

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
DALE COPELGE

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFER

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 16, 2009 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [February 23, 2009](#) and [March 2, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Presentation - Impact System of Care
2. Health Department
 - a. Resolution to Authorize a Contract with Ingham Intermediate School District for Activities Associated with Ingham County [Birth to Five](#) Great Start Collaborative
 - b. Resolution Authorizing the Award of a Contract with [Hobbs and Black](#) Associates, Inc. for Architectural and Engineering Services for Improvements to the Human Services Building
3. Discussion - The New Access Point Award to the Federally Qualified Health Centers (Stimulus)

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

February 23, 2009

Minutes

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

Members Absent: None

Others Present: Jared Cypher, Marcus Cheatham, Sally Auer, Renee Canady, Melany Mack, Sr. Sienko, Lisa Chambers, Debbie Edakyal, Sharon Morgan, Julie Dingerson, Rodger Ederer, Kathleen Fitton, Mike Leahy, Brad Barron, Toby Mohlman, Dale Copedge and others

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

Approval of the January 26 and February 2, 2009 Minutes

The January 26, 2009 Minutes were approved as amended and the February 2, 2009 Minutes were approved as submitted.

The January 26 Minutes were amended as follows:

Page 3, item 1, last paragraph: "Comm. Vickers asked if the Leslie Outreach Clinic will be eligible for these funds."

This was changed to: "Comm. Vickers asked if Leslie Outreach will be eligible for these funds."

Additions to the Agenda: None

Limited Public Comment

Ms. Finney, Michigan Nurses Association President, stated she is very supportive of the Resolution in agenda item two.

Ms. Morgan, ICEA Vice President, said she was present this evening to indicate her support of the Resolution in agenda item two.

Ms. Auer, ICEA President, stated she was also present to share her support of the Resolution in agenda item two.

1. Interviews
 - a. Board of Health

The Committee interviewed Brad Baron and Nancy Howard for a position on the Board of Health.

b. Community Mental Health Authority

Comm. Schor informed Chairperson Tennis prior to the start of the meeting that Emily Austin could not be present this evening because she is very ill.

Mr. Cypher informed the Committee that Peggy Wilbur withdrew her application for a position on the Community Mental Health Authority.

The Committee interviewed Rodger Ederer and Toby Mohlman for a position on the Community Mental Health Authority.

2. Health Department – Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and Special Services Divisions of the Health Department

Dr. Sienko stated he asked Dr. Canady to look at her programmed areas to determine if any changes are needed to make them a more productive part of the Department. Dr. Canady conducted this review for 1.5 years. She was also informed that any changes she recommends should be budget neutral.

Dr. Canady used a power-point presentation to provide detailed information regarding the areas that are under her supervision. These areas include Disease Control, Public Health Nursing and Planning and Special Services. She further stated she is recommending that Public Health Nursing and Planning and Special Services should be renamed as Public Health Services.

(Board Chairperson DeLeon arrived at 7:33 p.m.)

Dr. Canady stated she is recommending that the current staff chart should be changed to reposition management staff to provide more direct support.

Dr. Canady explained the Health Department is seeing an increased trend for maternal aspects. This trend results in concerns regarding housing, transportation and educational needs. The Department has also seen an increase in immunizations. This service is repaid by the State of Michigan. Dr. Canady further stated home visits have declined. The ratio between billable and non-billable services has decreased. Self-referrals to the Department have doubled. The Department needs to determine how to meet the changes in demand.

The Reorganization actions include:

- Identify in-house resources and staff to meet Department needs;
- Clarify roles through titles and/or name changes;
- Enhanced internal coordination; and
- Work flow efficiencies – communities of practice and quality improvement.

Dr. Canady reviewed the proposed position reclassifications. This information is included in the Resolution. She then stated the Public Health Nursing Director will retire from the County in the near future. At that time, her position will be changed from Director to Supervisor. The reclassifications will allow staff to be timelier in providing reports and to help with grant processes.

Dr. Canady reviewed the established and positions that are also included in the Resolution.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO AUTHORIZE A REORGANIZATION IN THE DISEASE CONTROL, PUBLIC HEALTH NURSING, AND PLANNING AND SPECIAL SERVICES DIVISIONS OF THE HEALTH DEPARTMENT.

Comm. Schor asked about the eliminated and retiring employees. Dr. Canady explained most of the employees have already been eliminated or have retired. One additional employee will retire in March. Comm. Schor then said the Resolution indicates the position adjustments will be effective when the Resolution is approved by the Board of Commissioners. The Board may approve this Resolution before the employee retires in March. Chairperson Tennis asked Mr. Lindsey to check on this matter to ensure that we are not prematurely retiring an employee.

Comm. Davis asked about the seventh WHEREAS in the Resolution. This paragraph indicates the proposed adjustments can be made for currently vacant positions and for “upcoming retirement” positions. Mr. Cypher stated this language should be in a BE IT FURTHER RESOLVED paragraph. Dr. Sienko clarified that only one more employee, the MCF 11, has not retired until March.

Comm. Copedge asked if this Resolution is approved by the Board of Commissioners, if the Health Department may request to reclassify a position to provide supervision over the new positions in the future. He stated his concern that he has seen this happen with past reorganizations. Comm. Copedge then asked about the financial implications of this proposed reorganization.

Dr. Sienko stated the Health Department used the Comm. Grebner method to provide the salary information. These positions were stepped out. Dr. Canady stated the Department will not hire additional staff even if the demands increase. If demands increase, the Department will have to review its practices.

Dr. Canady reviewed the five positions to be eliminated. These positions are also listed in the Resolution. She also reviewed the enhanced revenue positions as contained in the Resolution.

Dr. Canady said there still remain some unmet needs for children, healthcare services and adult care management. The Department also needs to deal with the question of health promotion. Dr. Canady stated her areas of supervision do not include health educators. This is a big concern as she cannot address those needs at this time.

Dr. Canady applauded her team for working on this reorganization effort. This proposal will help the Department to meet the future challenges, and it also provides revenue generating opportunities. The proposal will not result in additional costs to the Health Department in this or subsequent years.

Dr. Canady thanked the Committee for allowing her the opportunity to present her plan.

Comm. Dougan said he would like to ensure that the employees realize this reorganization is budget backward, not budget neutral. If the plan was budget neutral, the County could not afford it at this time. Comm. Dougan then asked about the six part-time positions. Dr. Canady stated those positions are currently filled. Those employees participated in the reorganization discussions and they are supportive of the plan.

Board Chairperson DeLeon asked how much of the involved funds will be General Fund dollars versus grant or revenue dollars. Mr. Lindsey said that information has not been discussed. Board Chairperson DeLeon said it would be critical to know this information. She asked that it be submitted at the next Board meeting. Dr. Sienko stated the Health Department budget was \$42 million last year and about \$13 million of those dollars were General Fund dollars. Less than \$1.00 out of \$3.00 is General Fund dollars.

Chairperson Tennis said another goal for the Department is to have an increased amount of billable services.

Board Chairperson DeLeon asked about upcoming retirements in the Health Department. Mr. Lindsey said he provided to the Departments a list of employees who can retire in the next seven years. Board Chairperson DeLeon said the County has large revenue losses to make up for this year and next year. She said she is very concerned about saving jobs.

Comm. Schor asked that the Health Department to notify this Committee when the Public Health Nursing Director retires.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DAVIS, TO AMEND THE LAST BE IT FURTHER RESOLVED PARAGRAPH IN THE RESOLUTION TO ADD THE FOLLOWING LANGUAGE AT THE END OF THE PARAGRAPH: WITH THE EXCEPTION OF THE PUBLIC HEALTH NURSING DIRECTOR WHICH WILL TAKE EFFECT UPON HER RETIREMENT.

The above motion was accepted as a FRIENDLY AMENDMENT to the Resolution.

MOTION CARRIED UNANIMOUSLY as amended.

3. Board Referral – Resolution from Ottawa County Expressing Support for People with Developmental Disabilities Needing Long Term Services

The Board Referral was received and placed on file.

Announcements

Comm. Dougan encouraged the Committee to make an appointment to the Board of Health. Chairperson Tennis stated the appointment would be made tomorrow evening.

Public Comment

Mr. Leahy thanked the Committee for considering him for a position on the Board of Health and for also allowing him to listen to the presentation in agenda item two.

The meeting adjourned at 8:10 p.m.

Respectfully submitted,

Debra Neff

HUMAN SERVICES COMMITTEE

March 2, 2009

Minutes

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

Members Absent: None

Others Present: Jared Cypher, Randy Marwede, Marcus Cheatham, Jaeson Fournier

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

Additions to the Agenda

1b. Interviews – Community Mental Health Authority

Limited Public Comment

Mr. Cheatham informed the Committee that Dr. Fournier has just received word that the Ingham County Health Department will receive \$1,300,000 in federal funds for its Federally Qualified Health Centers. This money will allow the Centers to serve approximately 5,500 people per year. It will also allow the Department to hire more staff for these Centers to meet the increased patients. More detailed information can be obtained at www.HHS.gov/recovery.

1. Interviews
 - a. Veterans Affairs

The Committee interviewed Larry Van Ostran and Albert Powis for a position on the Veterans Affairs Committee.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. SCHOR, TO RECOMMEND THE APPOINTMENTS OF LARRY VAN OSTRAN AND ALBERT POWIS, JR. TO THE VETERANS AFFAIRS COMMITTEE. MOTION CARRIED UNANIMOUSLY.

- b. Community Mental Health Authority

The Committee interviewed Emily Austin and Maxine Thome for a position on the Community Mental Health Authority.

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

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AMENDMENT #2 TO THE 2008-2009 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH.

Comm. McGrain asked why the Building Health Communities funding decreased by \$15,143 and why the remaining three programs received an increase in funding through this Resolution. Mr. Cheatham explained this Contracting Agreement is the core of how the Department receives funding from the State. He then said the CPBC establishes the funding levels, the terms and the conditions of the contract.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution to Authorize Staffing Changes in the Special Supplemental Nutrition Program for Women, Infants and Children

Dr. Fournier explained this Program 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 electronically determine program eligibility, to issue benefits, to schedule clients and to store and access all client service related information electronically. The new system has the potential to significantly improve WIC clinic work flow processes over the previous paper-electronic WIC management system.

Dr. Fournier further stated the following changes will better align WIC staffing with the functions of the MI-WIC system:

- Reduce one full-time Clinical Assistant/Technician to part-time status;
- Eliminate a 0.5 FTE Nutritionist position; and
- Establish a full-time Nutrition Educator position.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. COMM. DAVIS, TO APPROVE THE RESOLUTION TO AUTHORIZE STAFFING CHANGES IN THE SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN.

Comm. Dougan asked if the 0.5 FTE position is vacant. Dr. Fournier stated the position is currently vacant. Comm. Dougan then asked if the full-time position could be reduced to a $\frac{3}{4}$ time position. Dr. Fournier further stated the burden of work has actually increased. If the Department wants to meet the service increases, it cannot reduce the full-time position to a $\frac{3}{4}$ time position.

(Comm. Schor left the meeting at 7:41 p.m.)

Chairperson Tennis said the purpose of the Resolution is to maximize the staff to meet the increased case load. Dr. Fournier said the current staffing level does not meet the needs of the enhanced services. Chairperson Tennis stated he shared Comm. Dougan's concerns but he now understands this issue.

Comm. McGrain asked if increasing the cost under the new model, if it will allow the County to bring in a higher capacity. Dr. Fournier said staff will be asked to do more under the new system. The Department will need more nutritional staff. He then stated the Department can also save the clients' and the staff's time with the new system. Mr. Cypher stated the position costs have been maximized. New employees would start at level one of the appropriate salary schedule.

Board Chairperson DeLeon asked if new General Fund dollars will be used with this new system. Dr. Fournier stated the cost is less than \$30,000 for a multi-million dollar system. Board Chairperson DeLeon then said she has heard there is an out-reach center for WIC services. Dr. Fournier said there are 14 WIC sites and a number of satellite sites. The satellite sites are very busy.

Board Chairperson DeLeon said she has been told the Stockbridge location has two staff people on site all day and only ten people attend that site per day. Dr. Fournier said he is not sure about that information. Board Chairperson DeLeon suggested the Health Department should look at the satellite sites to determine which sites are actually needed. This is an effort to save money.

Comm. Davis said she is concerned that staff is overloaded. She asked Dr. Fournier if he will come back to this Committee in a few months to request additional staff. Dr. Fournier said the case load for the nutritionists is very high. Approximately 12,000 people would be eligible for WIC but do not partake in the program. He then stated he could very well come back in a few months to ask for new positions; however, USDA funding has been increased for food stamps and the WIC program. Dr. Fournier said he anticipates those funds will go to people who provide the program.

Comm. Davis said it's great to be efficient; however, staff should be face to face with their WIC families. Dr. Fournier said that contact is very important for staff and for the families. The new changes to the current system will enhance the relationship between patients and nutritionists.

Comm. McGrain said he will support this Resolution; however, it seems the County is paying a high price for the staffs' benefits.

Comm. Davis said she truly appreciates the efforts of the Department to be more efficient. She then said there is also less embarrassment for the WIC families to use their benefits at their neighborhood grocery stores.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Schor

3. Discussion – Randy Marwede, Director Veterans Affairs: General Overview of the Veterans Affairs Department and Update on the Indigent Veterans Affairs Millage

Mr. Marwede thanked the Board of Commissioners for supporting the Veterans Affairs Office. He then recapped some of the services provided through his Office. Mr. Marwede also informed the Committee that \$225,000 in revenue will be received to provide services for indigent veterans.

The Office must determine what it means to be an indigent veteran. Not every veteran is eligible for veterans' services. The eligibility is determined by a valid means test. Mr. Marwede said his Office is tasked to identify each veteran and to determine if they are indigent veterans. MIS allows his Office to track data received from the veterans. This report is provided to the Budget and the Controller's Offices on a regular basis.

Mr. Marwede told the Committee that his Office has a new benefits counselor position. The Office is very excited about this new position. This will be the first person he has trained in the past eight years. Mr. Marwede explained the training process for this position.

Mr. Marwede further stated his Office deals with veterans who are 17 years old on up to about 95 years old. The Office handles injury issues and compensation claims. His Office is very busy.

(Comm. Vickers left the meeting at 8:04 p.m.)

Chairperson Tennis asked for information regarding the Eaton County contract. Mr. Marwede explained that Eaton County has undergone its second counselor since last year. His Office has had more contact with the new counselor than the past counselors. Mr. Marwede further stated he believes Eaton County is moving in the right direction.

Comm. Dougan asked Mr. Marwede to speak to the need for higher number of veterans who survived their combat wounds. Mr. Marwede said he speaks with veterans at any gathering. He informs them of the services that are provided through his Office. He said he also speaks with the veterans' wives and learn additional information about the veterans.

Chairperson Tennis asked for an update regarding the Veterans millage. Mr. Marwede said the millage funds are being collected this year. The millage is a fantastic tool. The County has a great responsibility to ensure the millage funds are spent appropriately. Mr. Cypher stated the millage funds were used to hire the counselor for the Veteran's Office.

Board Chairperson DeLeon asked if the Office tracks ethnic information from the veterans. Mr. Marwede indicated his Office does not presently track that data. Board Chairperson DeLeon said it is important to track this information. Mr. Marwede stated he will contact the MIS Department to have this issue added to his data base.

Board Chairperson DeLeon said she appreciates the efforts to establish eligibility versus ineligibility for veterans' services.

Announcements

CHAIRPERSON TENNIS DISCLOSED THAT DR. MAXINE THOME WORKS FOR AN OFFICE THAT IS REPRESENTED BY HIS FIRM.

Public Comment: None

The meeting adjourned at 8:19 p.m.

Respectfully submitted,

Debra Neff

RESOLUTION STAFF REVIEW

DATE March 6, 2009

Agenda Item Title: Resolution to Authorize a Contract with Ingham Intermediate School District for Activities Associated with Ingham County Birth to Five Great Start Collaborative

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS____, Finance__X

Summary of Proposed Action:

The Capital Region Community Foundation, Capital Area United Way, and the R. E. Olds Foundation have jointly invested in a Youth Initiative through a partnership with *Ingham Birth to Five Great Start Collaborative*. Ingham Intermediate School District serves as fiscal agent for the project. The project hopes to accomplish the following:

- Create strong relationships between children and parents;
- Make sure children have access to high-quality early educational opportunities;
- Help parents become confident and knowledgeable in raising their young children;
- Provide home environments for young children that are safe, stable, and organized;
- Give children social and emotional skills, as well as good health, to enter school; and
- Use innovative strategies for outreach to at-risk families.

The Ingham Intermediate School District seeks to contract with the Health Department to provide a number of services related to the Youth Initiative, including Play and Learn Groups, administering scholarships for child care for Ingham County residents, and coaching of child care providers and child care centers to improve the quality of early childhood education. The units which will be involved in this project are Office for Young Children, Teen Parent Network, and Public Health Advocates.

Financial Implications:

This resolution authorizes a contract for up to \$93,150 for the time period of February 1, 2009 through March 31, 2010. Payments up to \$75,000.00 for scholarships to childcare providers are authorized in accordance with established procedures in the Health Department's Office for Young Children.

Other Implications:

This project supports Ingham County's commitment to foster appropriate youth development.

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., M.S., Health Officer

Date: March 10, 2009

Subject: Contract with Ingham Intermediate School District for Activities Related to Birth to Five Great Start Collaborative

The Capital Region Community Foundation, Capital Area United Way, and the R.E. Olds Foundation have jointly invested in a Youth Initiative through a partnership with *Ingham Birth to Five Great Start Collaborative*. Ingham Intermediate School District serves as fiscal agent for the project. The project hopes to accomplish the following:

- Create strong relationships between children and parents;
- Make sure children have access to high-quality early educational opportunities;
- Help parents become confident and knowledgeable in raising their young children;
- Provide home environments for young children that are safe, stable, and organized;
- Give children social and emotional skills, as well as good health, to enter school; and
- Use innovative strategies for outreach to at-risk families.

Several units within the Health Department provide services to youth. The Ingham Intermediate School District seeks to contract with the Department for up to \$93,150.00 to provide a number of services related to the Youth Initiative, including Play and Learn Groups, administering scholarships for child care for Ingham County residents, and coaching of child care providers and child care centers to improve the quality of early childhood education. The units which will be involved in this project are Office for Young Children, Teen Parent Network, and Public Health Advocates.

This project supports Ingham County's commitment to foster appropriate youth development.

I recommend that the contract be authorized.

c: John Jacobs, Renee Canady, Laura Peterson, Barb Monroe

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH INGHAM INTERMEDIATE SCHOOL DISTRICT FOR ACTIVITIES ASSOCIATED WITH INGHAM COUNTY BIRTH TO FIVE GREAT START COLLABORATIVE

WHEREAS, the Capital Region Community Foundation, the Capital Area United Way, and the R. E. Olds Foundation have provided funding to Ingham Intermediate School District for a Youth Initiative in collaboration with the *Ingham Birth to Five Great Start Collaborative*; and

WHEREAS, several Health Department units including Teen Parenting Network, Public Health Advocates, and Office for Young Children provide services to youth; and

WHEREAS, the Ingham Intermediate School District requests to contract with the Health Department to provide services related to the Youth Initiative; and

WHEREAS, the Youth Initiative is consistent with the Board of Commissioners' long-term objective of fostering appropriate youth development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for up to \$93,150.00, with the Ingham Intermediate School District, to provide services and scholarships related to the Ingham County Birth to Five Great Start Collaborative Youth Initiative.

BE IT FURTHER RESOLVED, that payments up to \$75,000.00 for scholarships to childcare providers are authorized in accordance with established procedures in the Health Department's Office for Young Children.

BE IT FURTHER RESOLVED, that the contract period is February 1, 2009 through March 31, 2010.

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

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the subcontracts after review as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE March 6, 2009

Agenda Item Title: Resolution Authorizing the Award of a Contract with Hobbs and Black Associates, Inc. for Architectural and Engineering Services for Improvements to the Human Services Building

Submitted by: Health Department

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

Summary of Proposed Action:

Resolution #06-123 created a reserve fund in the Capital Improvement Project Budget to support renovation of the Health Department space in the Human Services Building. Renovation of the Health Department facilities in the Human Services Building could lead to significant operational efficiencies and increased revenue generation. The Facilities Department has recommended that the renovation should be approached through a four phase project consisting of: 1) Identification of project requirements, 2) Creation of a conceptual design, 3) Pre-construction planning, and 4) Construction administration.

This resolution authorizes a contract with Hobbs and Black Architects to enter into an Architectural & Engineering (A/E) contract for phases one and two of the project (programming and conceptual planning services).

If Hobbs and Black's performance on phases one and two is satisfactory, the County may choose to negotiate with them for phase three and phase four services. The costs of phases three and four will be based on the estimated construction costs once they are determined; in no case shall these costs exceed 5.5 percent of the total construction costs as detailed in Hobbs and Black's proposal except that a small amount of reimbursable expenses may be negotiated. Any and all work on phases three and four shall be authorized by resolution of the Board of Commissioners.

Financial Implications:

The contract with Hobbs and Black Architects for phases one and two of the project (programming and conceptual planning services) will not exceed \$16,000 (includes reimbursable expenses not to exceed \$1,000.). The Health Department has \$300,000 available through the reserve fund created by Resolution #06-123.

Other Implications:

The Ingham County Health Department has obtained funding of 1.3 million dollars from the American Recovery and Reinvestment Act of 2009 to hire health care providers and support staff to increase services to clients. This funding should enable the Health Department to serve 4,766 additional clients by the end of 2010. In order to ensure that it is physically possible to serve these people in the existing facilities it is necessary to evaluate the current space. The Health Department believes that by renovating its clinical space it is possible to obtain significant operational efficiencies which would enable service to more people and thus generate more revenue.

Staff Recommendation: MM__ JN__ TL__ TM__ JC X

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

MEMORANDUM

TO: Human Services, County Services and Finance Committees

FROM: Jim Hudgins, Purchasing Director

DATE: March 4, 2009

SUBJECT: Proposal Summary – Architectural & Engineering Services for Improvements to the Health Department

Project:

This project consist of seeking a qualified and experienced Architectural & Engineering (A/E) firm to provide designing, engineering, and project administration services for improvements to the Health Department.

Proposal Summary:

Proposers Contacted: 30 Local: 10
 Proposers Responding: 18 Local: 4

The following firms submitted a proposal:

<u>Firm</u>	<u>Phase 1&2 (Program/Plan)*</u>	<u>Phase 3&4 (Design/Eng/Const)*</u>	<u>Local</u>
Hobbs & Black	\$15,000	5.5% of const. costs	Y – Lansing
Slocum Associates	\$8,000	4.5% of const. costs	N – Kalamazoo
WTM	\$10,600	6.25 – 7.25% of costs	N – Saginaw
Hooker De Jong	\$21,375	4.75% of const. costs	N – Muskegon
Lindhout	\$18,900	9.0 – 9.5% c. costs	N – Brighton
Landmark Design	\$5,000	6% of const. costs	N – Grand Rapids
Architects Des.	\$9,500	8.5% of cost. costs	N – Ann Arbor
DLZ	\$12,852	6% of const. costs	Y – Lansing
Keystone Design	\$115,600	4% of const. costs	Y – Lansing
THA Architects	\$21,470	7.8% of const. costs	N – Flint
Roger Donaldson	\$13,500	5.5 – 8% of const.	Y – Holt
Tower Pinkster	\$14,000	Negotiable	N – Kalamazoo
Progressive A/E	\$41,000	5% of const. costs	N – Grand Rapids
GAV Associates	\$24,300	3.5% of const. costs	N – Flint
Victor Saroki	\$22,000	5% of const. costs	N – Birmingham
WAK Associates	\$25,522	9.8% of const. costs	N – Saginaw
Designhaus	\$3,500	5.5% of const. costs	N – Rochester
Dan Vos Const.	\$17,200	4.5 % of const. costs	N – Ada

*Normal reimbursable expenses are not included.

Recommendation:

At this time, accept the proposal from Hobbs and Black Architects and enter into an A/E contract for phases 1 and 2 of the project (programming and conceptual planning services) not to exceed \$16,000 (includes reimbursable expenses not to exceed \$1,000.)

Once bids are received for the construction phase and the budget is known – sometime toward the end of June 2009 – authorize entering into a contract with the recommended general contractor; and, amend the A/E contract with Hobbs and Black to provide phases 3 and 4 (design, engineering, and construction) services. The County will negotiate costs for these services with Hobbs and Black; however, in no case shall the costs exceed 5.5% of the total construction costs and not more than \$4,000 for reimbursable expenses, as detailed in Hobbs and Black's proposal.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central, and posted on the Purchasing Department Web Page.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: March 9, 2009

Subject: Resolution Authorizing the Award of a Contract with Hobbs and Black Associates, Inc. for Architectural and Engineering Services for Improvements to the Human Services Building

The Ingham County Health Department has obtained funding of 1.3 million dollars from the American Recovery and Reinvestment Act of 2009 to hire health care providers and support staff to increase services to clients. This funding should enable us to serve 4,766 additional clients by the end of 2010. In order to ensure that it is physically possible to serve these people in our existing facilities we wish to evaluate our current space. It is my belief that by renovating our clinical space it is possible to obtain significant operational efficiencies which would enable us to serve more people and thus generate more revenue.

The Facilities Department has recommended that such a renovation should be approached through a four phase project consisting of 1) Identification of project requirements, 2) Creation of a conceptual design, 3) Pre-construction planning, and 4) Construction administration. This process would produce a strategic plan for our space and begin work on parts of that plan that are likely to quickly produce positive results for our clients and our bottom line.

The Purchasing Department solicited bids for an architectural and engineering firm to provide designing, engineering, and project administration services for such a project. After review of said bids, it is the recommendation of the Purchasing Department, the Facilities Department and the Health Department to award a contract to Hobbs and Black Associates, Inc., whose bid was the most responsive and responsible, for the first and second phases of the project described.

Funding is available for this project. The Board of Commissioners created a reserve fund in the Capital Improvement Project Budget to support renovation of the Health Department space in the Human Services Building (resolution #06-123). The total costs authorized by the contract for phases one and two including Hobbs and Black's fee of \$15,000 and reimbursable expenses shall not exceed \$16,000 for phases one and two.

If Hobbs and Black's performance on phases one and two is satisfactory, the County may choose to negotiate with them for phase three and phase four services. The costs of phases three and four will be based on the estimated construction costs once they are determined; in no case shall these

costs exceed 5.5 percent of the total construction costs as detailed in Hobbs and Black's proposal except that a small amount of reimbursable expenses may be negotiated. Of course, any and all work on phases three and four shall be authorized by resolution of the Board of Commissioners.

I recommend supporting the proposed resolution to authorize a contract with Hobbs and Black.

c: John Jacobs, Chief Financial Officer

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE AWARD OF
A CONTRACT WITH HOBBS AND BLACK ASSOCIATES, INC.
FOR ARCHITECTURAL AND ENGINEERING SERVICES
FOR IMPROVEMENTS TO THE HUMAN SERVICES BUILDING**

WHEREAS, the Ingham County Health Department has obtained funding from the American Recovery and Reinvestment Act of 2009 to hire health care providers and support staff to increase services to clients; and

WHEREAS, the Health Officer has stated that renovation of the Health Department facilities in the Human Services Building could lead to significant operational efficiencies and increased revenue generation; and

WHEREAS, in Resolution #06-123, the Board of Commissioners created a reserve fund in the Capital Improvement Project Budget to support renovation of the Health Department space in the Human Services Building; and

WHEREAS, the Facilities Department has recommended that the renovation should be approached through a four phase project consisting of: 1) Identification of project requirements, 2) Creation of a conceptual design, 3) Pre-construction planning, and 4) Construction administration; and

WHEREAS, the Purchasing Department solicited bids for an architectural and engineering firm to provide designing, engineering, and project administration services for improvements to the Health Department; and

WHEREAS, after review of said bids, it is the recommendation of the Purchasing Department, the Facilities Department and the Health Department to award a contract to Hobbs and Black Associates, Inc., whose bid was the most responsive and responsible, for the first and second phases of the project described above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding an architectural and engineering contract to Hobbs and Black Associates, Inc., 117 East Allegan Street, Lansing, MI, 48933 for phases one and two of the project. The total costs authorized by the contract including Hobbs and Black's fee of \$15,000 and reimbursable expenses shall not exceed \$16,000.

BE IT FURTHER RESOLVED, that the term of the contract shall be April 13, 2009 to May 13, 2009.

BE IT FURTHER RESOLVED, that if Hobbs and Black's performance on phase one and phase two is satisfactory, the County may chose to negotiate with them for phase three and phase four services. The costs of phase three and phase four will be based on the estimated construction costs once they are determined; in no case shall these costs exceed 5.5 percent of the total construction costs as detailed in Hobbs and Black's proposal except that a small amount of reimbursable expenses may be negotiated. Any and all work on phase three and phase four shall be authorized by resolution of the Board of Commissioners.

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