

CHAIRPERSON  
DEBBIE DE LEON

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
STEVE DOUGAN

HUMAN SERVICES COMMITTEE  
BRIAN McGRAIN, CHAIR  
LAURA DAVIS  
TODD TENNIS  
DEB NOLAN  
CAROL KOENIG  
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, JUNE 14, 2010 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [June 7, 2010 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Health Department
  - a. Resolution to Authorize a Five-Year Lease Agreement for the [Willow Health Center](#)
  - b. Resolution Approving the Ingham County Health Department's Utilization of Strategic Planning Information as the Basis for Establishing a Quality Improvement (QI) Process as a Part of Their Re-accreditation (*Resolution to be distributed at a later date*)
  - c. Request for [Out-of State Travel](#) - Annual National Association for City and County Health Officials (NACCHO) Conference - Memphis, TN
  - d. Request for [Out-of-State Travel](#) - National Association of Community Health Centers: Strategic and Business Planning Seminar - Chicago, IL
2. Sheriff's Office /Health Department - Discussion on Preparing a RFP for [Jail Medical Services](#)
3. Human Services Committee - Recommendation: 2011 Community Agency Process (*Resolution to be distributed at a later date*)

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE

June 7, 2010

Minutes

Members Present: Brian McGrain, Deb Nolan, Carol Koenig, Donald Vickers and Board Chairperson Debbie De Leon

Members Absent: Todd Tennis and Laura Davis

Others Present: Matt Wojack, Marcus Cheatham, Dean Sienko and Jared Cypher

The meeting was called to order by Chairperson McGrain 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 May 17, 2010 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. NOLAN, TO APPROVE THE MAY 17, 2010 MINUTES AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis and Comm. Davis

Additions to the Agenda

None

Limited Public Comment

None

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

2. Health Department
  - a. Resolution to Authorize Amendment #4 to the 2009-2010 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
  - b. Resolution to Authorize an Agency Agreement with Michigan State University to Delegate Certain Environmental Health Responsibilities
  - f. Request for Out-of-State Travel - Comprehensive Cancer Control Leadership Institute in Los Angeles, California

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis and Comm. Davis

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis and Comm. Davis

1. Presentation - Impact System of Care, Matt Wojack (*No Materials*)

Mr. Wojack, Impact, gave a presentation on the Impact System of Care.

Comm. Nolan commended Mr. Wojack for his hard work and dedication.

2. Health Department

c. Accreditation Presentation - Marcus Cheatham (*PowerPoint*)

Mr. Cheatham, Health Department, made a presentation to the Committee on Health Department accreditation. He informed the Committee that the National Public Health Performance Standards Program (CDC) developed national standards and indicators based on the 10 essential public health services. He stated that the Accreditation Quality Improvement Process was created by the Commission to ground accreditation in the public health code. He indicated that the accreditation occurs in 3 year cycles. The Ingham County Health Department is currently in cycle 4. He stated that the next visit will take place March 7, 2011. He informed the Committee that in the Powers and Duties section of the accreditation manual, it states that the Health Department must include a Health Officer and Medical Director appointed by the Board of Commissioners and approved by MDCH. The Health Department must have organizational structures in place that enable them to carry out statutory responsibilities – mission/vision, personnel, procedures, planning, method of reporting to board, budget, services, outreach, and evaluation. He stated that the Voluntary Quality Improvement Supplement includes 3 MPRs with 10 indicators. He indicated that the local governing entity establishes direction for Q1, and that there is a process established to identify performance measures. He informed the Committee that the annual strategic planning process constitutes the framework of a good Q1 plan, which is overseen by the Board of Commissioners. He indicated that the Board encourages annual reevaluation and reports on performance measures and activity indicators.

Comm. Vickers requested that Mr. Cheatham draft a resolution directing the Health Department to use this strategic planning process as a basis for quality improvement efforts.

Chairperson McGrain commended Mr. Cheatham and Dr. Sienko for their dedication and hard work.

d. Notification of In-State Travel - Wiring Michigan for Health Information Exchange Conference, June 2-3, Mt. Pleasant, MI

e. Notification of In-State Travel - Developing Effective Federally Qualified Health Center Programs and Applications, June 22-25, Detroit, MI

The Committee was notified of the In-State travels.

3. Human Services Committee - Discussion: 2011 Community Agency Process (*No Materials*)

Comm. Vickers expressed his opposition of allocating 100% of the funds to programming, and giving nothing for basic needs.

Chairperson McGrain directed Mr. Cypher to include language in the resolution that the funding available to community agencies will be significantly less than previous years. Comm. Koenig directed Mr. Cypher to also include that the funds will only be used for emergency needs.

Board Chairperson De Leon suggested discussing the possibility of eliminating agency funding and giving the funds to an agency like DHS. She indicated that if people in the community need assistance with utilities and rent, all other agencies require a denial from DHS prior to providing any help. Comm. Nolan suggested discussing giving the funds to the Greater Lansing Food Bank. Board Chairperson De Leon stated that resources meeting food needs are more readily available than utilities and rent.

Comm. Vickers expressed his support of doing the community agency process. He suggested giving half the available funds to community agencies that meet emergency needs, and the remaining half to the Power of We.

Chairperson McGrain directed Mr. Cypher to draft a resolution that gives half the available funds to community agencies, and the other half to the Power of We.

4. Board Referrals

- a. Resolution from Lenawee County Urging Implementation of the State Substance Abuse Treatment and Allocation Formula
- b. Resolution from Eaton County Urging Implementation of the State Substance Abuse Treatment and Prevention Allocation Formula
- c. Letter from the Greater Lansing Food Bank Regarding the Need to End Their Occupancy at the Ingham County Human Services Building, Effective June 1, 2010
- d. Resolution from Oscoda County Urging Implementation of the State Substance Abuse Treatment and Prevention Allocation Formula

The Board Referrals were received and placed on file.

Announcements

None

Public Comment

None

The meeting adjourned at approximately 7:39 p.m.

Respectfully submitted,

Karsha Sathianathan

RESOLUTION STAFF REVIEW

DATE June 7, 2010

Agenda Item Title: Resolution to Authorize a Five-Year Lease Agreement for the Willow Health Center

Submitted by: Ingham County Health Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_X\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

Summary of Proposed Action:

This resolution authorizes a five-year lease agreement for 7,500 square feet plus an additional 400 square feet of storage at 306 W. Willow Street, Lansing. This is the site of a Community Health Center operated by Ingham County. The existing five-year lease expired on December 31, 2009.

Financial Implications:

The five year lease is proposed at the rate of \$6.05 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage.

This represents a one percent increase from the previous lease. This one percent increase is for the entire five-year period as opposed to one percent for each of the five years. The Owners are responsible for external maintenance of the building, including maintenance of the parking lot, clearing, maintenance and snow removal of the parking lot and sidewalks, and maintaining and keeping in good repair the building, roof, heating and cooling systems, and ventilation.

Ingham County will be responsible for utilities, janitorial services, and trash collection, in addition to internal maintenance and repair of the building.

Other Implications:

None.

Staff Recommendation: ML\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_\_X\_\_

Staff recommends approval of the resolution.

**MEMORANDUM**

**TO:** Human Services Committee  
County Services Committee  
Finance Committee

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

**DATE:** June 3, 2010

**RE:** Recommendation to Authorize Lease Agreement 306 W. Willow, Lansing

This is a recommendation to authorize a five year lease agreement for 7,500 square feet plus an additional 400 square feet of storage at 306 W. Willow Street, Lansing. This is the site of a Community Health Center operated by Ingham County. The existing five year lease expired on December 31, 2009. The Owners, Jon and Roseann Zumbrink, have offered a five year lease at the rate of \$6.05 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage.

This represents a one percent increase from the previous lease. This one percent increase is for the entire five year period as opposed to one percent for each of the five years. The Owners are responsible for external maintenance of the building, including maintenance of the parking lot, clearing, maintenance and snow removal of the parking lot and sidewalks, and maintaining and keeping in good repair the building, roof, heating and cooling systems, and ventilation. The Owners have been attentive and have promptly made repairs to the premises, as needed.

Ingham County will be responsible for utilities, janitorial services, and trash collection, in addition to internal maintenance and repair of the building.

I recommend that the Board of Commissioners adopt the attached resolution and authorize a new five year lease agreement. The Willow Health Center provides pertinent services to the adolescents in our community, and the space at 306 W. Willow serves the County's need to provide these quality services.

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

**INGHAM COUNTY BOARD OF COMISSIONERS**

**RESOLUTION TO AUTHORIZE A FIVE-YEAR LEASE AGREEMENT  
FOR THE WILLOW HEALTH CENTER**

WHEREAS, Ingham County operates a Community Health Center at 306 W. Willow Street in Lansing; and

WHEREAS, the five-year lease agreement for that site expired on December 31, 2009; and

WHEREAS, the owners, Jon and Roseann Zumbrink, have offered a five-year lease at the rate of \$6.05 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage; and

WHEREAS, the Health Officer has recommended the Board of Commissioners authorize the new five-year lease agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a new five year lease agreement with Jon and Roseann Zumbrink for the use of 7,500 square feet and 400 square feet of storage at 306 W. Willow Street, Lansing, Michigan.

BE IT FURTHER RESOLVED, that the period of the lease agreement shall be January 1, 2010 through December 31, 2014.

BE IT FURTHER RESOLVED, that Ingham County shall pay \$6.05 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage.

BE IT FURTHER RESOLVED, that Ingham County shall pay for utilities, janitorial services, and trash collection, in addition to internal maintenance and repair of the building.

BE IT FURTHER RESOLVED, that the Owners will be responsible for external maintenance of the building, including maintenance of the parking lot, clearing, maintenance and snow removal of the parking lot and sidewalks, and maintaining and keeping in good repair the building, roof, heating and cooling systems, and ventilation.

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

**MEMORANDUM**

TO: Human Services Committee  
FROM: Dean G. Sienko, M.D., Health Officer  
DATE: June 3, 2010  
RE: Out of State Travel – NACCHO Conference

The following Health Department employees will be attending the Annual National Association for City and County Health Officials (NACCHO) Conference. The conference will be held in Memphis, Tennessee, July 14-16, 2010.

Dean Sienko  
Renee Canady  
Doak Bloss

The travel will be supported by Non-General funds: W.K. Kellogg and PHER (Public Health and Emergency Response).

**INGHAM COUNTY**

**REQUEST - OUT-OF-STATE TRAVEL**

**Date: June 3, 2010**

**I (we) would like to attend the following conference and request approval...**

**TITLE OF CONFERENCE: Annual National Association for City and County Health Officials (NACCHO)**

**LOCATION OF CONFERENCE: Memphis, TN**

**DATES OF TRAVEL: 7/13/10 TO: 7/16/10**

**NAME OF ATTENDEE(S): Dean Sienko**

**TOTAL COST: \$ 1,246**

**EXPENSES TO BE PAID BY: General Fund  Non-General Fund**

**SUBMITTED BY: Dean Sienko**

**INGHAM COUNTY DEPARTMENT: Health Department**

**REASON FOR TRAVEL: Attend multiple sessions: H1N1 including leadership, immunizations, Public Health Finance, Comprehensive Local Tobacco Control.**

**Notes:**

- (1) If available, attach a copy of the conference brochure to this form.**
- (2) If applicable, attach airfare estimates and lodging charges.**
- (3) Please complete the out-of-state travel request form and forward to the appropriate Liaison Committee for approval, in advance of travel.**
- (4) If Non-General Fund, indicate how the conference is being paid:**

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**Travel Request: Is Authorized**   
**Is Authorized but Not Funded**   
**Is Denied**



MEMORANDUM

TO: Human Services Committee  
FROM: Dean Sienko, Health Officer  
DATE: June 3, 2010  
SUBJECT: Out-of-State Travel

This is notification of out-of-state travel of Jayson Welter to attend the “Strategic and Business Planning Seminar” sponsored by the National Association of Community Health Centers, Inc. This conference will assist Ingham County Health Department in the critical and optional tasks needed to develop a strategic plan that directs our Federally Qualified Health Centers future. The travel and conference will be held August 9-11 in Chicago, Illinois.

The total cost to attend is approximately \$850. HRSA grant funds will be used to cover the conference costs. No general funds will be used. Thank you for your consideration.



## Agenda Item 2

**TO:** Law Enforcement and Human Services Committees  
**FROM:** Chief Deputy Greg S. Harless  
**DATE:** June 7, 2010  
**RE:** RFP for Jail Medical Services

In an effort to improve/enhance delivery of health services for inmates in the Ingham County Jail and to better utilize jail resources and Staffing, the Ingham County Sheriff's Office would like to explore options/opportunities in contracting for jail medical services.

The Ingham County Sheriff's Office is requesting permission from the Law Enforcement and the Human Services Committee to release an RFP for Jail Medical Services. Currently Jail Medical Services are being provided by the Ingham County Health Department. The Health Department is cooperative with the Sheriff's Office interest in releasing the RFP and has pledged their assistance in reviewing the proposals or being part of the review team. The Sheriff's Office has worked closely with Barb Mastin in preparing the RFP for Jail Medical Services.

It is our intention to explore Correctional Health Care options and costs by releasing this RFP. Attached is a position paper that has been prepared to address several concerns and issues as it relates to releasing the RFP. The Unions that represent the current staff in the jail, (UAW - 3 members and ICEA - 5 members) have been notified by Barb Mastin from the Health Department of the intent of the Sheriff's Office to release an RFP for jail medical services.

The RFP which has drafted does ask potential vendors to address their plans regarding retention of current Ingham County Health Department Employees. The RFP also requests vendors to present cost proposals for staff utilizing a Collective Bargaining Agreement as well as and for not being part of a Collective Bargaining Agreement.

Thank you for your consideration in this matter.

cc. Sheriff Wriggelsworth  
Undersheriff Spyke  
Dr. Sienko  
Debra Brinson  
Barb Mastin

## Agenda Item 2

### Contracting for Jail Medical Services

In an effort to improve/enhance delivery of health services for inmates in the Ingham County Jail and to better utilize jail resources and Staffing, the Ingham County Sheriff's Office would like to explore options/opportunities in contracting for jail medical services.

Below are several bullet points that speak to the benefits/impacts of contracting for jail medical services. Contracting should:

- ❖ Enable the County to save approximately \$220,000 annually while continuing to provide inmate medical services at the current staffing levels.
- ❖ Provide the jail with 24/7 medical services and remain cost neutral.
- ❖ Remove the responsibility and liabilities associated with the passing of medications by Deputies to medically trained personnel.
- ❖ Reduce the number of days that inmates spend in the hospital, because medical personnel rather than Deputies will assess and treat inmates on site for medical concerns that are now addressed at the hospital.
- ❖ Reduce pharmaceutical cost by 50% (Vendor estimates).
- ❖ The Michigan Department of Corrections, County Jail Services Unit **HIGHLY** suggests that our jail, based on the inmate population should have 24/7 medical coverage.
- ❖ Allow the provider to assume primary liability for medical issues related to their acts.
- ❖ Allow a majority of inmates to be treated on the posts instead of moving them to the medical area.
- ❖ Reduce the number of days that Sheriff's Office Deputies are assigned as Hospital Guards due to reduced days that inmates are at the hospital.
- ❖ Increase inmate compliance in keeping medical histories updated.
- ❖ Complete a Health Appraisal of all inmates within the 14-day timeframe as established by the Michigan Department of Corrections.
- ❖ Provide on-site chronic care clinic and health initiative programs for special needs populations.
- ❖ Provide release coordination and discharge planning services with a linkage to community providers.
- ❖ Enable aggressive case management of inmates' medical histories.
- ❖ Currently there are two Collective Bargaining Units impacted with 3 UAW members and 5 ICEA members.
- ❖ Both Bargaining Units have received notice from Health Department Administrative members that this process is moving forward toward the release of an RFP at the request of the Sheriff's Office.
- ❖ Disposition of current staff would be decided by the process/vendor. Union and Non-Union staffing options are possible vendor options. Cost savings may vary significantly.
- ❖ If the successful vendor does not contract with the current Jail Medical staff, staff will have the opportunity to apply for vacant positions within the County. Should there not be a vacant position for which a current staff member is qualified, s/he will no longer be employed with the County.

The Ingham County Health Department has pledged to assist in reviewing proposals so that a medical perspective is a part of the review process as RFP's are evaluated.