



**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, September 11, 2017 at 9:30 a.m.
AGENDA**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES – August 21, 2017

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

A. GCCARD –

1. H091117VIIA1: Request approval to enter into agreement with the Michigan TEFAP for the purpose of ordering, warehousing and distributing of USDA Food for (TEFAP) for October 1, 2017 through September 30, 2018 – Attached **(ROLL CALL VOTE REQUESTED)**
2. H091117VIIA2: Request approval to enter into an agreement with HUD for the renewal of our Samaritan Plus Program – Attached
3. H091117VIIA3: Request authorization to accept the 2018 contract between Jewish Community Services and GCCARD's Nutrition Program – Attached **(ROLL CALL VOTE REQUESTED)**

B. HEALTH DEPARTMENT –

1. H091117VIIB1: Request approval to accept the grant from HHS, HRSA for eliminating disparities in perinatal health (Healthy Start) – Attached

2. H091117VIIB2: Request authorization for overnight travel for Bradlee Snyder to attend 2017 CILC Cohort 3 Kickoff training to be held October 24-26, 2017 in Salt Lake City, Utah – Attached
3. H091117VIIB3: Request authorization for overnight travel for Sheila Moore to attend the 2017 SNS Preparedness Course October 15-21, 2017 in Anniston, Alabama – Attached
4. H091117VIIB4: Request approval to use office space in the basement of the County Administration Building that was formally occupied by the Friend of the Court. This space will be utilized by staff working on the Healthy Start Lead Expansion Grant - Attached

VIII. OTHER BUSINESS

IX. ADJOURNMENT

**HUMAN SERVICES COMMITTEE
WEDNESDAY, AUGUST 21, 2017, 9:30 a.m.
MINUTES**



CALL TO ORDER

Chairperson Clack called the Human Services Committee meeting to order at 10:11 a.m.



ROLL CALL

Roll Call.

Present: Nolden, Clack, Ellenburg, Courts, Young, Shapiro, Martin.

Absent: Cousineau, Henry.



MINUTES – August 7, 2017 - Attached

Motion: To approve minutes of the August 7, 2017 Human Services Committee, as presented.

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



PUBLIC COMMENT TO COMMITTEE

None



COMMUNICATIONS

Corporation Counsel Bell stated she has an answer regarding moving the September 25th BOC meeting date. She stated that it would be alright to move the meeting up a week to September 18, 2017.



OLD BUSINESS

None



NEW BUSINESS

GCCARD

H082117VIA1: Request approval to accept the site and operational agreements between the GCCARD Head Start Program and the school, church or agency board officials for the use of classroom sites for 2017-18 Early Head Start Expansion grant – Attached

Motion: To approve the request to accept the site and operational agreements between the GCCARD Head Start Program and the school, church or agency board officials for the use of classroom sites for 2017-18 Early Head Start Expansion grant.

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

Motion passed unanimously.



H082117VIA2: Request approval to accept the site agreement between the GCCARD Head Start Program and Charles Stewart Mott Community College (Southern Lakes branch) – Attached

Motion: To approve the request to accept the site agreement between the GCCARD Head Start Program and Charles Stewart Mott Community College (Southern Lakes branch).

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

Motion passed unanimously.

Commissioner Cousineau entered the meeting at 10:13 a.m.



H082117VIA3: Request approval to accept additional Phase 34 FEMA funding for shelter, rent, mortgage, and utility assistance – Attached (ROLL CALL VOTE REQUESTED)

Motion: To approve the request to accept additional Phase 34 FEMA funding for shelter, rent, mortgage, and utility assistance.

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

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 8).

Yes: Clack, Courts, Cousineau, Ellenburg, Martin, Nolden, Shapiro, Young.



H082117VIA4: Request approval to submit a food proposal to the Michigan Department of Education, Child and Adult Care Food Program to be used for the Head Start Nutrition Program – Attached

Motion: To approve the request to submit a food proposal to the Michigan Department of Education, Child and Adult Care Food Program to be used for the Head Start Nutrition Program.

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

Motion passed unanimously.



H082117VIA5: Request approval to enter into the food service contracts with 17 school districts to provide food service to the GCCARD Head Start program -- Attached

Motion: To approve request to enter into the food service contracts with 17 school districts to provide food service to the GCCARD Head Start program.

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

Motion passed unanimously.



OTHER BUSINESS

Commissioner Nolden asked Lynn Radzilowski how things were going in Senior Services. Ms. Radzilowski gave an update of Senior Services.

Commissioner Ellenburg stated she went to the ground covering for Broome Park. She said it looks really nice and that it's such a great program. She further stated that Local 598 adopted Broome Park and that parks need to be adopted to keep the maintenance up.

Chairperson Clack said she went to a playground resurrection last week and it was nice to see the seniors outside and mingling with one another.



ADJOURNMENT

Chairperson Clack adjourned the Human Services Committee meeting at 10:23 a.m.

Transcribed by:
Kimberly L. Cunningham
Secretary/Stenographer



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

Kim Courts
District 4

Mark Young
District 5

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 Director:

Daniel Newcombe
Neighborhood Svcs. Director

Kelli Webb
Head Start Director

Tamitha Taylor
Nutritional Services Director

Chevon Wilborn
Nutritional Serv. Asst. Director

Matthew Odett
Home Maint. Asst. Director

TO: Brenda Clack, Chairperson
Human Services Committee

FROM: Matthew A. Purcell, Executive Director

SUBJECT: Request to accept TEFAP MOU

DATE: September 11, 2017

BACKGROUND:

GCCARD is requesting approval to enter into an agreement with Michigan Department of Education (MDE). Attached is a copy of the Memorandum of Understanding (MOU) between the Michigan Department of Education and GCCARD. As lead agent, GCCARD shall enter agreements, make decisions, order for Co-Op, receive, store, track, and distribute United States Department of Agriculture (USDA) Foods in accordance with the agreement between the Emergency Food Assistance Program (TEFAP) Agency and GCCARD and the policies and regulations designed by MDE and USDA.

REQUESTED ACTION:

GCCARD requests approval to enter into this agreement with the Michigan TEFAP for the purpose of ordering, warehousing, and distributing of USDA Food for (TEFAP) for October 1, 2017 through September 30, 2018 by this committee and recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting. **DUE TO TIME CONSTRAINTS, A ROLL CALL VOTE IS REQUEST.**

MP:ssm
Attachment





STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

August 17, 2017

Mr. Matt Purcell, Executive Director
Genesee County Community Action Resource Department
601 N. Saginaw, Suite 1B
Flint, MI 48502

Dear Mr. Purcell:

Please find enclosed two signed copies of the Memorandum of Understanding (MOU) between the Michigan Department of Education (MDE) and the Genesee County Community Action Resource Department for Fiscal Year 2018-2019. The purpose of this agreement is to continue an official partnership between the USDA Foods cooperative and MDE and to establish requirements to ensure the success of the United States Department of Agriculture (USDA) Foods program in Michigan.

Please sign both copies, retain one for your records, and then return the other to MDE by or before August 31, 2017. If you have questions, please contact Liana Bennett at bennettl4@michigan.gov or 517-373-4265.

Sincerely,

Thomas Priest, Supervisor
Food Distribution Unit

Enclosures: Memorandum of Understanding (MOU)

tp:lb:ck

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – CO-PRESIDENT • RICHARD ZEILE – CO-PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
NIKKI SNYDER – NASBE DELEGATE • PAMELA PUGH
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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 517-373-3324

United States Department of Agriculture (USDA) Household USDA Foods Agreement
Between
Genesee County Community Action Resource Department/Saginaw County Community
Action Committee, Inc. Cooperative
(Genesee County Community Action Resource Department – Lead Agency)
and
Michigan Department of Education (MDE)
for
October 1, 2017, through September 30, 2018

The purpose of this Agreement between The Emergency Food Assistance Program (TEFAP) Cooperative and the Michigan Department of Education (MDE) is to update and amend the Application-Agreements currently on file between MDE and each TEFAP agency participating in the cooperative. All terms of the Fiscal Year 2018 Application-Agreement shall continue to be in effect. The recognized Lead Agency of this cooperative is Genesee County Community Action Resource Department (GCCARD).

1. The cooperative shall ensure that all shipment receipts of USDA Foods are entered in the Web Based Supply Chain Management (WBSCM) system's Received Shipment Report within two business days of delivery.
(FD-062 Electronic Receipting of USDA Direct and Multi-Food Shipments)
2. The cooperative shall provide MDE with the name, phone number, and/or e-mail address of the contact person and back-up person responsible for entering shipment receipts in WBSCM.
3. The cooperative shall ensure and provide documentation that all TEFAP cooperative members are offered their fair share of the USDA Foods as defined by MDE.
4. The lead agency of a cooperative is to regularly survey members on both entitlement and bonus foods as part of their ordering process. Efforts and methods for surveying members and collecting responses are to be documented. Surveying member agencies helps to ensure they receive a rotating variety of available products for program participants. While variety in products is not required by regulation, it has a strong influence on program participation, and should be considered whenever possible.
5. All members of the cooperative will be provided with a monthly TEFAP Order Status Report by MDE that will list the USDA food product ordered on behalf of the cooperative's members. The report will contain delivery dates for this product and identify the product as being entitlement or bonus. Members *are required to communicate* with the Lead Agency for any ordering, product availability, and entitlement/bonus issues.
6. The cooperative shall maintain records for a period of three years after the end of the fiscal year to which they pertain or until final resolution of outstanding audits/claims. [7 CFR 250.16, 251.10(a)(4)]
7. The cooperative may either provide for the direct shipment of USDA Foods or contract independently for the receipt and delivery of USDA Foods to cooperative members. The acquisition of any such contract shall be in compliance with USDA regulations and policies. The cooperative shall perform and document an annual

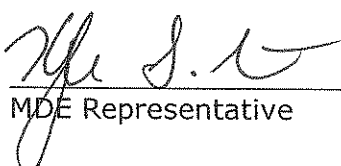
review of the Excluded Parties List System (EPLS) to ensure that contractors and regular business partners have not been debarred and suspended according to information maintained within the System for Awards Management (SAM) which contains the names and other information about persons ineligible to participate in federal programs. (2 CFR Part 180)


8. The cooperative shall obtain a monthly inventory of all USDA Foods received and distributed to each TEFAP Agency from the contracted warehouse or distributor receiving direct shipments of USDA Foods. All variances in the reported quantity of USDA Foods due to damage or human error must be explained by attaching the Losses and Gains Report and/or a Disposal Authorization form to the Inventory Report. The cooperative shall e-mail a signed copy of the monthly Inventory Report with the Losses and Gains Report and Disposal Authorization form to MDE by the tenth day of the following month.
9. The contracted warehouse, distributor, or agency receiving direct shipments shall insure USDA Foods for the full market value. [7 CFR 250.14(d)(7)]
10. A current "recall" procedure for all USDA Foods shall be submitted to MDE by the cooperative no later than October 1, 2017, and shall be considered part of this agreement. The cooperative shall provide to MDE the name and phone number for the warehouse/distributor contact or the agency receiving direct shipments for all USDA recalls. The cooperative shall follow all USDA Hold and Recall Procedures (August 1, 2001) as requested by MDE.
11. The cooperative shall provide MDE a list of the TEFAP agencies participating in the cooperative for October 1, 2017, through September 30, 2018. TEFAP agencies participating in the cooperative shall sign and maintain a copy of the Assurances and Certifications for USDA Foods provided by the cooperative. A signed copy will be provided to the cooperative and MDE.
12. The cooperative representative shall conduct an annual on-site review of the contracted warehouse and reconcile the physical inventory with the book inventory.
13. The Supervisor of the Food Distribution Unit shall receive the list of cooperative members for October 1, 2017, through September 30, 2018, no later than October 1, 2017.
14. This agreement is subject to amendments resulting from USDA regulatory and/or policy changes.

The parties signing this agreement agree to the above terms and conditions.

Lead Agency Representative Title

Date

 _____
MDE Representative Title

 _____
Date



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

GCCARD Neighborhood Services Center

Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Ellenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6


Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

Memorandum

TO: Brenda Clack, Chairperson, Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request Approval to enter an Agreement with HUD for the renewal of our Samaritan Plus Program

DATE: September 11, 2017

BACKGROUND INFORMATION:

This agreement with HUD has been in place at GCCARD for the last nine years. With the HUD Samaritan Plus program we are able to pay rent for eight individuals. These individuals receive case management and treatment for disabilities through our collaboration efforts with Genesee Health System.

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe
Neighborhood Svcs. Director

Andre Strater
Finance Director

Kelli Webb
Head Start Director

Tamitha Taylor
Nutritional Services Director

Chevon Wilborn
Nutritional Serv. Asst. Director

Matthew Odette
Home Maint. Asst. Director

REQUESTED ACTION:

Genesee County Community Action Resource Department request approval to enter into this collaboration (agreement) and assist in our efforts to ease the burden on disadvantaged individuals throughout our community.

MP/DN/





U.S. Department of Housing and Urban Development
Office of Community Planning and Development
477 Michigan Avenue
Detroit, MI 48226

Tax ID No.: 38-6004849
CoC Program Grant Number: MI0141L5F051604
Effective Date: 8/30/2017
DUNS No.: 099662942

CONTINUUM OF CARE PROGRAM GRANT AGREEMENT

This Grant Agreement ("this Agreement") is made by and between the United States Department of Housing and Urban Development ("HUD") and Genesee County Community Action Resource Department (the "Recipient").

This Agreement is governed by title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the "Act") and the Continuum of Care Program rule (the "Rule").

The terms "Grant" or "Grant Funds" represents the funds that are provided under this Agreement. The term "Application" means the application submissions on the basis of which the Grant was approved by HUD, including the certifications, assurances, and any information or documentation required to meet any grant award condition. All other terms shall have the meanings given in the Rule.

The Application is incorporated herein as part of this Agreement, except that only those project listed, and only in the amount listed on the Scope of Work exhibit, are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control.

Exhibit 1, the FY2016 Scope of Work, is attached hereto and made a part hereof. If in the future appropriations are made available for Continuum of Care grants; if the Recipient applies under a Notice of Funds Availability published by HUD; and, if pursuant to the selection criteria in the Notice of Funds Availability, HUD selects Recipient and one or more projects listed on Exhibit 1 for renewal, then additional Scope of Work exhibits may be attached to this Agreement. Those additional exhibits, when attached, will also become a part hereof.

The effective date of the Agreement shall be the date of execution by HUD and it is the date the usage of funds under this Agreement may begin. Each project will have a performance period that will be listed on the Scope of Work exhibit(s) to this Agreement. For renewal projects, the period of performance shall begin at the end of the Recipient's final operating year for the project being renewed and eligible costs incurred for a project between the end of the Recipient's final operating year under the grant being renewed and the execution of this Agreement may be paid with funds from the first operating year of this Agreement. For each new project funded under this Agreement, the Recipient and HUD will set an operating start date in eLOCCS, which will be used to track expenditures, to establish the project performance period and to determine when a project is eligible for renewal. The Recipient hereby authorizes HUD to insert the project performance period for new projects into the exhibit without the Recipient's signature, after the operating start date is established in eLOCCS.

This Agreement shall remain in effect until termination either: 1) by agreement of the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the final performance period for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of funds for all projects funded under this Agreement.

Recipient agrees:

1. To ensure the operation of the project(s) listed on the Scope of Work in accordance with the provisions of the Act and all requirements of the Rule;
2. To monitor and report the progress of the project(s) to the Continuum of Care and HUD;
3. To ensure, to the maximum extent practicable, that individuals and families experiencing homelessness are involved, through employment, provision of volunteer services, or otherwise, in constructing, rehabilitating, maintaining, and operating facilities for the project and in providing supportive services for the project;
4. To require certification from all subrecipients that:
 - a. Subrecipients will maintain the confidentiality of records pertaining to any individual or family that was provided family violence prevention or treatment services through the project;
 - b. The address or location of any family violence project assisted with grant funds will not be made public, except with written authorization of the person responsible for the operation of such project;
 - c. Subrecipients will establish policies and practices that are consistent with, and do not restrict, the exercise of rights provided by subtitle B of title VII of the Act and other laws relating to the provision of educational and related services to individuals and families experiencing homelessness;
 - d. In the case of projects that provide housing or services to families, subrecipients will designate a staff person to be responsible for ensuring that children being served in the program are enrolled in school and connected to appropriate services in the community, including early childhood programs such as Head Start, part C of the Individuals with Disabilities Education Act, and programs authorized under subtitle B of title VII of the Act;
 - e. The subrecipient, its officers, and employees are not debarred or suspended from doing business with the Federal Government; and
 - f. Subrecipients will provide information, such as data and reports, as required by HUD;
5. To establish such fiscal control and accounting procedures as may be necessary to assure the proper disbursement of, and accounting for grant funds in order to ensure that all financial transactions are conducted, and records maintained in accordance with generally accepted accounting principles, if the Recipient is a Unified Funding Agency;
6. To monitor subrecipient match and report on match to HUD;
7. To take the educational needs of children into account when families are placed in housing and will, to the maximum extent practicable, place families with children as close as possible to their school of origin so as not to disrupt such children's education;
8. To monitor subrecipients at least annually;
9. To use the centralized or coordinated assessment system established by the Continuum of Care as required by the Rule. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system, provided that victim service providers in the area use a centralized or coordinated assessment system that meets HUD's minimum requirements ;

10. To follow the written standards, developed by the Continuum of Care, for providing Continuum of Care assistance, including those required by the Rule;
11. Enter into subrecipient agreements requiring subrecipients to operate the project(s) in accordance with the provisions of this Act and all requirements of the Rule; and
12. To comply with such other terms and conditions as HUD may have established in the applicable Notice of Funds Availability.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Application, unless HUD is otherwise advised in writing. Recipient notifications to HUD shall be to the HUD Field Office responsible for executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

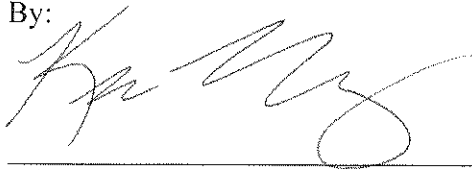
The Agreement constitutes the entire agreement between the parties hereto, and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:



(Signature)

Keith Hernandez , Director

(Typed Name and Title)

August 30, 2017

(Date)

RECIPIENT

Genesee County Community Action Resource Department

(Name of Organization)

By:

(Signature of Authorized Official)

(Typed Name and Title of Authorized Official)

(Date)

Tax ID No.: 38-6004849
 CoC Program Grant Number: MI0141L5F051604
 Effective Date: 8/30/2017
 DUNS No.: 099662942

EXHIBIT 1
 SCOPE OF WORK for FY2016 COMPETITION

1. The projects listed on this Scope of Work are governed by the Continuum of Care Program Interim Rule attached hereto and made a part hereof as Exhibit 1a. Upon publication for effect of a Final Rule for the Continuum of Care program, the Final Rule will govern this Agreement instead of the Interim Rule. The projects listed on this Exhibit at 4., below, is also subject to the terms of the Notice of Funds Availability for the fiscal year listed above.
2. The Continuum that designated the Recipient to apply for grant funds has not been designated a high performing community by HUD for the applicable fiscal year.
3. The Recipient is not the only Recipient for the Continuum of Care. HUD's total funding obligation for this grant is \$46529, allocated between budget line items, as indicated in 4., below. In accordance with the Rule, the Recipient is prohibited from moving more than 10% from one budget line item in a project's approved budget to another without a written amendment to this Agreement.
4. Subject to the terms of this Agreement, HUD agrees to provide the Grant funds, in the amount specified for the project application listed, to be used during the performance period established below. However, no funds for new projects may be drawn down by Recipient until HUD has approved site control pursuant to the Rule and no funds for renewal projects may be drawn down by Recipient before the end date of the project's final operating year under the grant that has been renewed.

Project No.	Performance Period	Total Amount
MI0141L5F051604	01-01-2018 - 12-31-2018	\$ 46529

Allocated between budget line items as follows:

a. Continuum of Care planning activities	\$
b. UFA costs	\$ 0
c. Acquisition	\$ 0
d. Rehabilitation	\$ 0
e. New construction	\$ 0
f. Leasing	\$ 0
g. Rental assistance (of which \$ 0 is for short-term and medium-term rental assistance for persons at risk of homelessness)	\$ 43680
h. Supportive services	\$ 0
i. Operating costs	\$ 0
j. Homeless Management Information System	\$ 0

- | | |
|--|---------|
| k. Administrative costs | \$ 2849 |
| l. Relocation Costs | \$ 0 |
| m. Housing relocation and stabilization services | \$ 0 |
5. If grant funds will be used for payment of indirect costs, pursuant to 2 CFR 200, Subpart E - Cost Principles, the Recipient is authorized to insert the Recipient's federally recognized indirect cost rates (including if the de minimis rate is charged per 2 CFR §200.414) on the attached Federally Recognized Indirect Cost Rates Schedule, which Schedule shall be incorporated herein and made a part of the Agreement. No indirect costs may be charged to the grant by the Recipient if their federally recognized cost rate is not listed on the Schedule. Do not include indirect cost rates for Subrecipients; however, Subrecipients may not charge indirect costs to the grant if they do not also have a federally recognized indirect cost rate.
 6. The following project has not been awarded project-based rental assistance for a term of fifteen (15) years. Funding is provided under this Scope of Work for the performance period stated in paragraph 4. Additional funding is subject to the availability of annual appropriations.
 7. Program income earned during the grant term shall be retained by the recipient and used for eligible activities. Program income may also be counted as match.

Tax ID No.: 38-6004849
CoC Program Grant Number: MI0141L5F051604
Effective Date: 8/30/2017
DUNS No.: 099662942

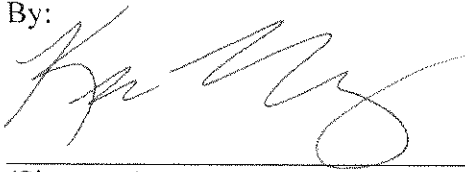
FEDERALLY RECOGNIZED INDIRECT COST RATE SCHEDULE

<u>Grant No.</u>	<u>Recipient Name</u>	<u>Indirect cost rate</u>	<u>Cost Base</u>
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This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:



(Signature)

Keith Hernandez , Director

(Typed Name and Title)

August 30, 2017

(Date)

RECIPIENT

Genesee County Community Action Resource Department

(Name of Organization)

By:

(Signature of Authorized Official)

(Typed Name and Title of Authorized Official)

(Date)



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

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District 1

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Kim Courts
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Daniel Newcombe
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Tamitha Taylor
Nutritional Svcs. Director

Chevon Wilborn
Nutritional Svcs. Asst. Director

Andre Strater
Asst. Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

MEMORANDUM

TO: Commissioner Brenda Clack, Chairperson
Human Services Committee

FROM: Matthew A. Purcell, Executive Director 

SUBJECT: Request Authorization to accept 2018 contract between Jewish
Community Services and GCCARD's Nutrition Program

DATE: September 11, 2017

Background Information:

GCCARD's Nutrition Services Program has negotiated with the Jewish Community Services its FY 2018 Contract to service the Kosher Home Delivered and Congregate Meal Program. Contract dates are October 1, 2017 thru September 30, 2018.

Requested Action:

GCCARD requests authorization from this Committee to accept the 2018 contract between Jewish Community Services and GCCARD's Nutrition Program with a recommendation to the full Board at its next scheduled meeting. Due to time constraints **a roll call vote is requested.**

Attachment

TT:sg



CONTRACT BETWEEN

THE COUNTY OF GENESEE

Acting By and Through

GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT

601 North Saginaw Street, Ste. 1B

Flint, Michigan 48502

Hereinafter referred to as "GCCARD"

and

JEWISH COMMUNITY SERVICES

619 Wallenberg Street

Flint, Michigan 48502

Hereinafter referred to as "JCS" or the "CONTRACTOR"

For the period from October 1, 2017 through September 30, 2018

WHEREAS, GCCARD desires to enter into a contract with Jewish Community Services for the provision of specialized meals funded in conjunction with the Older American Act of 1965, from the Valley Area Agency on Aging (hereinafter referred to as VAAA) and in conjunction with the Genesee County Millage Program;

NOW THEREFORE, GCCARD and the CONTRACTOR agree as follows:

- A. CONTRACTOR will, in a satisfactory and proper manner as determined by GCCARD, provide Kosher Home Delivered Meals and Congregate Meals, as further described below, to elderly persons in the County of Genesee Michigan:
1. The CONTRACTOR shall establish and maintain the capacity to prepare and package kosher meals in a manner consistent with kosher traditions as well as federal, state and local standards, guidelines and requirements that are applicable to GCCARD Home Delivered and Congregate Meal Program.
 2. Home Delivered Meals are to consist of prepared, packaged meals in temperature controlled containers to the GCCARD kitchen on an arranged basis for further delivery by GCCARD. Meals may, at no additional cost to GCCARD, be delivered by CONTRACTOR to clients with special nutritional needs in institutionalized settings including, but not limited to, hospitals, hospice and nursing homes as determined by the JCS caseworker and approved by the JCS program supervisor, payment for which is contingent upon approval by GCCARD.
 3. Congregate Meals may be prepared and supplied as described for Home Delivered Meals or maybe offered via restaurants or other non-governmental operated venues. They must be developed, ordered and served in a manner consistent with state standards. If offered via restaurants, they must be authorized in writing by GCCARD prior to the meal being scheduled for serving at said restaurant.

Information required for authorization must include documentation that JCS has conducted negotiations regarding the meals' food groups and portion sizes so as to comply with state regulations. Failure to obtain prior authorization from GCCARD may result in denial of reimbursement.

JCS must be open to all eligible interested parties. In order to facilitate such open access, it is required that the meals that are to be funded by GCCARD and offered at restaurants or other non-governmental operated venues be publicized in advance of the date and time they are to be made available. To satisfy this requirement, GCCARD requires that it be notified of the date and time the meal will be served ten (10) business days prior to such an event. JCS is also required to post, at its facility, similar public notification at least ten (10) business days prior to service.

JCS must document the distribution of meals to senior recipients in a manner consistent with the operation of an approved congregate meal site. Congregate meal site operation procedures regarding customer documentation, service applications, meal participation sign-in-sheet, guest policies, etc., shall be applicable for meals that are served at restaurants or other non-governmental operated venues.

4. GCCARD will supply the milk that is required for each kosher home delivered meal that JCS schedules for delivery by GCCARD. Payment by JCS to GCCARD at a rate of \$0.27 per carton of milk provided shall be shown on the monthly invoice, noted by Paragraph L below, as an offset to the cost to be paid by GCCARD to JCS for meals.
 5. CONTRACTOR will coordinate the additional social services required by Title III-C guidelines (i.e., information and referral, counseling, nutrition education, recreation and shopping assistance).
- B. If this contract contradicts any portion of the minimum standards established by Title III-C and subsequent memorandum amendments, a copy of which is attached to this contract as Attachment A, the minimum standards will supersede the conflicting portions of the application.
 - C. CONTRACTOR will commence performance of this contract on the 1st day of October 2017, and will continue performance through September 30, 2018.
 - D. CONTRACTOR will prepare and submit such reports as may be required by GCCARD in such format and detail as directed.
 - E. CONTRACTOR will maintain such records and accounts, including property, personnel, and financial records, as specified for all project funds. These records will be made available for audit purposes to GCCARD or the Comptroller General of the United States, or any authorized representative, and will be retained for five years after the expiration of this contract.
1. It is understood and agreed that because "Program Income" (defined as the contributions given by the program recipients daily), constitutes a source of program revenue to the Contractor and to GCCARD, the

Contractor will collect the total of the contributions given by the program recipients during the month and transmit all contributions received for any meals to GCCARD together with a letter of transmittal by an authorized official according to the schedule described in Paragraph L.

2. It is further understood and agreed that monies collected as "Program Income" by the Contractor that are not specifically designated for meals will be retained by the Contractor.
- F. CONTRACTOR agrees that all volunteered services claimed as local share will be reported on the Volunteer Record Sheet (GCCARD Form 14), a copy of which may be requested by GCCARD. Each sheet will have been signed by the volunteer and also by a supervisory employee. This record will show the exact hours spent and specific duties performed as well as the basis for determining the rate of the volunteer's contribution (calculate for the non-professional volunteer at minimum wages).
- G. CONTRACTOR agrees to provide the documentation of an annual criminal background check for those employees who will be assigned to review client's personal information or that have personal contact with the senior clients. The CONTRACTOR further agrees that costs associated with persons meeting the following criteria will not be paid utilizing senior millage funds:
1. Persons having a felony conviction in this state or elsewhere within the last 10 years; or
 2. Persons having a felony charge pending in this state or elsewhere; or
 3. Persons having a misdemeanor conviction in this state or elsewhere within the last 10 years involving theft, assault, battery or drug related crimes; or
 4. Persons having a misdemeanor charge pending in this state or elsewhere involving theft, assault, battery or drug related crimes.

The COUNTY retains the right to deny reimbursement for salary requests, or recapture paid reimbursements by withholding from future requests, if it determines that the individual for whom the request is/was made falls within any of the above categories.

- H. CONTRACTOR agrees to provide proof of negative tuberculosis tests for workers assigned to prepare, serve or cook food. CONTRACTOR further agrees to comply with the State of Michigan Department of Labor & Economic Growth, "Occupational Health Standards Part 554 Bloodborne Infectious Diseases" (MIOSHA Part 554) including "Part 554 Bloodborne Infectious Diseases Standard Requirements for Training" using the rules provided in Attachment B to this Contract. Documentation for existing workers or volunteers shall be performed and provided to GCCARD within fifteen days of the signing of this Contract.
- I. Testing and criminal background checks for new hires or new volunteers shall be performed within fifteen days of their commencement. Documentation of the testing, licenses (if appropriate) and background checks shall be provided to the GCCARD with the next required monthly statement referred to in paragraph L below.
- J. CONTRACTOR acknowledges that the COUNTY is a public body subject to the Michigan Freedom of Information Act. Records held by the COUNTY are public

unless exempted. Notwithstanding the foregoing, confidential information collected and provided to the COUNTY by the CONTRACTOR as part of its reporting requirements shall be used solely for purposes of performing and evaluating the performance of this Contract and will not be retained.

- K. Subject to receipt of funds from VAAA, GCCARD will make payment to CONTRACTOR under this contract in accordance with the reimbursement rate of \$1,090 per month (or \$13,080 per year) for establishing and maintaining the facility and capability to prepare and package kosher meals. The schedule for or timing of these payments shall be made in a manner that is mutually agreeable to the parties to this agreement.
- L. Subject to receipt of funds from VAAA, GCCARD will make payment to CONTRACTOR under this contract in accordance with the reimbursement rate of \$7.75 for both Home Delivered and Congregate meals, with payment for a maximum of 4,000 meals annually. It is anticipated that the majority of the meals will be home delivered. Payments to the CONTRACTOR shall be made in accordance with the following method, such payment to be made upon presentation of a statement to GCCARD, provided, that:
 - 1. Any payment made to the Contractor by GCCARD, prior to verification by the auditor in the employ of GCCARD, will be subject to later adjustment upon such verification.
 - 2. The CONTRACTOR agrees to submit an accurate statement of the number of meals served in the congregate and mobile meals programs to GCCARD with a letter of transmittal by an authorized official, according to the following schedule:
 - a. By the 6th of the next month for all meals served during the month, beginning October 1, 2017.
 - b. A calendar quarterly financial report, prepared and delivered to GCCARD by the 6th calendar day following the last day of each quarter.
 - 3. GCCARD shall reimburse CONTRACTOR on a monthly basis at the rate stated above, with a maximum reimbursement not to exceed \$7,098.00 per month. The purpose of maximum reimbursement is to avoid expending all of the Contract funds prior to the scheduled end date of the Contract. Reimbursements exceeding the recommended maximum figure may be permitted on a case by case basis as long as CONTRACTOR presents an explanation of need and a reasonable plan for providing continued service for the remainder of the term of the Contract.
- M. Relative to the delivery of the 4,000 meals funded by the VAAA portion of this contract, it is expressly understood and agreed that in no event will the total

amount to be paid by GCCARD to the CONTRACTOR exceed Forty-Four Thousand Eighty Dollars (\$44,080.00).

- N. Subject to receipt of funds from the Genesee County Senior Millage Fund, GCCARD will make payment to CONTRACTOR under this contract at the reimbursement rate of \$7.75 per meal. The rate is to be the same for both congregate and home delivered meals and will be applicable for the first 10,990 kosher meals JCS produces for GCROSS customers. In accordance with the following method, such payment to be made upon presentation of a statement to GCCARD, provided, however, that:
1. Any payment made to the CONTRACTOR by GCCARD, prior to verification by the auditor in the employ of GCCARD, will be subject to later adjustment upon such verification.
 2. CONTRACTOR agrees to submit an accurate statement of the number of meals served in the congregate and mobile meals programs to GCCARD with a letter of transmittal by an authorized official, according to the following schedule:
 - a. By the 5th of the next month for all meals served during the month, beginning October 1, 2017.
 - b. A calendar quarterly financial report, prepared and delivered to GCCARD by the 5th calendar day following the last day of each quarter.
 3. GCCARD shall reimburse CONTRACTOR on a monthly basis at the rate stated above, with a maximum reimbursement not to exceed \$7,098.00 per month. The purpose of maximum reimbursement is to avoid expending all of the Contract funds prior to the scheduled end date of the Contract. Reimbursements exceeding the recommended maximum figure may be permitted on a case by case basis as long as CONTRACTOR presents an explanation of need and a reasonable plan for providing continued service for the remainder of the term of the Contract.
- O. Relative to the delivery of the 10,990 meals funded by the Genesee County Senior Millage portion of this contract, it is expressly understood and agreed that in no event will the total amount to be paid by GCCARD to the CONTRACTOR exceed Eighty-Five Thousand One Hundred Seventy-Three Dollars (\$85,173.00).
- P. This Contract 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 Contract.
- Q. CONTRACTOR hereby agrees to defend, indemnify, and save harmless GCCARD from any and all claims of any nature whatsoever for damages (including personal injuries and death resulting there from) which may arise from CONTRACTOR's performance of this contract; provided, however, that nothing contained herein will be construed as rendering CONTRACTOR liable for acts of GCCARD's officers, agent, or employees.

R. Assessment of Subcontractor: GCCARD is required to assess all contractors at least semi-annually. This assessment is to include compliance with contract objectives, fiscal procedures and quality of services. Written review reports will be given to the Contractor in a timely manner. If necessary, corrective action plans will be submitted in accordance with agency policy.

S. Probation

1. If CONTRACTOR has failed to comply with the terms of a contract, GCCARD may place the Contractor on probation.
2. GCCARD may commence probation upon the CONTRACTOR's receipt of written violations as cited by GCCARD.
3. The notice of probation will contain reasons for probation and any corrective action required of the CONTRACTOR, and the effective date.
4. During the probation period, the CONTRACTOR will receive reimbursement for expenses incurred as part of the contract.
5. If, during the probation period, CONTRACTOR does not promptly comply with the required corrective actions, the contract may be suspended or terminated by GCCARD.

T. Suspension

1. When CONTRACTOR has significantly failed to comply with the terms of the contract, GCCARD may suspend support for CONTRACTOR's operation in whole or in part. Support for any part will automatically be terminated when it has been suspended for more than ninety (90) days.
2. To suspend contract operations, GCCARD must notify CONTRACTOR in writing of the action being taken, the reason(s) for such action, the effective date, and the conditions of the suspension. It must also note the right of the CONTRACTOR to appeal such decision.
3. Under serious conditions (such as, but not limited to, danger to an older person or improper use of funds), notice of immediate suspension may be given.
4. New obligations incurred by the Contractor during the suspension period will not be allowed unless GCCARD expressly authorizes them in the notice of suspension or an amendment to it. Necessary and otherwise allowable costs which the Contractor could not reasonably avoid during the suspension period will be allowed if they result from obligations properly incurred by the Contractor before the effective date of the suspension and not in anticipation of suspension or termination.
5. In suspending contract operations, GCCARD will determine the amount of

unearned funds the Contractor has on hand, anticipated length of suspension, the extent of operations suspension, and the amount of fund balance on hand to determine whether GCCARD should require the balance to be returned.

6. GCCARD may authorize the Contractor to reinstate the suspended contract operations if it determines conditions warrant such action. Such reinstatement will be made by assurance of a new statement of award.
7. GCCARD financial participation in reinstated contract operations may resume immediately upon reinstatement, but not for any costs incurred for those contract operations while they were suspended. The obligation authority unearned at the time of suspension may again become available for earning at the previously established matching ratio unless GCCARD reduces the amount of the contract.

U. Contract Termination

1. For adequate cause, GCCARD may terminate support for a contract prior to the end of an approved budget year. Though not intended to be an exhaustive list, example of cause for which GCCARD may terminate support are:
 - 1) Non-availability of funds;
 - 2) Contractor violates conditions under which the contract was approved;
 - 3) Program performance is inadequate as documented through the monitoring visits;
 - 4) Other resources are unavailable;
 - 5) Assessment findings are inadequate for two (2) semi-annual assessments; and
 - 6) Suspension for more than three consecutive months.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, GCCARD and the Contractor have executed this contract on the dates designated below with a contract effective date of October 1, 2017.

DATE: _____

Mark Young, Chairperson
Genesee County Board of Commissioners

DATE: _____

Matthew Purcell, Executive Director
GCCARD

DATE: _____

Steven Low, Executive Director
Jewish Community Services

Approved as to form:

Brian MacMillan, Assistant Prosecuting Attorney – Civil Division
Genesee County Prosecutor's Office – Civil Division

DATE: _____


Mark Valacak, MPH
Health Officer



Gary K. Johnson, MD, MPH
Medical Director

MEMORANDUM

To: Kay Doerr, Chairperson
Genesee County Board of Health

From: Mark Valacak, M.P.H. 
Health Officer

Date: September 5, 2017

Subject: Grant Acceptance for the balance of funds

Requested Action

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

Contract: Grant Acceptance: Eliminating Disparities in Perinatal Health (Healthy Start)

Amount: \$680,250.00

Funding Account: 221.6090.504 Federal Participation

Funding Source: U.S. Department of Health And Human Services (HHS),
Health Resources andf Services Administration (HRSA)

For the Period: April 1, 2017 through March 31, 2018

Purpose: To accept grant funding for the purpose of providing services to pregnant and postpartum women and children aged 0-2 to reduce infant mortality and health disparities, and improve maternal and child health outcomes.

Discussion

HHS, HRSA has awarded grant funding to the Healthy Start Program, Genesee County Health Department since 2001. The most recent award for Perinatal Health services was for the period of September 1 2014-March 31, 2019. All Healthy Start sites were awarded 50% of the allocation due to government appropriations delays. This award provides the balance for 100% of the allocation. **No county appropriation is needed.**

1. DATE ISSUED: 08/17/2017		2. PROGRAM CFDA: 93.926		 U.S. Department of Health and Human Services HRSA Health Resources and Services Administration NOTICE OF AWARD AUTHORIZATION (Legislation/Regulation) Public Health Service Act, Section 751 Public Health Service Act: Title III, Part D, Section 330H ; 42 U.S.C. 254c-8 Public Health Service Act, Title III, Part D, § 330H (42 U.S.C. 254c-8), as amended by the Healthy Start Reauthorization Act of 2007 (P.L. 110-339)					
3. SUPERSEDES AWARD NOTICE dated: 03/10/2017 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded.									
4a. AWARD NO.: 6 H49MC00148-17-01		4b. GRANT NO.: H49MC00148				5. FORMER GRANT NO.:			
6. PROJECT PERIOD: FROM: 07/01/2001 THROUGH: 03/31/2019									
7. BUDGET PERIOD: FROM: 04/01/2017 THROUGH: 03/31/2018									
8. TITLE OF PROJECT (OR PROGRAM): ELIMINATING DISPARITIES IN PERINATAL HEALTH									
9. GRANTEE NAME AND ADDRESS: GENESEE COUNTY HEALTH DEPARTMENT 630 S Saginaw St Flint, MI 48502-1525 DUNS NUMBER: 619259146			10. DIRECTOR: (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR) Suzanne M Cupal GENESEE COUNTY HEALTH DEPARTMENT Division Line: Genesee County Health Department 630 s. saginaw flint, MI 48502-1540						
11. APPROVED BUDGET: (Excludes Direct Assistance) <input checked="" type="checkbox"/> Grant Funds Only <input type="checkbox"/> Total project costs including grant funds and all other financial participation			12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE:						
a. Salaries and Wages : \$105,734.00 b. Fringe Benefits : \$61,129.00 c. Total Personnel Costs : \$166,863.00 d. Consultant Costs : \$0.00 e. Equipment : \$0.00 f. Supplies : \$1,034.00 g. Travel : \$5,533.00 h. Construction/Alteration and Renovation : \$0.00 i. Other : \$4,020.00 j. Consortium/Contractual Costs : \$461,618.00 k. Trainee Related Expenses : \$0.00 l. Trainee Stipends : \$0.00 m. Trainee Tuition and Fees : \$0.00 n. Trainee Travel : \$0.00 o. TOTAL DIRECT COSTS : \$639,068.00 p. INDIRECT COSTS (Rate: % of S&W/TADC) : \$41,182.00 q. TOTAL APPROVED BUDGET : \$680,250.00 i. Less Non-Federal Share: \$0.00 ii. Federal Share: \$680,250.00			a. Authorized Financial Assistance This Period \$680,250.00 b. Less Unobligated Balance from Prior Budget Periods i. Additional Authority \$0.00 ii. Offset \$0.00 c. Unawarded Balance of Current Year's Funds \$0.00 d. Less Cumulative Prior Awards(s) This Budget Period \$391,348.00 e. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION \$288,902.00						
			13. RECOMMENDED FUTURE SUPPORT: (Subject to the availability of funds and satisfactory progress of project)						
			<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">YEAR</th> <th style="width:70%;">TOTAL COSTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">18</td> <td style="text-align: right;">\$750,000.00</td> </tr> </tbody> </table>			YEAR	TOTAL COSTS	18	\$750,000.00
YEAR	TOTAL COSTS								
18	\$750,000.00								
			14. APPROVED DIRECT ASSISTANCE BUDGET: (In lieu of cash)						
			a. Amount of Direct Assistance \$0.00 b. Less Unawarded Balance of Current Year's Funds \$0.00 c. Less Cumulative Prior Awards(s) This Budget Period \$0.00 d. AMOUNT OF DIRECT ASSISTANCE THIS ACTION \$0.00						
15. PROGRAM INCOME SUBJECT TO 45 CFR 75.307 SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES: A=Addition B=Deduction C=Cost Sharing or Matching D=Other [A] Estimated Program Income: \$0.00									
16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY HRSA, IS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING: a. The grant program legislation cited above. b. The grant program regulation cited above. c. This award notice including terms and conditions, if any, noted below under REMARKS. d. 45 CFR Part 75 as applicable. In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.									
REMARKS: (Other Terms and Conditions Attached <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No)									
Electronically signed by Stephannie Young , Grants Management Officer on : 08/17/2017									
17. OBJ. CLASS: 41.51		18. CRS-EIN: 1386004849A5		19. FUTURE RECOMMENDED FUNDING: \$0.00					
FY-CAN	CFDA	DOCUMENT NO.	AMT. FIN. ASST.	AMT. DIR. ASST.	SUB PROGRAM CODE SUB ACCOUNT CODE				
17 - 3898020	93.926	14H49MC00148	\$288,902.00	\$0.00	14-HIS-ERED				

HRSA Electronic Handbooks (EHBs) Registration Requirements

The Project Director of the grant (listed on this NoA) and the Authorizing Official of the grantee organization are required to register (if not already registered) within HRSA's Electronic Handbooks (EHBs). Registration within HRSA EHBs is required only once for each user for each organization they represent. To complete the registration quickly and efficiently we recommend that you note the 10-digit grant number from box 4b of this NoA. After you have completed the initial registration steps (i.e., created an individual account and associated it with the correct grantee organization record), be sure to add this grant to your portfolio. This registration in HRSA EHBs is required for submission of noncompeting continuation applications. In addition, you can also use HRSA EHBs to perform other activities such as updating addresses, updating email addresses and submitting certain deliverables electronically. Visit <https://grants3.hrsa.gov/2010/WebEPSEExternal/Interface/common/accesscontrol/login.aspx> to use the system. Additional help is available online and/or from the HRSA Call Center at 877-Go4-HRSA/877-464-4772.

Terms and Conditions

Failure to comply with the remarks, terms, conditions, or reporting requirements may result in a draw down restriction being placed on your Payment Management System account or denial of future funding.

Grant Specific Term(s)

1. This revised Notice of Award is issued to provide the balance of funds which satisfies the requested funding for 4/1/17-3/31/18 from the competitive application, at a reduced 90.7% level. These funds have been proportionately allocated to the approved budget categories. Grant funds totaling 25% or more of the authorized total must receive prior approval before being reallocated.

All prior terms and conditions remain in effect unless specifically removed.

Contacts

NoA Email Address(es):

Name	Role	Email
Dawn D Scharer	Employee	dscharer@gchd.us
Ingrid D Fink	Business Official	ifink@gchd.us
Mark J Valacak	Authorizing Official	mvalacak@gchd.us
Muriel J Haygood	Business Official	mhaygood@gchd.us
Tessa Clardy	Employee	tclardy@gchd.us
Suzanne M Cupal	Program Director	scupal@gchd.us

Note: NoA emailed to these address(es)

Program Contact:

For assistance on programmatic issues, please contact Robert Windom at:
Healthy Start & Perinatal Services
5600 Fishers Ln
Rockville, MD, 20857-1750
Email: rwindom@hrsa.gov
Phone: (301) 443-1607

Division of Grants Management Operations:

For assistance on grant administration issues, please contact Sarah Morgan at:
HRSA/OFAM/DGMO
5600 Fishers Ln
RM 10W09C
Rockville, MD, 20857-0001
Email: smorgan1@hrsa.gov
Phone: (301) 443-4584
Fax: (301) 443-5461

MEMORANDUM

To: Brenda Clack
Chairman, Human Services Committee

From: Mark Valacak, M.P.H. *MV*
Health Officer

Date: September 11, 2017

Subject: Request for Overnight Travel for 2017 CILC Cohort 3 Kickoff Training

Requested Action

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

Conference/Location: 2017 CILC Cohort 3 Kickoff Training, Salt Lake City, UT

Date(s): October 24-26, 2017

Attendee(s): Bradlee Snyder, Community Health Analyst

Amount: \$1067.85 approximately includes lodging, transportation and meals

Funding Account: 221.6010.6153.0889

Funding Source: State Participation

Purpose: To improve the Maternal and Child Health program through training and facilitation from the Collective Impact Learning Collaborative.

Discussion

The 2017 CILC Cohort 3 Kickoff Training is a MCHB-funded effort in which CityMatCH will provide training and facilitation to 3 cohorts, each consisting of 10 urban, local health departments. The technical assistance will provide health departments with the tools, resources, and skills necessary to implement Collective Impact in their communities. Working in isolation, health departments can only do so much, but with the partnership of other sectors and community members, they can do much more to improve Maternal and Child Health. **No county appropriation is needed.**

GENESEE COUNTY
OVERNIGHT TRAVEL REQUEST

Reso #: _____

Name: Bradlee Snyder

Date: 8/22/2017

Conference Title: 2017 CILC Cohort 3 Kickoff Training

Date(s) of Conference: 10/24/17-10/26/17 Location: Salt Lake City, UT

Charge to: Department: 6153 Acct (choose one): 46495 (0889)

Expenditure Detail

Personal Vehicle Mileage: 10.6 Miles @ \$0.535 per mile= \$5.67
(If over 50 miles you must attain approval)

Airfare: \$450.00

Other Transportation Costs (detail): taxi from airport to hotel \$50.00

Conference Registration: \$0.00

Lodging: 2 nights @ \$246.59 per night= \$493.18

# of Meals:	<u>1</u>	bkfst @	\$6.00 + .90 tip=	\$6.90	<u>\$6.90</u>
	<u>1</u>	lunch @	\$9.00 + 1.35 tip=	\$10.35	<u>\$10.35</u>
	<u>3</u>	dinner @	\$15.00 + 2.25 tip=	\$17.25	<u>\$51.75</u>
					<u>\$69.00</u>

Other costs (detail): _____

TOTAL COSTS: \$1,067.85

Prepayments requested:

Airfare: \$450.00

Lodging Deposit: \$493.18

Registration Fees: \$0.00

Other: \$97.68

TOTAL PREPAYMENTS REQUESTED: \$1,040.86

ALLOWABLE ADVANCE PAYMENT: \$26.99

APPROVALS

Supervisor: 

Date: 8-23-17

Director: 

Date: 8/23/17

Accounting: 

Date: 8/23/17

Health Officer: _____

Date: _____

Duncan, Bonnie

From: Foster, Kara B <kara.foster@unmc.edu>
Sent: Friday, August 18, 2017 4:49 PM
To: Snyder, Brad; Sarah Bailey; Lydia Starrs
Cc: Cupal, Suzanne
Subject: FW: Important! TRAVEL INSTRUCTIONS for CILC 3 Kickoff in October

Importance: High

Hello Cohort 3 Travel Teams!

Please take some time to read the following instructions regarding your travel arrangements for the 2017 CILC Cohort 3 Kickoff training in Salt Lake City, UT from October 24-26, 2017.

EXPECTED ATTENDANCE

The training will begin at 8:00am MST on October 25 and end at 4:30pm MST on October 26, 2017. You should arrive anytime on Tuesday, October 24 and book a flight departing after 6pm MST on Thursday, October 26.

HOTEL

I will make every person's hotel reservation regardless of funding source.

ALL ATTENDEES: Please click on the link below to complete the *Meeting Attendance Form* by August 31, 2017.

[Meeting Attendance Confirmation Form](#)

The meeting will be held at the Grand America Hotel (555 Main St., Salt Lake City, UT 84101)

- **CityMatCH-Funded Travelers:** CityMatCH will pay for your room and taxes, BUT you will present a major credit card upon check-in for incidentals. You are responsible for non-room incidentals and tax charges to your hotel room.
- **Self-Funded Travelers:** You are responsible for the cost of your stay. You will present a major credit card to the hotel upon your arrival. The negotiated conference nightly rate is **\$219** plus 12.6% applicable taxes.

BOOKING YOUR FLIGHTS

All travel team members are responsible for their own travel arrangements. ALL CityMatCH funded flights must be booked by Thursday, August 31, 2017.

- CityMatCH Funded Travelers
 - You will book travel through our travel agency, Travel and Transport (T&T).
 - Call 1-800-228-4395 and let the agent know that you need to book a flight for the 2017 CILC Cohort 3 Kickoff in Salt Lake City
 - CityMatCH will pay the lowest fare available.
- Self-Funded Travelers
 - You are responsible for cost of your own flights.
 - You are welcome to book through T&T or via your own method.

EXPENSES & REIMBURSEMENT

Breakfast and lunch will be provided to **all** travel team members during training on October 25 and 26.

CityMatCH Funded Travelers

- CityMatCH will reimburse you for individual meals not provided during the meeting.

- A detailed **itemized** receipt is required for **all** meals. A credit card receipt is not sufficient.
- Receipts for all ground transportation are required. We do not pay for car rental or limo services. We do pay for Uber/Lyft in lieu of taxi's/cabs.
- Alcoholic beverages and/or their taxes and gratuities are not reimbursable.

An *Expense Voucher* and reimbursement instructions will be distributed to all CityMatCH-funded travelers prior to travel. Vouchers and receipts must be submitted to CityMatCH by **Monday, November 27, 2017**. Submissions after this date will not be honored.

Please let me know if you have any questions. We are looking forward to seeing you in beautiful Salt Lake City!

Kara Foster, MPH
 Senior Public Health Project Coordinator
 CityMatCH
 University of Nebraska Medical Center
 982170 Nebraska Medical Center
 Omaha, NE 68198-2170
 p. (402) 552-9581
 f. (402) 552-9593
 e. kara.foster@unmc.edu

The information in this e-mail may be privileged and confidential, intended only for the use of the addressee(s) above. Any unauthorized use or disclosure of this information is prohibited. If you have received this e-mail by mistake, please delete it and immediately contact the sender.

Mark Valacak, MPH
Health Officer



Gary K. Johnson, MD, MPH
Medical Director

MEMORANDUM

To: Brenda Clack
Chairman, Human Services Committee

From: Mark Valacak, M.P.H. *MV*
Health Officer

Date: September 11, 2017

Subject: Request for Overnight Travel for 2017 SNS Preparedness Course

Requested Action

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

Conference/Location: 2017 SNS Preparedness Course 18R-0060

Date(s): October 15-21, 2017

Attendee(s): Sheila Moore, Emergency Preparedness Coordinator

Amount: no cost to Genesee County

Funding Account: 221.6010.6081.0889

Funding Source: Center for Domestic Preparedness (CDP)

Purpose: To learn how to best plan and prepare for a public health emergency and how to use and manage the SNS in response to a terrorist attack, natural disaster, or technological accident.

Discussion

This course addresses SNS countermeasures supply chain operations at the state and local level, public information and communications considerations, and point of dispensing functional design and management to achieve completion of supply chain delivery to consumers. FEMA will pay travel expenses for state and local participants. No County appropriations.

GENESEE COUNTY
OVERNIGHT TRAVEL REQUEST

Reso #: _____

Name: Sheila Moore

Date: 8/31/2017

Conference Title: SNS Preparedness Course

Date(s) of Conference: October 15-21, 2017

Location: Anniston, Alabama

Charge to: Department: 6081

Acct (choose one): 46495

Expenditure Detail

Personal Vehicle Mileage: _____ Miles @ \$0.535 per mile= \$0.00
(If over 50 miles you must attain approval)

Airfare: _____

Other Transportation Costs (detail): _____

Conference Registration: _____

Lodging: 0 nights @ \$0.00 per night= \$0.00

of Meals: 0 bkfst @ \$6.00 + .90 tip= \$6.90 \$0.00

0 lunch @ \$9.00 + 1.35 tip= \$10.35 \$0.00

0 dinner @ \$15.00 + 2.25 tip= \$17.25 \$0.00

\$0.00

Other costs (detail): _____

TOTAL COSTS: \$0.00

Prepayments requested:

Airfare: _____

Lodging Deposit: _____

Registration Fees: _____

Other: _____

TOTAL PREPAYMENTS REQUESTED: \$0.00

ALLOWABLE ADVANCE PAYMENT: \$0.00

APPROVALS

Supervisor: [Signature]

Date: 8-31-17

Director: [Signature]

Date: 8-31-17

Accounting: [Signature]

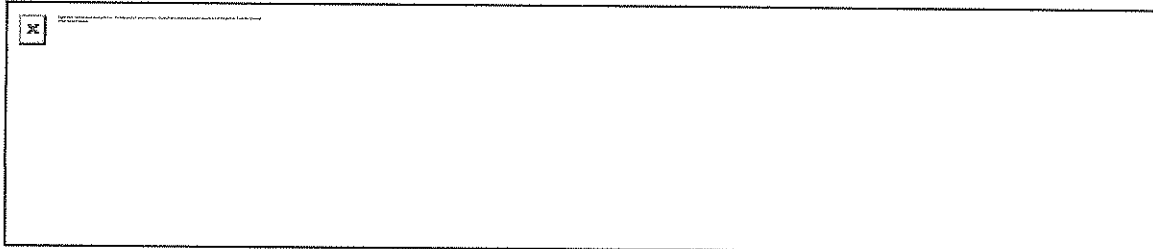
Date: 9.6.17

Health Officer: [Signature]

Date: 9.6.17

Moore, Sheila

From: Bureau of EMS, Trauma, and Preparedness <BETP@govsubscriptions.michigan.gov>
Sent: Wednesday, August 30, 2017 4:09 PM
To: Moore, Sheila
Subject: PHEP Update - August 30, 2017



August 30, 2017

In this update:

- September EPC Call
- FEMA Guidance on Helping Disaster Survivors in Texas
- Business Preparedness Webinar
- Second Wednesday Webinar - September
- Center for Domestic Preparedness - SNS Preparedness Course
- DEPR MYTEP
- DEPR Regional Point of Contact Change
- CDC Public Health Radiological/Nuclear Preparedness Resources

September EPC Call

The next EPC call is scheduled on September 14, 2017 from 1:30 PM 2:30 PM EDT. An agenda will be released in the next PHEP Update. As a reminder, starting with September, the EPC calls will be held on a quarterly basis. Regional HCCs will no longer participate. Additional calls/webinars will be scheduled if needed.

The revised BP1-17 call schedule is below:

- September 14, 2017
- December 14, 2017
- March 8, 2018
- May 3, 2018 (to discuss end of BP1-17/upcoming BP2-18 WP)

In-person Meeting:

- June 5-6, 2018 LHD and Tribal Preparedness Partners Meeting in Gaylord, MI

FEMA Guidance on Helping Disaster Survivors in Texas

At this time, Michigan has not received any EMAC requests for assistance in response to the Texas flooding. For LHDs that may be receiving questions on donating or volunteering, FEMA has issued a press release with guidance on

providing support to affected communities in Texas.

Business Preparedness Webinar

National Health Security Preparedness Index (NHSPI) leaders will host a webinar on Businesses and Health Security: The Bottom Line on Preparedness from 11 a.m. to 12 p.m. EDT on August 31, 2017. This event will feature an interactive discussion on how health security issues like disasters and disease epidemics impact the U.S. economy and can influence key business decisions. Presenters will highlight how private sector leaders can use the latest health security information to support their bottom lines and community preparedness.

Interested participants may register online to join experts from the business and health communities and NHSPI leaders for this discussion of health security issues.

Second Wednesday Webinar - September

CDCs next Second Wednesday Webinar is scheduled for 1 p.m. to 2 p.m. EDT on September 13, 2017. The Baltimore County Department of Health and Human Services will share best practices and lessons learned while partnering with the Girl Scouts of Central Maryland in Operation Shortbread. Operation Shortbread was a low-cost, full-scale exercise simulating logistical operations involved in receiving, staging, storing, and distributing large amounts of medical countermeasures within a 24-hour to 48-hour window using the Girl Scouts local bulk shipment site typically used for the annual distribution of Girl Scout cookies. To join the webinar, participants can log into the Adobe Connect meeting room. To listen to the audio portion, dial 1-800-475-4962 and enter participant passcode 4330935 (limited to the first 200). Registration is not required. Past Second Wednesday Webinar recordings and presentation slides are available in the Hot Topics section of CDCs Online Technical Resource and Assistance Center (On-TRAC).

Center for Domestic Preparedness - SNS Preparedness Course

The CDC is offering a five-day SNS Preparedness course in Anniston, Alabama from October 15-21, 2017. The course is designed to give federal, state, and local officials information on how to best plan and prepare for a public health emergency and how to use and manage the SNS in response to a terrorist attack, natural disaster, or technological accident. The course addresses SNS operational concepts, warehouse operations, planning for medical countermeasure supply chain operations at the state and local level, public information and communications considerations, and point of dispensing functional design and management to achieve completion of supply chain delivery to consumers. FEMA will pay travel expenses for state and local participants.

Print

Application Details

sheila c moore (0002252172)

5179276606 (Home) | sheila.moore1981@gmail.com

Female, US Citizen

Birth Date and Location: 11/21/1981, ,

Training Requested

18R-0060 SNS on one of these dates: 10/15/2017

Provided by Center for Domestic Preparedness (CDP)

Sponsoring Agency

Genesee County Health Department 630 s. saginaw st, flint, MI 48502

8103415239 | smoore@gchd.us

Position/Job Title: Emergency Preparedness Coordinator for 1 years

Jurisdiction: Local Government

Discipline: Public Health

Your State Approved Agency(ies):

- Amanda Bresler, BreslerA@michigan.gov
- Michele Sosinski, Sosinskim1@michigan.gov

Mark Valacak, MPH
Health Officer



Gary K. Johnson, MD, MPH
Medical Director

MEMORANDUM

To: Brenda Clack
Chairman, Human Services Committee

From: Mark Valacak, M.P.H. *MV*
Health Officer

Date: September 11, 2017

Subject: Office Space for Healthy Start Lead Expansion Staff

Requested Action

Office space is required for staff working on the Healthy Start Lead Expansion grant. A request is being made to use the basement level space formally occupied by the Friend of the Court in the County Administration Building for that purpose.

Funds from the Healthy Start Lead Expansion grant have been approved for the preparation and refurbishment of the space to meet the Healthy Start staff needs.

If this space is not available, another work space must be identified to accommodate the new staff.

Funding Account: 221. 6010.6015.0806

Funding Source: United States Department Health and Human Services (HHS)

Purpose: To obtain space for the Healthy Start Lead Expansion grant staff.

Discussion

Funding to support the preparation and refurbishment of the work space has been approved by HRSA Healthy Start Division. **No county appropriation is required.**