HUMAN SERVICES COMMITTEE
Hall of Justice
990 Terrace Street, Muskegon, MI
February 5, 2019 – 3:30 PM

Charles Nash, Chair
Marcia Hovey-Wright, Vice-Chair

1. Call to Order

2. Roll Call

3. Approval of the Minutes of January 8, 2019

4. Public Comment (on an agenda item)

5. Items for Consideration

   HS19/02 – 01 (Administration) Approve and Adopt the Veterans Advisory Committee By-Laws and Authorize Board Chair to Sign
   (Public Health) Authorize Public Health to Accept $5,431 from Muskegon Community Health Project and Subcontract with Coalition for Community Development to Provide Community Level Technical Support and Training

   HS19/02 – 02 (Public Health) Authorize Public Health to Accept $78,000 from the Michigan Department of Health and Human Service’s WIC Division and to Create and Fill Two Hourly Breastfeeding Peer Counselor Positions

   HS19/02 – 03 (Public Health) Authorize as Sole Source Supplier of Vaccines in FY2019 for Public Health, Sanofi Pasteur, GlaxoSmithKline, Merck and PaxVax and Allow Immediate Release of Payment

   HS19/02 – 04

6. Old Business

7. New Business

8. Public Comment

9. Adjournment

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

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.
CALL TO ORDER

The meeting was called to order by Commissioner Nash at 3:30 p.m.

ROLL CALL

Present: Gary Foster, Marcia Hovey-Wright, Susie Hughes, Zach Lahrning, Kenneth Mahoney, Charles Nash, Bob Scolnik, I. John Snider, II, Rillastine Wilkins

Also Present: Doug Hughes, Williams Hughes, PLLC, Corporate Counsel; Mark Eisenbarth, County Administrator; Lisa Chalko, Administrative Coordinator

APPROVAL OF MINUTES

It was moved by Commissioner Foster, supported by Commissioner Wilkins, to approve the minutes of the December 4, 2018, meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

PRESENTATION: Veterans Advisory Committee Bylaw Review

Mr. Michael Baauw, Veterans Services & Programs Coordinator, reviewed the proposed Veterans Advisory Committee (VAC) Bylaws approved by the VAC.

Chairman Hughes proposed a term limit for the Chairman of the Veterans Advisory Committee of two years. Commissioners were in agreement.

Commissioner Hovey-Wright inquired about the compensation of members and the entitlement to receive per diem and mileage in attending meetings. Mr. Baauw noted this compensation is included in the Public Act 192 language.

Mr. Baauw will present the recommended revision to the Veterans Advisory Committee for their approval being presenting to the County Board for approval.
OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before the Human Services Committee, the meeting adjourned at 3:42 p.m.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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<td>Administration</td>
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<td>Michael Baauw</td>
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SUMMARY OF REQUEST (PRIMARY DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

County Department of Veterans Affairs Staff is requesting that the Board of Commissioners approve and adopt the Veterans Advisory Committee By-Laws that were unanimously accepted by the Veterans Advisory Committee on January 29, 2019, following input from this Board.

The By-Laws have been drafted by the Veterans Advisory Committee Chair and County Department of Veterans Affairs Staff, and have been reviewed by Corporate Counsel.

A copy of the January 29th Veterans Advisory Committee minutes is attached for your review.

A copy of the Veterans Advisory Committee accepted By-Laws is attached for your review as well.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve and adopt the Veterans Advisory Committee By-Laws and authorize the Board Chair to sign.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

01/29/19

AGENDA DATE: 2/5/19  AGENDA NO: HS19/02.01  BOARD DATE: 2/12/19  PAGE NO.

Revised 1/25/19
Muskegon County
Veterans Advisory Committee Bylaws
Enacted Month/Date/Year

ARTICLE I – THE ORGANIZATION

Section 1

Name
The name of the Commission is the Muskegon County Veterans Advisory Committee, hereafter referred to as MCVAC.

Section 2

Legal Status
MCVAC is an Advisory Committee to the Muskegon County Board of Commissioners.

Section 3

Statement of Purpose
The Committee’s mission is to provide advisory recommendations regarding Veterans Affairs matters to the Muskegon County Board of Commissioners, and to review and approve requests brought to the Committee through the Soldiers & Sailors Relief Committee and other funds where the Director has concerns.

Section 4

Inclusive Process
MCVAC is committed to inclusive representation of Muskegon County Veterans Affairs. All individuals and corporations interested in the vision or mission of MCVAC may bring forward issues to MCVAC for consideration.

ARTICLE II – MEMBERSHIP

Section 1
Membership
Membership in MCVAC shall consist of:

- 3-5 members of the County of Muskegon who:
- Are appointed by the County Board of Commissioners, with appointment being on the recommendation of the posts/chapters of each chartered veterans’ organization in the county;
- Must be honorably discharged from the military and served in a war time period or received an armed forces campaign or service medal; and
- Have demonstrated knowledge, skills, and experience in public service, business, or finance.
- The MCVAC shall select a Chairman and Vice Chairman at the annual meeting.
- The Muskegon County Veterans Affairs Department staff will record and maintain minutes of each meeting for the Committee.

Section 2

Term of Office
Members of MCVAC shall be appointed for a term of (4) four years each. Terms for members first appointed shall be staggered so that not more than (2) two vacancies are scheduled to occur in a single year.

Section 3

Vacancies and Resignations
Vacancies shall be filled in the same manner as the original appointments for the unexpired terms (by the County Board of Commissioners, with appointment being on the recommendation of the posts of each chartered veterans’ organization in the county). A member may resign by written notice to the Muskegon County Board of Commissioners. The resignation will be effective upon its receipt by the Muskegon County Board of Commissioners or a subsequent time as set forth in the notice of resignation.

ARTICLE III – MEETINGS

Section 1

Regular Meetings
Regular meetings of the members will be held monthly at a place and time determined by the Committee. MCVAC shall establish an annual calendar for regular meetings at its annual meeting. This calendar will be affirmed by a vote of the MCVAC and distributed/published.

Section 2
Special Meetings
Special meetings of the MCVAC may be called by the Chair or Vice Chair at the
direction of a majority of members, County Administrator, or as otherwise determined by
law. Any request for a meeting by members must state the purpose or purposes of the
proposed meeting.

Section 3

Notice of Meetings
Written notices containing time and place of all meetings of MCVAC will be given either
personally or by e-mail to each member not less than seven days before a regular meeting
and not less than two days before a special meeting, and notices of meetings shall be in
accordance with the requirements of the Open Meetings Act. The notice of a regular
meeting does not need to state the purpose or purposes of the meetings or the business to
be transacted. In reference to any meeting, no notice of a recessed meeting must be given
if the time and place to which the meeting is recessed is announced at the meeting. At
the recessed meeting, the only business that may be transacted is business which might
have been transacted at the original meeting.

Section 4

Annual Meeting
The MCVAC shall host an Annual Meeting every January, or in another month
designated by the Committee, upon a majority vote of those members in attendance when
the vote is called.

Section 5

Quorum and Voting
A simple majority of MCVAC members will constitute a quorum at any meeting. The
vote of a majority of the members present at a meeting at which a quorum is present shall
constitute an action of the MCVAC. If at any meeting the members in attendance
comprise less than a quorum, a majority of those present may recess the meeting until a
quorum has been obtained.

Section 6

Conduct of Meetings
Meetings of the MCVAC will be presided over by the Chair, or in his/her absence, the
Vice Chair. Meetings will be held in accordance with Roberts Rules of Order.

Section 7

Compensation
With prior approval by MCVAC, Committee Members are authorized to incur such
expense as shall be necessary while performing duties for MCVAC. The members of the
Board shall be entitled to receive per diem and mileage in attending meetings.

ARTICLE IV – OFFICERS

Section 1

Election or Appointment
The MCVAC will elect a Chair and a Vice Chair at the Current year annual meeting by a simple majority vote with nominations from the floor.

Section 2

Term of Office
The term of office for all officers will commence upon their election or appointment and will continue until the next annual meeting of the MCVAC and until their respective successors are chosen or until their resignation.

Section 3

Resignation
An Officer may resign by written notice to MCVAC. The resignation will be effective upon its receipt by the MCVAC or at a subsequent time specified in the notice of the resignation.

Section 4

Chairperson
The Chairperson will preside at meetings of MCVAC and will notify the Muskegon County Board of Commissioners of all resolutions of MCVAC and may appoint sub-Committees as provided below.

Section 5

Vice Chairperson
The Vice Chairperson will, in the absence or disability of the Chairperson, serve as acting Chairperson.

Section 6

Term Limits for Chairperson and Vice Chairperson
The Chairperson may be elected to the position of Chairperson a maximum of two consecutive years. The Vice-Chairperson may also only be elected to the position of Vice-Chairperson for a maximum of two consecutive years.

ARTICLE V – COMMITTEES
Section 1

Ad-Hoc Committees
Ad-Hoc Committees may be formed to respond to Veteran related subjects of interest in the County.

ARTICLE VI – INDEMNIFICATION

Section 1

Indemnification
The Muskegon County Board of Commissioners will, to the extent permitted by law, indemnify members against expenses (including attorney fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by them in connection with any actions or suits brought or threatened against them), but only insofar as such expenses resulted from the person’s involvement with that MCVAC.

Section 2

Rights to Continue
This indemnification will continue to a person who has ceased to be a member or officer of MCVAC. Indemnification may continue as to a person who has ceased to be a volunteer, employee or agent of MCVAC.

ARTICLE VII – MISCELLANEOUS

Section 1

Effective Date
These bylaws shall take effect when approved by a majority of the total membership of the MCVAC and approved by the County Board of Commissioners. Bylaws may be modified in the same manner.

Section 2

Duration
The MCVAC shall continue indefinitely unless terminated by action of the Muskegon County Board of Commissioners.

Section 3

Communications
The MCVAC serves as an advisory committee to the County Commissioners, the County Commissioners provide instruction to the County Administrator, the County Administrator directs the Director of the County Department of Veterans’ Affairs, and the Director of the County Department of Veterans’ Affairs reports to the County
Administrator and informs the MCVAC. Attachment A is the Communications flow chart for reference.

Organizational Flow Chart

The Secretary of the Muskegon County Veterans Advisory Committee hereby represents and affirms that on the __th day of Month, Year, the within bylaws were approved by a majority of the members of the Muskegon County Veterans Advisory Committee. The undersigned furthermore certifies that these bylaws were approved by the County Board of Commissioners on the __th day of Month, Year.

Michael Daauw, Acting Secretary
Muskegon County Veterans Advisory Committee
Month/Date/Year

Susie Hughes, Chairman
Muskegon County Board of Commissioners
Month/Date/Year
AGENDA

1. County Staff will Call to Order
2. County Staff will lead in Pledge of Allegiance
3. County Staff will perform Roll Call
4. Election of Veterans Advisory Committee Chair
5. Election of Veterans Advisory Committee Vice-Chair
6. County Staff will turn meeting over to the newly elected Chair
7. Approval of Agenda
8. Approval of Minutes
9. Approval of Veterans Claims and Burials
10. Old Business
   A. Veterans Advisory Committee By-Laws, review the edit requested by the Commissioners. Recommend approval of By-Laws as edited, and authorize County Staff to present to County Commissioners for adoption
11. New Business
   A. Recognition of Lupe Alviar and Orville Sydnor for their 28 years of service on the Veterans Advisory Committee
   B. Discussion of Honor Rewards Program
12. Committee Reports
   A. Veterans Park
   B. Veterans Court (Mike Baauw)
   C. WINC (Jill Matthews)
13. Directors Report
14. Adjourn

MINUTES

1. Mike Baauw called the meeting to order at 10:00am
2. Mike Baauw led the Committee in the Pledge of Allegiance
3. Mike Baauw performed roll call. 2 members excused. 6 members present.
4. Mike Baauw asked the Committee to nominate a member for Chair. Gary Foster nominated Bob Carter. Bob Carter refused the nomination. Joe Kemp motioned to nominate Gary Foster for Chair. Bob Carter seconded the motion. Gary Foster accepted the motion. Motion carried unopposed.
5. Mike Baauw asked the Committee to nominate a member for Vice Chair. Gary Foster nominated Bob Carter for Vice Chair. Joe Kemp seconded the motion. Bob Carter accepted the nomination. Motion carried unopposed.
6. Mike Baauw turned meeting over to the newly elected Chair.
7. Bob Carter nominated to approve the agenda. Joe Kemp seconded the motion. Motion passed unopposed.
8. Joe Kemp motioned to approve the minutes. Bob Scolnik seconded the motion. Motion passed unopposed.
9. Bob Carter motioned to approve the Veterans Claims and Burials. Joe Kemp seconded the motion. Motion passed unopposed.
10. OLD BUSINESS
   a. Mike Baauw presented the revised By-Laws with term limits for Chair and Vice Chair. Joe Kemp motioned to approve the edited By-Laws and to allow Mike Baauw to present to the County Commissioners for acceptance and adoption. Bob Carter seconded the motion. Motion passed unopposed.
11. NEW BUSINESS
   a. Bob Carter motioned to have the Chairman of the Board of Commissioners formally present a letter of appreciation / proclamation to Lupe Alviar and Orville Sydnor for their 28 years on the Veterans Advisory Committee. Bob Scolnik seconded the motion. Motion passed unopposed.
   b. Mike Baauw presented the Honors Program; which provides Veterans in Muskegon County an ID Card and a list of locations in Muskegon County that offer military discounts. The cost for this service is $5,000 initially and $750 annually thereafter. Joe Kemp motioned to NOT approve spending money on the Honors Program. Bob Scolnik seconded the motion. Motion passed unopposed.
   c. Mike Baauw discussed the possibility of sidewalk mapping with GIS services. WMSRDC would perform the mapping at an approximate cost of $2,500 and potentially an additional $3,000. The Chair requested that WMSRDC staff present to the Committee in March on their ideas for the program, and that Jill Matthews work with Mike Baauw at researching an alternative method to display the locations of the memorial trail markers.
   d. Mike Baauw requested approval to spend $2,000 from fund/org/acct 2930-8943-836.100 to rent the LC Walker Arena for the 2019 Jobs Fair. He informed the Committee that we charge companies $60 per table to attend the Jobs Fair, and that money will all be deposited in the fund/org/acct 2930-8943-836.100, and that we have space available for up to 100 companies. All profits from the Jobs Fair remain in the fund/org/account. Billy Stancroff motioned to allow Mike Baauw to spend the $2,000 on the LC Walker Arena. Bob Carter seconded the motion. Motion passed unopposed.
   e. Gary Foster asked the Committee if the Committee meeting dates / hours should be changed in 2019. After lengthy discussion, Bob Carter motioned to move the meeting dates to the First Monday of each month at 4:00pm at the same location. Bob Scolnik seconded the motion. Motion passed unopposed. Gary Foster stated that we will skip the February meeting since it is so close to the January 29 meeting. The next Veterans Advisory Committee meeting is on March 4, 2019 at 4:00pm.

12. COMMITTEE REPORTS
VETERANS ADVISORY COMMITTEE MEETING MINUTES

a. Veterans Park – Mike Baauw had nothing additional to report on Veterans Memorial Park. Gary Foster asked if we should still have Lupe Alviar represent the Committee at the annual Veterans Memorial Park Committee meetings. Joe Kemp motioned to have Lupe Alviar (if he accepts the role) represent the Veterans Advisory Committee at the Veterans Memorial Park meetings. Bob Scolnik seconded the motion. Motion passed unopposed. Mike Baauw will contact Lupe Alviar and ask if he’ll accept the responsibility.

b. Veterans Court – Mike Baauw touched on the success rate in regards to suicides. To date, there have been zero completed suicides with the Muskegon Veterans Court participants, during and after their involvement with Veterans Court.

c. WINC – Jill Matthews informed the Committee of upcoming WINC events, including the HER2 awards; which Jill Matthews will be receiving an award.

13. DIRECTORS REPORT
   a. Mike Baauw briefly went over the budget, financials, and donations with the Committee.

14. Joe Kemp motioned to adjourn the meeting at 11:17am. Bob Carter seconded the motion. Motion passed unopposed.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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REQUESTING DEPARTMENT
Public Health

COMMITTEE DATE
February 5, 2019

REQUESTOR SIGNATURE
Kathy Moore

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Mercy Health and the Muskegon Community Health Project (MCHP) are working with community stakeholders on all aspects of the State Innovations Model (SIM) grant. (Public Health is required to participate in the governance of the Community Health Innovation Region (CHIR), which is a component of the SIM.) The goal of this work is to engage neighborhood organizations and residents to work towards improving population health by reducing trauma, increasing access to primary care, leveraging resources through referrals and partnerships, and linking self-identified neighborhood needs to local resources. Public Health is requesting authorization to accept $5,431 from Muskegon Community Health Project, and subcontract with Coalition for Community Development to provide technical support and training (including, but not limited to, survey interview techniques, engagement strategies, asset mapping and project management assistance) to help empower the neighborhood groups and/or representatives in the Resilience Zone; and to refer/link them to existing community resources.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to authorize Public Health to accept $5,431 from Muskegon Community Health Project and subcontract with Coalition for Community Development to provide community level technical support and training to help empower the neighborhood groups and/or representatives in the Resilience Zone; and to refer/link them to existing community resources.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:

FINANCE & MANAGEMENT ANALYSIS:

CORPORATE COUNSEL ANALYSIS:

ADMINISTRATOR RECOMMENDATION:

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

AGENDA DATE: 2/5/19
AGENDA NO.: H519/02-02
BOARD DATE: 2/12/19
DATE

REVISED 1/29/19
SUBCONTRACT AGREEMENT

between

Public Health – Muskegon County

and

Coalition for Community Development

1. **Purpose.**

   A. Mercy Health and the Muskegon Community Health Project (MCHP) are working with community stakeholders on all aspects of the State Innovations Model (SIM) grant. Public Health is required to participate in the governance of the Community Health Innovation Region (CHIR) which is a component of the SIM. The goal of this work is to engage neighborhood organizations and residents to work towards improving population health by reducing trauma, increasing access to primary care, leveraging resources through referrals and partnerships, and linking self-identified neighborhood needs to local resources.

   B. Public Health – Muskegon County (PHMC) agrees to serve as the chief community health convener and to provide population health data and educational resources to fulfill a portion of the CHIR efforts to identify risk, facilitate access and coordinate health and human services in a specifically identified Muskegon neighborhood, called a Resilience Zone.

   C. Via subcontract with PHMC, the Coalition for Community Development (CCD) agrees to provide technical support and training (including, but not limited to, survey interview techniques, engagement strategies, asset mapping and project management assistance) to help empower the neighborhood groups and/or representatives in the Resilience Zone; and to refer/link them to existing community resources.

2. **Term of Agreement.** The Parties have been operating under the mutual understanding detailed in this agreement since October 1, 2018, and wish to execute this agreement to formalize the ongoing operations and adopt the retroactive effective date of October 1, 2018 through January 31, 2019.

3. **Payment.** PHMC will pass-through and pay 100% of the $5,431 received from MCHP to CCD for the subcontracted services. Payments shall be paid in accordance with the Work Statement and Progress Reports (Exhibit A) and Statement and Invoice Information (Exhibit B) as attached.

4. **Termination Without Cause.** Either party may terminate this Agreement at any time without cause by giving thirty (30) days advance written notice to the other party.

5. **Compliance with Laws.** The parties shall comply with all applicable federal, state and local laws, ordinances, guidelines, rules and regulations in carrying out the terms of this Agreement including, but not limited to Nondiscrimination, Anti-Lobbying Act, Human Research Subject Protections, HIPAA, Confidentiality and Privacy Practice.

6. **Authorized Signatures.** This Agreement has been authorized by the respective Parties and the persons signing below are authorized to represent the Parties throughout the terms of the Agreement.

   [Signature]
   Date
   Kerri VanderHoff on behalf of Coalition for Community Development

   [Signature]
   Date
   Kathy Moore on behalf of Public Health – Muskegon County

MCHP (BBO) SIM/CHIR grant work

Subcontract Agreement between PHMC and CCD

Exhibit B
EXHIBIT A

WORK STATEMENT & PROGRESS REPORTS

Contract Between

Muskegon Community Health Project and Public Health Department - Muskegon County

Subcontract with Coalition for Community Development

The Muskegon County Health Department, the leader in population health services and outcomes, will sub-contract with the BBO to fulfill a portion the CHIR efforts to identify risk, facilitate access and coordination of needed services in a specifically identified Muskegon neighborhood, called a Resilience Zone. The goal of this work is to engage neighborhood partner organizations and residents improving population health outcomes by reducing trauma, increasing primary care, maximizing resources through referrals to community based organizations and linking the neighborhood needs to community resources.

The services to be performed by the Subcontractor are as follows: Scope of Work: Oct 01, 2018 – Jan 31, 2019

The Coalition for Community Development, through a contract with the Muskegon County Health Department will provide training and support to the Neighborhood Outreach efforts.

Progress Reports
At the end of each calendar quarter, MCHP will send the Subcontractor project director an updated spreadsheet containing data variables to be reported. Progress Reports will accompany monthly invoices and will be due ten (10) days following the end of each month.

The major categories to be reported will include:

- Project staff (current staffing, new hires, projected hires)
- Contact information for key staff if there have been changes
- Subcontract information (new subcontracts, terminated subcontracts, amendments to subcontracts)
- Budget change requests exceeding the 25% deviation allowance
- Brief narrative monthly progress reports indicating successes during the previous month, challenges during the previous month, proposed solutions to problems, etc.
- Projected progress and challenges during the upcoming month

Send Progress Reports to:

Kathy Moore, Public Health Director
209 E. Apple Avenue
Muskegon, MI 49442
Email Address: mooreka@co.muskegon.mi.us

- AND -

Danielle Culey
Finance and Grant Manager
Muskegon Community Health Project
565 W. Western Ave.
Muskegon, MI 49440
Phone Number: 231-672-3388
Email Address: culeyd@mercyhealth.com

EXHIBIT B
MCHP (BBO) SIM/CHIR grant work
Subcontract Agreement between PHMC and CCD

Exhibit B
STATEMENT & INVOICE INFORMATION

Contract Between
Muskegon Community Health Project

and
Public Health Department - Muskegon County

Subcontract with Coalition for Community Development

Contract Period: October 1, 2018 – January 31, 2019

Cost Reimbursement Payment Method for salaries and fringe benefits, with detailed documentation of staff time and effort.

Travel reimbursement with detailed documentation of project-related mileage at current IRS business mileage rates at www.irs.gov.

Total payments from MCHP to the Subcontractor under this Agreement, sum of Five Thousand and Four Hundred Thirty-One Dollars ($5,431). The contractor shall submit itemized monthly invoices for the services performed during the month within ten days following month-end. Payment to contractor will be within thirty (30) days after receipt by MCHP of an itemized invoice or statement that has been approved by MCHP.

MCHP's fiscal year is July to June. Subcontractor invoices that cross more than one of MCHP's fiscal years, cannot be submitted. All invoices must be separated by MCHP's fiscal year. An invoice for any expenses incurred during one fiscal year must be submitted to MCHP within seven (7) days of the start of the following fiscal year. For example, for work performed on a subcontract between July 1, 2018 and June 30, 2019, a year-end invoice must be submitted for the Access Health, Inc.'s portion of expenses by July 7, 2019.

A final invoice must be submitted to MCHP within ten (10) days after the termination date of this contract, unless otherwise agreed in writing by MCHP. Invoices received after this date without prior approval may not be honored.

Statements/Invoices should be submitted to:

Kathy Moore, Public Health Director
209 E. Apple Avenue
Muskegon, MI 49442
Email Address: mooreka@co.muskegon.mi.us

- AND -

Danielle Culey
Finance and Grant Manager
Muskegon Community Health Project
565 W. Western Ave.
Muskegon, MI 49440
Phone Number: 231-672-3388
Email Address: culeyd@mercyhealth.com
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Public Health is requesting authorization to accept $78,000 from the Michigan Department of Health and Human Service’s WIC Division to create and fill two (2) hourly Breastfeeding Peer Counselor positions and to re-establish the breastfeeding peer counselor program. These positions will offer basic breastfeeding information and encouragement to pregnant and breastfeeding mothers to help women initiate and continue breastfeeding. We would like to retitle the former Lactation Peer Counselor job description to Breastfeeding Peer Counselor at pay scale NO-00060 ($12.536 - $15.29 hourly). The WIC program line items will be adjusted accordingly to result in $0 impact on County general fund allocation.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to authorization Public Health to accept $78,000 from the Michigan Department of Health and Human Service’s WIC Division and to create and fill two (2) hourly Breastfeeding Peer Counselor positions at pay scale NO-00060 ($12.536 - $15.29 hourly).

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

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<td>K. Wade</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CORPORATE COUNSEL ANALYSIS:</th>
<th>ADMINISTRATOR RECOMMENDATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

AGENDA DATE: 2/5/19  AGENDA NO.: 15/19/02-03  BOARD DATE: 2/12/19  PAGE NO.
## PROGRAM BUDGET - COST DETAIL SCHEDULE

**WIC BREASTFEEDING**

**CONTRACTOR NAME:** PUBLIC HEALTH - MUSKEGON COUNTY  
**BUDGET AGREEMENT:** AMENDMENT #

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>BUDGET PERIOD</th>
<th>DATE PREPARED</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>To:</td>
<td>6/25/2018</td>
</tr>
<tr>
<td>10/1/2018</td>
<td>9/30/2019</td>
<td></td>
</tr>
</tbody>
</table>

### 1. SALARY & WAGES:

<table>
<thead>
<tr>
<th>POSITION DESCRIPTION</th>
<th>COMMENTS</th>
<th>POSITIONS REQUIRED</th>
<th>TOTAL SALARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNITY NUTRITION SPECIALIST</td>
<td>PROGRAM COORDINATION</td>
<td>0.200</td>
<td>$8,006</td>
</tr>
<tr>
<td>LACTATION PEER COUNSELOR</td>
<td>LACTATION SUPPORT</td>
<td>1.200</td>
<td>$32,448</td>
</tr>
</tbody>
</table>

1. TOTAL SALARY & WAGES: $14,661

2. FRINGE BENEFITS: (Specify)

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Ins</td>
<td>$1,000</td>
</tr>
<tr>
<td>Dental Ins</td>
<td></td>
</tr>
<tr>
<td>Unemploy Ins</td>
<td></td>
</tr>
<tr>
<td>Vision</td>
<td></td>
</tr>
<tr>
<td>Retirement</td>
<td>$1,000</td>
</tr>
<tr>
<td>Hearing Ins</td>
<td></td>
</tr>
<tr>
<td>Hospital Ins</td>
<td></td>
</tr>
</tbody>
</table>

2. TOTAL FRINGE BENEFITS: $14,661

3. TRAVEL: (Specify if category exceeds 10% of Total Expenditures)

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferences</td>
<td>$510</td>
</tr>
<tr>
<td>Hotel/Meals/Vehicle Usage</td>
<td>$1,000</td>
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</tbody>
</table>

3. TOTAL TRAVEL: $1,510

4. SUPPLIES & MATERIALS: (Specify if category exceeds 10% of Total Expenditures)

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper and other office supplies, laptops</td>
<td>$2,100</td>
</tr>
<tr>
<td>Postage</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

4. TOTAL SUPPLIES & MATERIALS: $3,100

5. CONTRACTUAL: (Subcontracts/Subrecipients)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Amount</th>
</tr>
</thead>
</table>

5. TOTAL CONTRACTUAL: $-

6. EQUIPMENT: (Specify)

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
</table>

6. TOTAL EQUIPMENT: $-

7. OTHER EXPENSES: (Specify if category exceeds 10% of Total Expenditures)

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>$1,200</td>
</tr>
<tr>
<td>Space Cost</td>
<td>$200</td>
</tr>
<tr>
<td>Insurances, IT Support, copies, advertising</td>
<td>$5,650</td>
</tr>
<tr>
<td>County-City Central Services</td>
<td>$3,280</td>
</tr>
</tbody>
</table>

7. TOTAL OTHER EXPENSES: $10,310

8. TOTAL DIRECT EXPENDITURES: (Sum of Totals 1-7)

8. TOTAL DIRECT EXPENDITURES: $69,935

9. INDIRECT COST CALCULATIONS:

<table>
<thead>
<tr>
<th>Rate #1</th>
<th>Base $</th>
<th>x Rate</th>
<th>14.66%</th>
<th>=</th>
</tr>
</thead>
<tbody>
<tr>
<td>$55,015</td>
<td></td>
<td></td>
<td>8,065</td>
<td></td>
</tr>
</tbody>
</table>

9. TOTAL INDIRECT EXPENDITURES: $8,065

10. TOTAL ALL EXPENDITURES: (Sum of lines 8-9)

10. TOTAL ALL EXPENDITURES: $78,000
FY 2019 WIC Breastfeeding Peer Counseling Funds

Public Health-Muskegon County:

Special Peer Counseling Funding FY 2019 Allocation $78,000.00 for 1.2 FTE of peer counseling time. This does not include supervisor or mentor time.

Grant Period: November 1, 2018 – September 30, 2019

The WIC Breastfeeding Peer Counseling Funds are intended to enable State agencies to implement or maintain an effective breastfeeding peer counselor program. Combining peer counseling with the on-going breastfeeding promotion efforts in WIC agencies around the country has the potential to significantly impact breastfeeding rates among WIC participants, and, most significantly, increase the harder to achieve breastfeeding duration rates. Our long-range vision is to require breastfeeding peer counseling as a core service in WIC.

By accepting the WIC Breastfeeding Peer Counseling Funds, the local agency agrees to all the following:

1. To implement/administer a peer counseling program based on research-based components of a successful peer counseling program as identified by FNS (the Loving Support model). As stated in the Loving Support Model, Peer Counselors must be available to WIC clients outside of usual clinic hours and outside of the WIC clinic environment. The peer counseling program must be consistent with program guidance set forth in Using Loving Support to Manage Peer Counseling Programs and Loving Support through Peer Counseling training curricula.
2. Fulfill all program and financial reporting requirements as detailed in Attachment #3 of the DHHS contract. This includes participation and attendance of peer counselors and peer managers at required training and meetings.

THESE ARE THE ONLY PURPOSES FOR WHICH THESE FUNDS MAY BE USED.

_________________________________________  ____________________________
Signature of WIC Coordinator  Date

_________________________________________  ____________________________
Health Officer  Date
MUSKEGON COUNTY, MICHIGAN

CLASS TITLE: BREASTFEEDING PEER COUNSELOR (DRAFT)

DISTINGUISHING FEATURES OF THE CLASS
Under general supervision, a Breastfeeding Peer Counselor is a paraprofessional support person with breastfeeding experience who gives basic breastfeeding information and encouragement to Women's, Infants and Children (WIC) Program pregnant and breastfeeding mothers.

SUPERVISION RECEIVED
A Breastfeeding Peer Counselor, under general supervision, receives training, mentor and technical assistance from local WIC staff with advanced breastfeeding education (certified breastfeeding consultant, educator and/or specialist).

SUPERVISION EXERCISED
None

TYPICAL EXAMPLES OF WORK PERFORMED
(The following examples are intended to be descriptive but not restrictive.)

Promotes, protects and supports breastfeeding;
Provides education and support to WIC pregnant and breastfeeding clients;
Makes routine periodic contacts with caseload of WIC clients throughout their breastfeeding experience;
Educate and inform clients from personal breastfeeding experience;
Provide breastfeeding assessments from observation of mother and infant lactation process;
Provide technique support for breastfeeding mothers experiencing difficulties with latching, milk production, etc.;
Provides close contact and follow up to mothers during their early postnatal period;
Provides information and promotes breastfeeding to WIC clients;
Provides the mother with advice on aspects of normal breastfeeding;
Retrieves/addresses breastfeeding calls outside of usual clinic hours;
Provides anticipatory guidance to reduce the occurrence of problems;
Assists in teaching breastfeeding class or support groups;
Teaches use, cleaning, and assembly of breast pumps and expression and storage of human milk;
Identifies the need for and making of referrals;
Identifies need and requests technical assistance from the local WIC and/or community breastfeeding specialist(s) (IBCLC, CLE, CLS);
Provides accurate documentation of contacts with mothers;
Respects each client by keeping her information strictly confidential;
Participates in job related training and continuing education;
Attends staff meetings and breastfeeding conference/workshops as appropriate; Performs other related duties as assigned.

EXPERIENCE, TRAINING, KNOWLEDGE, SKILLS AND ABILITIES

A.

Required Experience and Training
Be a high school graduate or have a certificate of completion of the General Educational Development (GED) Test,

AND

Personal breastfeeding experience (at least six months is preferred),

AND

Must possess a valid Michigan drivers license.

B.

Required Knowledge, Skills and Abilities
Knowledge of breastfeeding practices;
Knowledge of the Women’s Infants and Children (WIC) Program;
Ability to establish and maintain effective interpersonal relationships with clients and co-workers.;
Ability to effectively communicate orally and in writing;
Ability to coordinate work efforts with co-workers and supervisors;
Ability to attend on-going breastfeeding trainings and read assigned books or materials about breastfeeding,
Ability to document clients contacts, complete activity reports, and to perform general clerical tasks;
Ability to utilize computer and other general office equipment;
Ability to follow oral and written instructions;

C.

Additional Requirements
Preference will be given to a current or previous WIC client.

PHYSICAL ACTIVITIES
Employee must be in good physical condition such as to allow lifting of objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS
This employee performs job duties in the Public Health - Muskegon County, at client’s homes, at offsite WIC clinics or other community agencies.

CAREER OPPORTUNITIES
Opportunities for advancement are limited without additional training and experience.
Loving Support® Model for a Successful
PEER COUNSELING PROGRAM

Adequate Program Support from State and Local Management

- Appropriate Definition of a Peer Counselor
  - Paraprofessional*
  - Recruited and hired from target population
  - Available to WIC clients outside usual clinic hours and outside the WIC clinic environment
- Designated breastfeeding peer counseling program managers and/or coordinators at State and/or local level
- Defined job parameters and job descriptions for peer counselors
- Adequate compensation and reimbursement of peer counselors
- Training of appropriate WIC State/local peer counseling management and clinic staff (including use of "Loving Support® Through Peer Counseling: A Journey Together – For WIC Managers" and "Loving Support® Through Peer Counseling: A Journey Together – For Peer Counselors” training curricula and PowerPoint® presentations)
- Establishment of standardized breastfeeding peer counseling program policies and procedures at the State and local level as part of Agency nutrition education plan
- Adequate supervision and monitoring of peer counselors
- Establishment of community partnerships to enhance the effectiveness of a WIC peer counseling program

Adequate Program Support of Peer Counselors

- Adequate training and continuing education of peer counselors (including use of "Loving Support® through Peer Counseling: A Journey Together – For Peer Counselors” training curriculum)
- Timely access to breastfeeding coordinators and other lactation experts for assistance with problems outside of peer counselor scope of practice
- Regular, systematic contact with supervisor
- Participation in clinic staff meetings and breastfeeding inservices as part of the WIC team
- Opportunities to meet regularly with other peer counselors

*Those without extended professional training in health, nutrition, or the clinical management of breastfeeding who are selected from the group to be served and are trained and given ongoing supervision to provide a basic service or function. Paraprofessionals provide specific tasks within a defined scope of practice. They assist professionals, but are not licensed or credentialed as healthcare, nutrition, or lactation consultant professionals.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>BUDGETED</th>
<th>NON-BUDGETED</th>
<th>PARTIALLY BUDGETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Services</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REQUESTING DEPARTMENT</th>
<th>COMMITTEE</th>
<th>DATE</th>
<th>REQUESTOR SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health</td>
<td></td>
<td>February 5, 2019</td>
<td>Kathy Moore</td>
</tr>
</tbody>
</table>

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Public Health is requesting that the following vendors be approved as sole source suppliers with immediate release of payment in FY2019. These specific vendors have been pre-identified by the Center for Disease Control (CDC) as federally approved manufacturers for the listed vaccines.

- Sanofi Pasteur – Daptacel, Fluzone, Fluzone High-Dose, Fluzone Intradermal, Menactra, ActHIB, Pentacel, and Typhim Vi vaccines
- GlaxoSmithKline – Havrix, Energix-B, Shringrix, Bexsero, Kinrix, Pediarix, and Twinrix vaccines
- Merck – Gardasil 9, MMR II, and ProQuad vaccines
- PaxVax – Vivotif (Oral Typhoid Vaccine)

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to authorize the following vendors as sole source supplier of vaccines in FY 2019 for Public Health: Sanofi Pasteur, GlaxoSmithKline, Merck, and PaxVax, and allow immediate release of payment.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:          FINANCE & MANAGEMENT ANALYSIS:

| CORPORATE COUNSEL ANALYSIS:      | ADMINISTRATOR RECOMMENDATION: |

If motion originates from a Statutory Board, Authority or Advisory Committee, please provide the date the motion was approved by that Board/Authority/Committee

AGENDA DATE: 2/5/19  AGENDA NO.: Hs 19/02.04  BOARD DATE:  PAGE NO.  

Revised 1/28/19