



**BOARD COORDINATOR
GENESEE COUNTY BOARD OF COMMISSIONERS**

1101 BEACH STREET, ROOM 312
FLINT, MICHIGAN 48502

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AMY ALEXANDER
COORDINATOR

**HUMAN SERVICES COMMITTEE
Monday, January 9, 2017
AGENDA**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES – November 28, 2016

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

A. GCCARD

1. H010917VIIA1: Request approval of disbursements for the period of November 16-November 22, 2016 in the amount of \$647,199.63 – Attached

B. HEALTH DEPARTMENT

1. H010917VIIB1: Request approval to enter into a contract with Ronald Coriasso, D.O. to facilitate a cooperative relationship for the delivery of certain public health services - Attached
2. H010917VIIB2: Request approval to enter into a contract with Jill Croteau to assist with breastfeeding education, training and outreach for health care providers and community – Attached

C. SENIOR SERVICES

1. H010917VIIC1: Request approval of the Alzheimer's Association Budget Amendment for fiscal year 16-17 case management and referral program - Attached

VIII. OTHER BUSINESS

IX. ADJOURNMENT

I HEREBY AUTHORIZE TOTAL DISBURSEMENTS FOR THE
GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT

FOR REPORT PERIOD: November 16th, 2016 THROUGH November 22nd, 2016
THE TOTAL AMOUNT OF DISBURSEMENT IS: \$647,199.63

BRENDA CLACK, CHAIRPERSON	MICHAEL LYNCH
PEGGE ADAMS, VICE CHAIRPERSON	BRYANT NOLDEN
TONY BROWN	JOHN NORTHRUP
JAMIE W. CURTIS	MARK YOUNG
TED HENRY	

GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT PAYMENT REGISTER

11/16/2016 THROUGH 11/22/2016

Check Number	Payment Date	Fund	Section	Account	Vendor Name	Invoice Amount	Invoice Number	Description
10216885	21-Nov-16	126	7370	28740	ADT SECURITY SERVICES INC	\$ 625.80	46129605-1016	SRVC CONT/PA
10216886	21-Nov-16	120	7350	46200	AL CAR UNLIMITED	\$ 400.41	INV16-0025	SN CONSULT SRVCONC
10216886	21-Nov-16	185	7370	52035	AL CAR UNLIMITED	\$ 9,862.50	INV16-0024	PA CONSULT SRVCONC
10216886	21-Nov-16	111	7355	46200	AL CAR UNLIMITED	\$ 2,502.06	INV16-0025	SN CONSULT SRVCONC
10216886	21-Nov-16	121	7355	46200	AL CAR UNLIMITED	\$ 3,302.19	INV16-0025	SN CONSULT SRVCONC
10216886	21-Nov-16	111	7350	52035	ALSHRED SERVICES	\$ 807.84	INV16-0025	SN CONSULT SRVCONC
10216887	21-Nov-16	151	7370	52035	ALSHRED SERVICES	\$ 48.85	69336	PA/HS SRVC CONT
10216887	21-Nov-16	198	7478	52035	ARCTIC EQUIPMENT CO	\$ 48.85	69336	PA/HS SRVC CONT
10216888	21-Nov-16	157	7305	52035	ARCTIC EQUIPMENT CO	\$ 52.50	37980	COMM SRVC ORDER
10216888	21-Nov-16	159	7305	52035	ARCTIC EQUIPMENT CO	\$ 52.50	37980	COMM SRVC ORDER
10216889	21-Nov-16	151	7370	52045	AT&T	\$ 257.98	810686490310-16	HS #81068649037121
10216889	21-Nov-16	151	7370	52045	AT&T	\$ 25.67	810233448511-16	PA/ELEV PH#81023344856211
10216890	21-Nov-16	111	7355	60015	BLAIR CAROLYN	\$ 44.93	110416	SN WKS 10/24,10/31 REIM
10216891	21-Nov-16	151	7370	52035	CINTAS CORPORATION	\$ 59.29	308436562	SN WKS 10/24,10/31 REIM
10216891	21-Nov-16	111	7355	46200	CINTAS CORPORATION	\$ 8.82	308435327	PA/MSU SRVC CONT
10216891	21-Nov-16	121	7355	46200	CINTAS CORPORATION	\$ 11.64	308435327	SN CONT SRVCS
10216891	21-Nov-16	111	7350	46200	CINTAS CORPORATION	\$ 2.85	308435327	SN CONT SRVCS
10216891	21-Nov-16	120	7350	46200	CINTAS CORPORATION	\$ 1.41	308435327	SN CONT SRVCS
10216891	21-Nov-16	111	7355	46200	CINTAS CORPORATION	\$ 55.92	308435329	SN CONT SRVCS
10216891	21-Nov-16	121	7355	46200	CINTAS CORPORATION	\$ 73.79	308435329	SN CONT SRVCS
10216891	21-Nov-16	111	7350	46200	CINTAS CORPORATION	\$ 18.05	308435329	SN CONT SRVCS
10216891	21-Nov-16	151	7370	52035	CINTAS CORPORATION	\$ 306.00	308436561	PA SRVC CONT
10216891	21-Nov-16	120	7350	46200	CINTAS CORPORATION	\$ 8.95	308435329	SN CONT SRVCS
10216892	21-Nov-16	198	7405	46200	CIO COMMUNITY SCHOOLS	\$ 1,907.20	26C	HS MAIN FOOD SRVCONC
10216892	21-Nov-16	198	7405	52035	CIO COMMUNITY SCHOOLS	\$ 135.60	26C	HS MAIN FOOD SRVCONC
10216892	21-Nov-16	186	7405	46200	CIO COMMUNITY SCHOOLS	\$ 68.10	26B	HS PAIS FOOD SRVCONC
10216892	21-Nov-16	198	7405	52035	CIO COMMUNITY SCHOOLS	\$ 135.60	26A	HS EHS FOOD SRVCONC
10216892	21-Nov-16	198	7405	46200	CIO COMMUNITY SCHOOLS	\$ 933.60	26A	HS EHS FOOD SRVCONC
10216893	21-Nov-16	139	7410	43020	CONSUMERS ENERGY	\$ 140.79	110816ASHLEY	FEMA
10216893	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 8.95	110816ASHLEY	MEAP-G
10216893	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 80.52	110816ASHLEY	MEAP-E
10216894	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 857.48	110816BRACKIN	MEAP-E
10216894	21-Nov-16	139	7410	43020	CONSUMERS ENERGY	\$ 100.00	110816BRACKIN	FEMA
10216894	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 116.93	110816BRACKIN	MEAP-G
10216895	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 21.27	110816HENDRICK	MEAP-G
10216895	21-Nov-16	139	7410	43020	CONSUMERS ENERGY	\$ 100.00	110816HENDRICK	FEMA
10216895	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 244.57	110816HENDRICK	MEAP-E
10216896	21-Nov-16	139	7410	43020	CONSUMERS ENERGY	\$ 368.40	110816OLEARY	#103010469163 NSC
10216897	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 158.06	111016MASON	MEAP-G
10216897	21-Nov-16	139	7410	43020	CONSUMERS ENERGY	\$ 182.81	111016MASON	FEMA

GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT PAYMENT REGISTER

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10216897	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 632.22	111016MASON	MEAP-E
10216898	21-Nov-16	139	7410	43020	CONSUMERS ENERGY	\$ 100.00	111016TOOMBS	FEMA
10216898	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 385.00	111016TOOMBS	MEAP-G
10216898	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 315.00	111016TOOMBS	MEAP-E
10216899	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 84.23	111416CLARK	MEAP-E
10216899	21-Nov-16	139	7410	43020	CONSUMERS ENERGY	\$ 100.00	111416CLARK	FEMA
10216899	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 16.04	111416CLARK	MEAP-G
10216900	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 202.25	111516JOHNSON	MEAP-E
10216900	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 15.22	111516JOHNSON	MEAP-G
10216900	21-Nov-16	139	7410	43020	CONSUMERS ENERGY	\$ 100.00	111516JOHNSON	FEMA
10216901	21-Nov-16	139	7410	43020	CONSUMERS ENERGY	\$ 100.00	111516RUSHIN	FEMA
10216901	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 190.15	111516RUSHIN	MEAP-G
10216901	21-Nov-16	154	7322	43020	CONSUMERS ENERGY	\$ 297.42	111516RUSHIN	MEAP-E
10216902	21-Nov-16	159	7305	52035	CRYSTAL WATER COMPANY	\$ 27.50	105244	WX WATER SRVC CONT
10216902	21-Nov-16	146	7323	52035	CRYSTAL WATER COMPANY	\$ 27.50	105244	WX WATER SRVC CONT
10216903	21-Nov-16	121	7355	60015	DORITY DENNIS	\$ 94.47	110416	SN WKS 10/24,10/31 REIM
10216903	21-Nov-16	111	7355	60015	DORITY DENNIS	\$ 71.58	110416	SN WKS 10/24,10/31 REIM
10216904	21-Nov-16	151	7370	43045	FLINT GLASS SERVICE	\$ 127.45	161045	PA/BLDG REP SUPP EXP
10216905	21-Nov-16	186	7405	46200	FLUSHING COMMUNITY SCHOOLS	\$ 834.40	1821	HS FOOD SRVCCONT
10216905	21-Nov-16	198	7405	52035	FLUSHING COMMUNITY SCHOOLS	\$ 208.82	1821	HS FOOD SRVCCONT
10216905	21-Nov-16	117	7405	46200	FLUSHING COMMUNITY SCHOOLS	\$ 591.23	1821	HS FOOD SRVCCONT
10216905	21-Nov-16	117	7405	52035	FLUSHING COMMUNITY SCHOOLS	\$ 42.04	1821	HS FOOD SRVCCONT
10216905	21-Nov-16	198	7405	46200	FLUSHING COMMUNITY SCHOOLS	\$ 4,018.12	1821	HS FOOD SRVCCONT
10216905	21-Nov-16	186	7405	52035	FLUSHING COMMUNITY SCHOOLS	\$ 135.60	1821	HS FOOD SRVCCONT
10216906	21-Nov-16	151	7322	43045	GCR TIRE CENTERS	\$ 178.00	536-34565	TIRE SRVC EXP
10216907	21-Nov-16	117	7405	52035	GENESEE COUNTY	\$ 17.63	14 OCT2016	HS FOOD SRVCCONT
10216907	21-Nov-16	186	7405	46200	GENESEE COUNTY	\$ 1,138.55	14 OCT2016	HS FOOD SRVCCONT
10216907	21-Nov-16	198	7405	52035	GENESEE COUNTY	\$ 368.83	14 OCT2016	HS FOOD SRVCCONT
10216907	21-Nov-16	186	7405	52035	GENESEE COUNTY	\$ 164.72	14 OCT2016	HS FOOD SRVCCONT
10216907	21-Nov-16	117	7405	46200	GENESEE COUNTY	\$ 260.33	14 OCT2016	HS FOOD SRVCCONT
10216907	21-Nov-16	198	7405	46200	GENESEE COUNTY	\$ 6,351.58	14 OCT2016	HS FOOD SRVCCONT
10216908	21-Nov-16	139	7410	35087	GERHOLTZ INVESTMENTS LLC	\$ 650.00	110716JACKSON	3476 SOUTHGATE DR
10216909	21-Nov-16	111	7355	35210	GORDON FOOD SERVICE	\$ 3,177.84	174112205	SN DISP/FOOD SUPP
10216909	21-Nov-16	120	7350	35210	GORDON FOOD SERVICE	\$ 14.10	878240690	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7350	35210	GORDON FOOD SERVICE	\$ 28.42	878240690	SN DISP/FOOD SUPP
10216909	21-Nov-16	121	7355	35210	GORDON FOOD SERVICE	\$ 104.56	878240690	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7355	35210	GORDON FOOD SERVICE	\$ 79.23	878240690	SN DISP/FOOD SUPP
10216909	21-Nov-16	120	7350	35210	GORDON FOOD SERVICE	\$ 565.50	174112205	SN DISP/FOOD SUPP
10216909	21-Nov-16	121	7355	35210	GORDON FOOD SERVICE	\$ 4,193.56	174112205	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7355	35210	GORDON FOOD SERVICE	\$ 87.68	878240824	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7355	35210	GORDON FOOD SERVICE	\$ 227.31	174013719	SN DISP/FOOD SUPP

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10216909	21-Nov-16	111	7350	35210	GORDON FOOD SERVICE	1,140.07	174112205	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7355	35210	GORDON FOOD SERVICE	455.31	785173491	SN DISP/FOOD SUPP
10216909	21-Nov-16	120	7350	35210	GORDON FOOD SERVICE	6.45	878241057	SN FOOD/DISP SUPP
10216909	21-Nov-16	111	7350	35210	GORDON FOOD SERVICE	13.00	878241057	SN FOOD/DISP SUPP
10216909	21-Nov-16	121	7355	35210	GORDON FOOD SERVICE	47.81	878241057	SN FOOD/DISP SUPP
10216909	21-Nov-16	111	7355	35210	GORDON FOOD SERVICE	36.25	878241057	SN FOOD/DISP SUPP
10216909	21-Nov-16	120	7350	35210	GORDON FOOD SERVICE	81.02	785173491	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7350	35210	GORDON FOOD SERVICE	28.31	878240824	SN DISP/FOOD SUPP
10216909	21-Nov-16	121	7355	35210	GORDON FOOD SERVICE	600.83	785173491	SN DISP/FOOD SUPP
10216909	21-Nov-16	121	7355	35210	GORDON FOOD SERVICE	115.71	878240824	SN DISP/FOOD SUPP
10216909	21-Nov-16	120	7350	35210	GORDON FOOD SERVICE	554.81	174013699	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7350	35210	GORDON FOOD SERVICE	1,118.52	174013699	SN DISP/FOOD SUPP
10216909	21-Nov-16	121	7355	35210	GORDON FOOD SERVICE	300.01	174013719	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7350	35210	GORDON FOOD SERVICE	163.34	785173491	SN DISP/FOOD SUPP
10216909	21-Nov-16	120	7350	35210	GORDON FOOD SERVICE	14.03	878240824	SN DISP/FOOD SUPP
10216909	21-Nov-16	121	7355	35210	GORDON FOOD SERVICE	4,114.29	174013699	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7350	35210	GORDON FOOD SERVICE	73.39	174013719	SN DISP/FOOD SUPP
10216909	21-Nov-16	120	7350	35210	GORDON FOOD SERVICE	36.38	174013719	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7355	35230	GORDON FOOD SERVICE	295.02	174013699	SN DISP/FOOD SUPP
10216909	21-Nov-16	121	7355	35230	GORDON FOOD SERVICE	389.32	174013699	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7350	35230	GORDON FOOD SERVICE	105.84	174013699	SN DISP/FOOD SUPP
10216909	21-Nov-16	120	7350	35230	GORDON FOOD SERVICE	52.50	174013699	SN DISP/FOOD SUPP
10216909	21-Nov-16	111	7355	35210	GORDON FOOD SERVICE	3,117.76	174013699	SN DISP/FOOD SUPP
10216910	21-Nov-16	159	7305	35015	GRAINGER	1,118.17	9266881557	COMM SRVC MINTC EXP
10216910	21-Nov-16	157	7305	35015	GRAINGER	1,118.18	9266881557	COMM SRVC MINTC EXP
10216911	21-Nov-16	198	7405	46200	GRAND BLANC COMM SCHOOLS	4,171.46	56 OCT2016	HS FOOD SRVCCONT
10216911	21-Nov-16	198	7405	52035	GRAND BLANC COMM SCHOOLS	227.03	56 OCT2016	HS FOOD SRVCCONT
10216911	21-Nov-16	117	7405	46200	GRAND BLANC COMM SCHOOLS	437.89	56 OCT2016	HS FOOD SRVCCONT
10216911	21-Nov-16	117	7405	52035	GRAND BLANC COMM SCHOOLS	23.83	56 OCT2016	HS FOOD SRVCCONT
10216912	21-Nov-16	121	7355	60015	HOGG DOMINIQUE	92.21	110416	SN WKS 10/24,10/31 REIM
10216912	21-Nov-16	111	7355	60015	HOGG DOMINIQUE	69.88	110416	SN WKS 10/24,10/31 REIM
10216913	21-Nov-16	186	0000	12200	HOME DEPOT	1,289.97	3621833	HS SUPPEXP
10216914	21-Nov-16	120	7350	35210	JABLONSKIS BAKERS CORNER INC	24.92	342543	SN FOOD SUPPEXP
10216914	21-Nov-16	111	7355	35210	JABLONSKIS BAKERS CORNER INC	140.04	342543	SN FOOD SUPPEXP
10216914	21-Nov-16	111	7350	35210	JABLONSKIS BAKERS CORNER INC	50.24	342543	SN FOOD SUPPEXP
10216914	21-Nov-16	121	7355	35210	JABLONSKIS BAKERS CORNER INC	184.80	342543	SN FOOD SUPPEXP
10216915	21-Nov-16	111	7355	60015	JOHNSON KAMERON	89.46	110416	SN WKS 10/24,10/31 REIM
10216915	21-Nov-16	121	7355	60015	JOHNSON KAMERON	118.05	110416	SN WKS 10/24,10/31 REIM
10216916	21-Nov-16	151	7370	35015	JOHN PAPER & PACKAGING	62.70	277545	BLDG CLN SUPPEXP
10216917	21-Nov-16	139	7410	35087	KA ENTERPRISES LLC	550.00	11141610NES	3113 PENCOMBE PL NSC
10216918	21-Nov-16	151	7370	43045	KNOBLOCK HARDWARE CO	26.91	371592	PA BLDG SUP/MAT EXP

GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT PAYMENT REGISTER

11/16/2016 THROUGH 11/22/2016

Check Number	Payment Date	Fund	Section	Account	Vendor Name	Invoice Amount	Invoice Number	Description
10216919	21-Nov-16	117	7405	52035	LAKEVILLE COMM SCHOOLS	\$ 55.60	2016-31	HS FOOD SRVCCONT
10216919	21-Nov-16	117	7405	46200	LAKEVILLE COMM SCHOOLS	\$ 781.95	2016-31	HS FOOD SRVCCONT
10216919	21-Nov-16	198	7405	52035	LAKEVILLE COMM SCHOOLS	\$ 80.00	2016-31	HS FOOD SRVCCONT
10216919	21-Nov-16	198	7405	46200	LAKEVILLE COMM SCHOOLS	\$ 1,125.25	2016-31	HS FOOD SRVCCONT
10216920	21-Nov-16	198	7405	52035	LINDEN COMM SCHOOLS	\$ 81.36	HS1107161	HS FOOD SRVCCONT
10216920	21-Nov-16	117	7405	52035	LINDEN COMM SCHOOLS	\$ 27.12	HS1107161	HS FOOD SRVCCONT
10216920	21-Nov-16	117	7405	46200	LINDEN COMM SCHOOLS	\$ 481.80	HS1107161	HS FOOD SRVCCONT
10216920	21-Nov-16	198	7405	46200	LINDEN COMM SCHOOLS	\$ 1,435.40	HS1107161	HS FOOD SRVCCONT
10216920	21-Nov-16	186	7405	52035	LINDEN COMM SCHOOLS	\$ 135.60	HS1107161	HS FOOD SRVCCONT
10216920	21-Nov-16	186	7405	46200	LINDEN COMM SCHOOLS	\$ 963.60	HS1107161	HS FOOD SRVCCONT
10216921	21-Nov-16	111	7355	35210	LIPARI	\$ 888.28	8092822	SN FOOD SUPPEXP
10216921	21-Nov-16	111	7350	35210	LIPARI	\$ 286.80	8092822	SN FOOD SUPPEXP
10216921	21-Nov-16	120	7350	35210	LIPARI	\$ 142.15	8092822	SN FOOD SUPPEXP
10216921	21-Nov-16	121	7355	35210	LIPARI	\$ 1,172.33	8092822	SN FOOD SUPPEXP
10216922	21-Nov-16	193	7433	35415	LUX APARTMENTS LLC	\$ 422.00	DEC2016DUNN	3063 KETTERING#5 SAMPGM
10216923	21-Nov-16	111	7355	60015	MC GHEE OLIVER	\$ 94.75	110416	SN WKS. 10/24,10/31 REIM
10216923	21-Nov-16	121	7355	60015	MC GHEE OLIVER	\$ 125.03	110416	SN WKS. 10/24,10/31 REIM
10216924	21-Nov-16	120	7350	46075	MCLAREN MEDICAL MANAGEMENT INC	\$ 10.16	390682*	SN PRE-EMP HLTH EXP
10216924	21-Nov-16	157	7305	52035	MCLAREN MEDICAL MANAGEMENT INC	\$ 52.40	390682	COMM PRE-EMP HLTHEXP
10216924	21-Nov-16	159	7305	52035	MCLAREN MEDICAL MANAGEMENT INC	\$ 35.60	390682	COMM PRE-EMP HLTHEXP
10216924	21-Nov-16	121	7355	46075	MCLAREN MEDICAL MANAGEMENT INC	\$ 83.82	390682*	SN PRE-EMP HLTH EXP
10216924	21-Nov-16	111	7350	46075	MCLAREN MEDICAL MANAGEMENT INC	\$ 20.51	390682*	SN PRE-EMP HLTH EXP
10216925	21-Nov-16	185	7370	60020	MINNESOTA COMMUNITY ACTION PARTNERSHIP	\$ 63.51	541283206	CONF. REG FEE/PA
10216926	21-Nov-16	111	7355	60015	MITCHELL BEVERLY	\$ 55.99	110416	SN WKS. 10/24,10/31 REIM
10216926	21-Nov-16	121	7355	60015	MITCHELL BEVERLY	\$ 73.88	110416	SN WKS. 10/24,10/31 REIM
10216927	21-Nov-16	124	7455	46655	OAKLAND LIVINGSTON	\$ 1,881.00	OCT2016ITTA	OCT2016ITTA
10216927	21-Nov-16	189	7478	46655	OAKLAND LIVINGSTON	\$ 18,746.00	OCT2016EHSSUPP	OCT2016EHSSUPP
10216927	21-Nov-16	119	7365	52035	OAKLAND LIVINGSTON	\$ 27,076.00	OCT2016CSBG	OCT2016CSBG
10216927	21-Nov-16	117	7478	46655	OAKLAND LIVINGSTON	\$ 223.00	SEPT2016GSRP*	SEPT2016GSRP *CORRECTION
10216927	21-Nov-16	188	7478	46655	OAKLAND LIVINGSTON	\$ 12,647.00	OCT2016MDCH	OCT2016MDCH
10216927	21-Nov-16	117	7478	46655	OAKLAND LIVINGSTON	\$ 38,928.00	OCT2016GSRP	OCT2016GSRP
10216927	21-Nov-16	198	7478	35015	OAKLAND LIVINGSTON	\$ 281.00	OCT2016HS	OCT2016HS
10216927	21-Nov-16	198	7478	52035	OAKLAND LIVINGSTON	\$ 53.00	OCT2016HS	OCT2016HS
10216927	21-Nov-16	198	7478	46655	OAKLAND LIVINGSTON	\$ 209,778.00	OCT2016HS	OCT2016HS
10216927	21-Nov-16	116	7455	46655	OAKLAND LIVINGSTON	\$ 1,767.00	OCT2016EHSTA	OCT2016EHSTA
10216927	21-Nov-16	186	7478	46655	OAKLAND LIVINGSTON	\$ 226,679.00	OCT2016HS	OCT2016HS
10216928	21-Nov-16	193	7433	35415	PROPERTY MANAGEMENT AND BEYOND LLC	\$ 422.00	DEC2016COFFEY	3122 PENCOMBE SAMPGM
10216929	21-Nov-16	193	7433	35415	PROPERTY MANAGEMENT AND BEYOND LLC	\$ 422.00	DEC2016HUGHES	3202 PENCOMBE#50 SAMPGM
10216930	21-Nov-16	193	7433	35415	PROPERTY MANAGEMENT AND BEYOND LLC	\$ 422.00	DEC2016JOHNSON	343 SHEFFIELD#101A SAMPGM
10216931	21-Nov-16	193	7433	35415	PROPERTY MANAGEMENT AND BEYOND LLC	\$ 422.00	DEC2016MILLER	337 SHEFFIELD#112B SAMPGM

GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT PAYMENT REGISTER 11/16/2016 THROUGH 11/22/2016

Check Number	Payment Date	Fund	Section	Account	Vendor Name	Invoice Amount	Invoice Number	Description
10216932	21-Nov-16	193	7433	35415	REDSTONE TOWNHOMES	\$ 422.00	DEC2016MATHIS	3248 STONEGATE SAMPGM
10216933	21-Nov-16	185	7370	60020	ROMA PIZZERIA	\$ 76.20	15062	EXEC MTG EXP
10216934	21-Nov-16	139	7410	35087	ROSEWOOD PARK APARTMENTS	\$ 463.00	111416MCMILLAN	1267 CRIMSON ROSE DR
10216935	21-Nov-16	139	7410	35087	ROSEWOOD PARK APARTMENTS	\$ 324.00	111416WOODS	1338 BRIAR ROSE
10216936	21-Nov-16	111	7355	60015	SLAGHT ROGER D	\$ 168.66	110416	SN WKS. 10/24,10/31 REIM
10216936	21-Nov-16	121	7355	60015	SLAGHT ROGER D	\$ 222.57	110416	SN WKS. 10/24,10/31 REIM
10216937	21-Nov-16	185	7370	52035	SMARTWORKS INC	\$ 5,780.00	021438	SN/PA CONSULT SRVCCONT
10216937	21-Nov-16	185	7370	52035	SMARTWORKS INC	\$ 4,915.00	021441	PA CONSULT SRVCCONT
10216938	21-Nov-16	121	7355	60015	SMITH DAVIDIAN	\$ 238.42	110216	SN WKS. 10/24,10/31 REIM
10216938	21-Nov-16	111	7355	60015	SMITH DAVIDIAN	\$ 180.67	110216	SN WKS. 10/24,10/31 REIM
10216939	21-Nov-16	185	7370	35015	STAPLES ADVANTAGE	\$ 105.58	3321065640	PA #8041799743
10216939	21-Nov-16	185	7370	35015	STAPLES ADVANTAGE	\$ 1,203.97	3319383217	PA #8041586623
10216940	21-Nov-16	198	7405	46200	SWARTZ CREEK COMM SCHOOLS	\$ 1,430.40	G16176	HS FOOD SRVCCONT
10216940	21-Nov-16	198	7405	52035	SWARTZ CREEK COMM SCHOOLS	\$ 101.70	G16176	HS FOOD SRVCCONT
10216940	21-Nov-16	117	7405	46200	SWARTZ CREEK COMM SCHOOLS	\$ 476.80	G16176	HS FOOD SRVCCONT
10216940	21-Nov-16	186	7405	52035	SWARTZ CREEK COMM SCHOOLS	\$ 135.60	G16176	HS FOOD SRVCCONT
10216940	21-Nov-16	186	7405	46200	SWARTZ CREEK COMM SCHOOLS	\$ 899.96	G16176	HS FOOD SRVCCONT
10216940	21-Nov-16	117	7405	52035	SWARTZ CREEK COMM SCHOOLS	\$ 33.90	G16176	HS FOOD SRVCCONT
10216941	21-Nov-16	111	7355	60015	TEER STEFAN	\$ 46.44	110416	SN WKS. 10/24,10/31 REIM
10216941	21-Nov-16	121	7355	60015	TEER STEFAN	\$ 61.29	110416	SN WKS. 10/24,10/31 REIM
10216942	21-Nov-16	185	0000	12200	WALKER STEVEN	\$ 2,125.00	0003	PA CONSULT CONTRSVCS
10216942	21-Nov-16	185	7370	52035	WALKER STEVEN	\$ 4,625.00	0003	PA CONSULT CONTRSVCS
10216943	21-Nov-16	193	7433	35415	WESTERN PINES LLC	\$ 405.00	DEC2016PAUL	2252 NOBLE#9 SAMPGM
10216944	21-Nov-16	121	7355	60015	WILSON SHERY	\$ 231.43	110416	SN WKS. 10/24,10/31 REIM
10216944	21-Nov-16	111	7355	60015	WILSON SHERY	\$ 175.38	110416	SN WKS. 10/24,10/31 REIM
10216945	21-Nov-16	193	7433	35415	WOODLAWN PARK APARTMENT	\$ 422.00	DEC2016TUCKER	621 S.MEADE #11 SAMPGM

\$ 647,199.63

COMMITTEE REFERRAL FORM

Human Services Committee

Meeting Date: December 6, 2016


Action Taken – Approval by Mr. Nolden supported by Ms. Doerr for the Contract with Ronald Coriasso, MD in the amount of \$25,000.00, for the period October 1, 2016 through September 30, 2017, Funding Account: 221.00.00.6125.46200.000. For the purpose of facilitating a cooperative relationship for the delivery of certain public health services.

Committee Referred From: Board of Health

Is

MEMORANDUM

To: Kay Doerr, Chairperson
Genesee County Board of Health

From: Mark Valacak, MPH
Health Officer 

Date: December 6, 2016

Subject: Contract with Ronald Coriasso, DO.

Requested Action

Board approval and referral by the Health Officer to the appropriate committee of the Board of Commissioners.

Contract: Ronald Coriasso, DO

Amount: \$25,000.00

Funding Account: 221.00.00.6125.46200 Service Contracts

For the Period: October 1, 2016 through September 30, 2017.

Purpose: To facilitate a cooperative relationship for the delivery of certain public health services.

Discussion

Dr. Ronald Coriasso will provide appropriate supervision and/or collaboration of mid-level providers, resident physicians or students. He will deliver certain Departmental clinical services; specifically, medical supervision and quality assurance (see Exhibit A of Contract).
No County appropriation is required.

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PROFESSIONAL SERVICES CONTRACT

This Contract for Professional Services (the "Contract") is by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and Ronald Coriasso, DO, a Michigan sole proprietor, whose principal place of business is located at 1515 W Atherton Rd, Flint, MI 48507 (the "Contractor") (the County and the Contractor together, the "Parties").

1. Term

1.1 Initial Term

The initial term of this Contract commences on October 1, 2016, and shall be effective through September 30, 2017 (the "Initial Term").

1.2 Extension Terms

The Board has the option to extend this Contract for up to three (3) additional one year terms (the "Extension Terms").

2. Purpose

This Contract is entered into for the purpose of facilitating a cooperative Contractor/Department relationship for the delivery of certain public health services; specifically, medical supervision and quality assurance to be provided by Ronald Coriasso, DO, for certain Department clinical services.

3. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the "Services").

4. Compensation

Unit Rate. The Contractor shall be paid according to the rates identified on Exhibit A. The total amount paid to the Contractor shall not exceed \$25,000.00. The Contractor must provide to the County monthly invoices in a form acceptable to the County, along with any necessary supporting documentation such as time sheets. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

5. Taxes. The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

6. Contract Administrator

The contract administrator for this Contract is Toni LaRocco, MS, RN, (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Contract. The Contractor agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

7. Reporting Requirements

During the term of this Contract, the Contractor must provide to the Contract Administrator the reports identified and described on Exhibit B.

8. Inspection and Acceptance

All goods provided with the Services are received subject to inspection and testing. If goods are defective or fail to meet the specifications, the County shall have the right to reject the goods or to require the Contractor to correct the defects. The Contractor shall correct the defects at no cost to the County or pay the County for expenses incurred by the County in correcting the defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the Contractor. After the forty-five day period, the County will dispose of the goods and the County shall have no further liability to the Contractor. The Contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.

9. Warranties

The Contractor warrants that:

- 9.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- 9.2 For a period of one (1) year following completion of the Services, the Services and any goods provided with the Services shall conform to the representations made by the Contractor.
- 9.3 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 9.4 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.
- 9.5 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

10. Suspension of Work

10.1 Order to Suspend Performance

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

10.2 Necessary Actions Before Suspension

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

11. Termination

11.1 Termination for Cause

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

11.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the County may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

11.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

11.4 Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Contract by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

12. **Equipment Purchased with County Funds**

12.1 Reporting

The Contractor agrees that any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract must be reported to the Contract Administrator upon purchase. For the purposes of this paragraph, Equipment is defined as tangible, non-expendable, personal property having useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

12.2 Conveyance to the County

Upon the County's request at the termination of this Contract for any reason, the Contractor agrees to convey to the County all title in any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract.

13. **Nondiscrimination**

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

14. Freedom of Information Act

This Contract and all attachments, as well as all other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the "Freedom of Information Act".

15. Intellectual Property

Any intellectual property created by the Contractor in the performance of the Services shall be considered a work made for hire, and any and all rights in such intellectual property shall belong solely to the County. Upon the County's request, the Contractor agrees to execute any documents necessary to convey ownership of such intellectual property to the County.

16. Audit Rights

16.1 Certification of Accurate Information

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Contract, or any payment or dispute related to this Contract, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

16.2 Inspection

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract and the terms of the applicable grant.

16.3 Audit

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Contract and the terms of the applicable grant.

16.4 Records Retention

The Contractor agrees to maintain any business records related to this Contract or the Contractor's performance under this Contract for a period of at least three (3) years after final payment.

17. Identity Theft Prevention

- 17.1 In the event that the Contractor will obtain identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.
- 17.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

18. Insurance Requirements and Indemnification

The Contractor agrees to obtain insurance coverage of the types and amounts required as set forth in the Insurance Checklist attached as Exhibit C and keep such insurance coverage in force throughout the life of this Contract.

18.1 Insurance Certificate and Additional Insured Coverage

The Contractor further agrees to provide certificates of insurance to the County evidencing the coverages specified in the Insurance Checklist, and including the County as an additional insured. Additional insured coverage is to be by proof of blanket additional insured coverage within the general liability policy or as provided by an endorsement specifying the County as an additional insured to the policy. Contractor's agent must provide a copy of the endorsement or language from the policy with the certificate of insurance.

18.2 Indemnification

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or worksite.

19. Independent Contractor

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

20. General Provisions

20.1 Entire Contract

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

- 20.1.1. The Contract – This Professional Services Contract
- 20.1.2. Exhibit A – The Scope of Work
- 20.1.3. Exhibit B – Required Reports
- 20.1.4. Exhibit C – Insurance Checklist
- 20.1.5. Exhibit D – Collaborative Practice Agreement
- 20.1.6. Exhibit E - Timesheet

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

20.2 No Assignment

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

20.3 Modification

This Contract may be modified only in writing executed with the same formalities as this Contract.

20.4 Binding Effect

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

20.5 Headings

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

20.6 Governing Law and Venue

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

20.7 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

20.8 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

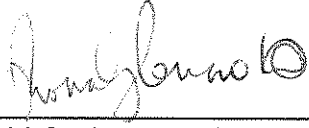
20.9 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents

RONALD CORIASSO, DO

COUNTY OF GENESEE

By: 
Ronald Coriasso, DO

By: _____
Jamie Curtis, Chairperson
Board of County Commissioners

Date: 11/30/16

Date: _____

Approved as to form:

Corporation Counsel

EXHIBIT A
Description of the Services

The Contractor agrees to the following during the contract term:

1. Provide appropriate supervision and/or collaboration of mid-level providers, resident physicians or students as accepted by the Contractor.
2. Provide phone consultation as needed by mid-level providers.
3. Precept mid-level providers in new procedures related to women's health (e.g. IUD insertion, Implanon insertion).
4. Review Women's health medical protocols annually.
5. Provide necessary hours of medical administrative oversight and consultation for Adult Primary Care Program monthly.
6. Participate in the following: development of written standing orders, in cooperation with the Department, for nursing personnel (including nurse practitioners); the establishment of standards and protocols of medical care; the development of formal procedures for referrals to and from specialty physicians, clinics, hospitals; the development of protocols and standards in the overall evaluation of the quality and scope of services provided in the clinic, and the development of other operational procedures designed to accomplish the goals of the clinics.
7. Work under the direction of the County Medical Director in the course of providing services for the Department in the clinic. In order to ensure quality health care, continuity of health care and to minimize liability risks to both the Contractor and the Department, the Contractor shall follow protocols, standards, and standing orders developed by the Department.
8. Provide medical supervision of the Departments personnel in the clinic, in the course of their employment by the Department. To ensure quality health care, continuity of health care and to minimize liability risks to both the Contractor and the Department (as employer of the nursing personnel, these personnel shall follow protocols, standards, and standing orders developed by the Department.
9. The Contractor shall submit time sheets monthly on forms approved by the Department to the Department that indicate the hours worked (Exhibit E). Over the entire contract period, the total reimbursement under this contract shall not exceed \$25,000. The hourly rate shall be \$125.00.
10. The Department has the option to assume no responsibility for costs incurred by the Contractor prior to the signing of this Contract.

EXHIBIT B
Reports Required from the Contractor

Description of Report
Time sheet

Frequency
Monthly

**EXHIBIT C
GENESEE COUNTY INSURANCE CHECKLIST**

PROFESSIONAL SERVICES CONTRACT FOR:

Medical Supervision and Quality Assurance for
Health Department Clinic Services by Dr. Ronald
Coriasso

Coverage Required

Limits (Figures denote minimums)

- | | |
|---|---|
| <u> X </u> 1. Workers' Compensation | Statutory limits of Michigan |
| <u> X </u> 2. Employers' Liability | \$100,000 accident/disease
\$500,000 policy limit, disease
Including Premises/operations |
| <u> X </u> 3. General Liability | \$1,000,000 per occurrence with \$2,000,000
aggregate Including Products/Completed
Operations and Contractual Liability |
| <u> X </u> 4. Professional liability | \$1,000,000 per occurrence with \$2,000,000
aggregate Including errors and omissions |
| <u> X </u> 5. Medical Malpractice | \$200,000 per occurrence \$800,000 in aggregate |
| <u> X </u> 6. Automobile liability | \$1,000,000 combined single limit each accident-
Owned, Hired, Non-owned |
| <u> </u> 7. Umbrella liability/Excess Coverage | \$,000,000 BI & PD and PI |
- X 8 Genesee County named as an additional insured on other than workers' compensation and professional liability via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.
- X 9. Other insurance required: If contractor is a Sole Proprietor, a Genesee County Sole Proprietor Workers' Compensation Release form must be completed and signed in lieu of providing Workers' Compensation Insurance.
- X 10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)
- X 11. The certificate must state bid number and title

Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

 The above required policies carry the following deductibles:

 Liability policies are *occurrence* *claims made*

Insurance Agent

Signature

Bidder's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Bidder

Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the bid. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible.

Exhibit D

**GENESEE COUNTY HEALTH DEPARTMENT (GCHD)
COLLABORATIVE PRACTICE AGREEMENT**

I. GENERAL INFORMATION

A. Nurse Practitioner, employed by GCHD

Name _____

Date Certified _____ Certifying Organization _____

B. Licensed Physician

Name Ronald Coriasso, DO MI License _____

C. Description of Setting of Practice

1. The setting is the Genesee County Health Department McCree South Health Center and the Burton Health Center.
2. Patients are adolescent and adult outpatients. Volume will vary – two to four per hours, normally.

II. NURSE PRACTITIONER FUNCTIONS

The nurse practitioner will provide general preventive care and diagnosis and treatment of episodic, short-term, and stable chronic health problems. Provisions for referring patients with unstable or acute life-threatening conditions are detailed below. Such care will include, but not be limited to, the following functions:

A. Perform Comprehensive Physical Assessments of Patients as Needed

The nurse practitioner will perform a pertinent history and physical examination of any patient to establish a database and identify the patient's immediate and comprehensive health care needs.

B. Establish Medical Diagnosis for Common Short-Term or Chronic Stable Health Problems

The scope of practice of the nurse practitioner will depend upon the category of problem and will become clear by the delineation of the following categories of problems:

- For common acute or chronic stable conditions, the nurse practitioner will diagnose, manage, and treat, including prevention and patient education.
- For uncommon or unstable conditions, the nurse practitioner will participate in the diagnosis with consultation and either refer to a specialist or participate in the dual management and treatment with a consultant.

- For acute life-threatening conditions, the nurse practitioner would provide a working diagnosis, e.g., institute emergency management according to the Emergency Medical Protocol book and immediately refer to a secondary care center.

Order, Perform, and Interpret Laboratory Tests (Including Diagnostic and Invasive Procedures)

The nurse practitioner will order and interpret laboratory and diagnostic tests and will consult with physician and other health care professionals, as needed, in ordering and interpreting these tests.

C. Prescribe Drugs

In compliance with all of the following, the nurse practitioner will prescribe drugs:

1. as necessary and appropriate in accordance with state and federal law;
2. as delegated from formulary and consult for medication when needed;
3. to clients of GCHD clinics only. Dispensing of medication to him/herself, GCHD staff, family or acquaintances is strictly prohibited.

D. Perform Therapeutic and Corrective Measures

The nurse practitioner will order and may perform such therapeutic measures as are appropriate for Health Department patients.

III. NURSE PRACTITIONER/PHYSICIAN RELATIONSHIP

A. Referrals

The nurse practitioner will evaluate, diagnose, manage, and treat common acute and chronic stable conditions as described in Section II.B above, seeking consultation as she deems necessary.

In dealing with uncommon or unstable conditions as described in Section II.B, the nurse practitioner will take the history, do the physical exam, obtain laboratory and other necessary data, participate in the diagnosis with consultation, and either refer to the physician consultant or to a specialty clinic or secondary treatment center or participate in dual management and treatment with a physician consultant or specialty clinic.

In dealing with acute life-threatening conditions, the nurse practitioner will take a history, do the necessary initial physical exam, make a working diagnosis, institute emergency management according to the Emergency Medical Protocol book and immediately refer to the nearest emergency department.

B. Drug and Medical Guidelines

The nurse practitioner will collaborate with the physician in establishing and reviewing drug and other medical guidelines. Review of guidelines will be done in a continuing manner, but no less frequently than annually.

C. Schedule for Review

The nurse practitioner will review and discuss medical diagnoses and therapeutic or corrective measures employed in a continuing manner when the dual management method of care is employed. The nurse practitioner and physician will review and discuss patient care management no less than quarterly.

D. Availability of Physician for Consultation

The physician consultant will be available in person or by telephone on an as-needed basis in order to consult with the nurse practitioner on diagnosis and treatment of medical problems. In the event that s/he is on leave, the Medical Director will designate another physician who will be available to consult with the nurse practitioner as needed.

Nurse Practitioner

Date

Physician

Date

EXHIBIT E – Timesheet

CONTRACTOR HOURSName: RONALD CORIASSO, DOPay period flex time requested: From:

Proposed Hours						
Date	Week One	Begin Shift	Lunch* In/Out	End Shift	Other Hours	Total** Hours
01/00/00	Saturday					
01/01/00	Sunday					
01/02/00	Monday					
01/03/00	Tuesday					
01/04/00	Wednesday					
01/05/00	Thursday					
01/06/00	Friday					
Week One Total						0.0

Hours Worked						
Date	Week Two	Begin Shift	Lunch* In/Out	End Shift	Other Hours	Total** Hours
01/07/00	Saturday					
01/08/00	Sunday					
01/09/00	Monday					
01/10/00	Tuesday					
01/11/00	Wednesday					
01/12/00	Thursday					
01/13/00	Friday					
Week Two Total						0.0

*Must be at least 30 minutes

** Must total 40 hours per week and no more than 10 hours per day

{ } Approved

{ } Not Approved

Contractor SignatureSupervisor Signature

COMMITTEE REFERRAL FORM

Human Services Committee

Meeting Date: December 6, 2016

Action Taken – Approval by Mr. Nolden supported by Ms. Doerr for the Contract with Jill Croteau, in the amount of \$3,000.00, for the period October 1, 2016 through September 30, 2017, Funding Account: 221.00.00.6121.46200.000, Funding Source: MDHHS. For the purpose of assisting with breastfeeding education, training and outreach for health care providers and community.


MOTION CARRIED.

Committee Referred From: Board of Health

Is

MEMORANDUM

To: Kay Doerr, Chairperson
Genesee County Board of Health

From: Mark Valacak, MPH 
Health Officer

Date: December 6, 2016

Subject: Contract with Jill Croteau.

Requested Action

Board approval and referral by the Health Officer to the appropriate committee of the Board of Commissioners.

Contract: Jill Croteau

Amount: \$3,000.00

Funding Account: 221.00.00.6121.46200.000

Funding Source: MDHHS

For the Period: October 1, 2016 through September 30, 2017

Purposes: To assist with breastfeeding education, training and outreach for health care providers and community.

Discussion

Jill Croteau will assist with increasing the number of pregnant women who have received education on evidence-based maternity care practices before entering the hospital and increase support for breastfeeding women from physicians and community groups. **No County appropriation is required.**

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PROFESSIONAL SERVICES CONTRACT

This Contract for Professional Services (the "Contract") is by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and Jill Croteau, whose principal place of business is located at 12435 Mocer Drive Grand Blanc, MI 48439 (the "Contractor") (the County and the Contractor together, the "Parties").

1. Agreement and Authority

Execution of this Agreement is authorized by Resolution # _____ issued by the Genesee County Board of Commissioners.

2. Term

2.1 Initial Term

The initial term of this Contract commences on 10/1/2016, and shall be effective through 9/30/17 (the "Initial Term").

2.2 Extension Terms

The County has the option to extend this Contract for up to three (3) additional one year terms (the "Extension Terms").

3. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the "Services").

4. Compensation

Unit Rate. The Contractor shall be paid according to the rates identified on Exhibit A. The total amount paid to the Contractor shall not exceed \$70/hour with a 3 hour minimum per consultation. There will be a minimum of 10 consultations and the total for all consultations shall not exceed \$3,000. The Contractor must provide to the County monthly invoices in a form acceptable to the County, along with any necessary supporting documentation such as time sheets. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

4.1 If requested in writing by the Contractor, and supported by good cause, the Contract Administrator may authorize a transfer between Budget line items of up to 10% of the total annual Budget for a Contract Term. No such transfer is authorized until approved in writing by the Contract Administrator.

4.2 The County will not approve any expense not identified in the Budget, and the County will not approve any expenses in excess of the amounts identified in the Budget.

4.3 The Contractor must provide to the County monthly invoices in a form acceptable to the County, along with any supporting documentation such

as time sheets and receipts for incurred expenses. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

5. **Taxes.** The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

6. **Contract Administrator**

The contract administrator for this Contract is Suzanne Cupal (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Contract. The Contractor agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

7. **Warranties**

The Contractor warrants that:

- 7.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- 7.2 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 7.3 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.
- 7.4 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

8. **Suspension of Work**

- 8.1 **Order to Suspend Performance**

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

- 8.2 **Necessary Actions Before Suspension**

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such

necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

9. Termination

9.1 Termination for Cause

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

9.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the County may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

9.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

9.4 Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Contract by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

10. Equipment Purchased with County Funds

10.1 The Contractor shall not purchase Equipment for the performance of this contract using funds provided by the County unless such purchase is clearly identified in a line item in Contractor's Budget.

10.2 Reporting

The Contractor agrees that any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract must be reported to the Contract Administrator upon purchase. For the purposes of this paragraph, Equipment is defined as tangible, non-expendable, personal property having useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

10.3 Conveyance to the County

Upon the County's request at the termination of this Contract for any reason, the Contractor agrees to convey to the County all title in any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract.

11. Nondiscrimination

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

12. Freedom of Information Act

This Contract and all attachments, as well as any other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the "Freedom of Information Act".

13. Intellectual Property

Any intellectual property created by the Contractor in the performance of the Services shall be considered a work made for hire, and any and all rights in such intellectual property shall belong solely to the County. Upon the County's request, the Contractor agrees to execute any documents necessary to convey ownership of such intellectual property to the County.

14. Audit Rights

14.1 Certification of Accurate Information

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Contract, or any payment or dispute related to this Contract, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

14.2 Inspection

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract and the terms of the applicable grant.

14.3 Audit

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Contract and the terms of the applicable grant.

14.4 Records Retention

The Contractor agrees to maintain any business records related to this Contract or the Contractor's performance under this Contract for a period of at least three (3) years after final payment.

15. Identity Theft Prevention

15.1 In the event that the Contractor will obtain identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.

15.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

16. Insurance Requirements and Indemnification

The Contractor agrees to obtain insurance coverage of the types and amounts required as set forth in the Insurance Checklist attached as Exhibit B and keep such insurance coverage in force throughout the life of this Contract.

16.1 Insurance Certificate and Additional Insured Coverage

The Contractor further agrees to provide certificates of insurance to the County evidencing the coverages specified in the Insurance Checklist, and including the County as an additional insured. Additional insured coverage is to be by proof of blanket additional insured coverage within the general liability policy or as provided by an endorsement specifying the County as an additional insured to the policy. Contractor's agent must provide a copy of the endorsement or language from the policy with the certificate of insurance.

16.2 Indemnification

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or worksite.

17. Independent Contractor

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

18. General Provisions

18.1 Entire Contract

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

18.1.1. The Contract – This Professional Services Contract

18.1.2. Exhibit A – The Scope of Work

18.1.3. Exhibit B – The Insurance Checklist

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

18.2 No Assignment

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

18.3 Modification

This Contract may be modified only in writing executed with the same formalities as this Contract.

18.4 Binding Effect

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

18.5 Headings

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

18.6 Governing Law and Venue

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

18.7 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

18.8 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

18.9 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents.

JILL CROTEAU

COUNTY OF GENESEE

By: _____
Jill Croteau

By: _____
Jamie W. Curtis, Chairperson
Board of County Commissioners

Date: _____

Date: _____

Approved as to form:

Prosecuting Attorney – Civil Division

R:\Groups\Admin\Medical Director & Coord\Suzanne\Jill C. Services Contract 11.29.16.doc

EXHIBIT A
Description of the Work Plan.

Goal #1: Increase the number of pregnant women who have received education on evidence-based maternity care practices before entering the hospital.

Goal #2: Increase support for breastfeeding women from physicians and community groups.

Objective 1: Educate physicians and clinic staff on evidence-based maternity care and post-delivery practices that support breastfeeding

1. Activity: Coordinate ≥ 2 Breakfast Break for Breastfeeding and/or Dinner with the Doc for both obstetric physicians and pediatricians. Provide CME and food; and offer early morning, lunchtime or dinnertime opportunities.

Date Range: Immediately - 9/30/17

Responsible staff: Lactation Consultant and GCHD

Expected Outcome: Local physicians receive relevant breastfeeding education to support breastfeeding with their patients

Measurement: Sign-in CME sheet from two events

Target Audience: Obstetricians and pediatricians

Completion date: 09/30/17

Period Summary:

Evaluation Results:

2. Activity: Educate ≥ 18 medical residents on breastfeeding twice a year, including classroom instruction and the opportunity for them to job shadow lactation visits.

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Residents receive relevant breastfeeding education to support breastfeeding with their patients

Measurement: Sign-in CME sheet from two events

Target Audience: Medical residents

Completion date: 09/30/17

Period Summary:

Evaluation Results: Increased scores on post-test as compared to pre-test.

3. Activity: Educate ≥ 5 prenatal clinics and office staff on evidence-based maternity care prenatal practices utilizing free Coffective materials and video training. Provide laminated Coffective teaching sheets and training. Encourage staff to attend more advanced training, such as Breastfeeding Basics.

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Local prenatal clinics receive relevant breastfeeding education to support evidenced-based maternity care practices and breastfeeding with their patients.

Measurement: Attendance at Flint BF Basics class October 2016, utilization of free materials and IBCLC narrative report

Target Audience: Prenatal clinics and office staff

Completion date: 09/30/17

Period Summary:

Evaluation Results:

4. Activity: Educate ≥ 5 pediatric clinics and office staff on basic breastfeeding support. Educate staff on how to access WIC breastfeeding fact sheets. Encourage staff to attend more advanced training, such as Breastfeeding Basics.

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Local pediatric offices receive breastfeeding education to support breastfeeding with their patients.

Measurement: Attendance at Flint BF Basics class October 2016, IBCLC narrative report, increased utilization of WIC breastfeeding fact sheets.

Target Audience: Pediatric offices and office staff

Completion date: 09/30/17

Period Summary:

Evaluation Results:

Objective 2: Provide connections between prenatal, hospital and postnatal education and support.

1. Activity: Join and support Genesee breastfeeding coalition.

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Local healthcare providers will know about local resources and how to access them

Measurement: Attendance sheet from coalition meetings and record of networking meetings

Target Audience: OB and prenatal clinics, hospital staff, pediatricians, home visiting, WIC

Completion date: 09/30/17

Period Summary:

Evaluation Results:

2. Activity: Visit prenatal clinics, hospitals, and OB offices monthly and provide them with links to community resources, FAQs, websites and apps that support breastfeeding women. Educate staff on how to access WIC educational materials, classes, support groups, etc.

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Local healthcare providers will know about local resources and how to access them

Measurement: IBCLC narrative, increased WIC enrollment

Target Audience: OB and prenatal clinics, hospital staff, pediatricians, home visiting, WIC

Completion date: 09/30/17

Period Summary:

Evaluation Results:

3. Activity: Coordinate Building Bridges training

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Local healthcare providers will know about local resources and how to access them.

Measurement: Building Bridges attendance

Target Audience: OB and prenatal clinics, hospital staff, pediatricians, home visiting, WIC

Completion date: 09/30/17

Period Summary:

Evaluation Results:

Objective 3: Educate and support women on evidence-based maternity care prenatal practices and postnatal breastfeeding issues.

1. Activity: Be a Flint resource for high-skilled lactation support for advanced breastfeeding problems, especially to home visiting, MIHP and pediatric offices.

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Breastfeeding women will know how to access advanced support and will overcome problems.

Measurement: IBCLC patient visit record

Target Audience: Breastfeeding women

Completion date: 09/30/17

Period Summary:

Evaluation Results:

2. Activity: Offer \geq monthly breastfeeding education classes for and in ≥ 5 prenatal clinics

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Pregnant women will know how to access advanced support and will overcome problems.

Measurement: IBCLC narrative, class sign-in sheet

Target Audience: Pregnant women

Completion date: 09/30/17

Period Summary:

Evaluation Results:

3. Activity: Develop a local breastfeeding support club. Find innovative ways to encourage attendance (gas vouchers, food, gifts)

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Breastfeeding women will know how to access advanced support and will overcome problems.

Measurement: IBCLC narrative, sign-in sheet for support club attendance

Target Audience: Breastfeeding women

Completion date: 09/30/17

Period Summary:

Evaluation Results:

4. Activity: Work with Genesee Breastfeeding Coalition to promote community networking event

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Healthcare providers, community members and pregnant/breastfeeding women will see breastfeeding as an obvious choice for raising healthy babies and will meet other partners with a common agenda.

Measurement: IBCLC narrative

Target Audience: Healthcare providers, community members, pregnant/breastfeeding women

Completion date: 09/30/17

Period Summary:

Evaluation Results:

5. Activity: Promote General Breastfeeding awareness, breastfeeding support club and other breastfeeding educational opportunities

Date Range: Immediately - 9/30/17

Responsible staff: Lactation consultant and GCHD

Expected Outcome: Increased awareness breastfeeding support resources in the community.

Measurement: attendance at community meetings, health fairs, physician education opportunities

Target Audience: Healthcare providers, community members, pregnant/breastfeeding women

Completion date: 09/30/17

Period Summary:

Evaluation Results:

EXHIBIT B
GENESEE COUNTY INSURANCE CHECKLIST

PROFESSIONAL SERVICES CONTRACT FOR:

Jill Croteau - Breastfeeding Education Counseling

Coverage Required

Limits (Figures denote minimums)

- | | |
|---|--|
| <u> X </u> 1. Workers' Compensation | Statutory limits of Michigan |
| <u> X </u> 2. Employers' Liability | \$100,000 accident/disease
\$500,000 policy limit, disease
Including Premises/operations |
| <u> X </u> 3. General Liability | \$1,000,000 per occurrence with \$2,000,000
aggregate. Including Products/Completed
Operations and Contractual Liability |
| <u> X </u> 4. Professional liability | \$1,000,000 per occurrence with \$2,000,000
aggregate. Including errors and omissions |
| <u> </u> 5. Medical Malpractice | \$200,000 per occurrence \$800,000 in aggregate |
| <u> X </u> 6. Automobile liability | \$1,000,000 combined single limit each accident-
Owned, Hired, Non-owned |
| <u> </u> 7. Umbrella liability/Excess Coverage | \$1,000,000 BI & PD and PI |
| <u> X </u> 8 <u>Genesee County named as an additional insured on other than workers' compensation and professional liability via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u> | |
| <u> X </u> 9. Other insurance required: If the contractor is a sole proprietor and does not have workers' compensation insurance, the contractor must sign a Sole Proprietor Workers' Compensation Release form. | |
| <u> X </u> 10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements) | |
| <u> X </u> 11. The certificate must state bid number and title | |

Insurance Agent's Statement

I have reviewed the requirements with the bidder named below. In addition:

 The above required policies carry the following deductibles:

 Liability policies are **occurrence** **claims made**

Insurance Agent

Signature

Bidder's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Bidder Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the bid. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the vendor/contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible.



Genesee County Office of Senior Services
1101 Beach Street, Room 361
Flint, Michigan 48502
Phone 810.424.4478 Fax 810.424.4359
Lynn M. Radzilowski, Director

January 3, 2017

MEMORANDUM

TO: Commissioner Brenda Clack, Chairperson
Human Services Committee (HSC)

FROM: Lynn M. Radzilowski, Director
Genesee County Office of Senior Services (GCOSS)

RE: Alzheimer's Association Budget Amendment Request

The Alzheimer's Association is requesting the following budget amendments to their FY 16-17 case management and referral program. Please see the attached letter and budgets. There is no increase to the budgeted contractual amount initially awarded to the Alzheimer's Association for this fiscal year. It is requested that this budget amendment be effective retroactive to October 1, 2016. This is an appropriate request and there are no red flags.

- Increase the payment per unit of work performed by interns / volunteers from \$0.00 to \$12.20 to cover the expense of mileage, cell phones, office supplies, etc.
- Increase the payment per unit of work performed by staff from \$28.09 to \$31.18 to cover expenses and to allow better utilization of their contractual award.

Recommendation:

At this time, the GCOSS is recommending approving this request. In addition, it is requested that approval of this recommendation be forwarded to the Genesee County Board of Commissioners for final approval.

www.alz.org/gmc
800 272 3900 Helpline

Greater Michigan Chapter

alzheimer's  association®

Headquarters:

Metropolitan Detroit
25200 Telegraph Road
Suite 100
Southfield, MI 48033

248 351 0280 p
248 351 0419 f

Regional Offices:

Central Michigan
3600 N. Saginaw Road, A
Midland, MI 48640

989 839 9910 p
989 839 5910 f

1125 S. Linden Road
Suite 950
Flint, MI 48532

810 780 4163 p
810 780 4231 f

Northern Michigan
109 N. Second Avenue
Suite L8
Alpena, MI 49707

989 356 4087 p
989 354 7879 f

921 W. 11th Street
Suite 1W
Traverse City, MI 49684

231 929 3804 p
231 922 1584 f

Upper Peninsula
309 S. Front Street
Suite 233
Marquette, MI 49855

906 228 3910 p
906 228 2455 f

West Michigan
2944 Fuller Avenue, NE
Suite 101
Grand Rapids, MI 49505

616 459 4558 p
616 459 8874 f

12/20/2016

Lynn Radzilowski
Senior Services Director
Genesee County Office of Senior Services
1101 Beach Street
Room 361
Flint, MI 48502

RE: 2017 Case Management & Referral Proposed Budget Revision

Dear Ms. Radzilowski,

Per the most recent conversations between our offices, the Alzheimer's Association - Greater Michigan Chapter (GMC) is submitting a revised budget for the Case Management and Referral program for review and approval by your office and the Genesee County Board of Commissioners.

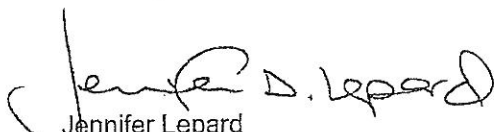
The requests for services to the senior community in Genesee County have increased by 24% since the GMC took over the program in 2012. In order to meet the increasing need, the GMC recruits and trains interns and volunteers to assist with screening and reassessing seniors. Each intern is equipped with tablets to access client information in the field, cell phones for navigation and safety and are reimbursed for mileage. These costs were included in the original approved budget where it was noted interns would be utilized. We had hoped this would clear up the issue that arose last year. However, we were recently notified that since we had only one unit rate, we could only bill for the staff provided units.

In order to remedy this issue, the GMC has split the budget into two to account for units and expenses incurred by staff versus those incurred by volunteers/interns. Each budget has it's own unit rate and still comes out to the original budget total of \$293,053 for the year.

The GMC requests that new budget revision be approved with the new unit rates and be applied retroactively to October 1st, 2016. Attached you will find the proposed budgets. Please do not hesitate to contact our Director of Contracts and Information Management, Elizabeth Vasquez at 248-996-1049 or at

evasquez@alz.org if you have any questions or concerns. You can of course reach me at anytime as well at 248-996-1038.

Sincerely,



Jennifer Lepard
CEO/President

Alzheimer's Association - Greater Michigan Chapter
Case Management & Information and Referral Budget
10/01/2016 - 09/30/2017

Expenses	Discription	Amount
Salary		0.00
		0.00
Benefits	25% of Salary	0.00
Travel	.575 per mile	10,665.00
Rent & Utilities	Office Space Rental & Cleaning	0.00
Communications	Telephone (Office phones @ \$6,000, Cell Phones @ \$3,900)	4,242.86
	Postage	1,073.14
		5,316.00
Office Supplies	Consumable Office Supplies	1,500.00
	Copy Machine	1,500.00
		3,000.00
Insurance	Required Umbrella Policy Coverage	0.00
Other	Printing	0.00
	Staff Training	0.00
		0.00
Indirect Cost		918.00
	Subtotal	19,899.00
	GMC Unit Cost	12.20
	Genesee Funded Units **	1,631.00
Reimbursed Items	Computers	0.00
	Emergency Funds for Clients	0.00
		0.00
		19,899.00
	Genesee Millage Funding	19,899.00
	Genesee Millage Unit Rate	12.20

**** Units include all that are provided by staff and interns/volunteers. The number of interns varies with school calendar. Units proposed are necessary to continue services at the current level.**

Alzheimer's Association - Greater Michigan Chapter
Case Management & Information and Referral Budget
10/01/2016 - 09/30/2017

Expenses	Discription	Amount
Salary	VP of Programs (.07 FTE)	5,208.00
	Program Manager (.90 FTE)	50,000.00
	Case Manager (1 FTE)	41,200.00
	Case Manager (1 FTE)	35,542.00
	Intake Coordinator (1 FTE)	35,350.00
	HR & Finance	5,000.00
		172,300.00
Benefits	25% of Salary	43,075.00
Travel	.575 per mile	14,220.00
Rent & Utilities	Office Space Rental & Cleaning	22,247.25
Communications	Telephone (Office phones @ \$6,000, Cell Phones @ \$3,900)	5,657.14
	Postage	1,430.86
		7,088.00
Office Supplies	Consumable Office Supplies	2,000.00
	Copy Machine	2,000.00
		4,000.00
Insurance	Required Umbrella Policy Coverage	500.00
Other	Printing	500.00
	Staff Training	2,000.00
		2,500.00
Indirect Cost		1,224.00
	Subtotal	267,154.00
	GMC Unit Cost	31.18
	Genesee Funded Units **	8,569.00
Reimbursed Items	Computers	0.00
	Emergency Funds for Clients	6,000.00
		6,000.00
		273,154.00
	Genesee Millage Funding	273,154.00
	Genesee Millage Unit Rate	31.18