacy of Central Michigan to form the Central Regional Partners and submitted a proposal to become the coordinating agency for the newly created Central Region, created as a result of a review of the child care quality contracts the Early Childhood Investment Corporation (ECIC) administers across Michigan. OYC learned that the Central Region Partners was awarded the contract for the time period of October 1, 2009 through September 30, 2011. The MCESA will act as the fiduciary while OYC will perform the duties and responsibilities of the Regional Resource Center. The OYC Program Coordinator will assume the role of Project Leader. OYC anticipates the grant award to range from \$500,000 –\$550,000 annually for the duration of the grant period.

The Office for Young Children is also eligible to receive a small interim grant during the period of July 1, 2009 through September 30, 2009, specifically to work with the ECIC to develop the Central Region's Child Care Quality Improvement Plan.

Financial Implications:

MCESA shall reimburse Ingham County for up to \$14,000 during the agreement period of July 1, 2009 through September 30, 2009, for expenses related to the scope of service of the agreement.

Other Implications:

None.

Staff Recommendation: MJM__ JN__ TL__ TM__ JC__X__

Staff recommends approval of the resolution.

Agenda Item 3f

To: Human Services Committee
Finance Committee

From: Dean Sienko

Date: August 11, 2009

Subject: Agreement with the Midland County Educational Services Agency to Develop the Central Region's Child Care Quality Improvement Plan and to Act as the Project Leader

The Early Childhood Investment Corporation (ECIC) is charged with overseeing the implementation of the Great Start system – Michigan's comprehensive system for fostering healthy and successful early childhood development. A comprehensive, community-based, statewide system for early childhood development includes by necessity a system of supports and services that improve child care quality for child care providers and families who use child care. Currently, the 16 Michigan Community Coordinated Child Care Association (MI 4C) offices are providing this system of services and supports to the local and regional Great Start programs.

Since 2008, the ECIC has been reviewing the child care quality contracts it administers across Michigan. It conducted focus groups and surveys with parents, child care providers and training service providers across the state to find out how they thought the child quality contract system could be improved. Respondents strongly said the system needed more local, regional and community input in the planning and delivery of supports and services and increased accountability in order to improved child care quality. They repeatedly and clearly insisted that precious resources needed to be maximized and duplication of efforts had to be reduced.

In response to that input, the ECIC decided to shift the current paradigm of statewide opportunities and support for early childhood educators providing child care to a regional system of opportunities and support with regional flexibility and accountability. It decided to reduce the current number of regions from 16 to 10 (See map) and establish Great Start Child Care and Early Learning Regional Resource Centers for the purpose of improving child care quality across all child care settings beginning in October 2009.

To determine which organization will be best suited to be the coordinating body in each region, the ECIC accepted proposals from private business, public agencies and community organizations within each designated region. The Ingham County Health Department Office for Young Children (OYC) partnered with the Midland County Educational Services Agency (MCESA) and Child Advocacy of Central Michigan to form the Central Regional Partners and submitted a proposal to become the coordinating agency for the newly created Central Region.

Early in July, OYC learned that the Central Region Partners was awarded the contract for the time period of October 1, 2009 through September 30, 2011. The MCESA will act as the fiduciary while OYC will perform the duties and responsibilities of the Regional Resource Center. Barbara Monroe, OYC Program Coordinator, will assume the role of Project Leader.

OYC anticipates the grant award to range from \$500,000 –\$550,000 annually for the duration of the grant period.

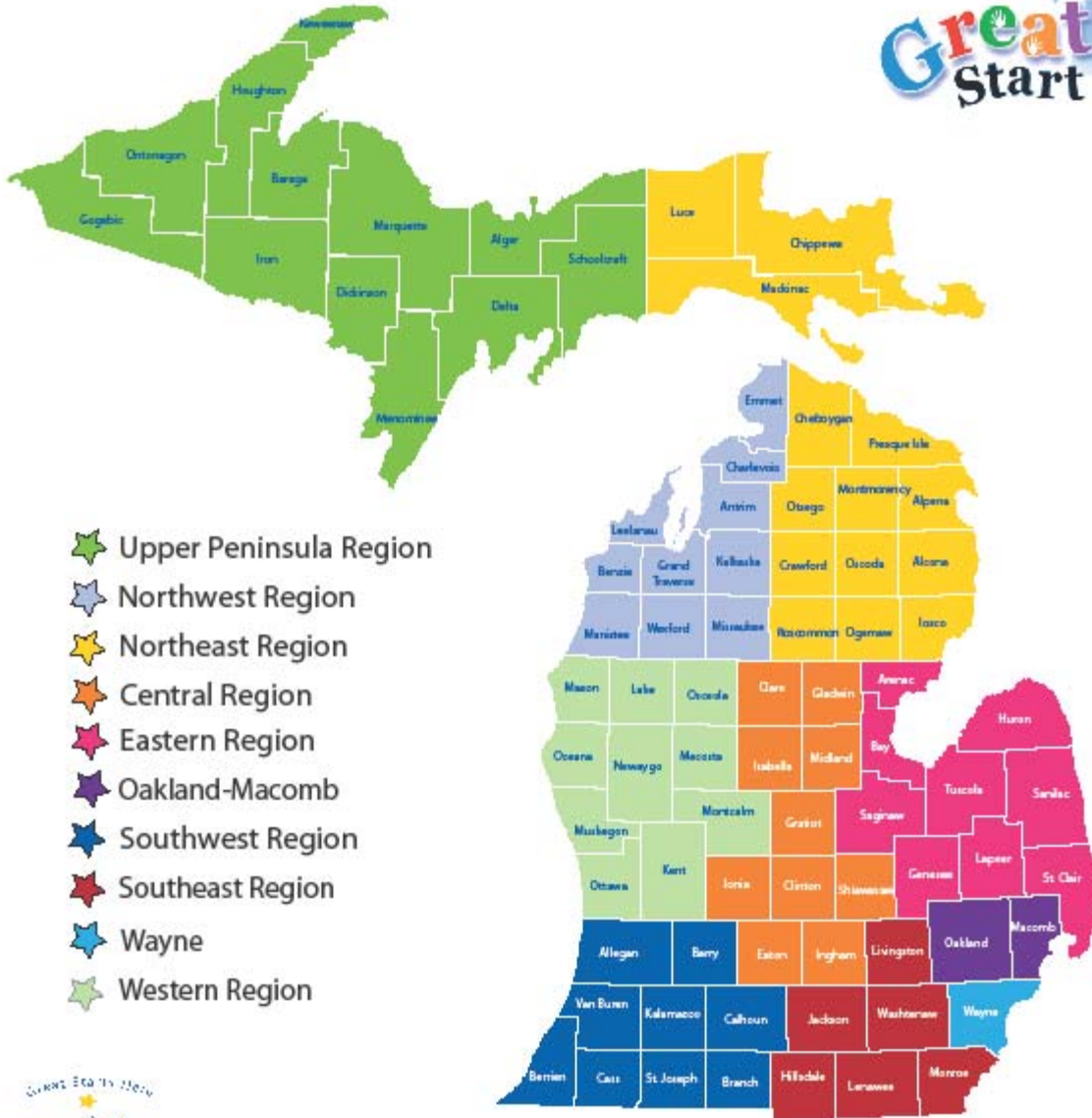
The Office for Young Children is also eligible to receive a small interim grant during the period of July 1, 2009 through September 30, 2009, specifically to work with the ECIC to develop the Central Region's Child Care Quality Improvement Plan. The MCESA shall pay Ingham County up to \$14,000 during this interim time period.

This is a recommendation to authorize an agreement with Midland County Educational Services Agency to allow Ingham County OYC to develop the Central Region's Child Care Quality Improvement Plan. The MCESA shall reimburse Ingham County for up to \$14,000 during the agreement period for expenses related to the scope of service.

I recommend that the Board of Commissioners adopt the attached resolution and authorize an agreement with the MESCA for the period of July 1, 2009 through September 30, 2009.

C.c. Laura Peterson w/attachment
Barbara Monroe w/attachment
John Jacobs w/attachment

Great Start Child Care & Early Learning REGIONAL RESOURCE CENTERS



Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MIDLAND COUNTY
EDUCATIONAL SERVICES AGENCY TO DEVELOP
THE CENTRAL REGION'S CHILD CARE QUALITY IMPROVEMENT PLAN AND
TO ACT AS THE PROJECT LEADER**

WHEREAS, the Early Childhood Investment Corporation (ECIC) is charged with overseeing the implementation of the Great Start system – Michigan's comprehensive early childhood system; and

WHEREAS, the ECIC has decided to reduce the current number of regions from 16 to 10 and establish Great Start Child Care and Early Learning Regional Resource Centers for the purpose of improving child care quality across all child care settings, effective October 2009; and

WHEREAS, the ECIC accepted proposals from public and private businesses, agencies and organizations to become the coordinating agency within each designated region; and

WHEREAS, the Ingham County Health Department Office for Young Children (OYC) partnered with the Midland County Educational Services Agency (MCESA) and Child Advocacy of Central Michigan to form the Central Regional Partners and submitted a proposal to become the coordinating agency for the newly created Central Region; and

WHEREAS, the Central Region Partners was awarded the contract to become the coordinating agency for the time period of October 1, 2009 through September 30, 2011; and

WHEREAS, the MCESA will act as the fiduciary while OYC will perform the duties and responsibilities of the Regional Resource Center and assume the role of Project Leader; and

WHEREAS, OYC anticipates the grant award to range from \$500,000–\$550,000 annually for the duration of the grant period; and

WHEREAS, the Office for Young Children is also eligible to receive a small interim grant during the period of July 1, 2009 through September 30, 2009, specifically to work with the ECIC to develop the Central Region's Child Care Quality Improvement Plan; and

WHEREAS, the MCESA shall pay Ingham County up to \$14,000 during this interim time period; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Midland County Educational Services Agency to allow the Ingham County Office for Young Children to develop the Central Region's Child Care Quality Improvement Plan and act as the Project Leader.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Midland County Educational Services Agency to allow Ingham County OYC to develop the Central Region's Child Care Quality Improvement Plan and act as the Project Leader.

BE IT FURTHER RESOLVED, that MCESA shall reimburse Ingham County for up to \$14,000 during the agreement period for expenses related to the scope of service of the agreement.

BE IT FURTHER RESOLVED, that the time period of the agreement be July 1, 2009 through September 30, 2009.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PROCLAIMING SEPTEMBER 2009 AS NATIONAL ALCOHOL AND DRUG ADDICTION RECOVERY MONTH IN INGHAM COUNTY

WHEREAS, substance abuse disorders affect 22.6 million people aged 12 and over (or 9.6% of the population), which is more than the number of people living with coronary heart disease, cancer, or Alzheimer's combined; and

WHEREAS, effective evidence-based treatment has led to long-term recovery from substance use disorders and brought a new outlook on life for those in recovery and their families and friends; and

WHEREAS, many have found recovery sources on the internet to aid them in finding *individualized* treatment that many studies have consistently found to be essential for a successful path of recovery; and

WHEREAS, real stories of long-term recovery can inspire others to ask for help and improve their own lives, the lives of their families, and benefit the entire community; and

WHEREAS, it is critical that we educate our community members that substance use disorders are treatable, yet these disorders may result in serious health care problems, and by treating these disorders like other chronic health conditions we can improve the quality of life for the entire community; and

WHEREAS, to help achieve this goal, the U.S. Department of Health and Human Services, the Substance Abuse and Mental Health Services Administration, the White House Office of National Drug Control Policy, and the Michigan Recovery Month Coalition invite all residents of Ingham County to participate in the National Alcohol and Drug Addiction Recovery Month (September 2009).

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners proclaims the month of September 2009 as National Alcohol and Drug Addiction Recovery Month in Ingham County and call upon the people of Ingham County to observe this month with appropriate programs, activities, and ceremonies supporting this year's theme, "Together we learn, together we heal."



215 S. WASHINGTON SQUARE, SUITE 200
LANSING, MICHIGAN 48933-1816
TELEPHONE: (517) 371-1730
FACSIMILE: (517) 487-4700
<http://www.dickinson-wright.com>

DWIGHT D. EBAUGH
debaugh@dickinson-wright.com
(517) 487-4709

July 6, 2009

Matthew J. Myers, Ph.D.
Controller/Administrator
Office of the Ingham County Controller
County Courthouse
Post Office Box 319
Mason, Michigan 48854

RECEIVED

JUL 7 2009

INGHAM COUNTY
CONTROLLER'S OFFICE

Re: Consent by Ingham County to mortgage by the Community Mental Health Authority of Clinton-Eaton-Ingham Counties of land at 812 East Jolly Road, Lansing, Michigan

Dear Dr. Myers:

This firm (Dickinson Wright PLLC) represents JPMorgan Chase Bank, N.A. (the "Bank") in connection with a \$180,000 loan that the Bank proposes to make to the Community Mental Health Authority of Clinton-Eaton-Ingham Counties (the "Authority") for the construction of a storage building on the Authority's land located at 812 East Jolly Road, Lansing, Michigan 48910 (the "Loan" pertaining to the "Land").

Please regard this letter as a formal request to the Ingham County Board of Commissioners for the County's consent to the mortgaging of the Land by the Authority to the Bank to secure the Loan.

The need for the County's consent arises from the facts that, as a condition of the Loan, the Bank requires collateral from the Authority in the form of a mortgage of the Land, and the Authority's Land is restricted by a Memorandum of Conditional Option to Repurchase Land dated September 15, 2008 and recorded September 15, 2008 in Book 3319, Page 833, Ingham County Records. According to this Memorandum, during the term of an option period, the Authority may not, without the express written consent of Ingham County, sell or otherwise dispose of the Land. The option period is the period ending on the later of July 1, 2018 or the date of full repayment of the bonds which financed the Authority's existing building on the Land. Since the Authority's mortgaging of the Land to the Bank would constitute a "disposition of the Land," the County's consent is sought.

If the Ingham County Board of Commissioners acts favorably upon this consent proposal, it is requested that the Board's consent be evidenced by a resolution of the Board of Commissioners and by a signed consent document that the Bank may record

C o u n s e l l o r s A t L a w

DETROIT BLOOMFIELD HILLS LANSING GRAND RAPIDS ANN ARBOR
WASHINGTON, D.C.

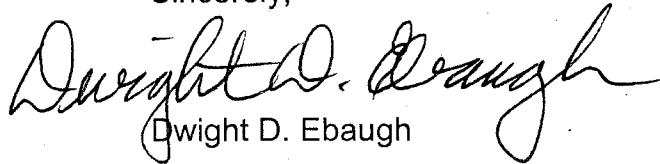
Matthew J. Myers, Ph.D.
July 6, 2009
Page 2

with the Ingham County Register of Deeds. The Board's consent resolution may be embodied in the minutes of the Board meeting at which the Board acts on the matter, and it is requested that the Board's consent include approval of a recorded consent document. A proposed consent document is enclosed.

I have previously communicated with your office and Peter Cohl's office concerning the Loan and the need for the County's consent. I was informed by Mr. Cohl that you suggested a formal letter, addressed to you, requesting the Ingham County Board of Commissioners to consider the proposal. Many thanks to you and the Board for taking time to consider this request.

If you or the Board direct questions to me concerning this matter, I will do my best to answer them promptly. You may also wish to direct questions to Robert Sheehan or Pamela Torres at the Authority.

Sincerely,



Dwight D. Ebaugh

DDE/dim
Enclosure

cc: Peter A. Cohl (w/ enc.)
Robert Sheehan (w/ enc.)
Pamela Torres (w/ enc.)
Carol Giacoletto (w/enc.)
Melinda N. McKnight (w/ enc.)

LANSING 30937-67 427786v1

C o u n s e l l o r s A t L a w

DETROIT BLOOMFIELD HILLS LANSING GRAND RAPIDS ANN ARBOR
WASHINGTON, D.C.

CONSENT TO MORTGAGE

The County of Ingham, a public corporation and a political subdivision of the State of Michigan, whose address is Ingham County Courthouse, 341 South Jefferson Street, Mason, Michigan 48854, consents to a \$180,000 mortgage to be given by the Community Mental Health Authority of Clinton-Eaton-Ingham Counties (the "Authority"), as mortgagor, whose address is 812 East Jolly Road, Suite 210, Lansing, Michigan 48910, to JPMorgan Chase Bank, N.A. (the "Bank"), as mortgagee, whose address is 620 South Capitol Avenue, Lansing, Michigan 48933, pertaining to the following described real estate in the City of Lansing, Ingham County, Michigan (the "Mortgage" pertaining to the "Real Estate"):

That part of the fractional Northwest 1/4 of Section 3, Township 3 North, Range 2 West, City of Lansing, Ingham County, Michigan, described as: Beginning at a point on the North line of said Section 3 lying South 88 degrees 45 minutes 28 seconds East 366.81 feet from the Northwest corner of said Section 3; thence continuing South 88 degrees 45 minutes 28 seconds East on said North line 355 feet; thence South 0 degrees 35 minutes 42 seconds West 329.70 feet; thence South 88 degrees 44 minutes 12 seconds East 85.95 feet to the Northwest corner of the Plat of Battenfield Subdivision No. 1, as recorded in Liber 16 of Plats, Pages 3 and 4, Ingham County Records; thence South 0 degrees 37 minutes 55 seconds West 518.27 feet along the West line of the Plat of Battenfield Subdivision No. 1 and the West line of the Plat of Pennsylvania Heights, as recorded in Liber 17 of Plats, Page 38, Ingham County Records, to the North line of the Plat of Roselawn, as recorded in Liber 29 of Plats, Page 6, Ingham County Records; thence North 89 degrees 04 minutes 25 seconds West along said North line 344 feet; thence North 1 degree 14 minutes 32 seconds East 404.83 feet; thence North 88 degrees 45 minutes 28 seconds West 86.20 feet; thence North 1 degree 14 minutes 32 seconds East 445.00 feet to the Point of Beginning. EXCEPT: The Building(s).

The purpose of this consent is to comply with the consent requirement set forth in the Memorandum of Conditional Option to Repurchase Land dated September 15, 2008 and recorded September 15, 2008 in Book 3319, Page 833, Ingham County Records. According to this Memorandum, during the term of an option period, the Authority may not, without the express written consent of Ingham County, sell or otherwise dispose of

the Real Estate. The option period is the period ending on the later of July 1, 2018 or the date of full repayment of the bonds which financed the Authority's existing building as an improvement to the Real Estate. Since the Authority's mortgaging of the Real Estate to the Bank would constitute a "disposition of the Real Estate," the County's consent has been given, and the County's consent is memorialized in this document.

The date of this Consent is _____, 2009.

[signature is on the following page]

COUNTY OF INGHAM,
a public corporation and a political subdivision
of the State of Michigan

Matthew J. Myers,
Controller/Administrator

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

The foregoing instrument was acknowledged before me in Ingham County, Michigan this ____ day of _____ 2009, by Matthew J. Myers, the Controller/Administrator of the County of Ingham, a public corporation and a political subdivision of the State of Michigan, on behalf of the County of Ingham.

Notary Public

County, Michigan
Acting in Ingham County, Michigan
My Commission Expires: _____

This instrument drafted by
and after recording return to:

Dwight D. Ebaugh, Attorney at Law
Dickinson Wright PLLC
215 South Washington Square, Suite 200
Lansing, Michigan 48933
517-487-4709

LANSING 30937-67 427787v1

July 6, 2009

RECEIVED

JUL 08 2009

INGHAM COUNTY
CONTROLLER'S OFFICE

The Honorable Gretchen Whitmer
State Senator
State Capitol
P.O. Box 30036
Lansing, MI 48909-7536

Dear Senator Whitmer:

I am writing in opposition to the Senate Appropriations Subcommittee on Community Health's version of HB4436 (DCH Budget Bill for FY2009/10) which was reported out recently. The subcommittee took a radical departure from the House version by adding language that would profoundly affect how substance abuse treatment and prevention services would be delivered in many areas across the state. Section 407(4) of the boilerplate requires that "effective April 1, 2010, only PIHPs shall be considered substance abuse agencies for the purposes of reimbursement using funds appropriated in part 1".

The State's substance abuse service delivery system was created through PA 368 of 1978 (Public Health Code). Coordinating agencies (CAs) were created to manage services at the local level. Over the years several changes have occurred in CA boundaries and structural alignments to gain administrative efficiencies and address county desires for partnering in the interest of their residents and local community needs. Thus what has taken years of development for system relationships addressing individual's needs is now at risk of being dismantled. Adversely impacted would be relationships with county, city, and regional agencies, such as local court systems and drug courts, treatment and prevention providers, DHS, public health departments, school districts, CMH Boards, and other community agencies. To require such a radical systems change, especially in such a short timeline would be disruptive at the least, and could be catastrophic for contracted providers of service and clients seeking and continuing treatment services, at a time in which the demand has never been greater.

The Senate version assumes that some portion of \$1 million would be saved by transferring the CA functions to the PIHPs. In reviewing fiscal year 2007 CA administrative costs among the three types of organizations currently designated as coordinating agencies, PIHPs had the

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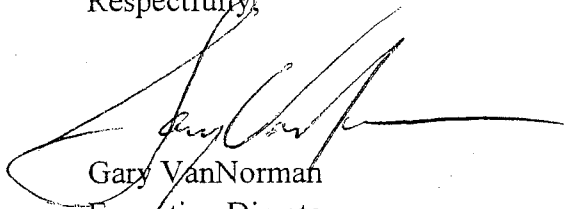
highest average administrative costs (9.61%), compared to Public Health's 9.03%, and independent CAs at 8.66%. If the PIHP percentage is used, CA administrative costs would logically increase significantly. Monetary efficiencies have not been gained from moving CA responsibilities into PIHPs in the past and will not with this proposal.

More important considerations are the individual served and local approval (thus decision) on what agency they support to administer substance abuse services within their county. These considerations are clear within the existing process; this is not the case with the Senate version of HB4436.

I urge you to actively support removing Section 407(4) from the Senate recommendations on HB4436. Passage of the proposed language would result in major disruptions of a largely efficient and responsive system of care for those who suffer from alcoholism and other drug addictions.

Thank you for your consideration.

Respectfully,



Gary VanNorman
Executive Director

Cc: Matthew J. Myers, Ingham Co. Controller/Administrator