

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
BRIAN McGRAIN
CAROL KOENIG
DEB NOLAN
DON VICKERS
STEVE DOUGAN

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, JULY 25, 2011 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

NOTE CHANGE IN DATE

Agenda

Call to Order

Approval of the [June 20, 2011](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Tri-County Office on Aging - Resolution Approving Tri-County Office on Aging's Annual Implementation [Plan](#) for Fiscal Year 2012
2. Department of Human Services - Resolution Authorizing a Line Item Shift in the Department of Human Services [Child Care Fund](#) Budget
3. Veterans Affairs
 - a. Resolution Accepting a Monetary Donation from [Mack Phelps](#) for Emergency Assistance for Ingham County Veterans and Their Families
 - b. Resolution Accepting a Monetary Donation from [Regency Beauty Salon](#) for Emergency Assistance for Ingham County Veterans and Their Families
 - c. Resolution Honoring [Charles Ross](#)
4. Health Department
 - a. Resolution to Authorize a Contract Amendment with the Michigan Department of Human Services to Provide [Administrative Support](#) for Development of the Strong Families/Safe Children Program
 - b. Resolution to Authorize an Amendment to the Lease Agreement with [Sparrow](#) Health System
 - c. Resolution to Extend the Contract with [Temple Smith](#) to Support the Social Justice Project
 - d. Resolution to Extend Contracts with One Love Global, Inc., and the School Health Community Alliance of Michigan to Support the [Health Equity Youth](#) Academy
 - e. Resolution to Authorize an Amendment to the Memorandum of Understanding for the ["Early On"](#) Program

- f. Resolution to Authorize Acceptance of the Child and Adolescent Health Center [Awards](#) from the Michigan Department of Community Health
 - g. Resolution Honoring [Mark Banghart](#)
 - h. Resolution Honoring [Diane Gorch](#)
 - i. Resolution Honoring [Paula Schultz](#)
5. Board of Commissioners - Resolution to Re-Establish the Position of [Health Officer](#) Within the Health Department
6. Board Referral - Tri-County Office on Aging Area Plan Fiscal Year 2012 (*Distributed at the Board of Commissioners' Meeting*)

Announcements
Public Comment
Adjournment

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

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

HUMAN SERVICES COMMITTEE
June 20, 2011
Minutes

Members Present: Todd Tennis, Brian McGrain, Carol Koenig, Deb Nolan, Don Vickers, Steve Dougan, and Board Chairperson Grebner

Members Absent: None

Others Present: Jared Cypher, Dean Sienko, Deb Brinson, Robin Turner, Marvin Cato, Tom Curtis, Bobby Joyce, Jackie Carson, Diala Rabah, Chuck Gray, and others

The meeting was called to order by Chairperson Tennis at 6:31 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the June 6, 2011 Minutes

The June 6, 2011 Minutes were approved as amended.

Page 3, Paragraph 3, last sentence change the date of June 23, 2011 to June 9, 2011.

Additions to the Agenda

None.

Limited Public Comment

None.

(Comm. Grebner arrived at 6:33 p.m.)

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

1. Health Department
 - a. Resolution to Authorize an Agreement for Childbirth Education and Training with the Expectant Parents Organization
 - b. Resolution Amending **Resolution #10-224** to Authorize an Agreement with the Lansing School District to Operate School-Based Health Centers
 - c. Resolution to Authorize an Amendment to the Lease Agreement with Sparrow Health System

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

It was noted to change the Heading of Item 1b. from Resolution #10-224 to **Resolution #10-264**. This was a typographical error.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

2. Controller/Administrator's Office - Resolution Authorizing the 2012 Community Agency Funding Process and Approving Criteria for Ranking Applications for Community Agency Funding

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING THE 2012 COMMUNITY AGENCY FUNDING PROCESS AND APPROVING CRITERIA FOR RANKING APPLICATIONS FOR COMMUNITY AGENCY FUNDING.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO AMEND THE RESOLUTION BY ADDING A BE IT FURTHER RESOLVED AS FOLLOWS:

BE IT FURTHER RESOLVED, because of economic constraints in Ingham County, the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in the fiscal year 2012.

Comm. Vickers expressed his concern of funding programs that do not provide basic needs. Comm. McGrain suggested providing Mr. Cypher with updated criteria for the 2012 Community Agencies, if funds are available.

(Comm. Koenig arrived at 6:35 p.m.)

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION CARRIED UNANIMOUSLY.

- d. Discussion - Community Health Center Board

(Comm. Dougan left at 7:15 p.m.)

Ms. Brinson provided the Committee with an overview of the presentation.

Dr. Sienko explained that Ingham County is the only FQHC/CHC that is a public entity in the State of Michigan. He noted that the Ingham County Board of Commissioners shares its governance with the Community Health Center (CHC) Board.

Ms. Robin Turner, President of the CHC Board of Directors, introduced herself and provided the Committee with her professional and personal background. The following members then introduced themselves to the Committee: Marvin Cato, Vice-President; Tom Curtis, Secretary; Jackie Schraft, Member; Diala Rabah, Member; Jackie Carson, Member; and Bobby Joyce, Member.

Ms. Brinson overviewed the events from 2009 to present, the FQHC look-alike, and the shared power of the Board of Commissioners and the CHC Board of Directors. She explained the partnership between the Health Department, Board of Commissioners and the CHC Board. She further explained the advantages of the CHC/FQHC network including competing for grant opportunities, enhanced reimbursement, and HRSA 330 funding. She was pleased to announce they had received official notification that Federal funding will continue through 2015.

Ms. Brinson stated that Community Health Centers are held to rigorous standards and must comply with the legislative requirements in four main areas: need, services, governance, and management and finance. Ms. Brinson explained that the CHC Board of Directors oversees the operations of the Health Centers including the budget. The Board of Commissioners has the oversight of personnel and financial issues. She noted the benefit of this partnership is millions of dollars.

Ms. Turner explained that HRSA Regulations require monthly meetings, and approval of the meeting minutes, CHC Network Budget, HRSA application, scope of services, hours of operation, as well as, selection/dismissal and evaluation of the Health Center CEO/DHO, establish general policy, performance evaluations of the health centers, and self select CHC Board members. She noted that the Board of Commissioners also approves the board members.

Mr. Cato reviewed the CHC Board Composition stating that compliance is mandatory. He highlighted that 51% of the CHC Board members must be users of the health centers, and must have between 9 and no more than 25 members. The Board members must include consumer members, provider members and consumer-at-large members.

Ms. Schraft reviewed the duties of CHC Board including: care, loyalty, obedience, holder of public trust, stewarded of federal funding, hiring/terminating CEO/DHO and annual performance.

Ms. Brinson informed the Committee that Otto and Willow are the only two centers that remain look-alikes, and she has recently applied for recertification. She stated that recently the Federal Government requested updated bylaws and the scope of services. She thanked Mr. Cypher with helping her satisfy the bylaws request and noted she is working on the scope of services. She further explained that the Federal Government requires interagency agreements between the CHC Board and the main Health Department. Therefore, everything needs to be documented noting that anything going before the Board of Commissioners will also be “mirrored” to the CHC Board. She noted they will soon be sending in their annual application.

Ms. Brinson stated that in the future they will be asking the Board of Commissioners to renew the terms of appointed CHC Board Members, approve an updated operational agreement and by-laws, and set-up an enterprise fund to address audit issues. She also noted that there would be on-going training and that she would like to increase the number of CHC Board Members.

Comm. Tennis stated it is his understanding that the partnership is the center piece of the Federal qualifications, and that the Board of Commissioners is operating in a supportive or oversight role to the CHC Board. Ms. Brinson stated that was correct the CHC is the primary decision maker. Dr. Sienko stated that the Federal Government is invested in the users/consumer governing the health centers. Ms. Brinson stated that the Board of Commissioners may give advice.

(Comm. Dougan left at 7:15 p.m.)

Comm. Grebner stated that he planned on spending part of next year re-writing the County Ethics Policy and would like to extend it to CHC Board. Ms. Turner stated that the members do review the County Ethics Policy. He also would like more members with addresses outside of Lansing. The Commissioners and CHC Board Members agreed.

Comm. Koenig asked how many other CHC's are in other states. Ms. Brinson stated that there were models in Chicago, Denver, and Oregon she has worked with, and there are others in smaller communities in states like Montana.

Dr. Sienko expressed his concern that enhancements could be cut to the FQHC's depending on the level of budget cuts in Washington.

There was a discussion of qualifications for CHC Board Members. Mr. Cato requested that any recommendation sent from the Commissioners include their name, sector, and qualifications of the applicant to maintain balance of the Board Composition.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 7:35 p.m.

Respectfully submitted,

Julie Buckmaster

JULY 25, 2011 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Assistant Deputy Controller is recommending approval of the following resolutions:

1. Tri-County Office on Aging – Resolution Approving Tri-County Office on Aging’s Annual Implementation Plan for Fiscal Year 2012
This resolution approves Tri-County Office on Aging’s (TCOA) Annual Implementation Plan for FY 2012. This planning document is required under the Older Americans Act and Older Michiganians Act. The Michigan Office of Services to the Aging, Department of Community Health requires TCOA to ask county commissioners to approve the plan.
2. Department of Human Services - Resolution Authorizing a Line Item Shift in the Department of Human Services Child Care Fund Budget
Ingham County DHS is requesting a line item shift in funding between two line items in the FY 2011 County Child Care Fund budget. This resolution authorizes the appropriate county officials to sign the line item transfer forms. This is a transfer of funds between two line items, and there is no change to the overall Child Care Fund allocation for FY 2011.
3. Veterans Affairs
 - a. Resolution Accepting a Monetary Donation from Mack Phelps for Emergency Assistance for Ingham County Veterans and their Families
This resolution accepts a donation of \$50.00 to Ingham County for use for Emergency Assistance to indigent veterans and their families.
 - b. Resolution Accepting a Monetary Donation from Regency Beauty Salon for Emergency Assistance for Ingham County Veterans and Their Families
This resolution accepts a donation of \$239.62 to Ingham County for use for Emergency Assistance to indigent veterans and their families.
4. Health Department
 - a. Resolution to Authorize a Contract Amendment with the Michigan Department of Human Services to Provide Administrative Support for Development of the Strong Families/Safe Children Program
This resolution authorizes a contract amendment that will decrease Strong Families/Safe Children funding from DHS to the Health Department during FY 2011-12 from \$6,000 to \$1,980, a reduction of \$4,020, reducing the total contract amount over the three years of the agreement from \$18,000 to \$13,980.
 - b. Resolution to Authorize an Amendment to the Lease Agreement with Sparrow Health System
This amendment will renew the lease agreement for the Well Child Health Center for three additional years commencing June 13, 2011 and terminating June 12, 2014. Sparrow Health System agreed to reduce the lease rate to \$16.50 per rentable square foot per year. The lease rate was \$17.17 per rentable square foot per year and increased by 2% each year. The new rate will begin at \$16.50 per rentable square foot and will increase by 2% per year for the three year lease term. The rates contained in this resolution are the same as for the previous lease authorized by resolution 08-130.
 - c. Resolution to Extend the Contract with Temple Smith to Support the Social Justice Project
This resolution extends the contract with Temple Smith to support the Social Justice Project through November 30, 2011, utilizing \$6,000 of grant funds from the W.K. Kellogg Foundation.
 - d. Resolution to Extend Contracts with One Love Global, Inc., and the School Health Community Alliance of Michigan to Support the Health Equity Youth Academy
This resolution utilizes \$32,000 of W.K. Kellogg Foundation grant funds to extend the subcontract with One Love Global, Inc. (\$24,000), through March 31, 2012, and extend the subcontract with the School

Health Community Alliance of Michigan (\$8,000) through October 31, 2011. Both contracts support the Health Equity Youth Academy. Detailed descriptions of the scope of services are included in the memorandum accompanying the resolution.

e. *Resolution to Authorize an Amendment to the Memorandum of Understanding for the "Early On" Program*

This resolution authorizes an amendment to the Memorandum of Understanding with the Ingham Intermediate School District for Infants and Toddlers with Developmental Delays, to extend the MOA through June 30, 2012. The Clinton/Eaton/Ingham Community Mental Health Board and the Ingham County Department of Human Services are also parties to this Memorandum of Understanding.

f. *Resolution to Authorize Acceptance of the Child and Adolescent Health Center Awards from the Michigan Department of Community Health*

This resolution authorizes acceptance of the Child & Adolescent Health Center awards from the Michigan Department of Community Health. These awards will provide a total of \$3.4 million over five years. One hundred thousand per year will support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year will support the continued operations at Otto Community Health Center; \$225,000 will support the continued operations at Willow Health Center, and \$175,000 will start a new school-based health center and fund its operations at a Lansing School District High School.

This Resolution creates seven new positions, which are essential to the operations of these Health Centers:

1. Community Health Representative II (UAW D) – 1.0 FTE
2. Health Center Nurse (MNA 1) – 1.0 FTE
3. Clinic Assistant I (UAW D) – 1.0 FTE
4. Nurse Practitioner (MNA 6) – 1.0 FTE
5. Assistant Social Worker (ICEA PRO 5) – 0.5 FTE
6. Health Educator II (ICEA PRO 9) – 0.5 FTE
7. Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

The Community Health Representative II, Nurse Practitioner and Lead Senior Accountant positions are grant funded. It is expected that the remaining four positions will be funded through fees and revenue generated by Medicaid and other third party billing sources.

As a condition of these awards, the ICHD Community Health Center Network is required to establish a local community advisory committee. The advisory committee must be representative of the community and include a broad range of stakeholders and school staff.

5. *Board of Commissioners - Resolution to Re-Establish the Position of Health Officer Within the Health Department*

This resolution re-establishes the position of Health Officer. The position is currently combined with the Medical Director position. The person who holds the combined position will be retiring at the end of October. In addition to passing this resolution, it is also recommended that commissioners discuss the hiring process for a new Health Officer.

HONORARY RESOLUTIONS:

3. *Veterans Affairs*

c. *Resolution Honoring Charles Ross*

4. *Health Department*

g. *Resolution Honoring Mark Banghart*

h. *Resolution Honoring Diane Gorch*

i. *Resolution Honoring Paula Schultz*

Agenda Item 1

TO: Human Services Committee

FROM: Jared Cypher, Assistant Deputy Controller

RE: Tri-County Office on Aging Area Plan Fiscal Year 2012

DATE: June 29, 2011

This resolution approves Tri-County Office on Aging's (TCOA) Annual Implementation Plan for FY 2012. This planning document is required under the Older Americans Act and Older Michiganians Act. The Michigan Office of Services to the Aging, Department of Community Health requires TCOA to ask county commissioners to approve the plan.

The Tri-County Office on Aging Administrative Board endorsed this plan on June 20, 2011. Copies of the Plan were included in the Board Packet for the June 28, 2011 Board of Commissioners meeting. Staff will make additional copies available for Commissioners at the Human Services Committee meeting.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING TRI-COUNTY OFFICE ON AGING'S ANNUAL IMPLEMENTATION
PLAN FOR FISCAL YEAR 2012**

WHEREAS, the Tri-County Aging Consortium, known as Tri-County Office on Aging, produced the Annual Implementation Plan Fiscal Year 2012 as required by the Older Americans Act and the Older Michiganians Act; and

WHEREAS, the Ingham County Board of Commissioners has reviewed the Tri-County Office on Aging's Annual Implementation Plan Fiscal Year 2012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the Tri-County Office on Aging's Annual Implementation Plan Fiscal Year 2012 as presented.

June 20, 2011

Mary Lannoye
Ingham County Controller
County Courthouse
P.O. Box 319
Mason, Mi. 48854

Dear Mary Lannoye:

I am sending this letter to inform the Controller's Office that Ingham County DHS is requesting a line item shift in funding between two line items in our present County Child Care Fund budget. Ingham County DHS has experienced a significant increase in our institutional care expenses this fiscal year. However, Ingham County DHS is also anticipating a surplus in our Family Foster Care line item.

I would like to request moving \$225,000 from the Family Foster Care line item, into the Institutional Care line item. At this time, there is a balance in the Foster Care line item of \$991,438.71 with an estimate of approximate expenditures of \$300,000 to \$350,000 for the remainder of this fiscal year, leaving a surplus of approximately \$641,438.71.

In the Institutional Care line item, there is presently a balance of \$263,479.34. We are projecting expenditures of approximately \$420,000 for the remainder of this fiscal year. This would leave a short fall of approximately \$156,521 in this fiscal year. I am proposing that the \$225,000 shift of funding would accommodate this shortfall and assist in any unforeseen expenses created from late billing from the different institutions.

The breakdown of this request:

Move \$225,000 from the Family Foster Care line item.
Add \$225,000 to the Institutional Care line item.

Ingham County DHS strives to meet the current expectations of the Controller's Office and manage within our approved budget. Ingham County DHS does expect to complete this fiscal year with hopefully a small surplus.

Sincerely,

Randy Rauch
Ingham County
Child Welfare Director

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A LINE ITEM SHIFT IN THE DEPARTMENT OF
HUMAN SERVICES CHILD CARE FUND BUDGET**

WHEREAS, Ingham County DHS has experienced a significant increase in Institutional Care expenses this fiscal year; and

WHEREAS, Ingham County DHS is also anticipating a surplus in the Family Foster Care line item; and

WHEREAS, request moving \$225,000 from the Family Foster Care line item, into the Institutional Care line item to cover the anticipated shortfall; and

WHEREAS, this line item shift does not increase the overall Child Care Fund budget for FY 2011.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the appropriate county officials to sign any necessary line item transfer forms.

MEMORANDUM

TO: Resolution Group

FROM: Randy A. Marwede, Director, Ingham County Dept of Veteran Affairs

DATE: July 5, 2011

RE: Resolution Accepting Donation from Mack Phelps

Mr. Phelps is a service disabled WWII veteran and a client of Ingham County Department of Veteran Affairs. With the assistance of counselors from this Department, Mr. Phelps recently received an increased award from the US Department of Veterans Affairs. He was so overwhelmed by this award that he stopped by the office and proceeded to hand our receptionist \$50 informing her to give this to his counselor. The receptionist informed Mr. Phelps that this was against county policy but he was adamant in his desire to show his thanks. He was then informed that if he would like to donate this money it would go towards assisting indigent local veterans. He agreed and again thanked the office for their assistance with his claim.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ACCEPTING A MONETARY DONATION FROM MACK PHELPS FOR
EMERGENCY ASSISTANCE FOR INGHAM COUNTY VETERANS AND THEIR FAMILIES**

WHEREAS, Mack Phelps, a service disabled U.S. Army WW II veteran, has offered to donate \$50.00 to Ingham County for use for Emergency Assistance to indigent veterans and their families; and

WHEREAS, Ingham County Resolution #10-130 dated April 27, 2010, acknowledges that one of the goals of Ingham County Government is to assist Ingham County residents in meeting basic needs; and

WHEREAS, Ingham County Department of Veteran Affairs administers the Veterans Relief Fund, which assists indigent veterans and their families to meet their basic needs; and

WHEREAS, Ingham County Department of Veteran Affairs provides emergency food assistance through the Veterans Relief Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the donation of \$50.00 as offered by Mack Phelps.

BE IT FURTHER RESOLVED, that this donation will be used to provide emergency financial assistance in the form of food to indigent veterans and their families.

M E M O R A N D U M

TO: Resolution Group

FROM: Randy A. Marwede, Director, Ingham County Dept of Veteran Affairs

DATE: July 5, 2011

RE: Resolution Accepting Donation from Regency Beauty Salon

This is a request to accept a donation from Regency Beauty Salon in the amount of \$293.62. The owner of this business contacted me explaining that their employees like to do something each month to help make the community a better place to live. These employees donate something each week and at the end of the month they determine where this fund should be applied. For the month of June 2011 they wanted to do something for local veterans requested information on any local programs. I gave them a briefing on the Ingham County Veteran Relief Fund and explained that 100% of any donation would go directly towards assisting indigent Ingham County veterans.

Introduced by the Human Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ACCEPTING A MONETARY DONATION FROM REGENCY BEAUTY SALON FOR EMERGENCY ASSISTANCE FOR INGHAM COUNTY VETERANS AND THEIR FAMILIES

WHEREAS, Regency Beauty Salon has offered to donate \$293.62 to Ingham County for use for Emergency Assistance to indigent veterans and their families; and

WHEREAS, Ingham County Resolution #10-130 dated April 27, 2010, acknowledges that one of the goals of Ingham County Government is to assist Ingham County residents in meeting basic needs; and

WHEREAS, Ingham County Department of Veteran Affairs administers the Veterans Relief Fund which assists indigent veterans and their families to meet their basic needs; and

WHEREAS, Ingham County Department of Veteran Affairs provides emergency food assistance through the Veterans Relief Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the donation of \$293.62 as offered by Regency Beauty Salon.

BE IT FURTHER RESOLVED, that this donation will be used to provide emergency financial assistance in the form of food to indigent veterans and their families.

MEMORANDUM

TO: Resolution Group

FROM: Randy A. Marwede, Director, Ingham County Dept of Veteran Affairs

DATE: July 5, 2011

RE: Resolution Honoring Charles R. Ross

Charles R. Ross, Deputy Director Ingham County Department of Veteran Affairs will be retiring after serving Ingham county veterans for over 30 years of service. Prior to his employment with Ingham County, Mr. Ross served in the US Marine Corps, US Marine Corps Reserves, and with American Veterans State of Michigan.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING CHARLES ROSS

WHEREAS, Charles Ross began his career with Ingham County Department of Veteran Affairs on April 23, 1980; and

WHEREAS, Charles Ross served with distinction in various positions prior to beginning his career with Ingham County Department of Veteran Affairs, including service in the United States Marine Corps, United States Marine Corps Reserve, and American Veterans State of Michigan; and

WHEREAS, Charles Ross has rendered great service to Ingham County Department of Veteran Affairs for over thirty years, and on September 30, 2011 will retire from Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Charles Ross for his thirty years of dedicated service to the veterans in the community and for the contributions he has made to Ingham County Department of Veteran Affairs.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D., Health Officer

Date: July 1, 2011

Subject: Authorization to Execute a Strong Families/Safe Children Contract Amendment

This is a recommendation to authorize an amendment to reduce the maximum dollar amount of the three year contract with the Michigan Department of Human Services (DHS) approved in resolution #09-395. Through this contract the DHS purchases the services of the Power of We Consortium Coordinator to support the development and implementation of the Strong Families/Safe Children grant in Ingham County.

Ingham County DHS Director Randy Rauch stated that the DHS was required to make budget cuts due to reductions in Strong Families/Safe Children funding. The contract amendment will specifically decrease funding to the Health Department during FY 2011-12 from \$6,000 to \$1,980, a reduction of \$4,020, reducing the total contract amount over the three years of the agreement from \$18,000 to \$13,980.

The Power of We Consortium Coordinator is a position in the Health Department that provides administrative staffing to the Power of We Consortium and also assists the DHS in implementing the Strong Families/Safe Children Program (SF/SC) in Ingham County.

A portion of the cost of the Power of We Consortium's coordinator position has always been supported by contributions from founding-member organizations of the Consortium, including DHS. The Strong Families/Safe Children contract is the vehicle the DHS uses to make its contribution to the coordinator position.

In anticipation of potential reductions to some founding-member organization budgets, the Power of We Consortium membership approved a 2010-11 comprehensive campaign to encourage both increased financial contributions from able founding-member organizations and new contributions from previously non-paying member organizations in support of Consortium infrastructure.

FY 2011 revenues of approximately \$64,000 have been realized to date through this successful campaign, an increase of approximately \$40,000 over FY 2010 revenues. This increased revenue represents a direct savings of \$40,000 to the GF for FY 2011. The Health Department has conservatively estimated FY 2012 total revenues for the Power of We Consortium at \$41,000, which represents a savings of approximately \$13,000 previously budgeted with GF dollars.

I recommend that the Board of Commissioners adopt the resolution and authorize the amended agreement.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT AMENDMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES TO PROVIDE ADMINISTRATIVE SUPPORT FOR DEVELOPMENT OF THE STRONG FAMILIES/SAFE CHILDREN PROGRAM

WHEREAS, Ingham County employs the Coordinator of the Power of We Consortium; and

WHEREAS, the Department of Human Services (DHS) contracted with Ingham County for 2009-2012 to purchase services from the Power of We Consortium Coordinator to support the planning process for the Strong Families/Safe Children Program (#09-395); and

WHEREAS, due to budget cuts, the DHS proposes to decrease the maximum dollar amount of the Agreement by \$4,020 from \$18,000 to \$13,980 for the three year period October 1, 2009 to September 30, 2012, thus reducing the FY 2011-12 amount from \$6,000 to \$1,980; and

WHEREAS, the Health Officer was advised in late May of this pending reduction and made appropriate adjustments to the revenue projections of the Health Department's budget and recommends that the Board of Commissioners authorize the amended Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the 2009-2012 Agreement with the Michigan Department of Human Services.

BE IT FURTHER RESOLVED, that the DHS shall pay Ingham County a total of \$13,980 for the period of October 1, 2009 to September 30, 2012, on a fee for service basis.

BE IT FURTHER RESOLVED, that the County shall make available the services of the Power of We Consortium Coordinator to support the development of the Strong Families/Safe Children Program plan and assist the DHS in program implementation.

BE IT FURTHER RESOLVED, that the period of the Agreement shall be October 1, 2009 to September 30, 2012.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Dean G. Sienko, M.D., M.S., Health Officer

DATE: July 7, 2011

RE: Resolution to Authorize an Amendment to the Agreement with Sparrow Health System for the Well Child Health Center Lease

This is a recommendation to authorize the request to amend the lease with Sparrow Health System for the Well Child Health Center at 901 E. Mt. Hope Avenue in Lansing, MI. Per Resolution 08-130, the Ingham County Health Department (Health Department) has an existing lease that expires June 12, 2011. This amendment will renew that lease for three additional years commencing June 13, 2011 and terminating June 12, 2014.

Sparrow Health System agreed to reduce the lease rate to \$16.50 per rentable square foot per year. The lease rate was \$17.17 per rentable square foot per year and increased by 2% each year. The new rate will begin at \$16.50 per rentable square foot and will increase by 2% per year for the three year lease term. At the Health Department's request, Sparrow also agreed to add language into the lease so that if the Health Department at any time ceases to have the necessary funding available to continue operation of the services and programs provided on the premises as a result of actions taken by Physicians Health Plan or the Ingham Health Plan, it may terminate the lease upon not less than 90 days prior written notice and if the Health Department ceases to have the necessary funding available to continue operation of the services and programs provided on the premises as a result of public vote by the Ingham County Board of Commissioners, it may terminate the lease upon not less than one hundred twenty days written notice.

The Ingham County Community Health Center Board has reviewed the operations of the County's Well Child Health Center and recommends that the Ingham County Board of Commissioners authorize a lease agreement that maintains pediatric medical services through the 901 E. Mount Hope Avenue, Lansing, Michigan delivery site.

The Health Officer also recommends that the Ingham County Board of Commissioners authorize a lease agreement for 4,115 square feet of clinical space located on the second floor of 901 E. Mount Hope, Lansing, Michigan with Sparrow Health System space through June 12, 2014.

c: Debra Brinson, w/attachment
John Jacobs, w/attachment
Barbara Mastin, w/attachment
Jayson Welter, w/attachment
Carolyn Redman, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE LEASE
AGREEMENT WITH SPARROW HEALTH SYSTEM**

WHEREAS, Ingham County leases 4,115 square feet of space in a Sparrow Health System building located at 901 E. Mount Hope Avenue, Lansing, Michigan; and

WHEREAS, this space currently houses the Health Department's Well Child Health Center operations; and

WHEREAS, the Health Department has a current lease agreement, per Resolution #08-130 and that current lease agreement expires June 12, 2011; and

WHEREAS, the Health Department has requested that this lease agreement be renewed for a three year period, until June 12, 2014; and

WHEREAS, Sparrow Health System is in agreement and has proposed a lease agreement with a per rentable square foot rate of \$16.50 per year, to be paid in advance, on the first day of each month during the term of the lease; and

WHEREAS, the rentable square foot rate will increase by 2% per year for the three year term; and

WHEREAS, the Health Department has requested and Sparrow Health System agreed to add language into the lease so that if the Health Department at any time ceases to have the necessary funding available to continue operation of the services and programs provided on the premises as a result of actions taken by Physicians Health Plan or the Ingham Health Plan, it may terminate the lease upon not less than 90 days prior written notice; and

WHEREAS, the Health Department has requested and Sparrow Health System agreed to add language into the lease agreement that if the Health Department ceases to have the necessary funding available to continue operation of the services and programs provided on the premises as a result of public vote by the Ingham County Board of Commissioners, it may terminate the lease upon not less than one hundred twenty days written notice; and

WHEREAS, the Ingham County Community Health Center Board has reviewed the operations of the County's Well Child Health Center and is recommending that the Ingham County Board of Commissioners authorize a lease agreement that maintains pediatric medical services through the 901 E. Mount Hope, Lansing, Michigan delivery site; and

WHEREAS, the Health Officer has recommended that the Ingham County Board of Commissioners authorize a lease agreement for 4,115 square feet of clinical space located on the second floor of 901 E. Mount Hope, Lansing, Michigan with Sparrow Health System space through June 12, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of an Office Lease Agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope, Lansing, Michigan at the rate of \$16.50 per square foot for the first year and will increase by 2% per year for the three year term.

BE IT FURTHER RESOLVED, that the agreement for the lease shall be June 13, 2011 through June 12, 2014.

BE IT FURTHER RESOLVED, that the addition of language regarding the termination of the lease due to loss of funding by either certain health plans or by the Ingham County Board of Commissioners is approved.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, as needed.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Dean G. Sienko, M.D., Health Officer

DATE: July 7, 2011

RE: Resolution to Extend the Contract with Temple Smith

In Resolution #09-198, authorization was obtained to accept a grant from the W.K. Kellogg Foundation (WKKF) to further the goals of the Social Justice Project. Doak Bloss, Health Equity and Social Justice Coordinator, manages the WKKF grant for the Health Department. The resolution also authorized a subcontract agreement with Temple Smith to assist ICHD staff in formulating, researching, and writing articles on ICHD's dialogue-based initiative to transform public health practice within a social justice framework. This will expire on August 31, 2011.

In April 2011, we requested a no-cost extension of this grant. The W.K. Kellogg Foundation has approved this no-cost extension. The grant includes \$25,000 targeted to publication costs, which will primarily be used to fund printing of a manual on the use of dialogue as a vehicle for promoting health equity through public health practice. Of this amount, \$6,000 will be used to retain Temple Smith's services for an additional three months, to November 30, 2011, to assist in preparing articles and the manual for publication.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE CONTRACT WITH TEMPLE SMITH
TO SUPPORT THE SOCIAL JUSTICE PROJECT**

WHEREAS, the Health Department has identified health equity, which is the elimination of the root causes of health disparity, as one of its core values; and

WHEREAS, in 2004, 2006, and 2009, the Health Department received grant support from the W. K. Kellogg Foundation (Resolutions #04-074, #06-015, and #09-198) to initiate and sustain a social justice initiative to advance health equity; and

WHEREAS, the Health Department has successfully engaged its workforce and members of the community in dialogue and workshops on health equity and social justice, resulting in recommendations for action to engage young people in these areas; and

WHEREAS, in 2009 the Health Department established a contract with Temple Smith, Ph.D., to assist in formulating, researching, and writing articles on ICHD's dialogue-based initiative to transform public health practice within a social justice framework, and Dr. Smith has successfully completed the scope of services for this contract, which will expire on August 31, 2011; and

WHEREAS, there are unexpended funds in the amount of \$25,000 in the 2009 Kellogg grant (Resolution #09-198) targeted to publication of these materials, a portion of which may be used to retain Dr. Smith's services in preparing materials for publication; and

WHEREAS, the W.K. Kellogg Foundation has authorized a no-cost extension of its 2009 grant with a new end-date of March 31, 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension of its subcontract with Temple Smith, Ph.D. through November 30, 2011, to assist in preparing written materials for publication, not to exceed \$6,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2011 Budget in order to implement this resolution.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Dean Sienko, M.D., Health Officer

DATE: July 7, 2011

RE: Extension of Contracts Associated with Health Equity Youth Academy

In Resolution #09-198, authorization was obtained to accept a grant from the W.K. Kellogg Foundation to further the goals of the Social Justice Project. In that same resolution, subcontract agreements were authorized with One Love Global (OLG), Inc., and School-Health Community Alliance of Michigan (SCHA-MI). Both have fulfilled the scope of services described in their contracts, working closely to the ICHD Health Equity and Social Justice Coordinator, Doak Bloss, to train and facilitate a cadre of youth aged 12 – 17 as advocates for health equity. The existing contract with each organization expired on March 31, 2011,

In April 2011, ICHD requested a no-cost extension of this grant, specifying the use of remaining funds in the grant to continue to support the Health Equity Youth Academy and to plan for its continuation. The W.K. Kellogg Foundation has approved this no-cost extension.

We are requesting that the subcontract with OLG, Inc., be extended to March 31, 2012, and will include an additional \$24,000 to accomplish these additional services:

- Continued coordination of the youth project through completion of the planned “Got Health?” Expo event planned for October 2011, and follow-up activities involving youth interns.
- Provision of training in media, health communications, and advocacy to the youth interns.
- Engaging community organizations to participate in the Expo event.
- Engaging and reimbursing vendors for food, facility, and other costs associated with the Expo event.
- Sustainability planning for future youth internship program; this may include reporting writing, presentations, and grant proposal submissions.

We are requesting that the subcontract with SCHA-MI be extended to October 31, 2011, and will include an additional \$8,000 to accomplish these additional services:

- Continued consultation in media messaging with the youth interns through completion of the “Got Health?” Expo event planned for October 2011.
- Assistance in formulating and targeting health equity advocacy to key stakeholders and policymakers with an influence on systems that influence health.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND CONTRACTS WITH ONE LOVE GLOBAL, INC., AND THE
SCHOOL HEALTH COMMUNITY ALLIANCE OF MICHIGAN
TO SUPPORT THE HEALTH EQUITY YOUTH ACADEMY**

WHEREAS, the Health Department has identified health equity, which is the elimination of the root causes of health disparity, as one of its core values; and

WHEREAS, in 2004, 2006, AND 2009, the Health Department received grant support from the W. K. Kellogg Foundation (Resolutions #04-074, #06-015, and #09-198) to initiate and sustain a social justice initiative to advance health equity; and

WHEREAS, the Health Department has successfully engaged its workforce and members of the community in dialogue and workshops on health equity and social justice, resulting in recommendations for action to engage young people in these areas; and

WHEREAS, the Health Department has established contracts with two organizations, One Love Global, Inc., and the School Health Community Alliance of Michigan to recruit, train, facilitate, and coordinate a cadre of Ingham County Youth as members of the original Health Equity Youth Academy (subsequently renamed the Peace and Prosperity Youth Action Movement), and each organization has successfully completed the scope of services for its respective contract, said contracts having expired on March 31, 2011; and

WHEREAS, youth interns involved in this project have planned a "Got Health?" Youth Expo as the culminating event of their year of activity, to occur in October 2011; and

WHEREAS, there are unexpended funds in the amount of \$32,000 in the 2009 Kellogg grant (Resolution #09-198) targeted to support youth involvement in promoting health equity; and

WHEREAS, the W.K. Kellogg Foundation has authorized a no-cost extension of its 2009 grant with a new end-date of March 31, 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an extension through March 31, 2012 of its subcontract with Angela Austin, CEO of One Love Global, Inc., an Ingham County-based firm with expertise in youth empowerment and mobilization, to continue coordination and training of youth interns, support the Youth Expo event, and plan for continuation of the project into subsequent years, subcontract extension amount not to exceed \$24,000.

BE IT FURTHER RESOLVED, that an extension through October 31, 2011 is authorized of the subcontract with the School-Community Health Alliance of Michigan (SCHA-MI), a statewide association of school/community health centers with expertise in youth engagement and policy development, to consult with youth interns on message development and advocacy, subcontract extension amount not to exceed \$8,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2011 Budget in order to implement this resolution.

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

MEMORANDUM

TO:Human Services Committee

FROM:Dean G. Sienko, M.D., Health Officer

DATE:July 14, 2011

SUBJECT: Ingham Intermediate School District Memorandum of Understanding - "Early On" Program

Part H of the Federal Individuals with Disabilities Education Act (P.L. 102 -119) provides grants to develop a system of comprehensive, coordinated, multi-disciplinary, interagency services to families with infants and toddlers (under three years) who have special needs. Children with special needs are identified as those with developmental delay, or those with established conditions which lead to developmental delay. In Michigan, the responsibility for implementing this program is located with the Department of Education; the program is known as "Early On".

The Michigan Early On Program has been developed as an interagency program, even though the Department of Education (lead agency) has the responsibility for making all administrative decisions and assignments. At the State level, representatives of the Departments of Community Health, Mental Health, Education and Social Services serve on an Interagency Coordinating Council to give guidance to the program. The intent is to create interagency cooperation at the community level.

The State requires that the local mental health, public health and social services agencies approve the Early On plan, and that they sign an interagency agreement to participate and cooperate with each other and with the Intermediate School District, which is the lead agency at the community level.

Since 1993-94, the Board of Commissioners has authorized an annual Memorandum of Understanding which committed the Health Department, along with Clinton, Eaton, Ingham Community Mental Health, the Ingham County Department of Human Services, and the Intermediate School District to cooperate and coordinate for the identification of young children at risk of developmental delay and to cooperate in the evaluation and treatment plans for such children. The Health Department's role is to identify qualifying families, conduct needs assessments and make appropriate referrals through home visits and consultation. We expect to conduct about 1,700 home visits as part of the Early On Program during the year of the agreement.

In Ingham County, there is a long history of cooperation and coordination among agencies for the identification and care and treatment of children at risk. It is appropriate that the agencies document that commitment in a Memorandum of Understanding.

I recommend that the Board of Commissioner adopt the attached resolution and authorize an amendment to the Memorandum of Understanding with the Ingham Intermediate School District for Infants and Toddlers with Developmental Delays, to extend the MOA through June 30, 2012. The Clinton/Eaton/Ingham Community Mental Health Board and the Ingham County Department of Human Services are also parties to this Memorandum of Understanding.

Attachment

c: Renee Canady, w/attachment
Lisa Chambers w/attachment
Stephanie Peters (IISD) w/attachment
Randy Rauch (DHS) w/attachment
Bob Sheehan (CMH) w/attachment

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING FOR THE "EARLY ON" PROGRAM

WHEREAS, the Federal Government has enacted P.L. 102-119, known as the Individuals with Disabilities Education Act, and Part H of the Act establishes the Infant and Toddler Early Intervention Program, known as "Early On" in Michigan; and

WHEREAS, the Governor has designated the Michigan Department of Education as the lead agency, with responsibility for making all administrative decisions and assignments, and has created an Early On Interagency Coordinating Council, with representation from the Departments of Education, Community Health, Family Independence Agency, and Clinton/Eaton/Ingham Community Mental Health; and

WHEREAS, the State is committed to having "Early On" implemented with interagency cooperation at the community level; and

WHEREAS, the State has identified the intermediate school districts as the lead agencies at the community level and requires that the community health, mental health, and social services agencies approve the local plan for implementing "Early On"; and

WHEREAS, the State also requires that the community agencies sign a Memorandum of Understanding committing to cooperating and coordinating in the identification and evaluation of children at risk of developmental delay, and in the development and implementation of a treatment plan; and

WHEREAS, the Ingham County Board of Commissioners authorized an "Early On" Memorandum of Understanding each year since 1993-94; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment to extend the Memorandum of Understanding from July 1, 2011 to June 30, 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Memorandum of Understanding to facilitate the Health Department's cooperation and coordination with the Ingham Intermediate School District, the Clinton, Eaton, Ingham Community Mental Health Board and the Ingham County Department of Human Services in the identification and evaluation, and the development and implementation of a treatment plan for children at risk of developmental delay.

BE IT FURTHER RESOLVED, that the period of the amendment shall be July 1, 2011 through June 30, 2012.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the amendment to the Memorandum of Understanding after review by the County Attorney.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer/Medical Director

Date: July 14, 2011

Subject: Recommendation to Authorize Acceptance of the Child and Adolescent Health Center awards from the Michigan Department of Community Health

In January 2011, the Ingham County Health Department (ICHD) Community Health Center Network (CHCN) responded to a competitive grant opportunity through the Michigan Department of Community Health to continue funding Willow Health Center, Otto Health Center and the School Wellness Program at Gardner Middle School. The ICHD CHCN also proposed the addition of a new school-based health center at a high school in the Lansing School District. The Michigan Department of Community Health awarded the ICHD CHCN the grant for the maximum award period of five years.

This is a recommendation to authorize acceptance of the Child & Adolescent Health Center awards from the Michigan Department of Community Health. These awards will provide a total of \$3.4 million over five years. One hundred thousand per year will support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year will support the continued operations at Otto Community Health Center; \$225,000 will support the continued operations at Willow Health Center, and \$175,000 will start a new school-based health center and fund its operations at a Lansing School District High School.

These awards will fund seven new positions, which are essential to the operations of these Health Centers:

1. Community Health Representative II (UAW D) – 1.0 FTE
2. Health Center Nurse (MNA 1) – 1.0 FTE
3. Clinic Assistant I (UAW D) – 1.0 FTE
4. Nurse Practitioner (MNA 6) – 1.0 FTE
5. Assistant Social Worker (ICEA PRO 5) – 0.5 FTE
6. Health Educator II (ICEA PRO 9) – 0.5 FTE
7. Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

As a condition of these awards, the ICHD Community Health Center Network is required to establish a local community advisory committee. The advisory committee must be representative of the community and include a broad range of stakeholders and school staff. One-third of the committee members must be parents of school-aged youth. The committee must approve certain policies related to the health center. In order to establish and maintain this required committee, the ICHD proposes to enter into an agreement with the School-Community Health Alliance of Michigan (SCHA-MI). SCHA-MI will provide support and assist in parent and youth engagement to the committee as required. The budgeted amount for this agreement will not exceed \$25,000.

In addition, the ICHD Community Health Center Board has reviewed, authorized (as your FQHC Co-applicant Board), and recommends the acceptance of the Child and Adolescent Health Center awards, which continue funding the aforementioned health centers.

I recommend that the Board of Commissioners adopt the attached resolution and authorize acceptance of the Michigan Department of Community Health Child and Adolescent Health Center awards to support the continued operations of ICHD CHCN's Child and Adolescent Health Centers.

- c: Debra Brinson, Deputy Health Officer, w/attachment
- John Jacobs, Chief Financial Officer, w/attachment
- Barbara Mastin, Chief Operating Officer, w/attachment
- Jan Kimble, Child & Adolescent Health Center Supervisor, w/ attachment
- Carolyn Redman, Project Specialist, w/ attachment
- Rich Estill, ICEA President
- Kathy Fitton, MNA President
- Chuck Gray, UAW President

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE
CHILD AND ADOLESCENT HEALTH CENTER AWARDS FROM THE
MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

WHEREAS, in January 2011, the Ingham County Health Department (ICHD) Community Health Center Network (CHCN) responded to a competitive grant opportunity through the Michigan Department of Community Health to continue funding Willow Health Center, Otto Health Center and the School Wellness Program at Gardner Middle School; and

WHEREAS, the ICHD CHCN also proposed the creation of a new school-based health center at a high school within the Lansing School District; and

WHEREAS, the Michigan Department of Community Health awarded the grants to the ICHD CHCN; and

WHEREAS, the Ingham County Community Health Center Board, as the Board of Commissioners FQHC Co-applicant Board, has reviewed and recommends the acceptance of Child and Adolescent Health Center awards, which continue funding the aforementioned health centers; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes and accepts these awards in the amounts of \$100,000 per year to support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year to support the continued operations at Otto Community Health Center; \$225,000 to support the continued operations at Willow Health Center, and \$175,000 to start a new school-based health center and fund its operations at a Lansing School District High School. These awards will provide a total of almost \$3.4 million over five years to the Ingham County Health Department; and

WHEREAS, the Deputy Health Officer for Community Health Care Services has indicated that the following positions must be established in order to effectively perform the requirements of these grant awards:

Community Health Representative II (UAW D) – 1.0 FTE
Health Center Nurse (MNA 1) – 1.0 FTE
Clinic Assistant I (UAW D) – 1.0 FTE
Nurse Practitioner (MNA 6) – 1.0 FTE
Assistant Social Worker (ICEA PRO 5) – 0.5 FTE
Health Educator II (ICEA PRO 9) – 0.5 FTE
Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

WHEREAS, as a condition of these awards, the ICHD Community Health Center Network is required to establish a local community advisory committee. The advisory committee must be representative of the community and include a broad range of stakeholders and school staff. One-third of the committee members must be parents of school-aged youth. The committee must approve certain policies related to the health center; and

WHEREAS, the Health Office recommends that the Board of Commissioners authorize an agreement with the School-Community Health Alliance of Michigan to provide support and assist in parent and youth engagement to the committee as required; and

WHEREAS, the amount for this agreement will not exceed \$25,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the \$100,000 per year to support the continued operations of the School Wellness Program at Gardner Middle School; \$175,000 per year to support the continued operations at Otto Community Health Center; \$225,000 to support the continued operations at Willow Health Center, and \$175,000 to start a new school-based health center and fund its operations at a Lansing School District High School.

BE IT FURTHER RESOLVED, the grant agreements will be for the time period of October 1, 2011 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of the following positions:

Community Health Representative II (UAW D) – 1.0 FTE
Health Center Nurse (MNA 1) – 1.0 FTE
Clinic Assistant I (UAW D) – 1.0 FTE
Nurse Practitioner (MNA 6) – 1.0 FTE
Assistant Social Worker (ICEA PRO 5) – 0.5 FTE
Health Educator II (ICEA PRO 9) – 0.5 FTE
Lead Senior Accountant (ICEA PRO 9) – 1.0 FTE

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of an agreement with the School-Community Health Alliance of Michigan from October 1, 2011 through October 31, 2016 to establish and maintain the required local community advisory committee and that this agreement will not exceed \$25,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed, including a NextGen license for the Nurse Practitioner position.

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING MARK BANGHART

WHEREAS, Mark Banghart began his career with Ingham County in June, 1982 as a Sanitarian I in the Environmental Health Unit of the Ingham County Health Department; and

WHEREAS, his duties included restaurant inspections, restaurant plan reviews, swimming pool and bathing beach inspections, mobile home part inspections, soil evaluation for septic systems, private water well installation approval, child care, adult foster care and summer camp inspections; and

WHEREAS, in December, 1984, he was promoted to a Sanitarian II; and

WHEREAS, in 1985, Mark recognized the need to identify sites of known or suspected groundwater contamination. He proposed, researched and was the primary author of the Well Advisory Group (WAG) process. This process took information from the identified sites of contamination and used it in the development of well construction practices for wells drilled in the proximity to those sites, which prevented the new wells from contamination. This process has become a State mandated requirement for all health departments as part of accreditation; and

WHEREAS, as he was the lead author in rewriting the 1978 Sanitary Code, a work still in progress, and wrote the Ingham County Mound Guidelines and developed the program for reviewing alternative onsite wastewater management system plans; and

WHEREAS, Mark Banghart remains the “go to” guy for all insect identification requests.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners hereby honors Mr. Banghart upon his retirement after 29 years of dedicated service to the community and for the contributions he has made to the Ingham County Health Department.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DIANE GORCH

WHEREAS, Ms. Gorch began her career with Ingham County in August, 1978 as an Environmental Health Assistant in the Environmental Health Unit of the Ingham County Health Department; and

WHEREAS, in May, 1979, Ms. Gorch was promoted to Sanitarian I position; and

WHEREAS, in 1983, Ms. Gorch, was on a 12 month leave of absence, with Project HOPE/People to People Health Foundation in the Caribbean nations of Antigua and St. Lucia, teaching public health and epidemiology to Ministry of Health officials from several Eastern Caribbean nations at the Eastern Caribbean Environmental Health Training Center in Castries, St. Lucia; and

WHEREAS, in 1984, she was rehired in the Food Safety Program in the Environmental Health Unit of the Ingham County Health Department; and

WHEREAS, in 1988, she was promoted to a Sanitarian II position; and

WHEREAS, she specialized in the food safety program developing the first food safety quality assurance programs, teaching ServeSafe management certification courses for ICHD, the Michigan Restaurant Association, and Lansing Community College, and finally managing the Planned Programs division of the Bureau and overseeing the Food Safety Program contract with at Michigan State University; and

WHEREAS, she authored the publication, "Environmental Health in the Caribbean" and was contributing author of the publication, "Migrating atelectasis in Werdnig-Hoffmann disease; pulmonary manifestation in two cases of spinal muscular atrophy type"; and

WHEREAS, she served as a professional food safety and sanitation consultant with three United States and foreign flag passenger cruise ship companies; and

WHEREAS, Ms. Gorch earned her Masters of Science in Epidemiology and Michigan State University in 2001; and

WHEREAS, in 1984, she was promoted to Planned Programs Supervisor in Food Service; and

WHEREAS, With the support of the EH Director and staff, built the ICHD Food Safety Program to achieve national recognition for excellence by enrolling in and meeting FDA National Voluntary Retail Food Regulatory Program Standards; and

WHEREAS, she volunteered on two tours of duty with the non-government organization, Water for Kids (UK) and Rotary Club International, working on water and sanitation projects and an epidemiological survey in Pucallpa, Peru; and

WHEREAS, she served on various steering committees and professional organizations including MDARD Minimum Program Requirement Workgroup, MDARD Food Code Adoption Committee, MALEHA Food Committee, Michigan's Food Safety Alliance, Michigan Food & Agriculture Protection and Defense Working Group, and Michigan Environmental Health Association.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Ms. Gorch for her more than 30 years of dedicated service to the community and for the contributions she has made to the Ingham County Health Department.

THEREFORE BE IT RESOLVED, that as a avid sailor who is retiring to live above a 42' Whitby ketch and will spend the next winter in the Caribbean, she will meet her ultimate goal to circumnavigate the earth with her best friend.

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING PAULA SCHULTZ

WHEREAS, Paula Schultz began her career with Ingham County in March, 1991 as a Clerk Typist in the Adult Health Center of the Ingham County Health Department; and

WHEREAS, in 1995, she was reclassified to a Adult Health Clinic Clerk; and

WHEREAS, in 1997, she was reclassified to a Community Health Representative II; and

WHEREAS, the cumulative impact of her service included over 120,000 screenings to children and youth, which is a benefit as well to their families; and

WHEREAS, that the level of care and concern that Paula demonstrated to the many clients who sought services at the Ingham County Health Department will be long remembered to those in the community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Paula Schultz for her 20 years of dedicated service to the community and for the contributions she has made to the Ingham County Health Department.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RE-ESTABLISH THE POSITION OF HEALTH OFFICER
WITHIN THE HEALTH DEPARTMENT**

WHEREAS, Dean Sienko will be retiring from his position as Health Officer/Medical Director; and

WHEREAS, it is necessary for the Ingham County Health Department to have a Health Officer, to act as the administrative head of the Health Department, and to carry out the Health Department's delegated functions to protect the public health and prevent disease; and

WHEREAS, Resolution 07-079 eliminated the position of Health Officer and it is the desire of the Board of Commissioners to re-establish this position.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby re-establishes the position of Health Officer, MCF 18 (\$105,267 - \$126,351).

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position.

2011 Personnel Cost Projection
Health Officer, MCF18

	<u>step 1</u>	<u>step 2</u>	<u>step 3</u>	<u>step 4</u>	<u>step 5</u>	<u>topped</u> <u>out</u>
Salary	\$105,267	\$110,183	\$115,330	\$120,716	\$126,351	\$126,351
Longevity	0	0	0	0	0	1,800
Wages	<u>\$105,267</u>	<u>\$110,183</u>	<u>\$115,330</u>	<u>\$120,716</u>	<u>\$126,351</u>	<u>\$128,151</u>
FICA	8,053	8,219	8,294	8,372	8,454	8,480
Health	14,263	14,263	14,263	14,263	14,263	14,263
Retiree Health	1,053	1,102	1,153	1,207	1,264	1,282
Dental	789	789	789	789	789	789
Vision	111	111	111	111	111	111
Life	126	126	126	126	126	126
Disability	200	209	219	229	240	243
Retirement	17,043	17,839	18,672	19,544	20,456	20,748
Workers Comp	84	88	92	97	101	103
CARES	33	33	33	33	33	33
Total	<u>\$147,022</u>	<u>\$152,962</u>	<u>\$159,082</u>	<u>\$165,487</u>	<u>\$172,188</u>	<u>\$174,329</u>

INGHAM COUNTY JOB DESCRIPTION

HEALTH OFFICER

General Summary:

Michigan law creates the position of Health Officer as the administrator of the Health Department, charged with the responsibility of taking actions and making determinations necessary to protect the public health and prevent disease, and to carry out the legal function of the Health Department. The Health Officer is appointed by the Board of Commissioners, with concurrence of the Director of the Michigan Department of Community Health and is responsible to them.

The Health Officer must maintain effective relationships with state elected officials and their staffs, with the directors of several state departments and their staffs, with elected officials and their staffs in the several municipalities within Ingham County, and with the leaders in the business, labor and medical communities. These relationships are necessary in order to carry out the legal responsibilities of the Health Officer and the Board of Commissioners to protect and promote public health. These duties are implemented either by the direct provision of services by the Department, or through the influence of other agencies and individuals in the community.

Essential Functions:

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

1. Community Health Assessment and Policy Leadership

This function requires the leadership of the Health Officer in community wide policy development and often his/her direct participation in committees, task forces, and participation on other boards of directors (such as Capital Area Health Alliance, Ingham County Human Services Advisory Committee and Ingham Regional Medical Center Board of Trustees).

2. Internal Management

Oversees the budget and program development and monitoring, contract processing and monitoring and personnel management processes in the Department. Assures that quality assessment and assurance tools are in place.

3. Ingham County Administrative Relationships

The programs and services of the Health Department are ultimately overseen by the Board of Commissioners. The Health Officer keeps the committees of the Board of Commissioners informed of the activities of the Health Department. The Health Department's budgets and contracts must be reconciled, and consistent with the County's personnel, budgeting and financial management systems and processes. He/she maintains close collaboration with the Board of Commissioners' Office and particularly with the Controller and the several departments of the Controller's Office: budget, human resources, financial services, purchasing and properties and management information services.

4. External Relationships

The Health Officer must influence the values, policies and actions of other agencies, organizations and individuals. He/she must maintain effective working relationships with community business and labor leaders, elected officials at the local, state and national level, leaders in the health care community, directors and staff of several state departments, and with funding organizations, such as foundations.

5. Perform related duties as required.

Other Functions:

6. None listed.

Employment Qualifications:

Education: Master's degree in Public Health Administration or related field.

Experience: More than seven years of progressively more responsible or expansive experience is required.

Other Requirements:

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

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

Working Conditions:

Works in office conditions.

September, 1999