

BOARD COORDINATOR GENESEE COUNTY BOARD OF COMMISSIONERS

1101 BEACH STREET, ROOM 312 FLINT, MICHIGAN 48502

> TELEPHONE: (810) 257-3020 FAX: (810) 257-3008

JOSHUA FREEMAN COORDINATOR

HUMAN SERVICES COMMITTEE Monday, August 7, 2017 at 9:30 a.m. AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- **III. MINUTES –** July 24, 2017
- IV. PUBLIC COMMENT TO COMMITTEE
- V. COMMUNICATIONS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
 - A. GCCARD -
 - H080717VIIA1: Request authorization to accept 13th amendment to the Community Service Block Grant CSBG14-25012 – Attached (ROLL CALL VOTE REQUESTED)
 - H080717VIIA2: Request approval of the Delegate contract between GCCARD and the Beecher School District for the operation of the Early Head Start program beginning July 1, 2017 and terminating June 30, 2018
 Attached
 - 3. H080717VIIA3: Request authorization to accept LCA16-25012 amendment Attached
 - 4. H080717VIIA4: Request authorization to accept WAP16-25012 amendment Attached

B. HEALTH DEPARTMENT -

- 1. H080717VIIB1: Request authorization to accept amendment #1 with Jamie Florida for Healthy Start Initiative Attached
- 2. H080717VIIB2: Request authorization for overnight travel for Tessa Clardy to attend the 2017 Healthy Start Convention in Nashville, TN September 18 20, 2017 Attached
- 3. H080717VIIB3: Request authorization for overnight travel for Suzanne Cupal to attend the 2017 Healthy Start Convention in Nashville, TN September 18 20, 2017 Attached
- 4. H080717VIIB4: Request authorization for overnight travel for Robin Shook to attend the 2017 Annual Family Planning Update Conference in Grand Rapids, MI September 18 20, 2017 Attached
- 5. H080717VIIB5: Request authorization for overnight travel for Kelli Stokes to attend the 2017 Annual Family Planning Update Conference in Grand Rapids, MI September 18 20, 2017 Attached
- 6. H080717VIIB6: Request authorization for overnight travel for Susan Taipalus to attend the 2017 Annual Family Planning Update Conference in Grand Rapids, MI September 19 20, 2017 Attached

C. SENIOR SERVICES -

1. H080717VIIC1: - Request approval of the Krapohl and Brennan Senior Center Budget Amendment - Attached

VIII. OTHER BUSINESS

IX. ADJOURNMENT

HUMAN SERVICES COMMITTEE Monday, July 24, 2017 AT 9:30 A.M. AGENDA



CALL TO ORDER

Chairperson Clack called the Human Services Committee meeting to order at 12:22



ROLL CALL

Roll Call.

Present: Nolden, Clack, Ellenburg, Courts, Young, Cousineau, Henry.

Excused: Shapiro, Martin.



MINUTES - July 10, 2017

Motion: To approve the July 10, 2017 Human Services Committee minutes as

presented

Action: Approve, Moved by Henry, Seconded by Courts.

Motion passed unanimously.



PUBLIC COMMENT TO COMMITTEE

None



COMMUNICATIONS

None



OLD BUSINESS

None

NEW BUSINESS

A. GCCARD



1. H072417VIIA1: Request approval to extend contract with United Way for our FEMA funding in the amount of \$7,775.00 – Attached

Motion: To approve to extend contract with United Way for our FEMA funding in the amount of \$7,775.00

Action: Approve, Moved by Nolden, Seconded by Ellenburg.

Motion passed unanimously



2. H072417VIIA2: Request approval to accept the Memo of Understanding between GCCARD and the Flint Genesee Job Corps Center – Attached (ROLL CALL VOTE REQUESTED)

Motion: To approve to accept the Memo of Understanding between GCCARD and the Flint Genesee Job Corps Center

Action: Approve, Moved by Nolden, Seconded by Henry.

Vote: Motion carried by unanimous roll call vote (**summary**: Yes = 7).

Yes: Clack, Courts, Cousineau, Ellenburg, Henry, Nolden, Young.

Excused: Shapiro, Martin.



3. H072417VIIA3: Request approval to accept Memo of Understanding between GCCARD and the United Way of Genesee County for water crisis funding – Attached (ROLL CALL VOTE REQUESTED)

Motion: To approve to accept Memo of Understanding between GCCARD and the United Way of Genesee County for water crisis funding

Action: Approve, Moved by Nolden, Seconded by Henry.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 7).

Yes: Clack, Courts, Cousineau, Ellenburg, Henry, Nolden, Young.

Excused: Shapiro, Martin.



4. H072417VIIA4: Request approval the accept the amendment to the 2010-2011 Oakland Livingston Human Service Agency Head Start Fiscal and Personnel Agreement to reflect the 2017-18 personnel costs and date changes – Attached

Motion: To approve the accept the amendment to the 2010-2011 Oakland Livingston Human Service Agency Head Start Fiscal and Personnel Agreement to reflect the 2017-18 personnel costs and date changes

Action: Approve, **Moved by** Nolden, **Seconded by** Young. Motion passed unanimously.



5. H072417VIIA5: Request approval of the personal property leasing of the GCCARD Head Start buses to the Flushing and Montrose School Districts for transportation of Head Start and school district children – Attached

Motion: To approve the personal property leasing of the GCCARD Head Start buses to the Flushing and Montrose School Districts for transportation of Head Start and school district children

Action: Approve, Moved by Nolden, Seconded by Young.

Motion passed unanimously.



6. H072417VIIA6: Request to modify lease agreement between GCCARD and the Flint Research Coordinating Center – Attached

Motion: To modify lease agreement between GCCARD and the Flint Research Coordinating Center

Action: Approve, Moved by Henry, Seconded by Nolden.

Motion passed unanimously.



7. H072417VIIA7: Request approval to accept the Department of Health and Human Services Grant award in the amount of \$9,003,473 to continue the operation of the Head Start and Early Head Start program in Genesee County from July 1, 2017 through June 30, 2018 – Attached

Motion: To approve to accept the Department of Health and Human Services Grant award in the amount of \$9,003,473 to continue the operation of the Head Start and Early Head Start program in Genesee County from July 1, 2017 through June 30, 2018 **Action:** Approve, **Moved by** Nolden, **Seconded by** Ellenburg.

Commissioner Nolden asked if this funding increased from last year or about the same. Matt Purcell, Executive Director of GCCARD stated that it is relatively equal, just a slight increase.

Motion passed unanimously

B. HEALTH DEPARTMENT



1. H072417VIIB1: Request approval to enter into a contract with Bridget Burns-King, FNP-BC – Attached

Motion: To approve entering into a contract with Bridget Burns-

Kina, FNP-BC

Action: Approve, Moved by Nolden, Seconded by Courts.

Motion passed unanimously.



2. H072417VIIB2: Request approval to enter into a contract with Hope Network - Attached

Motion: To approve entering into a contract with Hope Network **Action:** Approve, **Moved by** Nolden, **Seconded by** Ellenburg. Motion passed unanimously.



3. H072417VIIB3: Request approval to enter into a contract with Dr. Daniel Kruger – Attached

Motion: To approve entering into a contract with Dr. Daniel Kruger **Action:** Approve, **Moved by** Nolden, **Seconded by** Ellenburg. Motion passed unanimously.



4. H072417VIIB4: Request approval of contract amendment with Mann Technologies – Attached

Motion: to approve contract amendment with Mann Technologies **Action:** Approve, **Moved by** Nolden, **Seconded by** Ellenburg.

Discussion ensued

Commissioner Young offered a friendly amendment that the evaluation is done by our IT Department by the time this expires September 30, 2017. Commissioner Nolden accepted friendly amendment Motion passed unanimously to accept friendly amendment

Motion: As amended

Motion passed unanimously

5. H072417VIIB5: Request approval of Memo of Understanding between Hurley Medical Center the Genesee County WIC Supplemental Nutrition Education program – Attached

Motion: To approve the Memo of Understanding between Hurley Medical Center the Genesee County WIC Supplemental Nutrition Education program

Action: Approve, **Moved by** Henry, **Seconded by** Nolden. Motion passed unanimously.



6. H072417VIIB6: Request approval of Memo of Understanding between GCCARD and the Health Department Healthy Start program – Attached

Motion: To approve the Memo of Understanding between GCCARD and the Health Department Healthy Start program

Action: Approve, **Moved by** Cousineau, **Seconded by** Courts. Motion passed unanimously.



7. H072417VIIB7: Request approval to accept grant from U.S. Department of Health and Human Services and Health Resources and Services

Administration – Attached

Motion: Request approval to accept grant from U.S. Department of Health and Human Services and Health Resources and Services Administration **Action:** Approve, **Moved by** Young, **Seconded by** Ellenburg.

Motion passed unanimously.



Commissioner Young advised he was unable to access the Board of Health agenda online due to it being password protected. He asked Mark Valacak if that could be fixed since this is a public meeting and it should be able to be accessed. Commissioner Young also asked Mark Valacak if he could get the Tobacco 21 regulation information updated and removed from the front page of their website today. Mr. Valacak advised he would have that taken care of.

Discussion ensued

C. SENIOR SERVICES



1. H072417VIIC1: Request approval of the FY 2017-18 Senior Center Contract Amendments with Budgets - Attached

Motion: To approve of the FY 2017-18 Senior Center Contract Amendments with Budgets

Action: Approve, Moved by Henry (with question), Seconded by Ellenburg.

Commissioner Henry said amendment looks like change to dollar amount. Lynn Radzilowski, Senior Services Director advised that the dollar amount would be a change to the Clio Senior Center because they are at a firm level 2 this year and they have done a wonderful job and they now meet the requirements of a level 3 so they will go up to the \$170,000.

HUMAN SERVICES AGENDA JULY 24, 2017

Discussion ensued Motion passed unanimously



2. H072417VIIC2: Request approval of the FY 2017-18 Service Provider Contracts with Budgets – Attached

Motion: To approve the FY 2017-18 Service Provider Contracts with Budgets

Action: Approve, **Moved by** Young, **Seconded by** Henry.

Motion passed unanimously.



3. H072417VIIC3: Request approval of Grand Blanc Senior Centers Budget Amendment for FY 16-17– Attached

Motion: To approve the Grand Blanc Senior Centers Budget Amendment for FY 16-17 **Action:** Approve, **Moved by** Young, **Seconded by** Courts. Motion passed unanimously.



4. H072417VIIC4: Request approval of GCCARD Congregate Meal Budget Amendment for FY 16-17 – Attached

Motion: To approve the GCCARD Congregate Meal Budget Amendment for FY 16-17 **Action:** Approve **Moved by** Young, **Seconded by** Courts. Motion passed unanimously.



OTHER BUSINESS

None



ADJOURNMENT

Chairperson Clack adjourned the Human Services Committee meeting at 12:37

Transcribed by: Melissa S. Bishop Administrative Secretary



Genesee County Community Action Resource Department

601 N. Saginaw St., Ste 1B · Flint, MI 48502-2009 · (810) 232-2185 · Fax (810) 762-4986 · TDD: (810) 768-4654

Commissioners

MEMORANDUM

Bryant Nolden District 1

Brenda Clack
District 2

Ellen Ellenburg District 3

> Kim Courts District 4

Mark Young

Drew Shapiro
District 6

Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

Administration

Matthew A. Purcell Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe Neighborhood Svcs. Director

> Tamitha Taylor Nutrition Svcs. Director

Chevon Wilborn
Nutrition Sycs. Asst. Director

Matthew Odette Home Maint, Asst. Director

Kelli Webb

TO: Commissioner Brenda Clack, Chairperson

Human Services Committee

FROM: Matthew Purcell, Executive Director

SUBJECT: Request Authorization to Accept CSBG14-25012 Contract

Amendments

DATE: August 7, 2017

BACKGROUND

GCCARD has received notification from the Michigan Department of Health and Human Services, Bureau of Community Action and Economic Opportunity for a 13th amendment to the Community Service Block Grant Contract CSBG14-25012. This amendment utilizes the second of two option years to extend the agreement. This amendment also adds advance payment language to the agreement. This CSBG Contract Amendment extends the agreement through September 30, 2018.

REQUESTED ACTION

GCCARD requests authorization from the HSC, with a recommendation to the full board at the next scheduled meeting, to accept the 13th Amendment to the CSBG14-25012 Contract. **Due to time constraints, a roll call vote is**

request.

MAP/dp

Attachment



AGREEMENT NUMBER: CSBG14-25012

AMENDMENT NUMBER: 13

Between

THE STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES

And

GRANTEE	Genes	ee County	/ Com	munity Action	Re	esource De	partmen	t			
GRANTEE ADDRESS 601 N. Saginaw Street, Suite 1B, Flint, MI 49502											
GRANTEE EMAIL MPurcell@co.genesee.mi.us							· · · · · · · · · · · · · · · · · · ·				
CONTRACT ADM	AINISTR	ATOR					EMAIL	,-			
Jeanine Stanley							Stanley	J@mic	higan.go	ΟV	
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NATURE OF CHANGE This amendment utilizes the second of two option years to extend the agreement. Funding will be determined as it becomes available. This amendment also adds advance payment language to the agreement.											
The undersigned Services (MDHHS	have the	lawful au terms set	ithority forth	y to bind the G in this Agreem	irai ien	ntee and th	e Michig	an Dep	artment	of Hea	aith and Human
FOR THE GRAN	TEE:						FOR TH	E STA	ΓE:		
Genesee County Community Action Resource Department					MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES						
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Christine H. Sanches						•					
Print Name					Print Name						
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		Date		Date				Date			

Agreement Number: CSBG14-25012

Amendment Number: 13

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rear 5	October 1, 2017	unougn	September 30, 2	.010	\$TBD
	Total Amount:			Ç	\$4,748,894.00
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STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

WHEREAS, the Michigan Department of Health and Human Services (hereinafter referred to as "MDHHS") entered into a contractual Agreement effective October 1, 2013, with Genesee County Community Action Resource Department (hereinafter referred to as "Grantee"), having a mailing address of 601 N. Saginaw Street, Suite 1B, Flint, MI 49502, for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to MDHHS and to the Grantee to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

Article I

This amendment shall be effective on the date of MDHHS signature.

Article II

MDHHS will exercise the second of two, one-year options to extend. Therefore, the end date of the Agreement shall be changed from September 30, 2017 to September 30, 2018.

Agreement Number: CSBG14-25012

Amendment Number: 13

Article III

In Section IV., <u>GENERAL PROVISIONS</u>, Item V. <u>OTHER GRANTEE PROVISIONS</u> shall be amended as follows:

I. Operating Advance

An operating advance may be requested by the Grantee to assist with program operations. The request should be addressed to the Contract Administrator identified in the Agreement. The operating advance will be administered as follows:

- The advance amount requested must be reasonable in relationship to the program's requirements, billing cycle, etc.; and in no case may the advance exceed the amount required for 60 days operating expense. Operating advances will be monitored and adjusted by the Department according to total Department agreement amount.
- 2. The advance must be recorded as an account payable to the Department in the Grantee's financial records. The operating advance payable must remain in the Grantee's financial records until fully recovered by the Department.
- 3. The monthly Statement of Expenditures (SOE) reimbursement for actual expenditures by the Department should be used by the Grantee to replenish the operating advance used for program operations.
- 4. The advance must be returned to the Department within 30 days of the end date of this agreement unless the Grantee has a recurring agreement with the Department, and may not be held pending agreement audit. Subsequent Department agreements may be withheld pending recovery of the outstanding advance from a prior agreement. If the Grantee has a recurring agreement with the Department, the Department requires an annual confirmation of the outstanding operating advance.

The Department may obtain the Michigan Department of Treasury's assistance in collecting outstanding operating advances. The Department will comply with the Michigan Department of Treasury's Due Process procedures prior to forwarding claims to Treasury. Specific Due Process procedures include the following:

- a. Department offer of a hearing to dispute the debt, identifying the time, place and date of such hearing.
- b. A hearing by an impartial official.
- c. An opportunity for the Grantee to examine department's associated records.

Agreement Number: CSBG14-25012

Amendment Number: 13

d. An opportunity for the Grantee to present evidence in person or in writing.

- e. A hearing official with full authority to correct errors and make a decision not to forward debt to Treasury.
- f. Grantee representation by an attorney and presentation of witnesses if necessary.
- 5. At the end of either the agreement period or Department's fiscal year, whichever is first, the Grantee must respond to the Department's request for confirmation of the operating advance. Failure to respond to the confirmation request may result in the Department recovering all or part of an outstanding operating advance.



Genesee County Community Action Resource Department

601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

Commissioners

Bryant Nolden District I

Brenda Clack District 2

Ellen Ellenburg District 3

> Kim Courts District 4

GCCARD HEAD START **MEMORANDUM**

TO:

Brenda Clack, Chairperson, Human Services Committee

Mark Young District 5

FROM:

Matt Purcell, Executive Director

Drew Shapiro District 6

District 7

SUBJECT:

Request Approval of the Delegate Contract Between the Genesee

County Community Action Resource Department and the Beecher School District for the Operation of the Early Head Start Program

Beginning July 1, 2017, and Terminating June 30, 2018.

Ted Henry District 8

Martin Cousineau

DATE:

August 7, 2017

David Martin District 9

Administration

Matthew A. Purcell Executive Director

Stephanie L. Howard Deputy Executive Director

BACKGROUND INFORMATION:

REQUESTED ACTION:

The Beecher Board of Education will receive the following amounts to service 60 Early Head Start and their families as outlined in their proposal:

Genesee County Community Action Resource Department requests approval of the

Early Head Start Delegate Contract by this committee between the Genesee County

Community Action Resource Department and the Beecher School District, and

recommendation of approval by the full Genesee County Board of Commissioners at

Early Head Start Main Grant\$563,570

Program Directors

Daniel Newcombe Neighborhood Svcs. Director

Tamitha Taylor Nutritional Svcs Asst. Director

Chevon Wilborn Nutritional Sycs Asst. Director

> Andre Strater Finance Director

MP/KW/bmh

Matthew Odette Home Maint. Asst. Director

> Kelli Webb Head Start Director

Enclosure

HICENTRAL OFFICEICORRESPONDENCEVISCH7-18 DELEGATE CONTRACT DOCX

their next regularly scheduled meeting.



HEAD START DELEGATE CONTRACT FOR THE CONDUCT AND ADMINISTRATION OF THE EARLY HEAD START PROGRAM (IN THREE PARTS)

PART I: AGREEMENTS

This Agreement, entered into as of the first day of July 2017, by and between the County of Genesee, Michigan, a Michigan Municipal Corporation acting by and through the Genesee County Community Action Resource Department (GCCARD), 601 N. Saginaw Street, Suite 1B, Flint, Michigan 48502, hereinafter referred to as the "Grantee" and the Delegate Agency, Beecher Board of Education, 1020 West Coldwater Road, Flint, Michigan, 48505, Genesee County, State of Michigan, hereinafter referred to as the "Delegate Agency."

WITNESSETH THAT:

Whereas, the Grantee is scheduled to receive a Grant from the Department of Health and Human Services/Administration for Children and Families, Executive Office of the President of the United States (hereinafter referred to as the HHS/ACF), said Grant designated as Early Head Start Grant No. <u>05CH8326</u> on the first day of July 2017, and

WHEREAS, pursuant to said Grant the Grantee is undertaking certain activities; and WHEREAS, the Grantee and the Delegate Agency agree to render certain mutual assistance in these undertakings;

Now, therefore, the Grantee and the Delegate Agency do mutually agree as follows:

The Delegate Agency shall, in a satisfactory and proper manner as determined by the Grantee, perform the following:

1. Operate an Early Head Start Program according to the work program and attachments as submitted to and approved by the Grantee and HHS/ACF policies and/or procedures and all general and special conditions stated in this contract. The policies and/or procedures include, but are not limited to, performance standards, self-assessment validation instruments, memos

and letters from the National, Regional and Grantee office, 45 CFR, Parts 74 & 87, Office of Human Development Grant Administration Manual, 2007 Head Start Act and Federal Registers pertaining to the Early Head Start Program. The Delegate Agency may make no change in its work program without prior written approval of the Grantee. The work program referenced here includes the Grant Application, Grantee and Local Performance Standard Plans.

If there are any conflicting regulations that exist or come to exist between the local district's union contract or board policy, the Federal Regulation, grantee work plan or any other requirements herein stated, the local rule shall be waived in favor of the rule issued by HHS/ACF or Grantee.

- The Delegate Agency shall commence performance of this contract on the first day of July 2017, and shall complete performance no later than the last day of June, 2018.
- 3. The Delegate Agency shall maintain such records and accounts including property, personnel, and financial records as are deemed necessary by the Grantee and/or by HHS/ACF to assure a proper accounting for all Program funds, both federal and non-federal shares.
- 4. It is expressly understood and agreed that in no event will the total compensation and reimbursement to be paid hereunder exceed the maximum sum of \$574,900 for all services rendered for Early Head Start. The Delegate Agency's approved budget is found in Section 5. Any changes of amount in excess of 10% within or between categories must have approval of the Policy Council and Grantee. The Personnel and Fringes categories A & B combined cannot exceed 10% of the amounts stated without the prior approval of the Grantee.

SECTION 5 - BUDGET CATEGORIES - BEECHER EARLY HEAD START

	GRANT PROGRAM, FUNCTION OR ACTIVITY					
5. Object Classification Category	(1) PA-25	(2) PA-26				
a. Personnel	249,141	0				
b. Fringe Benefits	212,722	0				
c. Travel	500	8,830				
d. Equipment	0	0				
e. Supplies	16,100	1,100				
f. Contractual	62,058	0				
g. Construction	0	0				
h. Other	23,049	1,400				
TOTALS	\$563,570	\$11,330				

EHS In-kind Total: \$143,725

- 6. The Delegate Agency shall obtain in-kind contributions in the amount of \$143,725. Early Head Start grant subject to receipt of funds from HHS/ACF. The Grantee shall make payment under this Contract in accordance with standard operating procedures outlined by the Grantee.
- 7. In the event that Supplemental Grant awards are approved by HHS/ACF for the Delegate Agency, an addendum to the Contract will be written and all conditions of additional awards are applicable.
- 8. It is expressly understood that the administrative cost to operate this grant may not exceed 10% of the Delegate Agency's total grant. This is the percentage that was indicated in the Delegate Agency's grant application that it would cost to administer the program.
- 9. The Delegate Agency agrees to assist the Grantee in complying with all of the conditions governing Grants under the Head Start Act.
- 10. The Delegate shall in a satisfactory manner as determined by the Grantee perform the following activities for the Early Head Start Program:
 - a. A minimum of 60 Early Head Start children from birth to age 3 (infants and toddlers), and pregnant moms must be enrolled in a full year Home Base program. The Home Base model includes 48 weekly 1.5 hour visits per family per week and two 2 hour socialization experiences per month as outlined in the Head Start Performance Standards.
 - b. In addition to the socialization and home base phase, the following family services will be provided, as further described in Section 24: Health, Social Services, Parent Involvement, Family Engagement, Nutrition, Behavioral Health, Career Development and Program Administration. These services will center around Child Development and Health Services, Community and Family Engagement and Program Design and Management.

PART II. TERMS AND CONDITIONS GOVERNING CONTRACTS BETWEEN THE HEAD START GRANTEE AGENCY AND THE DELEGATE AGENCY CONTRACTOR.

In addition to any conditions specified in Part I, this Contract is subject to all of the Federal and/or State conditions listed below. Waiver of any of these conditions must be upon the express written approval of an authorized representative of the Department of Health and Human Services/Administration for Children and Families, and such waivers shall be made a part of this Contract.

- Suspension and Termination of this Contract by the Grantee: If the Grant from HHS/ACF under which this Contract is funded is terminated by HHS/ACF, the Grantee shall also have the right to terminate this Contract by giving written notice to the Delegate Agency and specifying the effective date thereof.
- 2. Suspension and Termination of this Contract by the Delegate Agency: If the Delegate Agency is unable or unwilling to comply with any additional conditions as may be lawfully applied by HHS/ACF to the Grantee, the Delegate Agency shall terminate the Contract by giving written notice to the Grantee ninety (90) days in advance of such termination, specifying the effective date thereof. In the event of termination by either party, all property and finished or unfinished documents, data, studies and reports purchased or prepared by the Delegate Agency under this Contract shall, at the option of the Grantee, be transferred or conveyed to the Grantee. The Delegate Agency shall be entitled to compensation for any un-reimbursed expenses necessarily incurred in satisfactory performance of the Contract. Notwithstanding the above, the Delegate Agency shall not be relieved of its liability to the Grantee for any damages sustained by the Grantee by virtue of a breach of the Contract by the Delegate Agency for the purpose of set-off, until such time as the exact amount of damages to the Grantee from the Delegate Agency is agreed upon or otherwise determined.
- 3. Appeal Procedures for Delegate Agency: Part 1304.6 of the Head Start Performance Standards, details the appeal procedures delegates have and may follow if the grantee fails to act on an application. Appeal procedures for termination of the delegate is as follows:

- 1. A grantee must notify a delegate agency in writing of its decision to terminate its agreement with the delegate agency explaining the reasons for its decision and the delegate agency has the right to appeal the decision to the grantee within 10 work days after receipt of the notice.
- 2. The grantee has 20 days to review the written appeal and issue its decision.
- 3. A grantee may not terminate the operation of a delegate agency on the basis of defects or deficiencies in the operation of the program without first:
 - a. Notifying the delegate agency of the defects and deficiencies;
 - b. Providing, or providing for, technical assistance so that defects and deficiencies can be corrected by the delegate agency; and
 - c. Giving the delegate agency the opportunity to make appropriate corrections.
- 4. Failure to appeal to the grantee regarding its decision to terminate an agreement, shall bar any appeal to the responsible HHS official.
- 4. <u>Changes in this Contract</u>: The Grantee may, from time to time, request changes in the scope of the services of the Delegate Agency to be performed under this Contract. Such changes, including any increase or decrease in the amount of the Delegate Agency's funding level which are mutually agreed upon by and between the Grantee and the Delegate Agency, must be incorporated in written amendments to this Contract.
- 5. Reports, Records and Inspections: The Delegate Agency shall submit financial, program progress, evaluation, and other reports as required by the Grantee, and shall maintain such property, personnel, financial and other records and accounts as are deemed necessary. The Delegate Agency shall permit on-site inspections by Grantee or HHS representatives and shall require employees and board members to furnish such information as, in the judgment of the Grantee or HHS/ACF representatives may be relevant to a question of compliance with Contract conditions and directives applicable to Head Start or to the effectiveness, legality, and achievements of the program. All of these records will be made available for audit or inspection

purposes to the Controller General of the United States, and will be retained for three (3) years after the expiration of this Contract unless written permission to destroy them is received from both the Grantee and HHS/ACF, with the following qualifications:

- a. Records shall be retained beyond the three (3) year period if audit findings have not yet been resolved.
- b. Records for non-expendable property which was acquired with Federal funds shall be retained for three (3) years after its final disposition.
- c. When Grantee records are transferred to or maintained by HHS/ACF, the three (3) years retention requirement is not applicable to the Delegate Agency.
- 6. Contract Related Income: The Delegate Agency is accountable to the Grantee for any income generated by activities performed under this Contract. Such income may be produced by the services of individuals, or by employing equipment and facilities, royalties and profits from publications, films, or similar materials, or general services of the Delegate Agency institution. All income, other than interest earned (see "C" below) and fees collected during the contract period shall be retained by the Delegate Agency, and in accordance with the Contract Agreement shall be:
 - a. Added to funds committed to the program by the Grantee and the Delegate Agency and be used to further eligible program objectives.
 - b. The Delegate Agency is required to maintain records of the receipt and disposition of the income in the same manner as required for the funds provided by the Contract which gave rise to the income.
 - c. <u>Interest Earned</u>: The amounts earned on Contract funds, with the following exception, must be returned to HHS. State governments and any agency or instrumentality of a State, however, will not be held accountable for interest earned on Contract funds pending their disbursement for program purposes.

- Mileage Expenses: Expenses charged for local travel shall not exceed those which would be allowed under the rules of the United States Government official travel. The rules can be found at 41 C.F.R. Part 301-10. The Delegate Agency agrees that any reimbursements for travel by its employee shall not include home to work site travel.
- 8. Expenses Disallowed: No Contract funds shall be expended for:
 - a. Any expenses other than those necessarily incurred in the performance of this Contract as called for in the approved program budget, or those approved prior to said expense by the Grantee.
 - b. The cost of meals for employees or officials of the Delegate Agency, except when on travel status, or when the employee is participating in an allowable program activity where Grant funds have been authorized to provide food to program participants (other than employees), and the employee is required by his/her job duties to take part in the activity.
- 9. <u>Disposal of Property</u>: If property is acquired with Contract funds, the property shall be disposed of only with the expressed written approval of the Grantee.
- 10. <u>Publication and Publicity</u>: The Delegate Agency agrees that all stationery, information releases, pamphlets or brochures, reports of activities or other materials prepared and/or distributed by the Delegate Agency in conjunction with services performed pursuant to this Agreement shall identify the Genesee County Community Action Resource Department (GCCARD) as the sponsor of the program.
- 11. Copyrights: If the Contract results in a book or other published materials, the author is free to copyright the work, but HHS/ACF reserves a royalty free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, all such copyrighted material and any material which can be copyrighted resulting from the Contract.
- 12. <u>Labor Standards</u>: All laborers and mechanics employed by contractors or subcontractors in the alteration, or repair, including painting or decorating of projects, buildings, and works which are

- federally assisted under this Contract shall be paid wages at rates not less than those prevailing or similar construction in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-5).
- 13. <u>Patents</u>: Any discovery or invention arising out of, or developed in the course of, work aided by this Contract, shall be promptly and fully reported to the Grantee for transmittal in accordance with HHS directives (45 CFR, Subtitle A.).
- 14. <u>Discrimination Prohibited</u>: No person shall, on the ground of race, creed, color, national origin, sex or disability condition, be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this Contract. The Delegate Agency will comply with the regulations promulgated by HHS/ACF, pursuant to the Civil Rights Act of 1964, and with directions of the Grantee in furtherance on non-discrimination.
- 15. <u>Discrimination in Employment Prohibited</u>: The Delegate Agency will not discriminate against any employee employed in the performance of this Contract or against any applicant for employment, because of race, color, creed, national origin, age, sex or disability condition. The Delegate Agency will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, age, sex or disability condition. This requirement shall apply to, but not be limited to, the following:

Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The Delegate Agency shall comply with all applicable statutes and Executive Orders on equal employment opportunity, and this Contract shall be governed by the provisions of all such statutes and Executive Orders, including enforcement provisions, as set forth in HHS/ACF directives.

- 16. Covenant Against Contingent Fee: The Delegate Agency warrants that no person or Agency or other organization has been employed or retained to solicit or secure this Contract upon any Agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warrant, the Grantee shall have the right to annual compensation, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee, or to seek such other remedies as may be legally available.
- 17. <u>Political Activity Prohibited</u>: None of the funds, materials, property, or services contributed by the Grantee or the Delegate Agency under this Contract shall be used during the performance of this Contract for any partisan political activity, or to further the election or defeat of any candidate for public office.
- 18. Religious Activity Prohibited: There shall be no religious worship instruction or proselytization as part of or in conjunction with performance of this Contract.
- Compliance with Local Laws: The Delegate Agency shall comply with all applicable laws, ordinances, and codes of State and local governments.
- 20. <u>Income Requirements</u>: At least ninety (90%) percent of the children selected for the Early Head Start program will be from families whose income falls within the HHS Income Guidelines for 2017.
- 21. Special Conditions on Volunteer Services: Volunteer hours can be valued at the minimum wage or consistent with those regular rates paid for similar work in the local labor market. This may be included if they are volunteering their services for work on the program which someone would otherwise have to be hired to perform.
 - Services will not be treated as partially volunteered. No services for which a person is compensated, even though the compensation may be low, shall be treated as volunteered.
- 22. <u>Service Area Boundaries:</u> The Beecher EHS service area is the Beecher School District boundaries. The exception to this is the areas within the school district boundaries that serve

- families residing in school districts other than the Beecher School District, i.e., colleges, job training facilities, agencies, special programs, etc. The Grantee (GCCARD Early Head Start) shall retain the sole and exclusive authority to serve locations in any area of Genesee County which have county wide services to Early Head Start eligible families.
- 23. <u>Head Start Recruitment and Enrollment Boundaries:</u> The per pupil funding received is to service residents living in the Beecher School District. The permanent address of the custodial family must be verified and used when enrolling an EHS family.
- 24. <u>Special Program Requirements</u>: In carrying out the provisions of this Contract, the Delegate Agency will maintain full compliance with all program requirements. Failure to comply will be grounds for suspension or termination of this Contract by the Grantee:
 - a. Health Services: The Delegate Agency will provide a health program that will include a well baby exam for children age 1 month through 30 months and a complete physical for 3 year old children in accordance with the EPSDT time frames and requirements. Provisions will be made by the Delegate Agency to follow-up if treatment is indicated. Other health services such as dental screenings, fluoride varnishes, immunizations, etc. as identified in the Performance Standards will also be followed.
 - b. <u>Behavioral Health Services</u>: The Delegate Agency agrees to work with the GCCARD Infant Mental Health Specialist to provide Behavioral health services as outlined in the Performance Standards.
 - The Delegate Agency shall be responsible for the identification and reporting of child abuse and neglect as designated by the Child Protection Law.
 - c. <u>Disability Services</u>: The Delegate Agency agrees to be responsible to provide full EHS services to children with disabilities. The Delegate Agency agrees to hold Individualized Service Plan conferences with parents of children diagnosed with disabilities within thirty (30) days of the diagnosis. The Delegate Agency agrees to service a minimum of ten

- (10%) percent diagnosed children with disabilities in the EHS Program. These children should be diagnosed by mid year.
- d. <u>Education Services</u>: The Delegate Agency must provide activities based on a sound, developmental, literacy rich infant and toddler curriculum and organized in accordance with the Head Start Performance Measures and provisions related to child outcomes from Head Start's 2007 Re-authorization Legislation.

The Delegate Agency agrees to:

- 1. Write daily lesson plans/home visit plans.
- 2. Designate a staff person to review such plans regularly.
- 3. Maintain anecdotal records on all special needs children.
- 4. Include health and nutrition in plans, twice each, per month.
- 5. Write individualized education plans for each child with special needs.
- 6. Administer locally selected developmental and behavioral screenings and use the Teaching Strategies Gold Assessment for each child in the Early Head Start Program, tracking the assessment a minimum of four times during the school year and analyze data and compare to the program's local, state and national school readiness established goals.
- 7. Individualize lessons in accordance with the results of the assessment.
- Conduct monthly staff/in-service meetings. Copies of the agendas, attendance and minutes of meetings are to be on file at the local program for review by the Central Office.
- Submit cumulative results of child outcomes at the midpoint and at the end of the program year to the Central Office. This should show progress or lack of for each of the domains/indicators measured.

- 10. Meet all the requirements of the home base program using the Parents as Teacher and Partners for a Healthy Baby Curriculum for pregnant moms.
- e. <u>Social Services</u>: The Delegate Agency will provide Social Services, which, at a minimum, identifies and arranges for the professional treatment of those family conditions which may seriously interfere with the development of the child, or which may prevent the attendance or full participation of the child and parents in the program, and which provides for referrals to relevant social services agencies. All referrals shall be followed up. A Family Interest Inventory will be completed and on file for each family enrolled in the program within ninety (90) days of enrollment. Records substantiating these services must be maintained. All families must have the opportunity to develop a family partnership agreement with a designated staff assigned as a family partner. Families not interested should be asked to sign a family partnership agreement indicating they are not interested. All partnership agreements are to be on file at the local program.
- f. Parent Involvement/Engagement: The Delegate Agency will provide for parent engagement in planning for and helping with the weekly home base program, working with their child during and after the home visit, accompanying the child to the bi-monthly socialization/cluster experience and participating in parent meetings and trainings. The Delegate Agency will operate a parent policy committee in accordance with 1301.3 of the Performance Standards (Program Governance) and will work with the Grantee to have parents and community representatives from the program represented on the Policy Council in accordance with the Policy Council Bylaws. The Delegate Agency will also conduct an EHS orientation, provide for regular parent education and conduct a Parenting Curriculum session. Times of these activities need to be so scheduled as to meet the various schedules of families.

- Mutrition Services: The Delegate Agency agrees to work with the GCCARD Nutrition Specialist to provide nutrition services as outlined in the Nutrition Service Plan. The Delegate Agency agrees to submit nutrition assessment data on overweight, underweight and anemic children, and assist Nutrition Specialist in the follow-up on these cases. The Delegate Agency agrees to prepare healthy snacks during the home visits and to serve healthy meals during socialization/cluster sessions.
- h. <u>Human Resource Development</u>: The Delegate Agency must ensure that the following conditions will be adhered to as regards to hiring:
 - 1. Special preference will be given to hiring Head Start parents (past or present) for the position for which they qualify.
 - 2. EHS Home Visitor Credential Requirements:

Any new home visitors hired after June 20, 2013 must have a bachelors degree in Early Childhood Education or a related field such as social work, health education or child psychology. Home visitors will provide services to 10-12 families enrolled in the home base option. They will implement the Parents as Teachers curriculum and Teaching Strategies Gold Assessment with children under 3 and Partners for a Healthy Baby for pregnant women.

- 3. If a current Early Head Start Home Visitor is removed as a consequence of the Contract between the Teacher's Union and the Board of Education, for any reason, he/she may only be replaced by a home visitor who holds one or more of the above qualifications.
- 4. Any increase in salary, wages or fringes as a result of the removal of a current Head Start employee as a consequence of the Contract between the Teacher's Union and the Board of Education or transferring will be the sole responsibility of the Delegate Agency.

- 5. In the event that candidates meeting the above requirements cannot be identified (after posting the position a minimum of ten (10) days, internally and externally) a 3 year waiver can be granted to the above requirement if a Head Start agency can demonstrate it has attempted unsuccessfully to recruit a qualified candidate and the individual whom the waiver is being requested is enrolled in a program that will grant that individual a qualifying degree in a reasonable time period.
- 6. Verification must be sent to the Grantee regarding the educational status of individual and what was done to seek out a qualified individual. This verification must be received by the Grantee no later than fifteen (15) days after hire.
- 7. Monitoring will be carried out in the following manner:
 - a. If an extension is needed the Delegate Director must submit a written request asking for the extension and submitting verification that the credential can be obtained in 3 years.
 - b. Home visitor transcripts and certifications will be sent to the Grantee, by the Delegate Agency, and retained as a means of verifying Early Childhood certification.
 - c. If the Delegate does not live up to the terms of this Agreement, the following steps will be taken:
 - A meeting will be set up between the Delegate and the Grantee to discuss the violation.
 - 2. If no resolution is reached, a recommendation, from the Grantee, will be made to suspend the program.
- The Grantee may, upon reasonable notice to the Delegate, suspend the program either in whole or in part. The suspension shall not be more than fifteen (15) working days to correct any portion(s) of the conditions specified in this Agreement.
 - e. Any costs incurred by the Delegate Agency during a suspension period will be deemed "disallowed cost," and will not be reimbursable or recoverable under this

- Agreement. These non-recoverable costs include, but are not limited to, salaries, wages, fringes, rentals, etc.
- 9 Early Head Start Family Service Coordinators hired after June 30, 2013 will have one of the following credentials.
 - a. MSW/ACSW or a Masters in counseling or psychology.
 - b. B.A. in Social Work, Counseling or Psychology.
- 10. Early Head Start Health Coordinators will have a Bachelor Degree in Community Health Care or a related field or be a registered or licensed nurse.
- 11. Early Head Start Education Coordinators will have a B.A. or B.S. in Elementary Education with a minimum of twelve (12) credit hours in Early Childhood Education and two (2) years of verifiable teaching experience in preschool or early childhood programs with knowledge, training and/or experience in the laws and mechanics of obtaining special education services.
- 12. The Delegate Agency will provide to the Grantee prior to October 25, 2014, a complete copy of their active personnel policies and all current Head Start job descriptions.
- 25. Special Administrative Requirements: In carrying out the provisions of this Contract, the Delegate Agency will ensure full compliance with the following administrative requirements.
 Failure to comply will be grounds for suspension or termination of this Contract by the Grantee.
 - a. The Delegate Agency agrees that each home base caseload is one home visitor per a maximum of 12 families.
 - b. The Delegate Agency will comply with the laws of Section 504 of the Vocational Rehabilitation Act, 29 U.S.C.A. § 794 (2008) regarding accessibility for persons with disabilities.
 - c. <u>Enrollment</u>: The Delegate Agency will enroll a minimum of <u>60 EHS</u> children and pregnant mothers on the first day of class and replace drops within thirty (30) days of the official

drop date. The Delegate Agency will comply with the Enrollment and Attendance Policies as set forth in the Performance Standards and Head Start Act.

PART III. SPECIAL TERMS AND CONDITIONS FOR GOVERNING THE CONTRACT BETWEEN THE HEAD START GRANTEE AGENCY AND THE DELEGATE AGENCY CONTRACTOR

1. <u>Certification of Accounting System</u>: The Delegate Agency must have complied with any previous year's audit recommendations to the satisfaction of the Grantee before funds will be released under this Agreement. It is expressly understood that the Grantee will release no funds to the Delegate Agency after July 1, 2017 until the Delegate Agency complies with this requirement.

2. Financial Reports:

- a. Subject to receipt of funds from HHS, the Agency shall make payment under this Contract in accordance with the following method, such payment to be made upon presentation of a completed Exhibit III, Statement of Expenditures, by the Delegate Agency, and verification by the Agency, prior to verification by an auditor in the employ of the Agency, shall be subject to adjustment upon such verification.
- b. The Delegate Agency agrees to submit a complete and accurate Exhibit III monthly to the Agency, with back-up documentation and a letter of transmittal by an authorized official, according to the 2017-2018 Reporting Schedule (See Attachment A).
- c. The Delegate Agency agrees to submit together with the final Exhibit III on July 30, 2017 a letter of transmittal indicating that those documents submitted are the final reports of the program.
- d. The Delegate Agency also agrees that payment for the final Exhibit III of the Program will not be made until the contractual reports have been reviewed and approved.

- e. It is expressly understood and agreed that in no event will the total amount to be paid to the Delegate Agency under this Agreement exceed **\$574,900** for Early Head Start for full and satisfactory performance.
- 3. Role of Policy Committee/Council: The Delegate Agency agrees to operate a Center Committee, Policy Committee and send representatives to the Policy Council.
- 4. Summary of Financial Reporting Requirements Under This Contract:
 - a. The monthly Exhibit III Statement of Expenditures. A separate exhibit is to be submitted for the main grant (PA 25) and T&TA Grant (PA 26).
 - Monthly record of volunteer services and other in-kind contributions as recorded on the weekly volunteer services report.
- 5. <u>Summary of Reporting Requirements Due on a One Time Basis (See Attachment A Report Schedule)</u>
- 6. Summary of Reporting Requirements to be Submitted to the Grantee in Accordance with the 2017-2018 Report Schedule (See Attachment A):
- 7. The Delegate Agency agrees to participate in all computer training and support services provided by the Grantee for the purpose of learning how to effectively use the computer as an administrative tool to the EHS Program (See Attachment B. Meeting Calendar).
- 8. This Agreement may be revised at any time by amendment(s) signed by duly authorized representatives of both parties, such amendment(s) becoming a permanent part of the original Agreement.
- 9. The Delegate Agency hereby agrees to defend, indemnify, and save harmless the Grantee from any and all claims of any nature whatsoever for damages (including personal injuries and death resulting therefrom) which may arise from the Delegate's performance of this Agreement. Provided however, that nothing contained herein shall be construed as rendering the Delegate Agency liable for acts of the Grantee's officers, agents, or employees.

10. The Delegate Agency agrees that all signs and publications used by the Delegate Agency in performing its obligations under this Agreement shall identify the Genesee County Community Action Resource Department (GCCARD) as the sponsor of this activity for that whole or part.

PART IV. SERVICES THE GRANTEE WILL PROVIDE TO THE DELEGATE AGENCIES:

1. Fiscal Monitoring:

- a. Grantee office checks the Delegate Agency's monthly fiscal reports, including all Exhibit III back-up documentation, and provides reimbursement if reports are in order,
- b. Grantee office compiles fiscal reports for the National and Regional Head Start offices.
- c. Grantee verifies that Exhibit III's reflect actual expenses to the EHS Program. (A minimum of two times per year)

2. Policy Council:

- a. Grantee trains the Policy Council members in their responsibilities to work for children and families in the total Genesee County Early Head Start Program.
- b. Grantee trains members on their rights and responsibilities as Early Head Start parents.
- c. Grantee provides ongoing "How to Conduct Meetings" training to executive board members.
- d. Grantee meets monthly with the Policy Council to ensure that programs are operating smoothly and information is being dispersed.
- e. Grantee types and disperses Policy Council agendas, minutes, and other necessary information.

3. Health Advisory Board:

- a. Grantee is responsible for recruiting and appointing Advisory Board members.
- b. Grantee conducts training for new Advisory Board memberships.
- c. Grantee meets with the Advisory Board members at least three (3) times per year.

 Grantee helps to facilitate these Advisory Board meetings, as well as all necessary Health

- subcommittee meetings.
- d. Grantee types minutes, agendas, and other necessary information for the Health Advisory Board.

4. Service Plans:

a. Grantee is responsible for monitoring all programs to ensure that each program has developed protocols/processes to ensure compliance with the Head Start Performance Standards.

5. Recruitment:

- a. Grantee assists delegates in the recruitment of children via local newspaper advertisements, pamphlets, television and radio announcements, community posters, etc.
- b. Grantee mails postcards to DHS recipients who have age eligible children to inform them of the Head Start recruitment.

6. Community Needs Assessment:

- a. Grantee conducts a comprehensive Community Needs Assessment every four (4) years.
- b. Grantee updates the Community Needs Assessment annually.
- c. Grantee provides and distributes technical assistance in the use of the Community Needs Assessment.

7. Monitoring Program Performance and Providing Technical Assistance:

- a. Grantee observes and monitors classrooms, buildings, playgrounds, buses, spot-checks records, attendance, lesson plans, student folders, etc., to determine program performance and types of technical assistance and corrective action needed.
- b. Grantee monitors progress of service areas by spot-checking on site, and tracking monthly reports to the original referrals.
- c. Grantee periodically attends parent workshops, orientations, parent committee meetings, and other parent trainings in order to monitor performance and compliance and determine

types of technical assistance needed.

d. Grantee spot-checks administration records, including fiscal, to monitor and determine compliance and types of technical assistance needed.

8. Monitoring Review:

Grantee, with the Policy Council, coordinates the Total Program Yearly Monitoring Review, including monitoring of the Action Plans and verifying compliance.

9. Record Keeping:

- a. Grantee coordinates the record keeping forms, which are to be uniform throughout the county to ensure that necessary information is gathered. Grantee updates these forms on an as-needed basis from input by Head Start Directors and appropriate Coordinators. Forms include: Enrollment Application, Family Interest Survey, Health History, Nutrition/Diet Assessment, Behavioral Health Referrals, Average Daily Attendance forms, monthly Social Service forms, Parent Involvement forms.
- b. Grantee monitors the student enrollment applications to ensure that necessary information is completed, full enrollment is met and maintained, and the number of over-income children does not exceed 10% of total enrollment.
- c. Grantee monitors and analyzes the monthly and quarterly reports submitted to the Head Start office. Technical assistance is provided if reports indicate that assistance is needed.
- 11. <u>Meetings</u>: Grantee conducts meetings for Program Directors and Service Staff to provide opportunities for information exchange and technical assistance.

12. Program Calendar (Attachment B):

- a. Grantee schedules Total Program meeting dates including workshops, Director meetings, Coordinator meetings, Policy Council and Policy Council Subcommittee meetings (i.e., bylaws, personnel program planning and evaluation, etc.).
- b. The Grantee develops the calendar that details due dates for forms submitted to the Central Office or input in the computer.

13. Community Resource Handbook:

- a. Grantee ensures updates of the Community Resource Handbook. This handbook contains information useful to Head Start clients regarding local agencies.
- b. Grantee distributes handbooks to the Policy Council and to the programs (who in turn distribute the handbooks to staff and committee members).

14. Grant Application:

- a. Grantee is responsible for review and compilation of Delegate Program Grant applications and submission of these applications to the Regional Office in accordance with stated due dates.
- b. Grantee meets with Delegate Directors regarding grant instructions.
- c. Grantee assists Directors and reviews budgets and narratives of Delegate Agency's Programs.
- d. Grantee is responsible for final compilation of all grants into one package.
- e. Grantee is responsible for meeting with Delegate Directors regarding opportunities for grant funds as funds become available.

15. Computer Assistance:

- a. Grantee studies the computer hardware and software and makes suggestions to improve the Total Program Tracking System.
- b. Grantee provides technical assistance for use of the hardware and software packages.

16. Nutrition Services:

Grantee coordinates the total nutrition services for the Delegate Programs, including:

- a. Providing nutrition training for staff, parents, and food staff personnel.
- Reviewing breakfast, lunch, and snack menus on a monthly basis to ensure that EHS Nutritional Guidelines are met.
- c. Observing every classroom at least once during the Program Year to review nutrition

lesson plans, observe family service, etc.

- d. Counseling families of overweight, underweight, and anemic children.
- e. Publishing of a parent/staff newsletter to provide nutrition information.
- f. Providing classroom hands-on nutrition activity.
- g. Providing, as necessary, nutrition technical assistance and corrective action plans for areas in which improvement is needed.

17. Behavioral Health Services:

Grantee coordinates the total Behavioral Health Services for the Delegate Programs, including:

- a. Providing a cluster/home visit observation schedule of sufficient frequency that atypical behavior is identified.
- b Reviews each child's social/emotional screening to determine if further follow-up is needed.
- c. Observing specific children upon request.
- d. Writing Action Plans for the home visitors to use for children with special needs.
- e. Counseling families on a short-term basis.
- f. Making community referrals (including follow-up) for families requiring long term counseling.
- g. Providing behavioral health workshops to parents and staff for behavioral health training.
- h. Publishing of a parent/staff newsletter to provide behavioral health information.
- i. Providing behavioral health ideas for classroom use.
- j. Provide Reflective Supervision to EHS staff upon request of the manager.

Problem-Solving and Conflict Resolution:

Grantee, either as identified or upon request from the delegates:

- a. Assists in developing solutions to programmatic or fiscal problems of the Delegate Agency.
- b. Meets with Delegate Superintendents and other officials in order to assist the Delegate

Agency in meeting Performance Standards or grant requirements.

c. Assists in resolving conflict between the Delegate Agency's Staff, community, or parents (only after the Delegate has exhausted their remedies).

19. Portable/Modular Unit:

Modular classroom, owned by GCCARD Head Start, is located on the Beecher District property at 6255 Neff Rd., Mt. Morris, MI 48458. This is used for health related district activities in exchange for Early Head Start having classroom space in the Beecher buildings.

IN WITNESS WHEREOF, the Grantee and the Delegate Agency have executed this Agreement as of the date first above written.

	GENESEE COUNTY BOARD OF COMMISSIONERS:
Date	by MARK YOUNG, Chairperson Genesee County Board of Commissioners
	GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT:
Date	by
	BEECHER BOARD OF EDUCATION
Date	by DR. WALTER BURT, Interim Superintendent Beecher Board of Education

<u>JULY</u>

- 1 Begin the 2017-2018 program year
- 4 Fourth of July Holiday Observed (Office Closed)
- 9-11 MHSA/MCAAA Summer Conference, Crystal Mountain, MI
- 21 GCCARD EHS Staff Meeting/Training (large conf room)

AUGUST

- 14 Coordinating and Support Staff Return
- 14 GCCARD Head Start Coordinator's and Key Staff Retreat at TBD
- 15 Parent Policy Council Meeting; 9:30 a.m.
- Total Program Inservice Subcommittee Meeting 1:30 p.m. (Tentative)
- 21 42 Week Teaching Staff Return
- 21-23 GCCARD HS/EHS Staff "Welcome Back" and training, 8:30 a.m. 4:30 p.m. at Holy Redeemer Family Life Center
- 24 Early Head Start classes resume

SEPTEMBER

- 4 Labor Day Holiday (Office Closed)
- Classes resume at Atherton, Bendle, Clio, Davison, Fenton, Flushing 2, Genesee, Grand Blanc 1, Kearsley 2, Lakeville, Linden, Montrose, Mt. Morris, Southern Lakes, Swartz Creek, Westwood Heights. These may be adjusted according to school district needs, enrollment, etc.
- 11 Classes resume at Bentley, Flushing 1, Grand Blanc 2, HS Homebase, and Kearsley 1.
- 14 GCCARD HS education coordinators meeting at 9:00 a.m.
- 20-23 MHSA Assembly Meeting, Mackinaw Island, MI
- 22 Resource Fair Home Base Staff; 9-12
- Spoke Team Meeting from 9:00 a.m. 10:00 a.m. (this includes Education Coordinators, Family Service Coordinators and Family Service Workers)
- 26 Parent Policy Council Eat and Greet 9:30 a.m. (Tentative)
- 29 Heights and weights must be turned in to Family Service Staff.

OCTOBER

- Total Program All Coordinators Planning Meeting 2:00 p.m. (all coordinators, including Beecher Delegate attend)
- 6 GCCARD HS Staff Meeting 9-9:45 a.m., Training 10-11 a.m., Spoke Meeting 11:15-noon
- 6 Behavioral Health Lunch and Learn, 12:15-1:15 p.m., main office
- 9 Delegate program begins their own self assessment.
- 10 Parenting Series (tentative)
- Parenting Series (tentative)
- Parent Policy Council Meeting from 9:00 a.m. 1:00 p.m. (training of new members by past
- 18 GCCARD HS family service meeting from 1:30 p.m.
- 19 GCCARD HS education coordinators meeting at 9:00 a.m.
- 23 Spoke Team Meeting from 9:00 a.m. 10:00 a.m. (this includes Education Coordinators, Family Service Coordinators and Family Service Workers)
- 24 Parenting Series (tentative)
- 24-27 Region V Leadership/PD Conference; Chicago, IL
- Total Program Health Advisory Board Meeting 8:30 a.m., Mott Children's Health Center
- Total Program All Coordinators Planning Meeting -2:00 p.m. (all coordinators, including Beecher Delegate attend)

NOVEMBER

- 3 GCCARD HS Staff Meeting 9-9:45 a.m., Training 10-11 a.m., Spoke Meeting 11:15-noon
- 3 Lunch & Learn (Nutrition) from 12:15 1:15 p.m., main office
- 6 Total Program Monitoring Training
- 6-10 Total Program Onsite Monitoring and Report Writing

- 10 Total Program Monitoring Recap 1:30 p.m.
- 11 Smart Home Buyers Workshop for Head Start parents (tentative date) main office
- 15 GCCARD HS family service meeting from 1:30 p.m. 3:00 p.m.
- 16 GCCARD HS education coordinators meeting at 9:00 a.m.
- 23-24 Thanksgiving Holiday (Office Closed)
- 27 GCCARD HS Spoke Team Meeting from 9:00 a.m. 10:00 a.m. (this includes Education Coordinators, Family Service Coordinators and Family Service Workers)
- 28 GCCARD HS Parent Policy Council Meeting from 9:00 a.m. 1:00 p.m. (Election of Officers)

<u>DECEMBER</u>

- Total Program All Coordinators Planning Meeting 2:00 p.m. (all coordinators, including Beecher Delegate attend)
- 8 Total Program Inservice (details TBA)
- Monitoring of the Grantee & Delegate Operated Programs at 1:30 p.m.
- 14 GCCARD HS education coordinators meeting at 9:00 a.m.
- Spoke Team Meeting from 9:00 a.m. 10:00 a.m. (this includes Education Coordinators, Family Service Coordinators and Family Service Workers)
- 19 Parent Policy Council Meeting from 9:00 a.m. 12:00 p.m. (tentative)
- 20 GCCARD HS family service coordinators meeting 8:30 a.m. (tentative)
- Winter break begins for 42 week employees on December 21 at 8:00 a.m. and return at 8:00 a.m. on January 4, 2018. *These dates are based on the majority of district calendars we have at the time our calendar is completed. These dates are tentative and may change due to program needs and the district's or colleges schedule.
- 25-26 GCCARD Head Start Office Closed

JANUARY

- 1-2 GCCARD Head Start Office Closed
- 4 42 week staff return from Winter Break
- 9 Total Program All Coordinators Planning Meeting 2:00 p.m. (all coordinators, including Beecher Delegate attend)
- 11-12 MHSA Assembly Meeting; Novi, MI
- 12 GCCARD HS Staff Meeting 9-9:45 a.m., Training 10-11 a.m., Spoke Meeting 11:15-noon
- 15 Martin Luther King, Jr. Day Observed (Office Closed)
- 17 GCCARD HS family service coordinators meeting from 1:30 p.m.
- 18 GCCARD HS education coordinators meeting at 9:00 a.m.
- 19 Male Involvement Bowling Event (Tentative)
- 22 Spoke Team Meeting from 9:00 a.m. 10:00 a.m. (this includes Education Coordinators, Family Service Coordinators and Family Service Workers)
- Parent Policy Council Meeting from 9:00 a.m. 12:00 p.m. (All job descriptions, staff evaluations and the Personnel Handbook must be approved by the Program Committees before this date).
- 26 Male Involvement Bowling Event (Tentative)
- Total Program All Coordinators Planning Meeting 2:00 p.m. (all coordinators, including Beecher Delegate attend)

FEBRUARY

- 1 Total Program Health Advisory Board Meeting; Mott Children's Health Center 8:30 a.m.
- 2 GCCARD HS Staff Meeting 9-9:45 a.m., Training 10-11 a.m., Spoke Meeting 11:15-noon
- 2 Heights and Weights must be turned in to family service staff
- 2 Lunch & Learn (Behavioral Health) from 12:15 1:15 p.m.
- Individual programs begin work on their 2017-2018 proposals with their Grant Budget Planning and Evaluation Committee. Schedule local meetings and training with GBPE and Policy Committee for proposal development.
- 14 Total Program Monitoring Reverification of Non-compliance items thru site visits.

- 16-19 Observance of President's Day (Office Closed)
- 21 GCCARD HS family service meeting from 1:30 p.m.
- 22 GCCARD HS education coordinators meeting at 9:00 a.m.
- 24 Walk for Warmth (tentative date)
- Spoke Team Meeting from 9:00 a.m. 10:00 a.m. (this includes Education Coordinators, Family 26 Service Coordinators and Family Service Workers)
- Parent Policy Council Meeting from 9:00 a.m. 12:00 p.m. (Results of the Total Program Self 27 Assessment - findings and action plan presented at this time)
- Total Program All Coordinators Planning Meeting 2:00 p.m. (all coordinators, including Beecher 27 Delegate attend)

MARCH

- 2 GCCARD HS Staff Meeting 9-9:45 a.m., Training 10-11 a.m., Spoke Meeting 11:15-noon
- 2 Lunch & Learn (Nutrition) from 12:15 - 1:15 p.m., main office
- 5-9 Grant, Budget Planning and Evaluation Committee Meeting; 9:30 a.m.
- GCCARD HS Parent First Aid/CPR Training/Certification (Tentative) 6
- 8-9 MHSA Annual Early Childhood Training Conference; Ann Arbor, MI
- 15 **Parenting Series**
- 21 GCCARD HS family service meeting from 1:30 p.m.
- 22 GCCARD HS education coordinators meeting at 9:00 a.m.
- 22 Parenting Series
- Spoke Team Meeting from 9:00 a.m. 10:00 a.m. (this includes Education Coordinators, Family 26 Service Coordinators and Family Service Workers)
- 27 Parent Policy Council Meeting from 9:00 a.m. - 12:00 p.m. (Review Grant Package)
- 29 Parenting Series
- 30 Good Friday - Office Closed

APRIL

- NHSA Annual Conference
- 2-6 Spring Break for all 42 week staff
- Total Program All Coordinators Planning Meeting 2:00 p.m. (all coordinators, including Beecher 10 Delegate attend)
- 12-14 MIAEYC Conference - Grand Rapids, MI
- GCCARD HS Staff Meeting 9-9:45 a.m., Training 10-11 a.m., Spoke Meeting 11:15-noon 13
- GCCARD HS family service meeting from 1:30 p.m. 18
- 19 GCCARD HS education coordinators meeting at 9:00 a.m.
- GCCARD HS Spoke Team Meeting from 9:00 a.m. 10:00 a.m. (this includes Education 23 Coordinators, Family Service Coordinators and Family Service Workers)
- 24 Parent Policy Council Meeting from 9:00 a.m. - 12:00 p.m.

MAY

- Total Program All Coordinators Planning Meeting 2:00 p.m. (all coordinators, including Beecher Delegate attend)
- 3 Total Program Health Advisory Board Meeting; Mott Children's Health Center - 8:30 a.m.
- 3-4 MHSA Assembly Meeting; Bay City, MI
- 4 GCCARD HS Staff Meeting 9-9:45 a.m.
- 9 Monitoring Grantee and Delegate Operated Programs; 1:30 p.m.
- 9 Breakfast with Your Baby Bump
- 16 GCCARD HS family service meeting from 1:30 p.m.
- 17 GCCARD HS education coordinators meeting at 9:00 a.m.
- 18 Open Houses to be held at ALL 42 week classrooms
- GCCARD HS Spoke Team Meeting from 9:00 a.m. 10:00 a.m. (this includes Education 21 Coordinators, Family Service Coordinators and Family Service Workers)
- 22 Parent Policy Council Meeting from 9:00 a.m. - 12:00 p.m.

- 28 Memorial Day (Office Closed)
- Last day for children at 42 week centers (This date may adjust for any center that is short on contact days).

<u>JUNE</u>

- 1 Last day for children at 5-day 42 week centers (This date may adjust for any center that is short on contact days).
- 1 End of Year Family Celebrations (Tentative)
- 8 GCCARD HS Staff Meeting for 42 week staff 1:30 p.m.; Summer Work Meeting Following
- 8 GCCARD HS 42 week teaching staff last day (for those classrooms that have completed 128 days)
- Total Program All Coordinators Planning Meeting 2:00 p.m. (all coordinators, including Beecher Delegate attend)
- GCCARD HS Spoke Team Meeting from 9:00 a.m. 10:00 a.m. (this includes Education Coordinators, Family Service Coordinators and Family Service Workers)
- 20 GCCARD HS family service meeting from 1:30 p.m.
- 21 GCCARD HS education coordinators meeting at 9:00 a.m.
- 26 Parent Policy Council Meeting from 3:00 7:00 p.m. (tentative)

PLEASE NOTE:

Some emergency meetings may still be needed that are not planned. Some adjustments may need to be made to this schedule if additional meetings arise from the National, Regional or State level. Also, some sub-committee meetings will need to be created and scheduled for the purpose of planning, reviewing forms, doing service plans, etc.

All in-house meetings will be held in the boardrooms at the main office unless otherwise noted on your agenda.

/bmh

GCCARD EARLY HEAD START REPORTING SCHEDULE FOR DELEGATE PROGRAMS 2017-2018

wonday,	Augus	St 7, 2017
	. 1	July Enrollment Report (Submitted electronically) Staff List (names, addresses and phone numbers) put "unlisted" if staff do not want this
**************************************	2	information shared with other staff.
Friday, A	ugust	11, 2017
	. 1	July Exhibit III, with all back-up documentation, (submit electronically).
		July Credit Card Expenses
	. 3	July Meal Counts
	. 4	July Special Needs Report (submit electronically)
Friday, Se	eptem	ber 1, 2017
	. 1	August Enrollment Report (Submitted electronically)
Monday,	Septe	mber 11, 2017
	1	August Exhibit III, with all back-up documentation (submit electronically).
		August Credit Card Expenses
		August Meal Counts
		July and August Education Report July and August Family Service Report
		July and August Parent Involvement Reports
	7	July and August Average Daily Attendance and Monthly Home Visit Report
	8	August Special Needs Report (submit electronically)
Friday, Se	eptem	ber 22, 2017
	. 1	Family Partnership Agreement Form (Blank forms)
	. 2	Parent/Teacher Conference Form (Blank forms)
	. 3	Social Service forms that you will be using for direct services, phone calls, referral and follow
	4	through services. (Other than the social service report form)
***************************************	. 4	Copies of the screening and assessment instrument you will be using. Service Plans
***************************************	. J	a Early Childhood Development and Health Services
		b Family and Community Engagement
		c Program Design and Management
		d Disabilities
	6	LEA Contracts (Disability)
Manager 1	7	Transition Plans
	8	Curriculum Plan
	9 10	Child Outcomes Plan Program Committee By-Laws
	11	Program Monitoring Plan
**************************************	12	
		Names, positions, titles, salaries and date of hire into the Early Head Start program of all staf members who participate in the fulfillment of obligations under this contract, not withstanding that
		the particular staff member may receive his/her salary wholly or partially from funds other than
		those provided by the Grantee. Any changes hereafter should be submitted no later than 15 days
		from the date on which the change has occurred.
	13	Name of all EHS Teachers and Associate Teachers, Home Visitors stating one of the following:
		a Degree in Early Childhood
		b ZA Endorsement
		c CDA
	14	d In Training for a CDA
	15	Name of all other Early Head Start staff stating highest degree and major. Complete student applications for all students in the EHS Program and income verification forms.

		Attachment B
	16	New children and family data information entered into COPA tracking system.
	17	Staff List (updated)
	18	Average Daily Attendance Policy.
	19	Lesson plan form (s)
	20	Nutrition Diet Assessment (one per child).
	21	Heights and weights entered into COPA
Monday, (Octobe	er 2, 2017
	1	September Enrollment Report (Submitted electronically)
Monday, (Octobe	er 9, 2017
	1	September Exhibit III, with all back-up documentation (submit electronically)
	2	September Credit Card Expenses
	3	September Meal Counts
F	4	Early Head Start Parent Organizational Profile (Names and Addresses of Policy Committee Members and Parent Representatives to Policy Council)
matalan o		
Friday, Oc	ctober	
	1	First Outcomes Assessment Report (Graphs)
		Health Report entered into COPA.
		Special Needs Report Entered into COPA.
		First Quarterly Reports on Program Objectives and T/TA Evaluation
		Completed Early Head Start applications for the relevant reporting period.
	6	New children and family data entered into COPA tracking system.
	7	New applications.
***************************************	0	Daily socialization schedule (Include staff start & end time, children's start & end time, meal
	8 9	times, and any teaching staff break times).
	9	September Special Needs Report (submit electronically)
<u>Wednesda</u>	ay, Nov	vember 1, 2017
	1	October Enrollment Report (Submitted electronically)
Monday, N	lovem	ber 13, 2017
	1	Nutrition needs assessment of overweight, underweight, anemic, dental caries, etc.
	2	Policy statement for college reimbursement.
	3	List of members (both staff and parents for your following committees:
		a Social Service
		b Education
		c Parent Involvement
	4	Control sheets entered into COPA (family and child record).
	5	New Applications
**************************************	6	September/October Education Report
	7	September/October Family Service Report
	8	September/October Parent Involvement Report
	9	September/October Average Daily Attendance and Monthly Home Visit Report
	10 11	October Health Report entered into COPA
	12	October Special Needs Report entered into COPA
	13	October Exhibit III, with all back-up documentation (submit electronically). October Credit Card Expenses
	14	October Credit Card Expenses October Meal Counts
	15	Sparkle Reports
	16	Audit
***************************************	17	Delegate program self assessment monitoring findings
***************************************	•	
<u> Monday, D</u>	ecemi	ber 4, 2017

November Enrollment Report (submit electronically)

Atta	chn	nent	В
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***		November Exhibit III, with all back-up documentation (submit electronically) November Credit Card Expenses November Meal Counts Total Program Self Assessment Corrective Action Report
Friday, De	ecembe	per Credit Card Expenses per Meal Counts pogram Self Assessment Corrective Action Report Idren and family data entered into COPA tracking system. Slications per Health Report entered into COPA per Special Needs Report entered into COPA pildhood Development and Health Service, Family and Community Partnerships, Program and Management Services Plans approved by Policy Committee per Special Needs Report (submit electronically) t Updated rent Organizational Profile Updated Partnershipt Updated Partnershibit III, with all back-up documentation (submit electronically) per Exhibit III, with all back-up documentation (submit electronically) per Credit Card Expenses per Meal Counts pel policies approved by the Policy Committee per Criptions for all Head Start positions approved by the Policy Committee dren and family data entered into COPA tracking system. per/December Education Report per/December Family Service Report per/December Parent Involvement Report per/December Parent Involvement Report per/December Average Daily Attendance and Monthly Home Visit Report per Special Needs report entered into COPA quarterly Reports on Program Objectives and T/TA Evaluation
	1 2 3 4	New children and family data entered into COPA tracking system. New applications November Health Report entered into COPA November Special Needs Report entered into COPA Early Childhood Development and Health Service, Family and Community Partnerships, Program Design and Management Services Plans approved by Policy Committee November Special Needs Report (submit electronically) Staff List Updated EHS Parent Organizational Profile Updated
Wednesda	ay, Jan	uary 3, 2018
	1	December Enrollment Report (submit electronically)
Tuesday,	Januar	y 9, 201 <u>8</u>
	1 2 3 4 5	December Exhibit III, with all back-up documentation (submit electronically) December Credit Card Expenses December Meal Counts Personnel policies approved by the Policy Committee Job Descriptions for all Head Start positions approved by the Policy Committee
Friday, Ja	nuary 1	<u>19, 2018</u>
		New Applications November/December Education Report November/December Family Service Report November/December Parent Involvement Report November/December Average Daily Attendance and Monthly Home Visit Report December Health Report entered into COPA December Special Needs report entered into COPA Second Quarterly Reports on Program Objectives and T/TA Evaluation December Special Needs Report (submit electronically)
Thursday,	Februa	ary 1, 2018
Part 1	1	January Enrollment Report (Submit electronically)
Tuesday, I	Februa 1 2 3	ry 6, 2018 January Exhibit III, with all back-up documentation (submit electronically) January Credit Card Expenses January Meal Counts
Friday, Fel	bruary	<u>23, 2018</u>
	1 2 3 4 5 6 8 9	New children and family data entered into COPA tracking system. New Applications Second Outcome Assessment Reports (Graphs) January Health Report entered into COPA January Special Needs Report entered into COPA Heights and weights entered into COPA. January Special Needs Report (submit electronically) Staff List Updated EHS Parent Organizational Profile Updated

Thursday, March 1, 2018				
1	February Enrollment Report (submit electronically)			
Friday, March 9	<u>, 2018</u>			
1 2 3 4	Delegate Programs 2018-2019 Proposal packet for EHS February Exhibit III, with all back-up documentation (submit electronically) February Credit Card Expenses February Meal Counts			
Monday, March	26, 2018			
1 2 3 4 5 4 6 7 8	New children and family data entered into COPA tracking system. New Applications January/February Education Report January/February Family Service Report January/February Parent Involvement Report January/February Average Daily Attendance and Monthly Home Visit Report February Health Report entered into COPA February Special Needs Report entered into COPA February Special Needs Report (submit electronically)			
Monday, April 2				
1	March Enrollment Report (submit electronically)			
Tuesday, April				
1 2 3 4 5 6 7 8 9	March Exhibit III, with all back-up documentation (submit electronically) March Credit Card Expenses March Meal Counts New children and family data entered into COPA tracking system. New Applications March Health Report entered into COPA March Special Needs Report entered into COPA Third Quarterly Reports on Program Objectives and T/TA Evaluation March Special Needs Report (submit electronically)			
Tuesday, May 1	<u>, 2018</u>			
1	April Enrollment Report (submit electronically)			
Monday, May 7,	2018			
1 2 3	April Exhibit III, with all back-up documentation (submit electronically) April Credit Card Expenses April Meal Counts			
Thursday, May	<u>24, 2018</u>			
1 2 3 4 5 4 7 8 9 10	New children and family data entered into COPA tracking system. New Applications March/April Education Report March/April Family Service Report March/April Parent Involvement Report March/April Average Daily Attendance and Monthly Home Visit Report April Health Report entered into COPA April Special Needs Report entered into COPA Inkind reports (back up for Exhibit III, with all back-up documentation Inkind information) Sparkle Reports			

	11	April Special Needs Report (submit electronically)
Friday, Ju	ne 1, 2	<u>018</u>
	1	May Enrollment Report (submit electronically)
Monday, J	une 11	<u>, 2018</u>
	1	Third Outcome Assessment Reports (Graphs)
	2	May Special Needs Report (submit electronically)
	3 4	Breakfast, snack and lunch menus for July
	5	May Exhibit III, with all back-up documentation (submit electronically) May Credit Card Expenses
	6	May Meal Counts
Monday, J	uly 2, 2	201 <u>8</u>
	1	June Enrollment Report
Friday, Jul	y 13, 2	<u>018</u>
	1	A list of local staff training sessions, including topics, dates and number inserviced
	2	An inventory of all non-consumable Head Start equipment. All major equipment purchased during the year, itemized according to location and cost. This includes all items costing \$300.00 or more and all appliances, audio-visual equipment and furniture.
1	3	May/June Education Report
	4	May/June Family Service Report
	5	May/June Parent Involvement Report
	6	May/June Average Daily Attendance and Monthly Home Visit Report
	7	June Special Needs Report (submit electronically)
	8	A list of field trips arranged for students an/or parents including places, dates, and number attended.
	9	June Exhibit III, with all back-up documentation (submit electronically)
	10	Any unresolved problems during the program year, identifying the cause and solutions proposed.
	11	Fourth Quarterly Reports on Program Objectives and T/TA Evaluation
	12	Any additional student applications for 2017-2018 that you may not have turned in
NOTE:		Home visit attendance report should include # of home visits made per family, per home visitor; # of home visits cancelled by parent and home visitor; as well as # of make-up visits per family, per home visitor.



Genesee County Community Action Resource Department

601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

Commissioners

MEMORANDUM

Bryant Nolden District I

Brenda Clack District 2

Ellen Ellenburg

District 3

TO:

Commissioner Brenda Clack, Chairperson

Kim Courts District 4

FROM:

Matthew A. Purcell, Executive Director Mt

Mark Young

SUBJECT: District 5

Request to Accept LCA16-25012 Amendment 7

Drew Shapiro

DATE: District 6

August 7, 2017

Martin Cousineau District 7

> Ted Henry District 8

BACKGROUND:

David Martin District 9

GCCARD has received notification from the State of Michigan Department of Health and Human Services (DHHS) to amend contract LCA16-25012.

Administration

Matthew A. Purcell Executive Director

The funds allocated to Genesee County provides assistance to households that utilize deliverable fuel (propane, fuel oil, etc.) with emergency heating assistance. The LCA16-25012 amendment adds operating advanced language.

Stephanie L. Howard Deputy Executive Director

REQUESTED ACTION:

Program Directors

Daniel Newcombe Neighborhood Sves. Director

Tamitha Taylor Nutritional Svcs Asst. Director GCCARD request authorization from this Committee to accept the amended contract LCA16-25012 with a recommendation to the full Board at its next scheduled meeting.

Chevon Wilborn Nutritional Svcs Asst. Director

> Andre Strater Asst. Director

Attachment

Matthew Odette

Home Maint. Asst. Director

MP:sm

Kelli Webb Head Start Director



AGREEMENT NUMBER: LCA16-25012

AMENDMENT NUMBER: 7

Between

THE STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES

And

,					
GRANTEE Genesee County Community Action Resource Department					
GRANTEE ADDR					
GRANTEE EMAIL mpurcell@co.genesee.mi.us					
CONTRACT ADM	MINISTRAT	OR	***************************************	EMAIL	
Jeanine Stanley				StanleyJ@Michigan.go	DV
	~~~~~~~~~~~~	ACDEEN	ENT SUMI	MADV	
SERVICE DESCR	RIPTION	LIHEAP Crisis Assistance	LNI JUNI	WIAL I	· · · · · · · · · · · · · · · · · · ·
GEOGRAPHIC A		Per the Grantee's approved	Service Pla	an	
INITIAL EFFECTI		October 1, 2015		T EXPIRATION DATE	August 31, 2018
CURRENT AGRE		<del></del>	OOTHICE		1 / ragast 01, 2010
AGREEMENT TY		al Cost			
	1		******		***************************************
	<del></del>	AMENDME	NT DECC	UBTION	
EXTEND EXPIRA	TION DAT	<del></del>	NO NO	NEW EXPIRATION D	ATE I
AMENDMENT AN			ESTIMATED REVISED AGGREGATE AGREEMENT VALUE		
\$	IN	CREASE DECREASE	\$23,276.	00	
NATURE OF CHA	ANGE Th	nis amendment adds Operatii	ng Advance	e language.	
		TO THE OWN THROUGH THE OWN THE OWN THE OWN THROUGH THE OWN THE OWN THROUGH THR			
The undersigned I Services (MDHHS	have the lav 6) to the terr	wful authority to bind the Grans set forth in this Agreemer	ntee and th	ne Michigan Department	of Health and Human
FOR THE GRANT	ΓΕΕ:			FOR THE STATE:	
Genesee County Community Action Resource Department				MICHIGAN DEPARTMEN SERVICES	NT OF HEALTH AND HUMAN
	Gran	tee	<b>49</b>		
Signature o	of Director or	Authorized Designee		Signature of Directo	or or Authorized Designee
	Jeanette Hensler				
Kinthinida—Wi-menutanous maritimus maritamas maritamas and a second an	Print N	lame	w 10		int Name
Date Date				Date	

## STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

WHEREAS, the Michigan Department of Health and Human Services (hereinafter referred to as "MDHHS") entered into a contractual Agreement effective October 1, 2015, with Genesee County Community Action Resource Department (hereinafter referred to as "Grantee"), having a mailing address of 601 N. Saginaw Street, Suite 1B, Flint, MI 49502, for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to MDHHS and to the Grantee to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

#### Article I

This amendment shall be effective on July 15, 2017 or the date of MDHHS signature, whichever is later.

#### Article II

Section 3., <u>MDHHS Responsibilities</u>, 3.3 <u>Cash Advance Payment</u>, shall be deleted and replaced as follows:

#### 3.3. Operating Advance

An operating advance may be requested by the Grantee to assist with program operations. The request should be addressed to the BCAEO Grant Manager. The operating advance will be administered as follows:

 The advance amount requested must be reasonable in relationship to the program requirements, billing cycle, etc.; and in no case may the advance exceed the amount required for 60 days operating expense. Operating advances will be monitored and adjusted by MDHHS according to total MDHHS agreement amount. Agreement Number: LCA16-25012

Amendment Number: 7

2. The advance must be recorded as an account payable to the MDHHS in the Grantee's financial records. The operating advance payable must remain in the Grantee's financial records until fully recovered by the MDHHS.

- 3. The monthly Statement of Expenditures (SOE) reimbursement for actual expenditures by MDHHS should be used by the Grantee to replenish the operating advance used for program operations.
- 4. The advance must be returned to MDHHS within 30 days of the end date of this agreement unless the Grantee has a recurring agreement with the MDHHS, and may not be held pending agreement audit. Subsequent MDHHS agreements may be withheld pending recovery of the outstanding advance from a prior agreement. If the Grantee has a recurring agreement with the MDHHS, the MDHHS requires an annual confirmation of the outstanding operating advance.

The MDHHS may obtain the Michigan Department of Treasury's assistance in collecting outstanding operating advances. The MDHHS will comply with the Michigan Department of Treasury's Due Process procedures prior to forwarding claims to Treasury. Specific Due Process procedures include the following:

- a. Department offer of a hearing to dispute the debt, identifying the time, place and date of such hearing.
- b. A hearing by an impartial official.
- c. An opportunity for the Grantee to examine department's associated records.
- d. An opportunity for the Grantee to present evidence in person or in writing.
- e. A hearing official with full authority to correct errors and make a decision not to forward debt to Treasury.
- f. Grantee representation by an attorney and presentation of witnesses if necessary.
- 5. At the end of either the agreement period or MDHHS' fiscal year, whichever is first, the Grantee must respond to the MDHHS' request for confirmation of the operating advance. Failure to respond to the confirmation request may result in the MDHHS recovering all or part of an outstanding operating advance.



#### Genesee County Community Action Resource Department

601 N. Saginaw St., Ste 1B · Flint, MI 48502-2009 · (810) 232-2185 · Fax (810) 762-4986 · TDD: (810) 768-4654

MEMORANDUM

Commissioners

Bryant Nolden District 1

Brenda Clack District 2

Ellen Ellenburg District 3

TO:

Commissioner Brenda Clack, Chairperson

Kim Courts District 4

FROM:

Matthew A. Purcell, Executive Director

Mark Young District 5

SUBJECT:

Request to Accept WAP16-25012 Amendment 7

Drew Shapiro District 6

DATE:

August 7, 2017

Martin Cousineau District 7

> Ted Henry District 8

BACKGROUND:

David Martin

District 9

<u>Administration</u>

Matthew A. Purcell Executive Director

Stephanie L. Howard Deputy Executive Director

**Program Directors** 

Daniel Newcombe Neighborhood Svcs. Director

Tamitha Taylor Nutritional Sves Asst. Director

Chevon Wilborn Nutritional Svcs Asst. Director

> Andre Strater Asst. Director

> Matthew Odette Home Maint. Asst. Director

> > Kelli Webb Head Start Director

GCCARD has received notification from the State of Michigan Department of Health and Human Services (DHHS) to amend the Weatherization Assistance Program Contract. This Amendment increases the aggregated agreement value to \$1,541,026.00 and adds operating advanced language to the contract.

The funds allocated to GCCARD will be utilized to weatherize eligible dwelling units and perform related services as described in the DOE Weatherization Assistance Program Service Plan, as approved by MDHHS. The contract expiration date is September 30, 2019.

#### **REQUESTED ACTION:**

GCCARD request authorization from this Committee to accept the amended contract WAP16-25012 with a recommendation to the full Board at its next scheduled meeting.

Attachment

MP:sm



AGREEMENT NUMBER: WAP16-25012

AMENDMENT NUMBER: 7

Between

THE STATE OF MICHIGAN

#### **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

And

GRANTEE Genesee County Community Action Resource Department						
GRANTEE ADDRESS	NTEE ADDRESS 601 N. Saginaw Street, Suite 1B, Flint, MI 49502					
GRANTEE EMAIL mpurcell@co.genesee.mi.us						
CONTRACT ADMINISTRA	ATOR		EMAIL	· · · · · · · · · · · · · · · · · · ·		
Jeanine Stanley	**PPPOWERSON AND AND AND AND AND AND AND AND AND AN	***************************************	StanleyJ@Michigan.go	)V		
	AGREEN	NENT SUM	WARY			
SERVICE DESCRIPTION						
GEOGRAPHIC AREA	Per the Grantee's approved	Service Pla	in			
INITIAL EFFECTIVE DAT	E July 1, 2016	CURREN	T EXPIRATION DATE	September 30, 2019		
CURRENT AGREEMENT	VALUE \$1,541,026.00			**************************************		
AGREEMENT TYPE AC	tual Cost	· · · · · · · · · · · · · · · · · · ·				
	AMENDME					
EXTEND EXPIRATION DA	ATE YES	⊠ NO	NEW EXPIRATION D	ATE		
AMENDMENT AMOUNT		ESTIMA.	TED REVISED AGGREC	GATE AGREEMENT VALUE		
\$	INCREASE DECREASE	\$1,541,0	26.00			
NATURE OF CHANGE	This amendment adds Operati	ing Advance	e language.			
The undersigned have the Services (MDHHS) to the t	lawful authority to bind the Gra erms set forth in this Agreemer	antee and th	ne Michigan Department	of Health and Human		
FOR THE GRANTEE:			FOR THE STATE:			
Genesee County Communi Department	Genesee County Community Action Resource MICHIGAN DEPARTMENT OF HEALTH AND HUMAN					
G	Grantee					
Signature of Director	or Authorized Designee	<del></del> ×	Signature of Directo	or or Authorized Designee		
			Christin	e H. Sanches		
Prir	it Name			int Name		
	Date	2004 W		Date		

Agreement Number: WAP16-25012

Amendment Number: 7

Check all agreement years	X Year 1	X Year 2	Year 3
affected by this amendment:	Year 4	Year 5	☐ Year 6

## STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

WHEREAS, the Michigan Department of Health and Human Services (hereinafter referred to as "MDHHS") entered into a contractual Agreement effective July 1, 2016, with Genesee County Community Action Resource Department (hereinafter referred to as "Grantee"), having a mailing address of 601 N. Saginaw Street, Suite 1B, Flint, MI 49502, for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to MDHHS and to the Grantee to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

#### Article I

This amendment shall be effective on July 15, 2017 or the date of MDHHS signature, whichever is later.

#### Article II

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#### 3.3. Operating Advance

An operating advance may be requested by the Grantee to assist with program operations. The request should be addressed to the BCAEO Grant Manager. The operating advance will be administered as follows:

 The advance amount requested must be reasonable in relationship to the program requirements, billing cycle, etc.; and in no case may the advance exceed the amount required for 60 days operating expense. Operating advances will be monitored and adjusted by MDHHS according to total MDHHS agreement amount. Agreement Number: WAP16-25012

Amendment Number: 7

2. The advance must be recorded as an account payable to the MDHHS in the Grantee's financial records. The operating advance payable must remain in the Grantee's financial records until fully recovered by the MDHHS.

- 3. The monthly Statement of Expenditures (SOE) reimbursement for actual expenditures by MDHHS should be used by the Grantee to replenish the operating advance used for program operations.
- 4. The advance must be returned to MDHHS within 30 days of the end date of this agreement unless the Grantee has a recurring agreement with the MDHHS, and may not be held pending agreement audit. Subsequent MDHHS agreements may be withheld pending recovery of the outstanding advance from a prior agreement. If the Grantee has a recurring agreement with the MDHHS, the MDHHS requires an annual confirmation of the outstanding operating advance.

The MDHHS may obtain the Michigan Department of Treasury's assistance in collecting outstanding operating advances. The MDHHS will comply with the Michigan Department of Treasury's Due Process procedures prior to forwarding claims to Treasury. Specific Due Process procedures include the following:

- a. Department offer of a hearing to dispute the debt, identifying the time, place and date of such hearing.
- b. A hearing by an impartial official.
- c. An opportunity for the Grantee to examine department's associated records.
- d. An opportunity for the Grantee to present evidence in person or in writing.
- e. A hearing official with full authority to correct errors and make a decision not to forward debt to Treasury.
- f. Grantee representation by an attorney and presentation of witnesses if necessary.
- 5. At the end of either the agreement period or MDHHS' fiscal year, whichever is first, the Grantee must respond to the MDHHS' request for confirmation of the operating advance. Failure to respond to the confirmation request may result in the MDHHS recovering all or part of an outstanding operating advance.

**COMMITTEE REFERRAL FORM** 

**Human Services Committee** 

Meeting Date: August 1, 2017

Action Taken – Approval by Mr. Nolden supported by Mr. Henry for the Contract Amendment with Jamie Florida. Amount: \$22,950.00; Funding Account: 221.6010.6095.504 Federal Participation; For the Period: June 28, 2017 through March 31, 2018; For the Purpose to increase budget by \$11,700 for substitute work for the Healthy Start Quality Assurance Coordinator and additional evaluation duties.

MOTION CARRIED.

**Committee Referred From:** Board of Health

WC



#### **MEMORANDUM**

To:

Kay Doerr, Chairperson

Genesee County Board of Health

From:

Mark Valacak

Health Officer

Date:

August 1, 2017

Subject:

Amendment #1 with Jamie Florida for Healthy Start Initiative

#### **Requested Action**

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

Contract:

Jamie Florida

Amount:

\$22,950

Funding Account:

221.6010.6095.504 Federal Participation

Funding Source:

HRSA - Maternal & Child Health Bureau

For the Period:

June 28, 2017 to March 31, 2018

Purpose:

To increase budget by \$11,700 for substitute work for the Healthy Start Quality

Assurance Coordinator and additional evaluation duties

#### Discussion:

The Health Department is the Central Coordinating Organization for the Healthy Start Project representing a collaborative comprised of hospital systems and community-based organizations. Funds have been granted by the U. S. Department of Health and Human Services Health Resources and Services Administration (HRSA) to support the objectives of the Healthy Start Initiative through outreach, care coordination/case management, and health education and training. This increase is reflective of the need for additional evaluation services. Jamie Florida will provide services required for federal reporting, federal site visit, and newly required screening tools and monthly reporting data. **No County appropriation is required.** 

## AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

This Amendment is effective June 28, 2017, and is between Genesee County, Michigan, a Michigan municipal corporation whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and Jamie Florida, an independent contractor, whose principal place of business is located at 8102 Dungarvin Drive, Grand Blanc, Michigan 48439 (the "Contractor") (the Contractor and the County together, the "Parties").

WHEREAS, the Parties executed a Professional Services Contract effective April 1, 2017 (the "Agreement"), pursuant to which the Contractor will be responsible for delivering Healthy Start case management and home-based maternal-infant support services; and

WHEREAS, the Parties wish to amend the Agreement to increase funding to the contract for Healthy Start case management and home-based maternal-infant support services;

NOW THEREFORE, the Parties agree as follows:

- 1. Jamie Florida budget will increase by \$11,700.00 for a total budget for fiscal year 2017-2018 of \$22,950.00 (See Exhibit B, Budget, attached to this amendment).
- 2. Description of the Service is amended to increase evaluation duties to prepare for additional federal requirements regarding data and reporting and federal site visit. (See Exhibit A, Description of Services, attached to this amendment.)
- 3. Monthly Report is amended to require the Contractor to report to the County on the description of services provided. (See Exhibit D.1, Monthly Report, attached to this amendment.)
- 4. Financial Status Report is amended to reflect the budget increase. (See Exhibit D.3, Financial Status Report, attached to this amendment.)
- 5. The remaining terms of the agreement remain unchanged and in full effect.

	JAMIE FLORIDA		COUNTY OF GENESEE
Ву:	Jamie Florida	Ву:	Mark Young, Chairperson Board of County Commissioners
Date:		Date:	

## EXHIBIT A DESCRIPTION OF THE SERVICES

	Activity/Service	Description	Deliverables	
			Total Expected Units	Documentation/Meetings
1.	Federal Monthly reporting – data evaluation	Collect and record data for monthly spreadsheet and identify for evaluation/reporting	80	
2.	Federal Screeners reporting/evaluation	Evaluate data fields from federal screeners for inclusion into spreadsheet	120	•
3.	Charting	Establish/monitor protocol for team charting	60	•
4.	Annual Report	Complete 2016 annual report for distribution	90	•
5.	CQI Evaluation	Identify performance measures/benchmarks for team CQI and document CQI process	160	

#### EXHIBIT B BUDGET

			BUDGET			
	A.4		e Florida	II 40400		
DETAILE		2 Dungarvin, C			1	
	D BUDGET FOR NEXT BUD		FROM	THROUGH	CRANTA	ILIMOED
PERIODDIRECT COSTS ONLY		06/12/2017	3/31/2018	GRANT N H49MC		
PERSON	NEL (Applicant organization	only)	%	DOLLAR AMOUI	NT REQUESTED	(omit cents)
	<u> </u>	TYPE	EFFORT			,
		APPT.	ON	SALARY	FRINGE	
NAME	ROLE ON PROJECT	(MONTHS)	PROJ.	REQUESTED	BENEFITS	TOTALS
Jamie Florida	Evaluator	12	10%	22,950		22,950
	SUBTOTALS	>		22,950		22,950
CONTRACTUAL		····			•	-13
Healthy Start 1						
	250 evaluation hours x \$45		11,250			
16	0 data reporting hours x \$45		7,200			
100 CQ	l/charting evaluation hours x	\$45	4,500			
					,	
						22,950
EQUIPMENT (Item	ized)					
<del></del>						
SUPPLIES (Itemize	by category)	,	1			
ΓRAVEL						
DATIENT O	270		<del></del>			
PATIENT Care COS	515					
ALTERATIONS AND	D RENOVATIONS (Itemize b					
ALTERATIONS AN	D RENOVATIONS (Itemize t	y category)				
THED EVDENCE	. (Itamiza by astagazy)			·		
JITICK EXPENSE.	S (Itemize by category)					
					ĺ	
	SUBTOTAL DIRECT	COSTS FOR N	EXT BUDGET	PERIOD		22,950
	DIPECT COSTS		-			
				CONSORTIUM/CONTRACTUAL COSTS  FACILITIES AND ADMINISTRATION COSTS		
CONSO	RTIUM/CONTRACTUAL CO	STS	FACILITIES			
CONSO	RTIUM/CONTRACTUAL CO	STS	FACILITIE			
·	RTIUM/CONTRACTUAL CO			S AND ADMINISTRA	ATION COSTS	\$ 22,950

#### EXHIBIT D.1 Genesee County Healthy Start Monthly Report

AGENCY:	Jamie Florida	MON	TH:		
DATE SUBMITTED:		REPORTED BY:			
				Due Date	Status of

	Evaluation Activities	Due Date	Status of Evaluation Activities
1.	Analysis and reporting of 6 select performance measures/benchmarks	March 31, 2018	☐Not started ☐In progress ☐Completed
2.	Analysis and reporting of annual Healthy Start participant customer satisfaction survey results.	February 28, 2018	☐Not started ☐In progress ☐Completed
3.	Analysis and reporting of federal screening data and federal monthly data using spreadsheet developed	September 30, 2017	☐Not started ☐In progress ☐Completed
4.	Completed 2016 Annual Report	November 30, 2017	☐Not started☐In progress☐Completed
5.	Development of team charting protocol	September 31, 2017	☐Not started ☐In progress ☐Completed
6.	Descriptive profile (characteristics, service utilization, program discharge, baby outcomes, parent outcomes).  By closing (2018) Participants who received services for pregnancy and interconceptional care phases sequentially Healthy Start participants who have had more than one child as a Healthy Start client ("lifers")	February 28, 2018	☐Not started ☐In progress ☐Completed
7.	Comparative analysis of:  Participants who were successfully engaged in HS services vs. those participants described as "case lost"  Participants who participated in support group vs. those who did not Service utilization by the three service disciplines (social work, nursing, dietician)  Early enrollment (within first semester) vs. those who enrolled after first trimester	February 28, 2018	☐Not started ☐In progress ☐Completed
8.	Participate in Healthy Start Team activities.	Monthly	-

#### ATTACHMENT D.3

Genesee County Healthy Start Financial Status Report 04/01/2016-03/31/2017

			04/01/2016-03/31/2017				
Ager					Report Month		
Jami	e Florida						
Addr		City	State	Zip Code	Date Prepared		
8102	Dungarvin Drive	Grand Blanc	MI	48439			
		Month	Year	Total	Remaining		
	Category	To Date	To Date	Budget	Balance		
1	Salaries & Wages			22,950			
2	Fringe Benefits						
3	Travel (Local Mileage)						
4	Equipment						
5	Contractual (Sub-Contracts)						
	Intakes						
	Home Visits						
	Assessments						
	Case Conference/Management						
6	Office Supplies						
7	Patient Transportation Costs						
8	Other						
	Training						
9	TOTAL DIRECT			22,950			
10	Facilities and Administration Costs						
11	TOTAL			22,950			
12	Less: Fees, Collections						
	Less: In-Kind						
13	Total Expenditures for Month						
14	Total Expenditures YTD						
15	Funds Received YTD						
16	Balance Due						
17	Working Advance*				•		
18	TOTAL Amount Requested						
	*Not to exceed two months Budgets (2/12 of yearly budget)						
	**************************************						
	Approval	Fund	Organization	Account	Amount		
CER	IFICATION: I certify that I am authorized	to sign on behalf of t	he local agency and that this is a t	true and correct statement of expens	ditures and collections for the report		

CERTIFICATION: I certify that I am authorized to sign on behalf of the local agency and that this is a true and correct statement of expenditures and collections for the report period. Appropriate documentation is available and will be maintained for the required period to support costs and receipts reported.

	• •	
Signature	Title	Date



Gary K. Johnson, MD, MPH Medical Director

#### **MEMORANDUM**

To:

Brenda Clack

Chairman, Human Services Committee

From:

Mark Valacak, M.P.H.

Health Officer

Date:

August 7, 2017

Subject:

Request for Overnight Travel for 2017 Healthy Start Convention

Requested Action

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

Conference/Location:

2017 Healthy Start Convention, Nashville, TN

Date(s):

September 18 - September 20, 2017

Attendee(s):

Tessa Clardy, Quality Assurance Coordinator

Amount:

\$1332.50 approximately includes conference cost, lodging, transportation and

meals

**Funding Account:** 

6010.6090.0889

Funding Source:

United States Department Health and Human Services (HHS)

Purpose:

To obtain current information and updates to Healthy Start standards in the areas of policy changes, system updates, and other federal requirements.

Discussion

The 2017 Healthy Start Convention in Nashville, TN on September 18 - September 20, 2017 is sponsored by HRSA Healthy Start Division and provides professional education in the areas of federal policy and updates to contractual requirements for Healthy Start. Attendance is required to meet Healthy Start federal requirements. The Healthy Start funding covers all travel, lodging and conference costs. **No county appropriation is needed.** 

## GENESEE COUNTY HEALTH DEPARTMENT OVERNIGHT TRAVEL REQUEST

Name: TESSA 0	CLARDY			Date: _	7/24/2017
Conference Title:	2017 CityMatch I	MCH Leadership Conf	erence & Hea	Ithy Start Conv	vention
Date(s) of Conference	September 18-20	), <b>2017</b> Location	n: Nashville, 1	TN .	
Charge to:	Department: 6090	Acct (choose	e one):	11240889	
Is overtime requested	? No x	_	Yes		
			# of hours		
	E	xpenditure Detail			
Personal Vehicle Mile			55 per mile=	·-	\$16.05
(If over 50 Airfare:	miles you must attain a	approval)		_	\$500.00
Other Transportation	Costs (detail):G	ROUND TRANSPORT	ATION	- 1 1 1 <u>-</u>	\$112.00
Conference Registrati	ion:				\$550.00
Lodging:	nights @	<b>\$0.00</b> per night=			\$0.00
# of Meals:	bkfst @		\$6.90	\$0.00	
	2 lunch @		\$10.35	\$20.70 \$51.75	
	dinner (	② \$15.00 + 2.25 tip=	\$17.25	φ51.75 	\$72.45
Other costs (detail):	LUGGA	GE, AIRPT PKG	_	_	\$82.00
			TOTAL	. costs:	\$1,332.50
Prepayments reques	sted: \$500.00				
Airfare: Lodging Deposit:	\$0.00				
Registration Fees:	\$550.00				
Other:					
		TOTAL PREPAYMENTS	REQUESTED:	_	\$1,050.00
		ALLOWABLE ADVANC	E PAYMENT:		\$282.50
	(1/2)	APPROVALS			·
Supervisor:	Hathie	Deward		Date: _	7-25-17
Division Director:	XIII	al a		Date: _	7-25.17
Accounting:	Ingul	the		Date: _	7. 25.17
Health Officer:				Date:	

# Creating Harmony EVERY VOICE COUNTS



SEPT. 18-20, 2017 ★ N A S H V I



# Preliminary Framework

This preliminary framework is subject to change. A comprehensive agenda will be available June 1.

#### September 17 (Sunday)

8:00 AM - 12:00 PM CityLeaders (closed event)

2:00 PM - 6:00 PM Preconference

Zika, Leadership, Evaluation, Data Use

#### September 18 (Monday)

7:30 AM - 8:30 AM Breakfast

8:30 AM - 8:45 AM Welcome

8:45 AM - 9:45 AM Plenary 1

10:00 AM - 11:30 AM Breakouts/Abstracts

11:30 AM - 1:00 PM Poster & Networking Lunch

1:15 PM - 2:45 PM Breakout/Abstract Sessions

3:15 PM - 4:45 PM Service Learning Project

6:00 PM - 9:00 PM Friends of CityMatCH Dinner

#### September 19 (Tuesday)

7:30 AM - 8:00 AM Breakfast

8:00 AM - 9:15 AM Magda Peck Leadership

Symposium

9:15 AM - 9:30 AM Awards

10:00 AM - 11:30 AM Breakouts/Abstracts

11:30 AM - 1:00 PM Plenary 3 (lunch provided)

1:15 PM - 1:30 PM Awards

1:30 PM - 3:00 PM Breakouts/Abstracts

3:30 PM - 5:00 PM Breakouts/Abstracts

6:30 PM - 8:00 PM Story Slam

6:30 PM - 8:00 PM Service Learning Project

#### September 20 (Wednesday)

7:30 AM - 8:00 AM Breakfast

8:00 AM - 9:30 AM Breakouts/Abstracts

10:00 AM - 11:30 AM Plenary 4

11:30 AM - 12:00 PM Conference Closing





Ready to Register?

## Register Now

View Preliminary Framework

## **Registration Fees**

	Early Bird Rates	General Rates	Late/Onsite
	On or before Aug. 18, 2017	Aug. 19 - Sept. 11, 2017	After Sept. 12, 2017
CityMatCH & Healthy Start Members	\$500	\$550	\$600
Non Members	\$550	\$600	\$650
Students	\$225	\$275	\$325
* Individuals paying th	e student rate may be re-	quired to present proof of	student status.

#### **Please Note**

- VISA, MASTERCARD, AMERICAN EXPRESS, CHECKS, and CASH ONLY are accepted for payment, and are accepted on-site.
- No Purchase Orders or any other payment method are authorized.
- Check payment information can be found in the confirmation email received after registration.

- Once registration information has been submitted, changes cannot be made manually to the application. Should you need to make a change, please contact Janet Rogers at jmrogers@unmc.edu.
- Name tags will be printed on September 11, 2017. Name tags for registrations received after this date will be printed on-site.
- There are NO one-day rates.

#### **Cancellation Policy**

- All cancellation requests must be received in writing by Tuesday, August 15, 2017. No refunds will be made after this date. Any cancellations prior to this date will be refunded in full, minus a \$50 processing fee. Friends of CityMatCH Dinner tickets will not be refunded.
- Please note that in the event of a cancellation, any expenses incurred by the registrant, such as travel, will not be reimbursed.
- Send written cancellation requests via email to jmrogers@unmc.edu.

## **Hotel Information**



#### **Gaylord Opryland & Convention Center**

2800 Opryland Drive - Nashville, Tennessee 37214

1-866-972-6779 Reservations

1-615-889-1000 Direct

#### CityMatCH Reservations

Room reservations can be made at the conference group rate of \$199, plus tax and charges, Sept. 15-20, subject to availability. Reservations can be made now through Aug. 23, 2017 at 5 p.m. CST or until the block is sold out, which ever comes first. The hotel will determine whether it can accept reservations on a space and rate available basis at the CityMatCH group rate after Aug. 23.

Make a reservation by <u>clicking this link</u>. **Federal employees** contact Maureen Fitzgerald at mfitzger@unmc.edu prior to making a reservation.

## Friends of CityMatCH Dinner



#### The Musicians Hall of Fame & Museum

401 Gay Street, Nashville, TN 37219

Monday, Sept. 18, 2017

6 to 9 PM

\$45.00 per ticket

A ticket includes admission to the Musicians Hall of Fame & Museum, dinner and transportation. Dinner will be catered by Jim'N Nick's Community BBQ. The menu includes sliced brisket (GF), hand pulled chicken (GF), homemade Mac'N cheese, Bar-B-Q baked beans, creamy coleslaw, along with famous cheese biscuits. NOTE: Vegetarian options are available by request only. Please contact Stephani Tyrance about dietary restrictions.

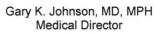
The Musicians Hall of Fame is a premiere Nashville attraction and the one and only museum in the world that honors the talented musicians who actually played on the greatest recordings of all time. Some like Jimi Hendrix are well known, while others like L.A session drummer Hal Blaine are not as well known to the public, but have played on hundreds of hit records from Elvis, Frank and Nancy Sinatra, The Byrds, The Mamas and The Papas and The Beach Boys, just to name a very few. The Musicians Hall Of Fame And Museum has on exhibit the very instruments that these musicians used to record many of these classic hits.

Ready to Register?

## Register Now

For questions or assistance with registration, please contact: Janet Rogers

Email: jmrogers@unmc.edu Phone: 402-552-9575 FAX: 402-552-9593





#### **MEMORANDUM**

To:

Brenda Clack

Chairman, Human Services Committee

From:

Mark Valacak, M.P.H.

Health Officer

Date:

August 7, 2017

Subject:

Request for Overnight Travel for 2017 Healthy Start Convention

Requested Action

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

Conference/Location:

2017 Healthy Start Convention, Nashville, TN

Date(s):

September 18 - September 20, 2017

Attendee(s):

Suzanne Cupal, Division Director

Amount:

\$1920.94 approximately includes conference cost, lodging, transportation and

meals

Funding Account:

6010.6090.0889

**Funding Source:** 

United States Department Health and Human Services (HHS)

Purpose:

To obtain current information and updates to Healthy Start standards in the areas of policy changes, system updates, and other federal requirements.

Discussion

The 2017 Healthy Start Convention in Nashville, TN on September 18 - September 20, 2017 is sponsored by HRSA Healthy Start Division and provides professional education in the areas of federal policy and updates to contractual requirements for Healthy Start. Attendance is required to meet Healthy Start federal requirements. The Healthy Start funding covers all travel, lodging and conference costs. **No county appropriation is needed.** 

## GENESEE COUNTY HEALTH DEPARTMENT OVERNIGHT TRAVEL REQUEST

Name: SUZANN	IE CUPAL				Date:	7/24/2017
Conference Title:	2017 CityMatch M	MCH Leaders	hip Confe	rence & Heal	thy Start Conve	ention
Date(s) of Conference	E September 18-20	), 2017	Location	Nashville, T	N	
Charge to:	Department: 6090	<u> </u>	cct (choose	one):	1124 0889	
Is overtime requested	? No x			Yes		
				# of hours		
	E	xpenditure Deta	ail			
Personal Vehicle Miles		14 Miles @ _	\$0.535	per mile=	-	\$7.49
Airfare:	miles you must attain a	approvai)			_	\$500.00
Other Transportation (	Costs (detail):	GRD TI	RANSP			\$112.00
Conference Registration	on:					\$550.00
Lodging:	3 nights @	<b>\$199.00</b> p	er night=		_	\$597.00
# of Meals:	0 bkfst @ lunch @ dinner @	\$9.00 +	.90 tip= 1.35 tip=	\$6.90 \$10.35	\$0.00 \$20.70	
	3dinner @	9 \$15.00 +	2.25 tip=	\$17.25	\$51.75	\$72.45
Other costs (detail):	LUGGAC	SE, AIRPT PK	G	_	_	\$82.00
Dronovmente regues	tod.			TOTAL	совтв:	\$1,920.94
Prepayments reques: Airfare: Lodging Deposit: Registration Fees: Other:	\$500.00 \$597.00 \$550.00					
Other.		TOTAL PREF	PAYMENTS	REQUESTED:		\$1,647.00
		ALLOWABLE	ADVANCE	PAYMENT:		\$273.94
Supervisor:		APPROVALS			Date:	
Division Director:	Sugar	W			Date:	7/25/17
Accounting:	Ingil	Ink			Date:	7/25/17
Health Officer:					Date:	,

#### Howard, Kathie

From:

The Gaylord Opryland Resort & Convention Center Team

Sent:

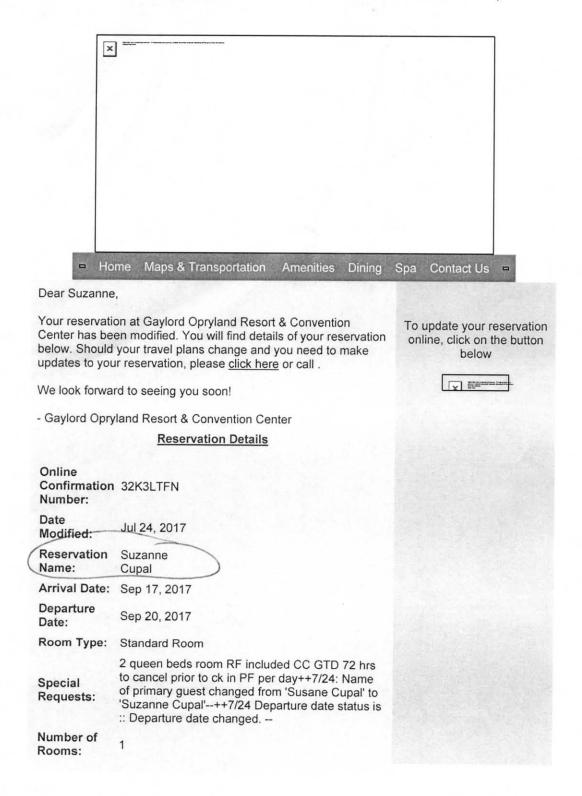
<groupcampaigns@pkghlrss.com> Monday, July 24, 2017 4:45 PM

To:

Howard, Kathie

Subject:

Gaylord Opryland Resort & Convention Center Reservation Update Confirmation



Number of Guests:

Nightly Rate & Status:

Date Sep 17,	Gu	est(s)	Sta	tus	Rate
2017 Sep 18,	1	Confi	rmed	199.00	
2017	1	Confi	rmed	199.00	
Sep 19, 2017	1	Confi	rmed	199.00	

Additional Guest	Rate
Second Guest	0.00
Third Guest	20.00
Fourth Guest	20.00

Total Charges:

597.00

Room rates shown do not include \$2.50 city tax per night, 6% hotel tax per night and 9.25% state tax per night (subject to change) and any applicable resort fees. Total charges presented on the website will include all room taxes but not any applicable resort fees.

Tax Disclosure:

> A resort fee of \$18.00 per day, per room is included in your room rate.

All reservations are required to be guaranteed witha credit card at the time of booking. If you are unable to honor your reservation with us, please Cancellation cancel 72 hours prior to your arrival date or your first night's room and tax will be charged. Failure to check-in on your scheduled arrival date will result in your reservation being canceled and a charge of one night's room and tax.

Policy:

# Gaylord Hotels Explore Our Locations

X	X Manufacture (1) The second control of the	X	Will include the 2 harmon as any, that are one

Promotional Email Unsubscribe

We respect your privacy. If you do not wish to receive offers from the Marriott.com and/or Marriott Rewards, please go to https://www.marriott.com/profile/email/unsubscribe.mi.

Please do not reply to this message to unsubscribe as we will be unable to process your request. If you prefer to contact us or unsubscribe by mail, please send your request to the postal address below. Please remember to include your name and email address so that we can process your request.

Internet Customer Care - Unsubscribe 1818 North 90 Street, Omaha, Nebraska 68114-1315, USA

# Creating Harmony EVERY VOICE COUNTS



SEPT. 18-20, 2017 ★ N A S H V I L L E, T N



# Preliminary Framework

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2:00 PM - 6:00 PM Preconference

Zika, Leadership, Evaluation, Data Use

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8:30 AM - 8:45 AM Welcome

8:45 AM - 9:45 AM Plenary 1

10:00 AM - 11:30 AM Breakouts/Abstracts

11:30 AM - 1:00 PM Poster & Networking Lunch

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1:15 PM - 1:30 PM Awards

1:30 PM - 3:00 PM Breakouts/Abstracts

3:30 PM - 5:00 PM Breakouts/Abstracts

6:30 PM - 8:00 PM Story Slam

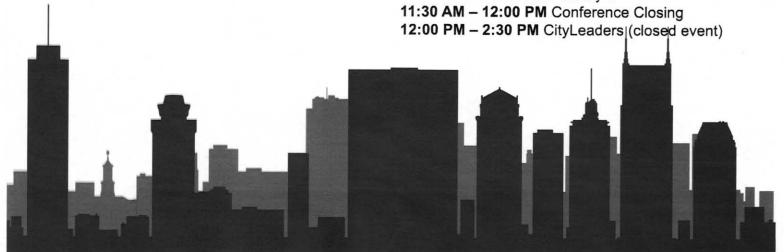
6:30 PM - 8:00 PM Service Learning Project

# September 20 (Wednesday)

7:30 AM - 8:00 AM Breakfast

8:00 AM - 9:30 AM Breakouts/Abstracts

10:00 AM - 11:30 AM Plenary 4





Ready to Register?

# Register Now

View Preliminary Framework

# **Registration Fees**

Early Bird Rates	General Rates	Late/Onsite
On or before Aug. 18, 2017	Aug. 19 - Sept. 11, 2017	After Sept. 12, 2017
\$500	\$550	\$600
\$550	\$600	\$650
\$225	\$275	\$325
e student rate may be red	quired to present proof o	
	\$500 \$550 \$225	\$500 \$550 \$600

# **Please Note**

- VISA, MASTERCARD, AMERICAN EXPRESS, CHECKS, and CASH ONLY are accepted for payment, and are accepted on-site.
- No Purchase Orders or any other payment method are authorized.
- Check payment information can be found in the confirmation email received after registration.

- Once registration information has been submitted, changes cannot be made manually to the application. Should you need to make a change, please contact Janet Rogers at jmrogers@unmc.edu.
- Name tags will be printed on September 11, 2017. Name tags for registrations received after this date will be printed on-site.
- There are NO one-day rates.

# **Cancellation Policy**

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- Please note that in the event of a cancellation, any expenses incurred by the registrant, such as travel, will not be reimbursed.
- Send written cancellation requests via email to jmrogers@unmc.edu.

# **Hotel Information**



# **Gaylord Opryland & Convention Center**

2800 Opryland Drive - Nashville, Tennessee 37214

1-866-972-6779 Reservations

1-615-889-1000 Direct

# **CityMatCH Reservations**

Room reservations can be made at the conference group rate of \$199, plus tax and charges, Sept. 15-20, subject to availability. Reservations can be made now through Aug. 23, 2017 at 5 p.m. CST or until the block is sold out, which ever comes first. The hotel will determine whether it can accept reservations on a space and rate available basis at the CityMatCH group rate after Aug. 23.

Make a reservation by <u>clicking this link</u>. **Federal employees** contact Maureen Fitzgerald at mfitzger@unmc.edu prior to making a reservation.

# Friends of CityMatCH Dinner



# The Musicians Hall of Fame & Museum

401 Gay Street, Nashville, TN 37219

Monday, Sept. 18, 2017

6 to 9 PM

\$45.00 per ticket

A ticket includes admission to the Musicians Hall of Fame & Museum, dinner and transportation. Dinner will be catered by Jim'N Nick's Community BBQ. The menu includes sliced brisket (GF), hand pulled chicken (GF), homemade Mac'N cheese, Bar-B-Q baked beans, creamy coleslaw, along with famous cheese biscuits. NOTE: Vegetarian options are available by request only. *Please contact Stephani Tyrance about dietary restrictions*.

The Musicians Hall of Fame is a premiere Nashville attraction and the one and only museum in the world that honors the talented musicians who actually played on the greatest recordings of all time. Some like Jimi Hendrix are well known, while others like L.A session drummer Hal Blaine are not as well known to the public, but have played on hundreds of hit records from Elvis, Frank and Nancy Sinatra, The Byrds, The Mamas and The Papas and The Beach Boys, just to name a very few. The Musicians Hall Of Fame And Museum has on exhibit the very instruments that these musicians used to record many of these classic hits.

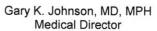
Ready to Register?

# Register Now

For questions or assistance with registration, please contact:

Janet Rogers

Email: jmrogers@unmc.edu Phone: 402-552-9575 FAX: 402-552-9593





## **MEMORANDUM**

To:

Brenda Clack, Chairperson

**Human Services Committee** 

From:

Mark Valacak, MPH

Health Officer

Date:

August 7, 2017

Subject:

Request for Overnight Travel for 2017 Annual Family Planning Update Conference.

## Requested Action

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

Conference/Location:

2017 Annual Family Planning Update Conference

Date(s):

September 18 - September 20, 2017

Attendee(s):

Robin Shook, Secretary

Amount:

\$382.00 approximately includes conference cost, lodging and meals.

**Funding Account:** 

221.6125.0889 Training

**Funding Source:** 

State Participation

Purpose:

To receive pertinent information for Family Planning accreditation.

#### Discussion

This conference is for the Family Planning Annual Update 2017. The meeting includes accreditation pertinent information for nursing, health education and administrative functioning of Title X programming. The registration is fee is \$175, hotel room \$172.50 and \$34.50 for meals outside of the conference. **No county appropriation is needed.** 

# GENESEE COUNTY OVERNIGHT TRAVEL REQUEST

Reso #:____

Name: Robin S	Sho <b>@</b> k					Date:	7/21/2017
Conference Title:	Family I	Planning U	pdate 201	7			See 1
Date(s) of Conference	ce: <u>9/18/19</u> -	9/20/17( pr	e confere	<u>Location</u>	Grand Rapi	ds, MI	V A =
Charge to:	Departme	nt: <b>6125</b>		Acct (choose	one):	46495	
-		Exp	enditure D	etail			
Personal Vehicle Mill (If over 50 Airfare:		nust attain app	Miles @ proval)	\$0.53	5 per mile=	_	\$0.00
Other Transportation	Costs (detai	il):	cou	nty car		_	
Conference Registra	tion:						\$175.00
Lodging:	2	nights @	\$86.25	per night=		_	\$172.50
# of Meals:	0 0 2	bkfst @ lunch @ dinner @	\$9.00	+ .90 tip= + 1.35 tip= + 2.25 tip=	\$6.90 \$10.35 \$17.25	\$0.00 \$0.00 \$34.50	\$34.50
Other costs (detail):					-	_	
Prepayments request Airfare: Lodging Deposit: Registration Fees:	\$172.5 \$175.0				TOTAL	COSTS:	\$382.00
Other:			TOTAL PR	EPAYMENTS	REQUESTED:		\$347.50
				LE ADVANCE	PAYMENT:		\$34.50
		A	PPROVAL	S			
Supervisor: Director:	Jan	Lak	occo			Date:	7/21/17
Accounting:	lng	rd St	sk			Date:	1/25/17
Health Officer:						Date:	



21-JUL-2017

Robin Shook United States



Thank you for making your reservation at the CROWNE PLAZA GRAND RAPIDS AIRPORT. We have reserved the following accommodations for you:

Arrival Date	Departure Date	Nightly Rate	Room Type	
09-18-17	09-20-17	75.00 USD	Two Queen Beds	

Your Confirmation Number is 68425352, and you are guaranteed for late arrival.

The above room rate is per night and is subject to the following taxes - 15% Room Occupancy Tax. If you wish to cancel your reservation, please do so prior to 6:00pm on the day of your arrival to avoid cancellation charges. Please be informed that photo identification will be required at time of check in.

Should you have any questions, please do not hesitate to call us at (616) 957-1770. We look forward to welcoming you to the Crowne Plaza Grand Rapids Airport.

Again, thank you for choosing the CROWNE PLAZA GRAND RAPIDS. We look forward to having you as our guest.

Best regards,

Reservations Office



Michigan Public Health Institute Attn: E&T Accounts Receivable 2465 Woodlake Circle Okemos, MI 48864

Make check payable to **Michigan Public Health Institute** and remit to address above. Please reference your **Order Invoice Number** on your check.

## Invoice

Genesee County Health Department - Flint

630 S Saginaw St Ste 4 Flint, MI 48502-1540 810-237-4544 EBMS Order Invoice Number:

46408

Order Date:

07/21/2017

EBMS Account No.:

00019909

MPHI Project No.:

H-64205-12 (FP Conf '17)

Invoice Due Upon Receipt

2017 Family Planning Update Annual Conference (5792) September 18, 2017

Description	Rate	A THE SE	Charges
Shook, Robin M. (Genesee County Health Department - Flint)			
I plan to attend session 103: Joint Session on Screening.	\$0.00	FUN	\$0.00
I plan to attend session 202: The New Health Care Agenda and What it Means for Family Planning.	0.00	FUN	0.00
I plan to attend session 303: Social Media.	0.00	FUN	0.00
I plan to attend session 403: Working Alongside Medicaid Health Plans.	0.00	FUN	0.00
I plan to attend the Closing Keynote: Outreach to Males with Dr. Bell.	0.00	FUN	0.00
Yes, I would like a Certificate of Attendance.	0.00	FUN	0.00
I plan to attend the Evening Reception.	0.00	EA	0.00
No, I am not interested in Continuing Education.	0.00	FUN	0.00
I plan to attend the full conference.	175.00	EA	175.00
I plan to attend the Evening Session: Title X 101. (For new Coordinators Only)	100 100	FUN	0.00
Stokes, Kelli J. (Genesee County Health Department)			
I plan to attend session 103: Joint Session on Screening.	0.00	FUN	0.00
I plan to attend session 202: The New Health Care Agenda and What it Means for Family Planning.		FUN	0.00
I plan to attend session 302: Information Education Committee – Best Practice.	0.00	FUN	0.00
I plan to attend session 403: Working Alongside Medicaid Health Plans.		FUN	0.00
I plan to attend the Closing Keynote: Outreach to Males with Dr. Bell.	0.00	FUN	0.00
Yes, I would like a Certificate of Attendance.		FUN	0.00
I plan to attend the Evening Reception.	0.00	EA	0.00
No, I am not interested in Continuing Education.		FUN	0.00
I plan to attend the full conference.			175.00
I plan to attend the Evening Session: Title X 101. (For new Coordinators Only)	240,000	FUN	0.00
Taipalus, Susan D. (Genesee County Health Department - Flint)	0.00	1 014	0.00
I plan to attend session 101: The Doctor Is In. (Clinical Track)	0.00	FUN	0.00
I plan to attend session 201: What's New in Breast and Cervical Cancer. (Clinical Track)	0.00	FUN	0.00
I plan to attend session 301: Clinical Cases. (Clinical Track)	0.00	FUN	0.00
I plan to attend session 401: Fast-Track Your PrEP Knowledge. (Clinical)	0.00	FUN	0.00
I plan to attend the Closing Keynote: Outreach to Males with Dr. Bell.	0.00	FUN	0.00

# Invoice

			Invoice: 46408
2017 Family Planning Update Annual Conference (5792) September 18, 2017			
Yes, I would like a Certificate of Attendance.	0.00	FUN	0.00
I plan to attend the Evening Reception.	0.00	EA	0.00
I am interested in Nursing Contact Hours.	15.00	EA	15.00
I plan to attend the full conference.	175.00	EA	175.00
	Total For Registration:		\$540.00
	Total Charges:	01	\$540.00
Invoice Summary			
	Total Payments:		\$0.00
	Total Amount Due:		\$540.00

MPHI Federal ID#38-2963835

Please note that payment in full is required prior to the event date. If payment is not processed, you will not be allowed into the event.





EMPOWERING Reproductive Health

Crowne Plaza Grand Rapids - Airport

# About the 2017 Family Planning Update Conference

The annual Family Planning Update is a networking event that provides education, training and resources to support Michigan's Title X service delivery network. Both local and national experts will share their expertise and provide technical assistance aimed at assuring Michigan's network of reproductive providers are compliant with state and federal guidelines. This year's event offers providers training and educational opportunities on current best practices in the areas of contraception, breast and cervical cancer, preconception and male exams along with important program updates.



# Session Information

# Monday, September 18, 2017

6:00 p.m. - 8:00 p.m.

#### Clinical Practicum - IUD

Dr. Brent Davidson, Henry Ford Health System & MDHHS

## Title X 101

MDHHS State Staff

# Tuesday, September 19, 2017

9:30 a.m. - 5:00 p.m.

#### **Contraceptive Update**

Dr. Brent Davidson, Henry Ford Health System & MDHHS

#### 101 Clinical Track - The Doctor Is In

Dr. Brent Davidson, Henry Ford Health System & MDHHS

#### 102 Innovative Program Models Update

Connie Kross, Ottawa County Department of Public Health Lisa Peacock and Michelle Klein, Benzie-Leelanau District Health Department

## 103 Joint Session on Screening

Karen Brown, MDHHS Tobacco Section Mark Lowis, MDHHS Behavioral Health Section

# **Group Luncheon**

Bedsider and ReBranding Birth Control

Larry Swiader, Bedsider

# 201 Clinical Track - "What's New in Breast and Cervical Cancer?

Ann Garvin, MDHHS

# 202 The New Health Care Agenda and What it \( \stacktriangle \) Means for Family Planning

Jessica Marcella, NFPRA

## 301 Clinical Session - Clinical Cases

Sue Montei, MDHHS Linda Gregg, MDHHS

## 302 Information Education Committee - Best Practice

Cherie Seitz, Planned Parenthood of Kalamazoo Mary MacInnes, Midland County Health Darin McMillan, MDHHS

#### **303 Social Media**

Larry Swiader, Bedsider

# Tuesday, September 19, 2017

(Continued)

## **Evening Reception**

5:00 p.m. - 6:00 p.m.

#### Clinical Practicum - Male Exams

Dr. David Bell, Columbia University Medical Center 6:00 p.m. - 8:00 p.m.

# Wednesday, September 20, 2017

9:00 a.m. - 3:00 p.m.

## Morning General Session Show Your Love Campaign

Susan Woodward, UNC Center for Maternal & Infant Health

# 401 Clinical Track - Fast-Track Your PrEP Knowledge

Jonathan Fritz, MDHHS

## **402 Messaging Preconception in Communities**

Suzanne Woodward, UNC Center for Maternal & Infant Health Janis Biermann, Maryland Department of Health & Human Services

## 403 Working Alongside Medicaid Health Plans

Rachel Copeland, MDHHS Debra Darling, MSU

## Group Luncheon Substance Abuse

Sara Paxton, Family Outreach Center Inc.

## Closing Keynote Male Outreach

Dr. David Bell, Columbia University Medical Center



For more info, visit: **EVENTS.MPHI.ORG** 

Education and counseling are cornerstones of Title X services

30,227 Oral Contraceptives 16,011 Depo 8,918 Condoms

# Location & Accommodations:

Crowne Plaza Grand Rapids 5700 28th Street SE., Grand Rapids, MI

Individuals should call 616-957-1770 and ask for the 2017 Michigan Family Planning Conference Block. Rate is \$75 a night plus taxes and fees. Room block closes August 31, 2017.



# Keynote Speakers



**Dr. Brent Davidson** is the Vice Chair of Women's Health Services at Henry Ford Health System. In addition to being the Physician in Charge of Henry Ford West Bloomfield's ambulatory clinics, he is also the Medical Director for Family Planning for the Michigan Department of Health and Human Services and serves on the Board of Directors for HAVEN, Oakland County's domestic violence shelter.

He attended medical school at the University of Louisville, completed his residency in Ob/Gyn at the University of Michigan, and joined the Henry Ford Medical Group in 1985 as Senior Staff at Henry Ford Medical Center - West Bloomfield. He was appointed Division Head for the Oakland region and developed and integrated it into the Division of Women's Health at Henry Ford West Bloomfield Hospital in 2009. He served as Service Chief for Women's Health Services at the hospital until 2016.

Join Dr. Davidson on Monday, September 18 from 6:00 p.m. - 8:00 p.m. for an IUD clinical practicum.



David L. Bell, MD, MPH is an Associate Professor in the Department of Pediatrics (College of Physicians & Surgeons) and in the Heilbrunn Department of Population and Family Health (Mailman School of Public Health) at Columbia University Medical Center. Dr. Bell is the Medical Director of the Family Planning Program that includes the Young Men's Clinic, a unique adjunct to New York Presbyterian Hospital's Family Planning Clinic. Since 1999, Dr. Bell has been Medical Director of the Young Men's Clinic. In that capacity, he delivers primary care to adolescent and young adult males and is a strong advocate for the right of young men to have access to high quality and respectful services that address the issues relevant to adolescent and young men, which includes attention to their sexual and reproductive health.

Join Dr. Bell on Tuesday, September 19 from 6:00 p.m. - 8:00 p.m. for a male exam clinical practicum.





## **MEMORANDUM**

To:

Brenda Clack, Chairperson

**Human Services Committee** 

From:

Mark Valacak, MPH

Health Officer

Date:

August 7, 2017

Subject:

Request for Overnight Travel for 2017 Annual Family Planning Update Conference.

Requested Action

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

Conference/Location:

2017 Annual Family Planning Update Conference

Date(s):

September 18 – September 20, 2017

Attendee(s):

Kelli Stokes, Health Educator

Amount:

\$209.50 approximately includes conference cost, lodging and meals.

**Funding Account:** 

221.6125.0889 Training

**Funding Source:** 

State Participation

Purpose:

To receive pertinent information for Family Planning accreditation.

Discussion

This conference is for the Family Planning Annual Update 2017. The meeting includes accreditation pertinent information for nursing, health education and administrative functioning of Title X programming. The registration is fee is \$175, shared lodging \$0 and \$34.50 for meals outside of the conference. **No county appropriation is needed.** 

# GENESEE COUNTY OVERNIGHT TRAVEL REQUEST

Reso #:_____

Name: Kelli Stol	ces					Date:	7/21/2017
Conference Title:	Family I	Planning U _l	odate 201	17			
Date(s) of Conference:	9/18/19-	9/20/17(pre	confere	<u>1</u> Location	Grand Rap	ids, MI	
Charge to:	Departme	nt: <b>6125</b>		Acct (choose	one):	46495	
		Exp	enditure D	etail			
Personal Vehicle Milea (If over 50 r Airfare:		nust attain app	Miles @ proval)	\$0.535	5 per mile=	_	\$0.00
Other Transportation C	osts (deta	il):	cou	ınty car		_	
Conference Registration	on:					_	\$175.00
Lodging:	0	nights @	\$86.25	per night=		_	\$0.00
# of Meals:	0 0 2	bkfst @ lunch @ dinner @	\$9.00	+ .90 tip= + 1.35 tip= + 2.25 tip=	\$6.90 \$10.35 \$17.25	\$0.00 \$0.00 \$34.50	\$34.50
Other costs (detail):						_	
Prepayments request Airfare: Lodging Deposit: Registration Fees:	ed: \$175.0	 00			TOTAL	COSTS:	\$209.50
Other:		_	TOTAL PR	REPAYMENTS	REQUESTED:		\$175.00
			100,000 100,000,000,000	BLE ADVANCE	PAYMENT:		\$34.50
		,	APPROVAL	.S			
Supervisor:	1		2			Date:	./ / -
Director:	Jose	c Xa	Kotco			Date: 7	121/17
Accounting:	Uln;	gnd G	th			Date: 7	25/17
Health Officer:	U					Date:	



Michigan Public Health Institute Attn: E&T Accounts Receivable 2465 Woodlake Circle Okemos, MI 48864

Make check payable to Michigan Public Health Institute and remit to address above. Please reference your Order Invoice Number on your check.

# Invoice

Genesee County Health Department - Flint

630 S Saginaw St Ste 4 810-237-4544

EBMS Order Invoice Number:

46408

Order Date:

07/21/2017

Flint, MI 48502-1540

EBMS Account No.:

00019909

MPHI Project No.:

H-64205-12 (FP Conf '17)

Invoice Due Upon Receipt

2017 Family Planning Update Annual Conference (5792) September 18, 2017

Description	Rate	1	Charges
Shook, Robin M. (Genesee County Health Department - Flint)			
I plan to attend session 103: Joint Session on Screening.	\$0.00	FUN	\$0.00
I plan to attend session 202: The New Health Care Agenda and What it Means for Family Planning.	0.00	FUN	0.00
I plan to attend session 303: Social Media.	0.00	FUN	0.00
I plan to attend session 403: Working Alongside Medicaid Health Plans.	0.00	FUN	0.00
I plan to attend the Closing Keynote: Outreach to Males with Dr. Bell.	0.00	FUN	0.00
Yes, I would like a Certificate of Attendance.	0.00	FUN	0.00
I plan to attend the Evening Reception.	0.00	EA	0.00
No, I am not interested in Continuing Education.	0.00	FUN	0.00
I plan to attend the full conference.	175.00	EA	175.00
I plan to attend the Evening Session: Title X 101. (For new Coordinators Only)	0.00	FUN	0.00
Stokes, Kelli J. (Genesee County Health Department)			
I plan to attend session 103: Joint Session on Screening.	0.00	FUN	0.00
I plan to attend session 202: The New Health Care Agenda and What it Means for Family Planning.	0.00	FUN	0.00
I plan to attend session 302: Information Education Committee – Best Practice.	0.00	FUN	0.00
I plan to attend session 403: Working Alongside Medicaid Health Plans.	0.00	FUN	0.00
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Taipalus, Susan D. (Genesee County Health Department - Flint)			
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l plan to attend session 401: Fast-Track Your PrEP Knowledge. (Clinical)	0.00	FUN	0.00
I plan to attend the Closing Keynote: Outreach to Males with Dr. Bell.	0.00	FUN	0.00

# Invoice

				Invoice: 46408
2017 Family Planning Update Annual Conference (5792) Septer	mber 18, 2017			
Yes, I would like a Certificate of Attendance.		0.00	FUN	0.00
I plan to attend the Evening Reception.		0.00	EA	0.00
I am interested in Nursing Contact Hours.		15.00	EA	15.00
I plan to attend the full conference.		175.00	EA	175.00
		Total For Registration:		\$540.00
		Total Charges:	<u> </u>	\$540.00
Invoice Summary				
		Total Payments:		\$0.00
		Total Amount Due:		\$540.00

MPHI Federal ID#38-2963835

Please note that payment in full is required prior to the event date. If payment is not processed, you will not be allowed into the event.





EMPOWERING Reproductive Health

Crowne Plaza Grand Rapids - Airport

# About the 2017 Family Planning Update Conference

The annual Family Planning Update is a networking event that provides education, training and resources to support Michigan's Title X service delivery network. Both local and national experts will share their expertise and provide technical assistance aimed at assuring Michigan's network of reproductive providers are compliant with state and federal guidelines. This year's event offers providers training and educational opportunities on current best practices in the areas of contraception, breast and cervical cancer, preconception and male exams along with important program updates.



# Session Information

# Monday, September 18, 2017

6:00 p.m. - 8:00 p.m.

#### Clinical Practicum - IUD

Dr. Brent Davidson, Henry Ford Health System & MDHHS

## Title X 101

MDHHS State Staff

# Tuesday, September 19, 2017

9:30 a.m. - 5:00 p.m.

#### **Contraceptive Update**

Dr. Brent Davidson, Henry Ford Health System & MDHHS

#### 101 Clinical Track - The Doctor Is In

Dr. Brent Davidson, Henry Ford Health System & MDHHS

#### 102 Innovative Program Models Update

Connie Kross, Ottawa County Department of Public Health Lisa Peacock and Michelle Klein, Benzie-Leelanau District Health Department

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Karen Brown, MDHHS Tobacco Section Mark Lowis, MDHHS Behavioral Health Section

# **Group Luncheon**

Bedsider and ReBranding Birth Control

Larry Swiader, Bedsider

# 201 Clinical Track - "What's New in Breast and Cervical Cancer?

Ann Garvin, MDHHS

# 202 The New Health Care Agenda and What it \( \stacktriangle \) Means for Family Planning

Jessica Marcella, NFPRA

## 301 Clinical Session - Clinical Cases

Sue Montei, MDHHS Linda Gregg, MDHHS

## 302 Information Education Committee - Best Practice

Cherie Seitz, Planned Parenthood of Kalamazoo Mary MacInnes, Midland County Health Darin McMillan, MDHHS

#### **303 Social Media**

Larry Swiader, Bedsider

# Tuesday, September 19, 2017

(Continued)

## **Evening Reception**

5:00 p.m. - 6:00 p.m.

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Dr. David Bell, Columbia University Medical Center 6:00 p.m. - 8:00 p.m.

# Wednesday, September 20, 2017

9:00 a.m. - 3:00 p.m.

## Morning General Session Show Your Love Campaign

Susan Woodward, UNC Center for Maternal & Infant Health

# 401 Clinical Track - Fast-Track Your PrEP Knowledge

Jonathan Fritz, MDHHS

## **402 Messaging Preconception in Communities**

Suzanne Woodward, UNC Center for Maternal & Infant Health Janis Biermann, Maryland Department of Health & Human Services

## 403 Working Alongside Medicaid Health Plans

Rachel Copeland, MDHHS Debra Darling, MSU

## Group Luncheon Substance Abuse

Sara Paxton, Family Outreach Center Inc.

## Closing Keynote Male Outreach

Dr. David Bell, Columbia University Medical Center



For more info, visit: **EVENTS.MPHI.ORG** 

Education and counseling are cornerstones of Title X services

30,227 Oral Contraceptives 16,011 Depo 8,918 Condoms

# Location & Accommodations:

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# Keynote Speakers



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He attended medical school at the University of Louisville, completed his residency in Ob/Gyn at the University of Michigan, and joined the Henry Ford Medical Group in 1985 as Senior Staff at Henry Ford Medical Center - West Bloomfield. He was appointed Division Head for the Oakland region and developed and integrated it into the Division of Women's Health at Henry Ford West Bloomfield Hospital in 2009. He served as Service Chief for Women's Health Services at the hospital until 2016.

Join Dr. Davidson on Monday, September 18 from 6:00 p.m. - 8:00 p.m. for an IUD clinical practicum.



David L. Bell, MD, MPH is an Associate Professor in the Department of Pediatrics (College of Physicians & Surgeons) and in the Heilbrunn Department of Population and Family Health (Mailman School of Public Health) at Columbia University Medical Center. Dr. Bell is the Medical Director of the Family Planning Program that includes the Young Men's Clinic, a unique adjunct to New York Presbyterian Hospital's Family Planning Clinic. Since 1999, Dr. Bell has been Medical Director of the Young Men's Clinic. In that capacity, he delivers primary care to adolescent and young adult males and is a strong advocate for the right of young men to have access to high quality and respectful services that address the issues relevant to adolescent and young men, which includes attention to their sexual and reproductive health.

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Gary K. Johnson, MD, MPH Medical Director

## MEMORANDUM

To:

Brenda Clack, Chairperson

**Human Services Committee** 

From:

Mark Valacak, MPH

Health Officer

Date:

August 7, 2017

Subject:

Request for Overnight Travel for 2017 Annual Family Planning Update Conference.

Requested Action

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

Conference/Location:

2017 Annual Family Planning Update Conference

Date(s):

September 19 – September 20, 2017

Attendee(s):

Susan Taipalus, RN

Amount:

\$278.50 approximately includes conference cost, lodging and meals.

**Funding Account:** 

221.6125.0889 Training

**Funding Source:** 

State Participation

Purpose:

To receive pertinent information for Family Planning accreditation.

#### Discussion

This conference is for the Family Planning Annual Update 2017. The meeting includes accreditation pertinent information for nursing, health education and administrative functioning of Title X programming. The registration is fee is \$175, lodging \$86.25 and \$17.25 for meals outside of the conference. **No county appropriation is needed.** 

# GENESEE COUNTY OVERNIGHT TRAVEL REQUEST

Reso #:____

Name: Susan T	aipalus					Date:	7/21/2017
Conference Title:	Family Pl	anning U	pdate 201	17			
Date(s) of Conference	e: <b>9/19/19-9</b>	/20/17		Location	Grand Rapi	ds, MI	
Charge to:	Department	6125	_	Acct (choose	one):	46495	
		Ex	penditure D	etail			
Personal Vehicle Mile (If over 50 Airfare:	eage: miles you mu	ıst attain ap	_Miles @ oproval)	\$0.538	5 per mile=	_	\$0.00
Other Transportation	Costs (detail)	:	cou	ınty car		<u> </u>	
Conference Registrat	ion:						\$175.00
Lodging:	1	_nights @	\$86.25	per night=		_	\$86.25
# of Meals:	0 0 1	_bkfst @ _lunch @ _dinner @	\$9.00	+ .90 tip= + 1.35 tip= + 2.25 tip=	\$6.90 \$10.35 \$17.25	\$0.00 \$0.00 \$17.25	\$17.25
Other costs (detail):					_		
Prepayments reques Airfare: Lodging Deposit: Registration Fees: Other:	\$86.25 \$175.00	_			TOTAL	COSTS:	\$278.50
Other.	8	-	TOTAL PR	REPAYMENTS	REQUESTED:		\$261.25
			ALLOWAE	BLE ADVANCE	PAYMENT:		\$17.25
Supervisor: Director: Accounting:	Toui	Lak d It	Pecco Nk			Date:	7/21/17
Health Officer	0					Date:	



21-JUL-2017

Robin Shook United States Suet.

Thank you for making your reservation at the CROWNE PLAZA GRAND RAPIDS AIRPORT. We have reserved the following accommodations for you:

Arrival Date	Departure Date	Nightly Rate	Room Type		
09-19-17	09-20-17	75.00 USD	Two Queen Beds	7	

Your Confirmation Number is 68426752, and you are guaranteed for late arrival.

The above room rate is per night and is subject to the following taxes - 15% Room Occupancy Tax. If you wish to cancel your reservation, please do so prior to 6:00pm on the day of your arrival to avoid cancellation charges. Please be informed that photo identification will be required at time of check in.

Should you have any questions, please do not hesitate to call us at (616) 957-1770. We look forward to welcoming you to the Crowne Plaza Grand Rapids Airport.

Again, thank you for choosing the CROWNE PLAZA GRAND RAPIDS. We look forward to having you as our guest.

Best regards,

Reservations Office



Michigan Public Health Institute Attn: E&T Accounts Receivable 2465 Woodlake Circle Okemos, MI 48864

Make check payable to Michigan Public Health Institute and remit to address above. Please reference your Order Invoice Number on your check.

# Invoice

Genesee County Health Department - Flint

Flint, MI 48502-1540 810-237-4544

EBMS Order Invoice Number:

46408

630 S Saginaw St Ste 4

Order Date:

07/21/2017

EBMS Account No.:

00019909

MPHI Project No.:

H-64205-12 (FP Conf '17)

Invoice Due Upon Receipt

2017 Family Planning Update Annual Conference (5792) September 18, 2017

Description	Rate		Charges
Shook, Robin M. (Genesee County Health Department - Flint)			
I plan to attend session 103: Joint Session on Screening.	\$0.00	FUN	\$0.00
I plan to attend session 202: The New Health Care Agenda and What it Means for Family Planning.	0.00	FUN	0.00
I plan to attend session 303: Social Media.	0.00	FUN	0.00
I plan to attend session 403: Working Alongside Medicaid Health Plans.	0.00	FUN	0.00
I plan to attend the Closing Keynote: Outreach to Males with Dr. Bell.	0.00	FUN	0.00
Yes, I would like a Certificate of Attendance.	0.00	FUN	0.00
I plan to attend the Evening Reception.	0.00	EA	0.00
No, I am not interested in Continuing Education.	0.00	FUN	0.00
I plan to attend the full conference.	175.00	EA	175.00
I plan to attend the Evening Session: Title X 101. (For new Coordinators Only)	0.00	FUN	0.00
Stokes, Kelli J. (Genesee County Health Department)			
I plan to attend session 103: Joint Session on Screening.	0.00	FUN	0.00
I plan to attend session 202: The New Health Care Agenda and What it Means for Family Planning.	0.00	FUN	0.00
I plan to attend session 302: Information Education Committee - Best Practice.	0.00	FUN	0.00
I plan to attend session 403: Working Alongside Medicaid Health Plans.	0.00	FUN	0.00
I plan to attend the Closing Keynote: Outreach to Males with Dr. Bell.	0.00	FUN	0.00
Yes, I would like a Certificate of Attendance.	0.00	FUN	0.00
I plan to attend the Evening Reception.	0.00	EA	0.00
No, I am not interested in Continuing Education.	0.00	FUN	0.00
I plan to attend the full conference.	175.00	EA	175.00
I plan to attend the Evening Session: Title X 101. (For new Coordinators Only)	0.00	FUN	0.00
Taipalus, Susan D. (Genesee County Health Department - Flint)			
I plan to attend session 101: The Doctor Is In. (Clinical Track)	0.00	FUN	0.00
I plan to attend session 201: What's New in Breast and Cervical Cancer. (Clinical Track)	0.00	FUN	0.00
I plan to attend session 301: Clinical Cases. (Clinical Track)	0.00	FUN	0.00
I plan to attend session 401: Fast-Track Your PrEP Knowledge. (Clinical)	0.00	FUN	0.00
I plan to attend the Closing Keynote: Outreach to Males with Dr. Bell.	0.00	FUN	0.00

# Invoice

		Invoice: 46408
0.00	FUN	0.00
0.00	EA	0.00
15.00	EA	15.00
175.00	EA	175.00
Total For Registration:	_	\$540.00
Total Charges:	-	\$540.00
Total Payments:		\$0.00
<b>Total Amount Due:</b>		\$540.00
	0.00 15.00 175.00 Total For Registration: Total Charges:	Total Charges:

MPHI Federal ID#38-2963835
Please note that payment in full is required prior to the event date. If payment is not processed, you will not be allowed into the event.





EMPOWERING Reproductive Health

Crowne Plaza Grand Rapids - Airport

# About the 2017 Family Planning Update Conference

The annual Family Planning Update is a networking event that provides education, training and resources to support Michigan's Title X service delivery network. Both local and national experts will share their expertise and provide technical assistance aimed at assuring Michigan's network of reproductive providers are compliant with state and federal guidelines. This year's event offers providers training and educational opportunities on current best practices in the areas of contraception, breast and cervical cancer, preconception and male exams along with important program updates.



# Session Information

# Monday, September 18, 2017

6:00 p.m. - 8:00 p.m.

#### Clinical Practicum - IUD

Dr. Brent Davidson, Henry Ford Health System & MDHHS

## Title X 101

MDHHS State Staff

# Tuesday, September 19, 2017

9:30 a.m. - 5:00 p.m.

#### **Contraceptive Update**

Dr. Brent Davidson, Henry Ford Health System & MDHHS

#### 101 Clinical Track - The Doctor Is In

Dr. Brent Davidson, Henry Ford Health System & MDHHS

#### 102 Innovative Program Models Update

Connie Kross, Ottawa County Department of Public Health Lisa Peacock and Michelle Klein, Benzie-Leelanau District Health Department

## 103 Joint Session on Screening

Karen Brown, MDHHS Tobacco Section Mark Lowis, MDHHS Behavioral Health Section

# **Group Luncheon**

Bedsider and ReBranding Birth Control

Larry Swiader, Bedsider

# 201 Clinical Track - "What's New in Breast and Cervical Cancer?

Ann Garvin, MDHHS

# 202 The New Health Care Agenda and What it \( \stacktriangle \) Means for Family Planning

Jessica Marcella, NFPRA

## 301 Clinical Session - Clinical Cases

Sue Montei, MDHHS Linda Gregg, MDHHS

## 302 Information Education Committee - Best Practice

Cherie Seitz, Planned Parenthood of Kalamazoo Mary MacInnes, Midland County Health Darin McMillan, MDHHS

#### **303 Social Media**

Larry Swiader, Bedsider

# Tuesday, September 19, 2017

(Continued)

## **Evening Reception**

5:00 p.m. - 6:00 p.m.

#### Clinical Practicum - Male Exams

Dr. David Bell, Columbia University Medical Center 6:00 p.m. - 8:00 p.m.

# Wednesday, September 20, 2017

9:00 a.m. - 3:00 p.m.

## Morning General Session Show Your Love Campaign

Susan Woodward, UNC Center for Maternal & Infant Health

# 401 Clinical Track - Fast-Track Your PrEP Knowledge

Jonathan Fritz, MDHHS

## **402 Messaging Preconception in Communities**

Suzanne Woodward, UNC Center for Maternal & Infant Health Janis Biermann, Maryland Department of Health & Human Services

## 403 Working Alongside Medicaid Health Plans

Rachel Copeland, MDHHS Debra Darling, MSU

## Group Luncheon Substance Abuse

Sara Paxton, Family Outreach Center Inc.

## Closing Keynote Male Outreach

Dr. David Bell, Columbia University Medical Center



For more info, visit: **EVENTS.MPHI.ORG** 

Education and counseling are cornerstones of Title X services

30,227 Oral Contraceptives 16,011 Depo 8,918 Condoms

# Location & Accommodations:

Crowne Plaza Grand Rapids 5700 28th Street SE., Grand Rapids, MI

Individuals should call 616-957-1770 and ask for the 2017 Michigan Family Planning Conference Block. Rate is \$75 a night plus taxes and fees. Room block closes August 31, 2017.



# Keynote Speakers



**Dr. Brent Davidson** is the Vice Chair of Women's Health Services at Henry Ford Health System. In addition to being the Physician in Charge of Henry Ford West Bloomfield's ambulatory clinics, he is also the Medical Director for Family Planning for the Michigan Department of Health and Human Services and serves on the Board of Directors for HAVEN, Oakland County's domestic violence shelter.

He attended medical school at the University of Louisville, completed his residency in Ob/Gyn at the University of Michigan, and joined the Henry Ford Medical Group in 1985 as Senior Staff at Henry Ford Medical Center - West Bloomfield. He was appointed Division Head for the Oakland region and developed and integrated it into the Division of Women's Health at Henry Ford West Bloomfield Hospital in 2009. He served as Service Chief for Women's Health Services at the hospital until 2016.

Join Dr. Davidson on Monday, September 18 from 6:00 p.m. - 8:00 p.m. for an IUD clinical practicum.



David L. Bell, MD, MPH is an Associate Professor in the Department of Pediatrics (College of Physicians & Surgeons) and in the Heilbrunn Department of Population and Family Health (Mailman School of Public Health) at Columbia University Medical Center. Dr. Bell is the Medical Director of the Family Planning Program that includes the Young Men's Clinic, a unique adjunct to New York Presbyterian Hospital's Family Planning Clinic. Since 1999, Dr. Bell has been Medical Director of the Young Men's Clinic. In that capacity, he delivers primary care to adolescent and young adult males and is a strong advocate for the right of young men to have access to high quality and respectful services that address the issues relevant to adolescent and young men, which includes attention to their sexual and reproductive health.

Join Dr. Bell on Tuesday, September 19 from 6:00 p.m. - 8:00 p.m. for a male exam clinical practicum.







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

August 1, 2017

## **MEMORANDUM**

TO:

Commissioner Brenda Clack, Chairperson

Human Services Committee (HSC)

FROM:

Lynn M. Radzilowski Director

Genesee County Office of Senior Services (GCOSS)

RE:

Senior Center Budget Amendment Request: Krapohl and Brennan

**Senior Center** 

The Krapohl and Brennan senior center have requested to amend their FY 2016-2017 budget. This request is appropriate and there are no red flags.

## **Krapohl Senior Center:**

The letter requesting the amendment is attached with three bid proposals for an AED machine and a freezer.

**Reduce Administration from \$122,737.41 to \$119,902.41** a difference of \$2,835 to increase operation and equipment.

**Increase Operations from \$47,517.59 to \$47,852.59** a difference of \$335 to increase the line item for advertisement.

**Increase Equipment from \$-0- to \$2,500** – difference of \$2,500 to purchase a portable AED machine and an upright freezer.

## **Brennan Senior Center:**

The letter requesting the amendment is attached.

**Reduce Administration from \$43,609.56 to \$41,633.21** a difference of \$1,976.35 to increase programming and operations.

Increase Programming from \$5,243.08 to \$5,891.91 a difference of \$648.83. Increase Operations from \$62,783.36 to \$64,560.88 a difference of \$1,777.52. Reduce Equipment from \$2,190 to \$1,740 – a difference of \$450 to increase programming.

## Recommendation:

At this time, the GCOSS recommends approving the budget amendments and it is requested that approval of this recommendation be forwarded the Genesee County Board of Commissioners.

# Heart of Senior Citizen Services

G-5473 Bicentennial Dr. Mt. Morris, MI 48458 810-785-2270 - phone 810-785-9973 - fax www.heartscs.org

July 27, 2017

Lynn Radzilowski, Director Office of Senior Services 1101 Beach St., 3rd Floor Room 361 Flint MI 48502



Dear Ms. Radzilowski:

On behalf of the Krapohl Senior Center, I request the approval to amend the 2016/17 budget. This request totals \$5,048.00. The request is to move the following:

- \$ 2,500.00 from Maintenance Salaries to Equipment Purchases
- \$ 335.00 from Payroll taxes to Advertising
- \$ 1.00 from Contracts/Licenses to Advertising
- \$ 860.00 from Utilities to Printing
- \$ 280.00 from Legal to Memberships/Publications
- \$ 220.00 from Legal to Office Supplies
- \$ 600.00 from Operating Supplies to Office Supplies
- \$ 58.00 from Insurance to Office Supplies
- \$ 126.00 from Copier to Postage
- \$ 60.00 from Copier to Equipment Maintenance
- \$ 4.00 from Copier to Minor Repairs
- \$ 4.00 from Copier to Phone/Fax/Internet

Please note the excess in the Maintenance salary and taxes is due to the first maintenance employee absenteeism. The second maintenance employee will not be able to use the full budgeted amount in the current budget year.

We have attached three bids for each of the following:

- A second AED machine for use in the bus
- Single door 23 cubic foot commercial freezer (current freezer recently stopped working)

We appreciate your consideration in this matter. If you have any questions or concerns, please contact me at your convenience.

Sincerely,

Karen Reid

**Executive Director** 

Cc: Deb McCrackin

This program and/or service is fully or partially funded by Genesee County Senior Millage funds. Your tax dollars are at work.

1/31/17

# heartsmart.com

Quote # Q138392

AED Sales, Training & Support...for Life.
PO Box 1301 | New Milford, CT 06776
Tel: 800-422-8129 | Email: support@heartsmart.com

Date	7/27/2017	
Sales Rep	Matt M	
Customer Email	Karen.Reid@heartscs.org	
Customer Tel	(810) 785-2270	

#### Bill To

Karen Reid Heart of Senior Citizen Services G - 5473 Bicentennial Dr Mount Morris MI 48458 United States

#### Ship To

Karen Reid Heart of Senior Citizen Services G - 5473 Bicentennial Dr Mount Morris MI 48458 United States

ltem	Description	Qty	Unit Price	Total
M5066A	Philips HeartStart On-Site Defibrillator - Includes: (1) Brand New Philips HeartStart OnSite Defibrillator w/ 8 yr warranty, (1) Adult Electrode Cartridge, (1) Battery Pack (4 year warranty), (1) User Manual, (1) Quick Use Guide	1	845.00	845.00
HSRX	Heartsmart.com Medical Prescription/Authorization	1	0.00	0.00
Opt C02	Philips - Slim Carrying Case	1	0.00	0.00
HSRK-10	Heart Smart CPR/AED Rescue Kit - RED (Includes Red Nylon Zipper Pouch, CPR Mask, Pair of Scissors, Antiseptic Wipe, Razor, Pair of Nitrile Gloves)	1	0.00	0.00
HST-ACC01	AED - Inspection Tag	1	0.00	0.00
HST-ACC02	AED - Facility Sticker	1	0.00	0.00
HST-KEY01	Heart Smart Quick Response Keychain	1	0.00	0.00
HeartSmartPro	HeartSmartPro - AED Management Program. Unlimited Subscription - For details: www.heartsmartpro.com	1	0.00	0.00
Free Shipping	UPS Ground Shipping - Included (U.S. only - excluding Hawaii and Alaska)	1	0.00	0.00
UPS Ground - Free	Free UPS Ground shipping	1	0.00	0.00



Na Sasari	2.00	Sur-taleiti

Total		\$845.00
	Contraction of the Artificial Contraction of the Co	



SHOP BY AED MANUFACTURER



Philips HeartStart FR3 EGG Bund e with FAA-compliant battery

Internet Price: \$3,011.00

# American AED – Top Supplier of Latest 2017 Automated External Defibrillators



(https://americanaed.com/products/aed-units/philips/heartstart-

onsite/)

Philips HeartStart OnSite

(https://americanaed.com/products/aed-

units/philips/heartstart-onsite/)Part#: M5066A-C01

Guided Voice Instructions Daily Self Tests

4 Year Battery

8 Year Warranty

\$1.596.00\$1,199.00

View Details (https://americanaed.com/products/aed-units/phllips/heartstart-onsite/)



(https://americanaed.com/products/aed-units/samaritan-pad-350

Heartsine Samaritan PAD 350P

(https://americanaed.com/products/aed-units/samarita

pad-350p/)Part#: PAD-350P

Guided Voice Instructions

Visual LED Guides

PAD-PAK Lasts 4 Years 8 Year Warranty

\$1,586,00\$1,225.00

View Details (https://americanaed.com/products/aed-units/samaritan-pad-350p/)



(https://americanaed.com/products/aed-units/lifeline-aed/)

Defibtech Lifeline AED

(https://americanaed.com/products/aed-units/lifeline-

aed/)Part#: DCF-100-110

Guided Voice Instructions

Visual Text

5 Year Battery 8 Year Warranty

\$1,495.00\$1,245.00

View Details (https://americanaed.com/products/aed-units/lifeline-aed/)



(https://americanaed.com/products/aed-units/lifepak-express-aed/)

Physio Control LIFEPAK Express
(https://americanaed.com/products/aed-units/lifepak-express-aed/)Part#: 80427-000134-AME

Guided Voice Instructions
Dual Battery System
2 Year Battery
5 Year Warranty

\$1,995,00\$1,295.00

View Details (https://americanaed.com/products/aed-units/lifepak-express-aed/)



(https://americanaed.com/products/aed-units/powerheart-aed-g-

plus/)

Cardiac Science Powerheart AED G3 Plus
(https://americanaed.com/products/aedunits/powerheart-aed-g3-plus/)Part#: 9390A-1001P

Guided Voice Instructions Battery Level Indicator 4 Year Battery 7 Year Warranty

\$2,495.00\$1,395.00

View Details (https://americanaed.com/products/aed-units/powerheart-aed-g3-plus/)



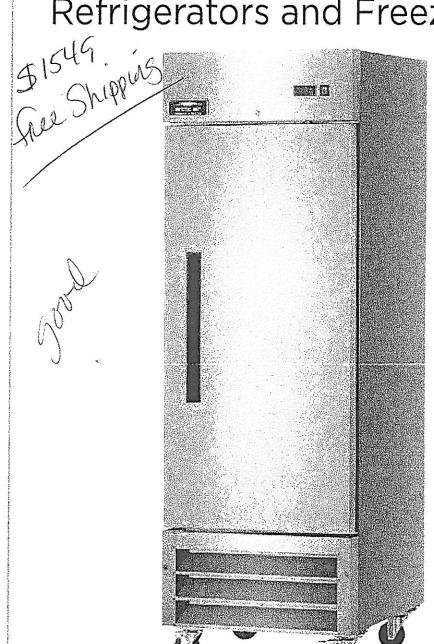
Stainless design Stellar performance Superior value

AR23 Refrigerator

AF23 Freezer

- Tested to NSF Standard 7 requirements for open food storage,
- · Arctic Air products must pass numerous quality control inspections throughout the manufacturing process. All products are operated and monitored for a minimum of thirteen hours prior to packaging and shipping.
- All Arctic Air products come with full one year parts and labor warranties and a five year compressor warranty.

# Single Door Reach-in Refrigerators and Freezers



nd this product at:

Central

1-866-285-12!

# Features of the Avantco CFD 1FF Single Door Reach In Freezer

Bring efficiency and dependability to your restaurant kitchen with the Avantco CFD 1 door reach-in freezer. This 23 cu. ft. freezer is packed with standard features for a lower price that will make daily activities in your kitchen easier.

If you are looking for a dependable, high-performance, single door reach in freezer, look no further than the CFD 1FF from Avantco Refrigeration. This 23 cubic foot single door reach in freezer features a bottom-mounted 1/2 hp compressor and uses R404 refrigerant and foamed-in-place polyurethane insulation to maintain proper interior temperatures. Having the compressor at the bottom raises the height of the bottom shelf, making loading and unloading products easier. Plus, a bottom-mounted compressor will draw in cooler air for greater efficiency. If the compressor would need servicing, it is much easier for technicians to reach. Standard casters, two with breaks, make it easy to move this Avantco Reach In Freezer



Telephone Consult

Reach-In Refrigerators and Freezers

Quality Reach-Ins From Your Refrigeration Partner - Central Restaurant Products! Top mounted refrigeration. Doors with locks are self-closing with stay-open feature at 120°. Single door reach-ins ship right hinged but door is field reversible. Exterior digital thermostat and automatic interior lighting. Units can hold 18"Wx26"D full-size sheet pans, 82"/he"H (includes 4" swivel casters). 120V, except #69K-036 is 120/208-230V, single phase. 101" cord and plug included.

· Exterior: Stainless steel, except for the back

· Three coated wire shelves per door

23.0

49.0

72.0

• Freezers hold at -9°F to +5°F

Wt. Your Cost | Model# Model# Doors Cu. Ft. HP WAD REFRIGERATORS 69K-031 � 23.0 1/3 263/4"x31" 350# \$1679. 69K-032◆ 2 49.0 54"x31" 518# 2419. 1/3 3/4 823/4"X3211/16" 669# 3469. 69K-033 72.0

263/4"x31"

11/4 823/4" X3211/16" 776#

FREEZERS

Interior: White aluminum liner

Refrigerators hold at +28°F to +39°F

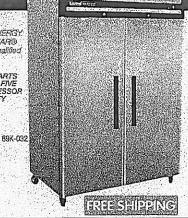
TWO YEAR PARTS AND LABOR, FIVE YEAR COMPRESSOR WARRANTY

Taristic Qualified

ENERGY

Description Wt. Your Cost **OPTIONS** 69K-063 Extra Shelf for 1-Door Reach-Ins \$17.99 Extra Shelf for 2-Door and Left/ 69K-064 Right Sections of 3-Door Reach-Ins 17.99 Extra Shelf for Middle Section of 17.99 3-Door Reach-Ins 69K-052 Shelf Clip (Four Required Per Shelf, Priced 1.99

by Each)



frankson

69K-034

69K-U35

69K-036

Refrigerators and Freezers

364#

568#

Precise, reliable plug-and-play control with LED display. Load-Safe Guard protects against improper or over-loading. Large usable interior capacity that can hold full-size sheet pans. Door with locks are self-closing with a stay open feature at 120°, 35"Dx831/4"H, including FREE 6" casters. 9' cord and plug included.

2149.

3049,

4409.

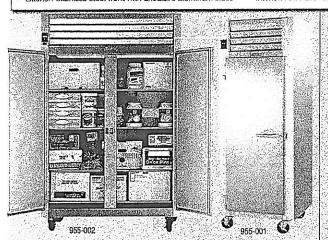
Exterior: Stainless steel front with anodized aluminum sides

· Interior: Anodized aluminum

Three adjustable enoxy-coated shelves per section



ENERGY STAR®



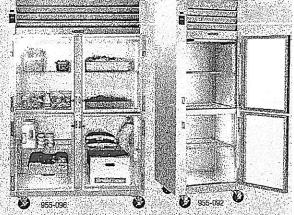
#### Solid Door Refrigerators and Freezers

Reliable Refrigeration Costs Less To Run and Maintain, Saves on Food Loss and is Built To Last

- Stainless steel doors (please specify hinging)
   Horizontally mounted, guaranteed for life work-flow door handles
- Automatic interior light
- Refrigerators hold at +34°F to +38°F.
- Freezers hold at 0°F to -5°F (can be field adjusted to -10°F)
- 120V, except #955-008 and #955-138 are 120/208/230V, single phase.

THREE YEAR PARTS AND LABOR, FIVE YEAR COMPRESSOR AND LIFETIME DOOR HINGES/HANDLES WARRANTY

Model#	Doors	Cu. Ft,	HP	Width	- Wt.	Your Cost
- 100 Sept. 100		REF	RIGERATO	DRS		
955-001	1 Full	24.2	1/5	297/8"	305#	\$3169.80
955-090	2 Half	24.2	1/5	297/6"	305#	3313.44
955-002	2 Full	46.0	1/3	521/e"	450#	3887.28
955-003	4 Half	46.0	1/3	521/6"	450#	4070.18
955-004 ♦	3 Full	69.1	5/8	76 ⁵ /16**	610#	5253.48
955-098¢	6 Half	69.1	5/8	765/:e."	610#	5484.96
			FREEZERS			外的门。
955-005	1 Full	24.2	1/2	297/3"	320#	3583.44
955-094	2 Half	24.2	1/2	297/s	320#	3727.44
955-006	2 Full	46.0	3/4	521/8"	650#	4778.28
955-007	4 Half	46,0	3/4	52¹/s"	650#	4960,44
955-008	3 Full	69.1	11	765/is"	690#	6619.68
955-138	6 Half	69.1	1	765/16"	690#	6850.44



#### Glass Door Refrigerators

Display Reach-ins Offer Easy Product Identification and Superior Traulsen Quality

- · Glass doors (please specify hinging)
- · Vertically mounted stainless steel door handles

· Interior light operated by exterior switch

Holds at +34°F to +38°

THREE YEAR PARTS AND LABOR, FIVE YEAR COMPRESSOR WARRANTY

• 120V Model# Your Cost Doors 297/8" 305# \$3518.28 955-093 1 Full 24.2 2 Half 24.2 1/3 297/8 305# 3641.04 955-092 450# 4587.48 955-097 2 Full 46.0 521/a 4722.12 955-096 4 Half 46.0 521/2 450# 955-137 3 Full 69.1 3/4 765/18" 720# 6172.92 955-136 6 Half 765/18 6393.60

#### Shelf Kits

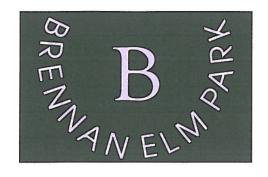
Extra or replacement epoxy-coated shelves for all Traulsen reach-ins on this page. Kit includes one shelf and pins/clips

Model# Description Your Cost 955-243 For One Section Units \$52.99 955-258 For Two and Three Section Units (Left Door) 52.99 955-248 For Two and Three Section Units (Right Door) 52.99 For Three Section Units (Center Door) 52 90



Go online to see web exclusive Traulsen Spec Line Reach-Ins, Roll-Ins, and Pass-Thrus!

Q traulsen spec line



Brennan Elm Park Senior Community Corporation
1301 Pingree Ave, Flint, I 48503
brennanseniorcorporation@gmail.com
www.brennanseniorcenter.com

July 17, 2017

Lynn Radzilowski Director Office of Senior Services 1101 Beach St. Room 361 Flint, MI 48502



Dear Ms. Radzilowski:

The Brennan Senior Corporation is requesting an approval to amend the 2016-2017 budget.

The request is to move \$ 1976.35 dollars from Administration and \$ 450.00 from Equipment to Programming and Operations.

Increase line item for FICA by \$ 586.29 dollars. This should be moved and subtracted from the Other line in Administrations.

Increase line item for Class Instructors & Supplies by \$ 676.83 dollars. This should be moved and subtracted from Van Driver by 492.50 and \$ 184.33 dollars from Executive Director.

Increase line item for Transportation by \$ 352.00 dollars. This should be moved and subtracted from Assistant Director.

Increase line item for Building Maintenance by \$ 498.90 dollars. This should be moved and subtracted from Assistant Director.

Increase line item for Insurance & Bonds by \$ 366.25 dollars. This should be moved and subtracted from Assistant Director.

Increase line item for Office Supplies by \$ 1639.43 dollars. This should be moved and subtract \$ 839.43 from Utilities and \$800.00 from Security Services.

Increase line item for Accounting by \$ 525.00 dollars. This should be moved and subtracted from \$ 380.00 dollars from Volunteers and \$ 145.00 dollars from Utilities.

Increase line item for Janitorial by \$ 3, 690.00 dollars. This should be moved and subtracted from utilities by \$ 3314.01 dollars, \$ 247.36 dollars Ground Maintenance, and \$ 128.63 dollars from Security Monitoring.

Increase line item for Professional Services by \$ 616.90. This should be moved and subtracted from Xavus Solutions \$ 450.00, Security Monitoring \$ 84.53, Assistant Director \$ 56.70, Executive Director by \$ 25.67 dollars.

Debouh Halma

1/31/17