MUSKEGON COUNTY BOARD OF COMMISSIONERS
Human Services Committee
AGENDA

April 9, 2019 – 3:30 PM
Hall of Justice
990 Terrace, Muskegon, MI

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

1) Call to Order
2) Roll Call
3) Approval of the Minutes of March 5, 2019
4) Public Comment (on an agenda item)
5) Items for Consideration
   HS19/04 – 07 (Public Health) Authorize Public Health to Reclassify Vacant Environmental Health Officer II Positions to Environmental Health Officer – Unit Leader Positions
   HS19/04 – 08 (Public Health) Authorize Public Health to Provide Written Notice to Terminate the Rental Contract Agreement with Planned Parenthood
   HS19/04 – 09 (Public Health) Approve Sixteen Senior Millage Funding Awards and One Contract Amendment
6. Old Business
7. New Business
8. Public Comment
9. Adjournment

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.

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.
Muskegon County
Human Services Committee Meeting
March 5, 2019
4:00 p.m.
Hall of Justice, 4th Floor
Muskegon, MI

Charles Nash, Chair

Marcia Hovey-Wright, Vice-Chair

MINUTES

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 Lahrin, Kenneth Mahoney, Charles Nash, Bob Scolnik, Rillastine Wilkins

Excused: I. John Snider, II

Also Present: Zaneta Adams, 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 Hovey-Wright, to approve the minutes of the February 5, 2019, meeting as written. Motion carried.

PUBLIC COMMENT (On an agenda item)

None.

ITEMS FOR CONSIDERATION

HS19/03 - 05

It was moved by Commissioner Foster, supported by Commissioner Wilkins, to authorize the County of Muskegon Department of Veterans Affairs staff to provide the Muskegon County Clerk with the following Veterans Millage Renewal language to be included on the August, 2019 primary election ballot:

Shall the millage approved by Muskegon County voters in 1994 and renewed in 1998 and 2008 for the purpose of providing funds to equip, operate, maintain and defray debt service and provide support and assistance to Veterans through a County Department of Veteran Affairs be renewed and continued (and the limitation continue be maintained) by an amount not to exceed 1/13th mill
($0.077 per $1,000) on taxable value on all property in the County of Muskegon, for an additional period of ten (10) years, being 2019 through 2028, inclusive, resulting in an annual estimated revenue of $330,534 for 2019? Motion carried.

HS19/03 - 06 It was moved by Chairman Hughes, supported by Commissioner Hovey-Wright, to authorize Public Health to participate in the WIC Project FRESH Program as the state authorized WIC Market Master, and to enter into agreements with the participating farmers; further authorize the Public Health Director to sign Market Master and related Project Fresh agreements, with no change in the general fund appropriation. Motion carried.

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 3:32 p.m.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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REQUESTING DEPARTMENT
Public Health

COMMITTEE DATE
April 9, 2019

REQUESTOR SIGNATURE
Kathy Moore

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

Public Health Muskegon County is requesting authorization to reclassify one vacant Environmental Health Officer II position #G34302 and one vacant Environmental Protection Officer II #G34901 (table GU-00280, $21.53 - $27.09) to Environmental Health Officer - Unit Leader positions (table GU-00290, $22.54 - $28.39) to provide oversight and guidance of daily work activities in the Food Service Sanitation and environmental quality programs, in addition to performing daily Environmental Health Officer duties. The Unit Leader is paid an additional one step (approximately $1.30 per hour) to take on the responsibilities of periodic training/orientation, daily scheduling and quality assurance support. The annual impact (increase of approximately $5,500 plus related fringe expenses) will be offset with salary/fringe savings from staff reassignments to grant funded programs in other areas with no change in general fund appropriations.

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

Move to authorize Public Health to reclassify one vacant Environmental Health Officer II position #G34302 and one vacant Environmental Protection Officer II #G34901 (table GU-00280) to Environmental Health Officer - Unit Leader positions (table GU-00290) to provide oversight and guidance of daily work activities in the Food Service Sanitation and environmental quality programs with no change to general fund.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:
Concur
K. Wade

FINANCE & MANAGEMENT ANALYSIS:
Concur
B. Dick

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: 4/9/19
AGENDA NO.: HS19/04.07
BOARD DATE: 4/16/19
PAGE NO.

Revised 4/8/19
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE
Human Services

BUDGETED

NON-BUDGETED

PARTIALLY BUDGETED X

REQUESTING DEPARTMENT
Public Health

COMMITTEE DATE
April 9, 2019

REQUESTOR SIGNATURE
Kathy Moore

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

Public Health is requesting authorization to reclaim the clinical space/rooms currently occupied by Planned Parenthood in the Public Health building and to give 60-days written notice of termination of the rental contract agreement as stipulated in the current contract. Over the last decade, we have accommodated the needs of other/outside agencies, to the detriment of our own. Our operational capacity and/or quality of services have diminished over time because we have limited access to our own resources. The space in question is the only area equipped to provide optimal clinical services. The Public Health nursing staff compiled and submitted the attached problems and solutions proposal to summarize the inefficiencies of providing clinical services in cubical workstations; as well as the efficiencies gained if the space is reclaimed.

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

Authorize Public Health to give 60-days written notice to terminate the rental contract agreement with Planned Parenthood and reclaim the clinical space/rooms to expand STD/HIV services to high-risk residents in Muskegon County and to assure safe, confidential and sanitary operations for all nursing programs/services within the health department; with no change/increase in general fund appropriation.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:

FINANCE & MANAGEMENT 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: 4/9/19

AGENDA NO: P19/04-08

BOARD DATE: 4/16/19

PAGE NO.

Revised 4/1/19
A proposal of clinic work area for both immunizations and STD program
(3/25/2019)

Problems

Immunization program:

1. The current work area for immunizations violates HIPPA privacy laws as the cubical does not provide confidentiality:

   Staff and clients can hear everything that is said. This limits clients from sharing pertinent information, asking questions, seeking clarification, etc. It also makes it hard for young children when they hear someone else crying they become upset.

2. There is only one sink available:

   This sink is located away from the client care area. Although hand sanitizer is available in every room hand washing is the preferred method to avoid the spread of disease.

3. The size of each cubical is insufficient:

   One of the client areas is only eight feet by 5 feet. It is very crowded when a client with children and a car seat are present. The nurse has a difficult time getting in and out to obtain the vaccines from the refrigerator. Accessibility for clients with wheel chairs and walkers is challenging for the client to enter and exit the room or change position for the nurse to be able to administer the vaccine. This may not meet the code for persons with disabilities acts. Nurses have to try to move clients closer to the work area or try to balance a tray on their lap with the immunizations which increased the risk for a needle sticks or the vaccine falling on the floor and becoming contaminated causing the vaccine to be wasted which increases cost.

   With the current cubical setting the nurse has their back toward the client. The nursing work area for drawing up immunization and supplies, for education information, forms, the sharps container, the laptop, cleaning products, gloves, tissue, etc. is four feet by 5 feet. Due to the cubical walls heavy equipment cannot be mounted to the wall. The laptop is essential so each nurse has access to the electronic medical record (EMR), MCIR and CDC.gov/traveler. Nurses are using a personal cell phone or leave the client and go to a different workstation to obtain information regarding vaccines for travel, MCIR, or previous encounters in the EMR instead of trying to take their assigned laptop into the cubical. The information should be available with the client present to answer questions or clarify information. The Vaccine Information Sheet (VIS) is required for each nurse to provide for each vaccine administered every time.

STD Program

Currently, The Sexual Transmitted Diseases and HIV program (STD/HIV) is utilizing one room in our clinic area. The most recent data shows us consistently at the top three in rates for chlamydia and gonorrhea. Having one clinic room is limiting in two main ways. First, If we have multiple clients at a time, they have
to wait for prolonged periods of time to be seen and second, if we have clinic with our medical director or a communicable disease case coming in for testing it blocks access to both our clinic and our medication for the duration of those events. With the continued elevation of STD rates, it would be beneficial to obtain a second room so we may increase clinical activities to help reduce rates and provide more one on one education with the clients seeking clinical care.

**Solution**

The clinical setting like the space currently occupied by Planned Parenthood is much more appropriate to meet both immunizations and STD programs.

- The rooms are private.
- There is a sink available in each room.
- This would allow the nurse to take a laptop into the room.
- Sharps containers and wall mounted file holders can be secured to the wall creating more available space at the workstation.
- The rooms are larger and have a larger work station available allowing the nurse to administer vaccines in a safe, effective and efficient manner.
- There is a workstation near where the refrigerator will be with counter top available for the nurse to gather the vaccine(s) and the supplies needed to administer vaccine(s). Nurses are currently using a rolling cart for the work station near the refrigerator.

**The purpose of this proposal is to reclaim the Health Department space currently occupied by Planned Parenthood.**
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

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

The Senior Activities Committee (SAC) reviewed 20 RFP responses/proposals at its regular meeting on March 12, 2019 and recommended funding 16 proposals including 2 awards to Senior Resources (designated Senior Millage Grants Administrator). In addition, the SAC reviewed and recommended amending the current contract with Orchard View Community Education from $5,000 to $15,000 to provide additional classes to older adults.

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

Move to approve 16 senior millage funding awards totaling $523,415 and 1 contract amendment (additional $10,000) as recommended by the Senior Activities Committee; and to authorize the designated Senior Millage Grants Administrator, Senior Resources (excluding the 2 awards granted to Senior Resources) to proceed with the administration of the programs.

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

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Summary of Senior Activities Committee
2019 Millage Recipient Allocations

1) $11,307.49 to Access Health – Volunteer for Dental, 45 units, provides prevention efforts to help curb emergency dental needs.

2) $7,500 to Egelston Township– Congregate meals, 6 units, to provide congregate meals

3) $100,000 to City of Muskegon – Major Home Repairs, 12 units

4) $20,000 to City of Muskegon – Minor Home Repairs, 12 units

5) $5,000 to City of Muskegon – Yard Maintenance, 45 units

6) $192,500 to City of Muskegon Heights – Major Home Repairs, 25 unit

7) $2,000 to Fair Housing Center of West Michigan – Education and Outreach Services, 20 units

8) $3,000 to Fair Housing Center of West Michigan – Housing Enforcement Services, 30 units

9) $14,850 to Muskegon Community College – Lakeshore Fitness, 150 units

10) $19,736 to Pioneer Resources – It's Great To Be A Senior, 8 units

11) $36,771 to Pioneer Resources – Northern Muskegon Recreation, 16 units

12) $5,500 to Pound Buddies – Senior Pet Assistance, 10 units

13) $56,000 to Trinity Village Nonprofit Housing – Major Home Repairs, 8 units

14) $8,000 to United Way of the Lakeshore – Retired and Senior Volunteer Program (RSVP), 15 units

15) $27,667 to Senior Resources – Supports Coordination, 375 units

16) $13,583 to Senior Resources – Medicare Medicaid Assistance Program, 130 units

17) Additional $10,000 to Orchard View – Senior Center Activities