

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN

AMENDED AGENDA

ORGANIZATIONAL MEETING
Michael E. Kobza Hall of Justice
990 Terrace Street
January 4, 2022 - 3:30 p.m

1. Call to Order – Chairman Scolnik
 2. Invocation
 3. Pledge of Allegiance
 4. Roll Call
 5. Public Comment (on an agenda item)
 6. Election of Vice Chair
 7. Swearing in of Board of Commission Vice-Chair (Oath of Office)
 8. Adoption of 2022 Calendar
 9. Adoption of the Administrative Settlement Authority
 10. Adoption of Administrator’s Spending Authority
 11. 2022 Committee Assignments/Chair and Vice-Chair Appointments
 12. 2022 Commissioner Liaison Appointments
 13. To allow staff to negotiate a contract for Inmate Medical/Healthcare Services not to exceed \$2.23M, adjust the budget accordingly, and authorize the Board Chair to sign the agreement.
 14. Public Comment
 15. Adjournment
-

Connect to **Zoom** from your computer, tablet or smartphone at: <https://rb.gy/hg1rsv>
Phone: (312) 626-6799 - Meeting ID: 819 77989 8310 - Passcode:391504
Cell phones may mute & unmute by dialing *6. Raise and lower hand to speak by dialing *9

[View the meeting on Facebook at: https://www.facebook.com/MuskegonCountyMI](https://www.facebook.com/MuskegonCountyMI)

Public Comment - Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES - The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours’ notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

2022 Muskegon County Board of Commissioners Meeting Schedule

Full Board	Community Development & Transportation	Courts & Public Safety and Human Services	Ways & Means	Public Works	<p>All meetings are held in the Board of Commissioners' Room on the 4th Floor of the Hall of Justice, 990 Terrace, Muskegon at 3:00 PM unless otherwise noted.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Special meetings and changes to this schedule will be posted 18 hours in advance at the Hall of Justice, 4th Floor. For further info, call 231.724.6520</p> </div> <p>The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting upon 24 hours' notice by writing or calling the County Administrator, 990 Terrace Street, Muskegon, MI 49442; 231.724.6520</p>
Tues. January 4th - Org Mtg Tues. January 18th	Thursday, January 13th	Tuesday, January 11th	Tuesday, January 11th	Thursday, January 6th	
Tues. February 15th	Thursday, February 10th	Tuesday, February 8th	Tuesday, February 8th	Thursday, February 3rd	
Tues. March 15th	Thursday, March 10th	Thursday, March 8th	Tuesday, March 8th	Thursday, March 3rd	
Tues. April 19th	Thursday, April 14th	Tuesday, April 12th	Tuesday, April 12th	Thursday, April 7th	
Tuesday, May 17th	Thursday, May 12th	Tuesday, May 10th	Tuesday, May 10th	Thursday, May 5th	
Tuesday, June 14th	Thursday, June 9th	Tuesday, June 7th	Tuesday, June 7th	Thursday, June 2nd	
Tuesday, July 19th	Thursday, July 14th	Tuesday, July 12th	Tuesday, July 12th	Thursday, July 7th	
Tuesday, August 16th	Thursday, August 11th	Tuesday, August 9th	Tuesday, August 9th	Thursday, August 4th	
Tuesday, September 13th Tuesday, September 27th	Thursday, September 8th	Tuesday, September 6th	Tuesday, September 6th Thursday, September 22nd	Thursday, September 1st	
Tuesday, October 18th	Thursday, October 13th	Tuesday, October 11th	Tuesday, October 11th	Thursday, October 6th	
Tuesday, November 15th	Thursday, November 10th	Tuesday, November 8th	Tuesday, November 8th	Thursday, November 3rd	
Tuesday, December 13th	Thursday, December 8th	Tuesday, December 6th	Tuesday, December 6th	Thursday, December 1st	

Revised 1/4/2021

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATIVE SETTLEMENT AUTHORITY 2022

I. POLICY

A. Any claim brought against the County involving more than Fifteen Thousand (\$15,000.00) Dollars shall be presented to the County Board of Commissioners for their consideration, and settlement authorization, consistent with the procedure listed below.

B. Any claim brought against the County involving sums of less than Fifteen Thousand (\$15,000.00) may be settled by the Administrator without the approval of the County Board of Commissioners.

II. PROCEDURE

A. The Administrator, in considering the settlement of any claim within the authority provided above, will prepare a written summary for the Chairperson of the Muskegon County Board of Commissioners and the Chairperson of the Muskegon County Board of Commissioners' Ways & Means Committee for their approval.

B. If the Administrator's recommendation is approved by both the Board Chair and the Chairperson of Ways & Means, the Administrator will be authorized to enter into a settlement on behalf of the County.

C. If the recommendation is approved, the settlement will be reported to all of the members of the County Board of Commissioners at the next Full Board meeting.

III. TERM

This authority shall remain in effect until the Organizational Meeting of 2023, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

COUNTY OF MUSKEGON

POLICY AND PROCEDURE

ADMINISTRATOR'S SPENDING AUTHORITY 2022

I. POLICY

It is the policy of the County of Muskegon to establish a uniform spending authority standard across the organization. In pursuit of that policy, the Administrator is delegated spending authority in matters of County business in accordance with the procedure listed below.

II. PROCEDURE

A. The County Administrator, through this Policy, is granted the authority to waive the procurement policy and expend sums up to Fifteen Thousand (\$15,000.00) Dollars.

B. The County Administrator, prior to engaging in spending under this policy, is granted the authority to waive the procurement policy and expend sums in excess of Fifteen Thousand (\$15,000.00) Dollars, but no more than Twenty-five Thousand (\$25,000.00) Dollars, will consult with and fully apprise the County Board Chair of the purpose of the proposed expenditure.

C. If the proposed expenditure is approved by the County Board Chair, the Administrator is authorized to engage in said spending, but is required to report the expenditure to all of the members of the Muskegon County Board of Commissioners, within thirty calendar (30) days of the expenditure.

III. TERM

This policy shall remain in effect until the Muskegon County Board of Commissioners Organizational Meeting of 2023, or until terminated by a majority vote of the Muskegon County Board of Commissioners.

Muskegon County Full Board

Request for Board Consideration

Requestor: Mark Eisenbarth

Requesting Department: Administration

Full Board Date: 01/04/2022

Budget: Partially Budgeted

Suggested Motion: *(State the following exactly as it should appear in the minutes.)*

Move to allow staff to negotiate a contract for Inmate Medical/Healthcare Services not to exceed \$2.23M, adjust the budget accordingly, and authorize the Board Chair to sign the agreement.

Summary of Request: *(General description of financing, other operational impact, possible alternatives.)*

It was previously approved (11/09/2021 2021-466) to seek proposals for Inmate Medical and Healthcare Services for the Jail and Juvenile Transition Center (JTC). An invitation to negotiate was conducted and 3 responses were received. The review committee, consisting of 2 staff members of the JTC and 3 staff members of the Sheriff's department, has narrowed it down to one potential vendor to move forward with negotiation.

Staff is requesting approval to negotiate a contract and price not to exceed \$2.23M annually (to be split, \$2.08M for the Jail and \$150,000 for the JTC) and to authorize the Board Chair to sign the agreement upon corporate counsel review.

This represents an increase to the original budget of \$722,000 (\$677,000 increase for the Jail budget and \$55,000 for the JTC); primarily funded by the general fund.

Kristen Wade, HR Director Analysis Required? No	Finance Manager: <input checked="" type="checkbox"/> 
Michael Homier, Corporate Counsel Analysis Required? No	Mark Eisenbarth, County Administrator Recommendation: <input checked="" type="checkbox"/> 



*Initial Offer for
Services*

Muskegon County

DISCOVER THE VITALCORE DIFFERENCE



Initial Offer for Services

The following details the VitalCore cost proposal for the Muskegon County Jail and Juvenile Transition Center in response to the Invitation to Negotiate for Inmate Medical / Health Care Services. We have provided pricing based on an inmate population of 515 for the Jail and 26 for the JTC. We have included a detailed breakdown of our staffing and other line item costs for both the Jail and JTC, and the following is a brief narrative regarding our proposed costs.

Staffing Plan – VitalCore has included our proposed staffing plan in the Pricing pages that follow. We are proposing some modifications to your current staffing plan, primarily the increased use of RNs vs. LPNs and CMAs. VitalCore’s general philosophy is to rely more heavily on RNs than LPNs and CMAs. This is due to the increased education, training, and assessment skills of RNs. In addition, there are significantly more numbers of licensed RNs in the State of Michigan when compared to LPNs. This will improve recruitment of nursing staff, enhance the overall quality of care provided through the increased education and training of the RN staff, provide better assessment skills, and reduce offsite referrals (primarily emergency room visits).

While these staffing changes may add some up front costs to the contract. VitalCore firmly believes this increase in cost will be offset with decreases in offsite costs, primarily ER visits, and improvements in the overall quality of care. We have seen similar staffing changes in some of our other contracts that have resulted in dramatic decreases in offsite utilization and costs, including as much as an 80% reduction of emergency room visits and a 30% reduction in offsite specialty referrals. These reductions have other ancillary benefits to Muskegon County as it will result in decreased security costs associated with transporting inmates offsite and improve overall public safety by keeping more inmates onsite.

Pharmacy Costs – VitalCore is proposing the use of CorrectRx Pharmacy Services for the provision of pharmacy services. We are very familiar with CorrectRx as we use them in a many of our other jail contracts, including Kent County and Saginaw County in Michigan. We have proposed an overall cap on pharmacy services for the Jail of \$175,000 annually. We are confident based on our experience in similar size facilities, that barring any unforeseen circumstances, costs will not exceed \$175,000 per year. In the event costs do exceed \$175,000 per year for the Jail, Muskegon County will be responsible for any costs in excess of \$175,000. We have not proposed a cap on pharmacy services for the JTC.



Offsite Costs – VitalCore understands that offsite costs will be the responsibility of Muskegon County. This includes any emergency room care, specialty physician care, and inpatient and outpatient hospital based services.

Mental Health Services – VitalCore is proposing that mental health services for the Muskegon County Jail and JTC continue to be provided by HealthWest. It is our understanding that HealthWest has an excellent track record of providing mental health service and we see no reason to change something that is working well. We are proposing that Muskegon County contract separately with HealthWest for the provision of mental health service and therefore we have not included any staffing or costs associated with the provision of mental health services in our response to the ITN.

Electronic Medical Records (EMR) – VitalCore’s EMR of choice is CorEMR. We use CorEMR in the majority of our jail contracts. We have included costs for the provision of CorEMR in our proposed pricing. We will work with Muskegon County on the timing of implementation for CorEMR, however it will not be in place on Day 1 of the contract.

VitalCore would be pleased to further discuss any and all components of our cost assumptions and proposed costs with Muskegon County during the ongoing negotiation phase of this procurement.

The following pages include our proposed staffing plan, detailed staffing costs, as well as line item pricing for the initial year of the contract for both the Muskegon County Jail and JTC.



Muskegon County, MI Jail Staffing Plan - ADP 515

Position	FTE	Backfill	Hours	7:00 a.m. to 3:30 p.m.							3:00 p.m. to 11:30 p.m.							11:00 p.m. to 7:30 a.m.													
				S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
Health Services Administrator (RN)	1.00	0.1 of FTE	40		8	8	8	8	8																						
Administrative Assistant	1.00		40		8	8	8	8	8																						
Medical Director (Physician)	0.20	0.02	8		4		4																								
APRN	0.50	0.05	20		4	4	4	4	4																						
Director of Nursing	1.00		40		8	8	8	8	8																						
Charge RN	4.20	0.42	168	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8								
LPN/EMT	4.20	0.42	168	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8								
CMA	2.80	0.28	112	8	8	8	8	8	8	8	8	8	8	8	8	8															
Total	14.90	1.49	596	24	56	52	56	52	52	24	24	24	24	24	24	24	16	16	16	16	16	16	16								
Backfill	1.49			Hrs/WK DAY = 316. = 7.9							Hrs/WK NIGHT = 168. = 4.2							Hrs/WK NIGHT = 112. = 2.8													
Total with Backfill	16.39																														

Essential positions that will be backfilled are identified in shading.

	Direct Labor for Base Year - Muskegon County, MI Jail - ADP 515														
	Direct Labor Costs											Total Labor Hour Cost	Total Benefit Percent: 20%	Labor Overhead: 1%	Total Annual Direct Labor
	Regular Hours			Night Shift Differential		Back Fill									
Personnel Costs cover all Contract Line Items (CLINs)	Estimated Labor Hours Auto Imported from Tab2	Regular Hourly Rate \$	Regular Hours Cost	Estimated Night Shift Hours***	Night Shift Differential Cost* Differential Rate \$2.00	Backfill Hours 0.10 of FTE	Regular Hourly rate	Back Fill Costs							
Health Services Administrator (RN)	40	\$ 50.00	\$ 2,000.00		\$ -		\$ 50.00	\$ -	\$2,000.00	\$400.00	\$24.00	\$2,424.00			
Administrative Asst.	40	\$ 22.00	\$ 880.00		\$ -		\$ 22.00	\$ -	\$880.00	\$176.00	\$10.56	\$1,066.56			
Medical Director (Physician)	8	\$ 150.00	\$ 1,200.00		\$ -	.8	\$ 150.00	\$ 120.00	\$1,320.00		\$13.20	\$1,333.20			
APRN	20	\$ 75.00	\$ 1,500.00		\$ -	2	\$ 75.00	\$ 150.00	\$1,650.00		\$16.50	\$1,666.50			
RN Clinic- Treatments		\$ 18.00	\$ -		\$ -		\$ 18.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00			
Director of Nursing	40	\$ 45.00	\$ 1,800.00		\$ -		\$ 45.00	\$ -	\$1,800.00	\$360.00	\$21.60	\$2,181.60			
Charge RN	168	\$ 40.00	\$ 6,720.00	84	\$ 168.00	16.8	\$ 40.00	\$ 672.00	\$7,560.00	\$1,512.00	\$90.72	\$9,162.72			
LPN/EMT	168	\$ 29.00	\$ 4,872.00	84	\$ 168.00	16.8	\$ 29.00	\$ 487.20	\$5,527.20	\$1,105.44	\$66.33	\$6,698.97			
CMA	112	\$ 24.00	\$ 2,688.00	35	\$ 70.00	11.2	\$ 24.00	\$ 268.80	\$3,026.80	\$605.36	\$36.32	\$3,668.48			
	596					59.6									
											Weekly	\$28,202.03			
Total FTE = 14.9											Yearly	\$1,466,505.46			

Annual Allocations - Muskegon County Jail - ADP 515

Annual Allocation Year 1	
Description	515
Staffing	\$ 1,466,505.46
Employee Education, Recruiting, Orientation	\$ 12,000.00
Lab, Diagnostics and on-site services	\$ 40,000.00
Medical Supplies	\$ 50,000.00
Pharmacy (Capped)	\$ 175,000.00
Out of Facility Care	\$ -
Insurance	\$ 56,560.00
Administration, Overhead and Margin	\$ 200,000.00
Software Licenses, CorEMR, Training, IT Support, and Equipment	\$ 75,000.00
Total Annual Cost by Population:	\$ 2,075,065.46

OUT OF FACILITY CARE IS THE RESPONSIBILITY OF THE COUNTY.

PHARMACY COSTS ARE CAPPED AT \$175,000.



Muskegon County, MI Juvenile Staffing Plan - ADP 26

				S	M	T	W	T	F	S	S	M	T	W	T	F	S
Position	FTE	Backfill	Hours	7:00 a.m. to 3:30 p.m.							3:00 p.m. to 11:30 a.m.						
		0.1 of FTE															
RN	1.00	0.10	40		8	8	8	8	8								
Total	1.00	0.10	40	0	8	8	8	8	8	0	0	0	0	0	0	0	0
Backfill	0.10			Hrs/WK DAY = 40. = 1.							Hrs/WK NIGHT = . = .						
Total with Backfill	1.10																

Essential positions that will be backfilled are identified in shading.



Direct Labor for Base Year - Muskegon County, MI Juvenile - ADP 26

Personnel Costs cover all Contract Line Items (CLINs)	Direct Labor Costs											
	Regular Hours			Night Shift Differential		Back Fill			Total Labor Hour Cost	Total Benefit Percent: 20%	Labor Overhead: 1%	Total Annual Direct Labor
	Estimated Labor Hours Auto Imported from Tab2	Regular Hourly Rate \$	Regular Hours Cost	Estimated Night Shift Hours***	Night Shift Differential Cost* Differential Rate \$2.00	Backfill Hours 0.10 of FTE	Regular Hourly rate	Back Fill Costs				
RN	40	\$ 38.00	\$ 1,520.00	0	\$ -	4	\$ 38.00	\$ 152.00	\$1,672.00	\$334.40	\$20.06	\$2,026.46
	40					4						
												Weekly \$2,026.46
Total FTE = 1.0												Yearly \$105,376.13

Annual Allocations - Muskegon County Juvenile - ADP 26

Annual Allocation Year 1	
Description	26
Staffing	\$ 105,376.13
Employee Education, Recruiting, Orientation	\$ 1,000.00
Lab, Diagnostics and on-site services	\$ 2,000.00
Medical Supplies	\$ 3,000.00
Pharmacy	\$ 5,000.00
Out of Facility Care	\$ -
Insurance	\$ 3,520.00
Administration, Overhead and Margin	\$ 25,000.00
Software Licenses, CorEMR, Training, IT Support, and Equipment	\$ 5,000.00
Total Annual Cost by Population:	\$ 149,896.13

OUT OF FACILITY CARE IS THE RESPONSIBILITY OF THE COUNTY.