

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
DALE COPEEDGE

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFFER

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

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, MARCH 2, 2009 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Additions to the Agenda
Limited Public Comment

1. Interviews – Veterans Affairs
2. Health Department
 - a. Resolution to Authorize Amendment #2 to the 2008-2009 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health
 - b. Resolution to Authorize Staffing Changes in the Special Supplemental Nutrition Program for Women, Infants and Children
3. Discussion – Randy Marwede, Director Veterans Affairs: General Overview of the Veterans Affairs Department and Update on the Indigent Veterans Affairs Millage (*no materials*)

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

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Authorize Amendment #2 to the 2008-2009 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X__

Summary of Proposed Action:

This resolution authorizes Amendment #2 of the 2008-2009 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The funds come with terms and conditions. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2008-2009 Agreement in Resolution #08-237.

Financial Implications:

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #2 will increase the budget for Comprehensive Local Health Services from \$4,768,298 to \$4,831,569, for a net increase of \$63,271. The Amendment makes the following specific changes in the budget:

1. Funding to support Bioterrorism preparedness: an increase of \$32,291.
2. Building Healthy Communities: a decrease of \$15,143.
3. Family Planning: an increase of \$33,108.
4. Safe Routes to School: an increase of \$13,015.

Other Implications:

The Amendment also revises sections of the Agreement:

- A. It changes the effective date for the Building Healthy Communities Planning Grant from January 1, 2009 to December 1, 2008.
- B. It restates the requirement in the Safe Routes to Schools program that we must adhere to the special requirements specified in the original 2008-2009 CPBC agreement in the section on Specific Assurances and Requirements.

Staff Recommendation: MM____ JN____ TL____ TM____ JC__X__

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: February 17, 2008

Subject: CPBC Agreement Amendment #2 for 2008-2009

This is a recommendation to authorize Amendment #2 of the 2008-2009 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The funds, of course, come with terms and conditions. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2008-2009 Agreement in Resolution No. #08-237.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #2 will increase the budget for Comprehensive Local Health Services from \$4,768,298 to \$4,831,569 for a net increase of \$63,271. The Amendment makes the following specific changes in the budget:

1. Funding to support Bioterrorism preparedness: an increase of \$32,291.
2. Building Healthy Communities: a decrease of \$15,143.
3. Family Planning: an increase of \$33,108.
4. Safe Routes to School: an increase of \$13,015.

The Amendment also revises sections of the Agreement:

- C. It changes the effective date for the Building Healthy Communities Planning Grant from January 1, 2009 to December 1, 2008.
- D. It restates the requirement in the Safe Routes to Schools program that we must adhere to the special requirements specified in the original 2008-2009 CPBC agreement in the section on Specific Assurances and Requirements (page 79).

I recommend that the Board of Commissioners adopt the attached resolution and that the Controller is authorized to amend the Health Department's 2008 Budget in order to implement this resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2008-2009
COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING AGREEMENT
WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

WHEREAS, the Michigan Department of Community Health (MDCH) and Ingham County have historically entered into contracts to clarify the role and responsibility of each party in protecting the public health; and

WHEREAS, the MDCH and Ingham County have entered into a 2008-2009 Agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) process to clarify roles and responsibilities, including funding relationships, authorized by Resolution #08-237; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2008-2009 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

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

BE IT FURTHER RESOLVED, that the net adjustment in the total amount of CPBC funding shall be an increase of \$63,271 from \$4,768,298 to \$4,831,569 which includes: 1) Funding to support Bioterrorism preparedness: an increase of \$32,291; 2) Building Healthy Communities: a decrease of \$15,143; 3) Family Planning: an increase of \$33,108; and 4) Safe Routes to School: an increase of \$13,015.

BE IT FURTHER RESOLVED, that the Amendment also revises sections of the Agreement which include: A. It changes the effective date for the Building Healthy Communities Planning Grant from January 1, 2009 to December 1, 2008; and B. It restates the requirement in our Safe Routes to Schools program that we must adhere to the special requirements specified in the original 2008-2009 CPBC agreement in the section on Specific Assurances and Requirements (page 79).

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

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

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Authorize Staffing Changes in the Special Supplemental Nutrition Program for Women, Infants and Children

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution supports authorization to reorganize some functions within the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) in the Ingham County Health Department.

The resolution reduces one full-time vacant Clinical Assistant/Technician to part-time status, eliminate the part-time Nutritionist position and create a full-time Nutrition Educator position.

Financial Implications:

Position	Change	Cost/(Savings)
601099 Nutritionist ICEA PRO-07	Eliminate PT position	(\$ 43,633)
601109 Clinic Asst/Tech UAW-D	Reduce FT to PT	(\$ 24,472)
Nutrition Educator ICEA PRO-05	New FT position	\$ 76,236
	TOTAL COST:	\$ 8,130

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

For the full-time Nutrition Educator position, total cost is \$76,236, includes fringe benefits amount of \$24,955, and the \$49,481 compensation maximum for 2009.

For the elimination of the part-time Nutritionist position, total savings is \$43,633, includes fringe benefits amount of \$14,302, and the \$29,331 compensation maximum for 2009.

For the reduction of the full-time Clinic Assistant/Technician position to part-time, total savings is \$24,472, includes fringe benefits amount of \$4,786 and the \$19,686 compensation maximum savings for 2009.

Other Implications: None.

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

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: February 19, 2009

Subject: Staffing Adjustment in the Health Department's Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

The Health Department's Special Supplemental Nutrition Program for Women, Infants and Children (WIC) recently implemented an electronic WIC management program. This program, known as MI-WIC, is a web based program that permits State of Michigan supported WIC programs to determine program eligibility electronically, to issue benefits electronically, to schedule clients electronically and to store and access all client service related information electronically. This new system has the potential to significantly improve WIC clinic work flow processes over the previous paper-electronic WIC management system.

Specifically, the MI-WIC system is intended to reduce participant time spent at the clinic, to increase participant satisfaction, and increase nutritionist time spent with participants. This is accomplished through the implementation of a system with automated features for the certification processing including growth chart plotting, appointment scheduling, food package tailoring, and benefits issuance. The system also supports Electronic Benefits Transfer (EBT) which is a replacement to the paper based voucher system. One additional advantage provided by the MI-WIC is substantial integration with other health and human services systems for better participant management and care.

Since the Health Department's full implementation of MI-WIC system in September 2008 both the WIC Coordinator, lead staff and the Deputy Health Officer for Community Health Care Services have been evaluating the impact on the operations work flow process. This evaluation has determined that the new system has significantly increased the demands on the Department's nutritionist and nutrition educators whilst resulting in clerical efficiency gains and the elimination of certain clerical functions. For example, clerical staff no longer has to pull paper client charts as these are now obsolete.

The current staff ratios within the Department's WIC operation are based on the old MTRAX system and in order to leverage the efficiency gains of the MI-WIC program an increase in the WIC Program's nutrition staff is needed. The following recommended changes will better align WIC staffing with the functions of the MI-WIC system:

Reduce one full-time Clinical Assistant/Technician (601109 UAW D) to part-time status.
Eliminate a 0.5FTE Nutritionist position (601099 ICEA PRO 07)
Establish a full-time Nutrition Educator position (ICEA PRO 05).

These recommended changes are budget neutral. Approximately \$8,000 in increased personnel costs will be offset by the Health Department's increased caseload funding, by reimbursements derived from WIC's increased lead screening activities, and through cost savings derived from a decrease in office supplies.

The Health Department and Human Resources has discussed the proposed staffing changes with both the UAW and the ICEA and both of the collective bargaining units are supportive of the proposed staffing change.

I recommend that the Board adopt the attached resolution and authorize the recommended staffing adjustments.

Attachment

c: Jaeson T. Fournier, DC, MPH, Deputy Health Officer
Doris Goodman, RD, MS
John Jacobs, Chief Financial Officer
Tony Lindsey, Human Resources Director
Justin Spenski, ICEA
Sally Auer, UAW

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE STAFFING CHANGES IN THE SPECIAL
SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND
CHILDREN**

WHEREAS, the Health Department's Special Supplemental Nutrition Program for Women, Infants and Children (WIC) recently implemented an electronic WIC management program (MI-WIC); and

WHEREAS, the MI-WIC system has the potential to significantly improve WIC clinic work flow processes over the previous paper-electronic WIC management system; and

WHEREAS, the proposed adjustments can be implemented by taking advantage of currently vacant positions; and

WHEREAS, the Health Department's WIC Coordinator and the Deputy Health Officer for Community Health Care Services has evaluated staffing needs within the WIC operations and have determined that the current staff ratios are inadequate to leverage the efficiency gains of the MI-WIC program; and

WHEREAS, the Health Department and Human Resources have discussed these proposed staffing changes with the UAW and the ICEA and both of these collective bargaining units are supportive of the proposed staffing changes; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes that the following staffing changes in the Health Department's WIC Program be implemented effective upon resolution approval:

Reduce one full-time Clinical Assistant/Technician (601109 UAW D) to part-time status.
Eliminate a 0.5FTE Nutritionist position (601099 ICEA PRO 07).
Establish a full-time Nutrition Educator position (ICEA PRO 05).