



**BOARD COORDINATOR
GENESEE COUNTY BOARD OF COMMISSIONERS**

1101 BEACH STREET, ROOM 312
FLINT, MICHIGAN 48502

TELEPHONE: (810) 257-3020
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JOSHUA FREEMAN
COORDINATOR

**HUMAN SERVICES COMMITTEE
Monday, October 23, 2017 at 9:30 a.m.
AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. MINUTES** – October 9, 2017
- IV. PUBLIC COMMENT TO COMMITTEE**
- V. COMMUNICATIONS** – Matt Purcell, Director at GCCARD – Update on the Healthy Start and Summer Feeding Programs
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
 - A. GCCARD-
 - 1. H102317VIA1: Request authorization to accept the HHS Grant Award in the amount of \$88,582.00 for supplemental funding – Attached
 - 2. H102317VIA2: Request approval to submit to HHS/Administration for Children and Families a signed Certification of Health and Safety Screening - Attached
 - 3. H102317VIA3: Request authorization to submit an Early Head Start Expansion Balance of Funds Supplemental Application in the amount of \$1,007,214 to the Department of HHS/Administration for Children and Families – Attached

4. H102317VIIA4: Request approval to expand contract with Michigan Department of Community Health for an additional \$183,743 for a Maternal, Infant and Early Childhood Home Visiting program – Attached
5. H102317VIIA5: Request approval to accept the OLHSA Head Start Fiscal and Personnel Agreement amendment between GCCARD and the OLHSA – Attached **(ROLL CALL VOTE REQUESTED)**

B. HEALTH DEPARTMENT –

1. H102317VIIB1: Request approval of contract amendment with Mann Technologies - Attached

C. SENIOR SERVICES –

1. H102317VIIC1: Request approval of budget amendments for Thetford and Eastside Senior Centers - Attached

VIII. OTHER BUSINESS

IX. ADJOURNMENT

HUMAN SERVICES COMMITTEE
Monday, October 9, 2017 at 9:30 a.m.
Minutes



CALL TO ORDER

Chairperson Clack called the Human Services Committee meeting to order at 10:19 a.m.



ROLL CALL

Roll Call.

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



MINUTES – September 27, 2017

Motion: To approve the September 27, 2017 Human Services Committee minutes as presented

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

Motion passed unanimously.



PUBLIC COMMENT TO COMMITTEE

None



COMMUNICATIONS

None



OLD BUSINESS

None



NEW BUSINESS

A. GCCARD –



1. H100917VIA1: Request authorization to accept contract with The Regents of the University of Michigan a Michigan Constitutional Corporation – Early Childhood Development Center – Attached

Motion: To accept contract with The Regents of the University of Michigan a Michigan Constitutional Corporation – Early Childhood Development Center

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

Motion passed unanimously.



2. H100917VIA2: Request authorization to accept amended funding changes for VAAA Home Delivered and Congregate Meal program –
(ROLL CALL VOTE REQUESTED)

Motion: To accept amended funding changes for VAAA Home Delivered and Congregate Meal program

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



Commissioner Henry asked what the wait list for the home delivery is. Matt Purcell, Director of GCCARD advised that there is not a waiting list. They are accepting and enrolling all applicants that are forwarded to them from VAAA and Alzheimer's. Chairperson Clack advised that additional funding coming through



Commissioner Nolden asked if the elected officials would be going out and delivering the meals this year. Purcell said that was the Big Wheels Deliver Meal program and it was shut down by the state monitor. Matt stated that he and Kathy Boles have been in discussion about how to get that back in place. There has to be more vetting of the participants, background checks, and health screenings, it is required for all our employees that encounter the people and the food. This will be a topic of discussion with his meeting with Ms. Boles.

Discussion ensued.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 9).

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

B. SENIOR SERVICES –



1. H100917VIIIB1: Request approval of Senior Service Provider Travel Request from October 1, 2017 to September 30, 2018 – Attached

Motion: To approve Senior Service Provider Travel Request from October 1, 2017 to September 30, 2018

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



OTHER BUSINESS

None



ADJOURNMENT

Chairperson Clack Adjourned the Human Services Committee meeting at 10:34 a.m.

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

Bryant Nolden
District 1

Brenda Clack
District 2

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District 3

Kim Courts
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Mark Young
District 5

Drew Shapiro
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Nutrition Svcs. Director

Chevon Wilborn
Nutrition Svcs. Asst. Director


Keshanda Jones
GCCARD Asst. Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

**GCCARD HEAD START
MEMORANDUM**

TO: Brenda Clack, Chairperson, Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request Authorization to Accept the Health and Human Services Administration for Children and Families Grant Award in the amount of \$88,582.00 for supplemental funding COLA from July 1, 2017 through June 30, 2018.

DATE: October 23, 2017

BACKGROUND INFORMATION:

This amount of \$88,582.00 represents a 1.1% cost of living adjustment increase for the Head Start and Early Head Start staff for the grantee and delegate program. The breakdown is as follows:

Head Start	\$42,640.00
Early Head Start	\$45,942.00
TOTAL	\$88,582.00

REQUESTED ACTION:

Genesee County Community Action Resource Department (GCCARD) requests authorization to accept the Health and Human Services Grant Award in the amount of \$88,582.00 for the supplemental funding COLA increase for Head Start and Early Head Start Programs from this committee and recommendation of acceptance by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

MP/KW/bmh

Enclosure

H:\CENTRAL OFFICE\CORRESPONDENCE\HSC\AWARDS\17-18 COLA-HS-EHS GRANT AWARD.DOCX



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05CH8326-05-01	4. AMEND. NO. 1
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Supplement	7. AWARD AUTHORITY: 42 U.S.C. 9801	
8. BUDGET PERIOD: 07/01/2017 THRU 06/30/2018		9. PROJECT PERIOD: 07/01/2013 THRU 06/30/2018		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: Genesee County 1101 Beach St Fl 3 Flint, MI 48502-1428 Grantee Authorizing Official: Mark Young , Board Chair			12. PROJECT / PROGRAM TITLE: Head Start and Early Head Start	
13. COUNTY: Genesee	14. CONGR. DIST: 05	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Matt Purcell Executive Director		
16. APPROVED BUDGET:		17. AWARD COMPUTATION:		
Personnel..... \$ 4,104,926.00		A. NON-FEDERAL SHARE..... \$ 2,273,014.00 20%		
Fringe Benefits..... \$ 2,306,452.00		B. FEDERAL SHARE..... \$ 9,092,055.00 80%		
Travel..... \$ 60,082.00		18. FEDERAL SHARE COMPUTATION:		
Equipment..... \$ 0.00		A. TOTAL FEDERAL SHARE..... \$ 9,092,055.00		
Supplies..... \$ 196,619.00		B. UNOBLIGATED BALANCE FEDERAL SHARE..... \$ 0.00		
Contractual..... \$ 1,061,622.00		C. FED. SHARE AWARDED THIS BUDGET PERIOD...\$ 9,003,473.00		
Facilities/Construction..... \$ 0.00		19. AMOUNT AWARDED THIS ACTION:		\$ 88,582.00
Other..... \$ 675,825.00		20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		\$ 44,377,105.00
Direct Costs..... \$ 8,405,526.00		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:		
Indirect Costs..... \$ 686,529.00		Additional Costs		
At % of \$				
In Kind Contributions..... \$ 0.00		22. APPLICANT EIN: 386004849	23. PAYEE EIN: 1386004849A4	24. OBJECT CLASS: 41.51
Total Approved Budget..... \$ 9,092,055.00				
25. FINANCIAL INFORMATION:				
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.
	05CH832605	75-17-1536	7-G054122	\$42,640.00
	05CH832605	75-17-1536	7-G054125	\$45,942.00
DUNS 078404738				
UNOBLIG. NONFED %				
26. REMARKS: (Continued on separate sheets)				

27. SIGNATURE - ACF GRANTS OFFICER		DATE:	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY	
Eric P Staples		09/13/2017	Mr. Omar Barrett	
			09/08/2017	
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)			DATE:	
Ms. Fran Majestic -			09/12/2017	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05CH8326-05-01	4. AMEND. NO. 1
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: Supplement		7. AWARD AUTHORITY: 42 U.S.C. 9801
8. BUDGET PERIOD: 07/01/2017 THRU 06/30/2018		9. PROJECT PERIOD: 07/01/2013 THRU 06/30/2018		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: Genesee County				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families
U.S. Department of Health and Human Services
Office of Grants Management
ATTN: Grants Management Specialist
330 C Street, SW.,
Switzer Building Corridor 3200
Washington, DC 20201 AND
U.S. Department of Health and Human Services
Office of Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW, Cohen Building
Room 5527
Washington, DC 20201
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180& 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

Genesee County

05CH8326-05-01

1. 05CH8326-05-01 COLA Remarks

26. REMARKS (Continued from previous page)

This grant action awards supplemental funds for the cost-of-living adjustment increase for the Head Start and Early Head Start programs for Fiscal Year 2017.

Head Start population: 424 children.

Designated Head Start service area: Genesee County with the exception of Beecher, Carman-Ainsworth and Flint school districts.

Approved program options for the Head Start program: Center-based, Home-based.

Early Head Start population: 335 infants, toddlers and pregnant women.

Designated Early Head Start service area: Genesee County with the exception of Bendle and Carman-Ainsworth school districts.

Approved program options for the Early Head Start program: Center-based, Home-based.



Genesee County Community Action Resource Department
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GCCARD MEMORANDUM

TO: Brenda Clack, Chairperson, Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Authorization to Submit to the Department of Health and Human Services/ Administration for Children and Families the signed Certification of Health and Safety Screening which verifies compliance with all applicable health and safety requirements as mandated as a condition of the Early Head Start Expansion (05HP000093) Notice of Award.

DATE: October 23, 2017

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 Svcs. Asst. Director

Keshanda Jones
GCCARD Asst. Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

BACKGROUND INFORMATION:

The 2017-2018 Notice of Award for the GCCARD Early Head Start Expansion Program (05HP000093) required completion of a health and safety screening of each site in which services are provided to children (see blank form attached). The screenings have been completed and the program must submit the signed Certification of Compliance, which defines our commitment to maintaining compliance with local, state, and federal health and safety requirements.

REQUESTED ACTION:

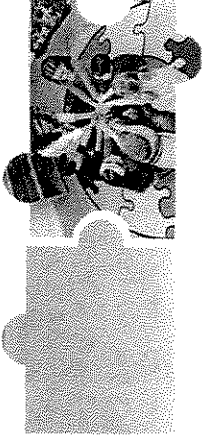
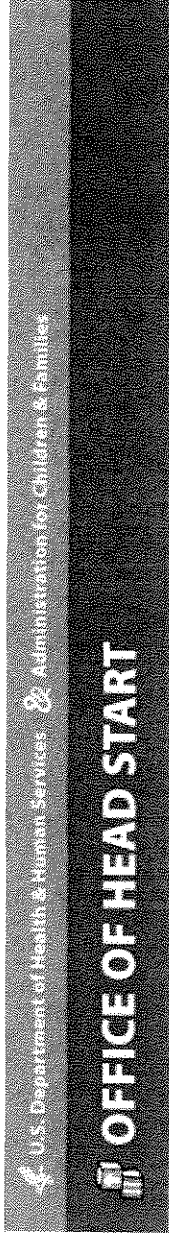
Genesee County Community Action Resource Department requests approval to submit to Health and Human Services/Administration for Children and Families a signed Certification of Health and Safety Screening by this committee and recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

MP/KW/bmh

Attachment

H:\CENTRAL OFFICE\CORRESPONDENCE\HSC\17-18-EHS EXPANSION-HEALTH AND SAFETY CHECKLISTS.DOCX





Certification of Health and Safety Screening

Grant Number: 05HP0000093

Grantee Name: GCCARD Head Start

The signatures below attest that our agency has completed a health and safety screening of each site where children receive Head Start/Early Head Start services, consistent with the terms and conditions of the Notice of Award (NoA).

Our agency commits to maintaining compliance with local, state, and federal health and safety requirements.

Board Chair/Tribal Chair	
Date	
Policy Council Chair	
Date	
Head Start Director	
Date	
Early Head Start Director	
Date	

Health and Safety Checklist

(Revised 9/12/2017)

Date _____

Site _____

Classroom _____

HS _____ EHS _____

Observer(s) _____

Start Time: _____ End Time: _____

Staff present _____

Checking "Yes" or "No" indicates that the item is supported by observation. **UO** indicates the item is unobserved at this time. Space is available for notes or comments relevant to each item. Please use this space to describe any areas of concern. Items followed by [numbers] indicate actual Head Start Performance Standards.

Facilities, Materials, and Equipment (Indoor/Classroom/Outdoor)	No	Yes	UO
1. The child care program has a current, posted license. 1302.21 (d)(1), 1302.23 (d), R400.8110			
2. Ceiling and Ceiling Tiles are unstained and in place.			
3. Adult materials are out of reach of children, i.e., scissors, etc.			
4. Carpet/rugs/mats lay flat on the floor to prevent tripping hazard.			
5. The facility has approved, working fire extinguishers with annual service date on it and an appropriate number of smoke detectors that are tested regularly. 1302.47(b)(1)(vi)			
6. Classrooms are well lit and emergency lighting is available in case of a power failure. 1302.47(b)(1)(v)			
7. Electrical plugs accessible to children are covered. 1302.47(b)(1)(iv), R400.8550			
8. Exits and/or evacuation routes are clearly marked, and other safety procedures (fire, tornado) are posted in the classroom. 1302.47			
9. Windows and glass doors are constructed or adjusted to prevent injury to children. 1302.47(b)(1)(i)			
10. The heating/cooling system is safe, effective, and insulated to protect children and staff from potential burns. (Note: Look at pipes and/or radiators.) 1302.47(b)(1)(i)			
11. There is an absence of highly flammable furnishings, decorations, or materials that emit toxic fumes. 1302.47(b)(1)(i)			
12. Flammable and other dangerous materials/poisons are stored in locked cabinets or facilities separate from medications and food and accessible only to authorized persons. 1302.47(b)(1)(iii)			
13. Infant beds are provided with firm mattresses, are at least three feet apart, and are void of any loose, soft bedding materials. 1302.47(b)(5)(ii), R400.8176, R400.8188			
14. Diaper-changing and bathroom facilities are located away from areas used for cooking, eating, or children's activities. 1302.47(b)(1)(vii)			

	No	Yes	UO
15. Usable space (≥ 35 sq.ft. per child) meets program regulations. 1302.21(d)			
16. Indoor and outdoor space for infants/toddlers is separated from areas used by preschoolers. 1302.47(b)(2)(iv)			
17. Sufficient number of toys, materials, and furniture are provided which are age appropriate, safe, durable, and in good condition. R400.8173			
18. Environments for infants and toddlers are free of choking hazards. 1302.21(d)(1) and 1302.23(d)(iv)			
19. Center space is organized into functional areas that can be recognized by children and that allow for individual activities and social interactions. Center areas are clean and free of dirt and debris. 1302.47(b)(1)(ii)			
20. Facilities enable the safe, comfortable, and effective participation of children with disabilities. 1302.47(b)(7)(i) and (ii)			
21. Emergency telephone numbers and policies/ plans of action are clearly posted. 1302.47(b)(7)(i) and (ii), 1302.47(b)(8), R400.8164			
22. A fully supplied, updated first –aid kit is accessible to staff and out of reach of children (portable for field trips and on playground). 1302.47(b)(1)(vi)			
23. Medications, including non-emergency medicines, are properly labeled, in original containers, and out of reach of children. Non-emergency medications are kept locked. Are there written orders from a physician? Are all expiration dates correct? Are there medication administration logs? 1302.47(b)(7)(iv)			
24. The playground equipment is in good repair and safe condition. R400.8170			
25. The outdoor play area is arranged so that no child can leave the premises or get into unsafe or unsupervised areas (no blind spots, bodies of water, roads or parking lots, or other areas). 1302.47(b)(2)(iii)			
26. Children are supervised on the playground at all times. 1302.47(b)(5)(iii)			
27. The classroom has clear plans in place for checking classroom, outdoor play area, sleeping areas, etc. prior to departure to ensure that no child is left alone. 1302.90			
27. The program ensures children are released only to a parent, legal guardian or other individuals as designated in writing by the parent or legal guardian. 1302.47(b)(5)(iv), 1302.47(b)(7)(v)			
28. No children are left alone or unsupervised while under the care of the program. Are there clear systems in place to account for the whereabouts of each child (e.g. attendance logs and sign-in/out sheets, routine head counts)? 1302.47(b)(5)(iii)			
29. Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located and tested regularly. R400.8540			

Food Safety/ Sanitation/ Hygiene	No	Yes	UO
1. Procedures for meeting bathroom needs have been adopted that adequately protect the health and safety of children and staff. R400.8137			
2. If diapering was observed, did staff follow posted procedures? Diapers are disposed of in a safe and sanitary manner. R400.8137			
3. Children are not left alone on the changing table at any time. R400.8137			
4. Toilet training equipment is available for children being toilet trained. R400.8137			
5. Staff, volunteers, and children wash hands with soap and running water after diapering/toileting use, before food-related activities, when contaminated with bodily fluids, after handling animals, before and after giving medications, before and after treating a wound, and after handling garbage. Did staff assist children when needed? 1302.47(b)(6)			
6. Nonporous gloves are available for use when dealing with bloody bodily fluids. 1302.47(b)(6)			
7. Bathroom facilities are clean, in good repair, and easily reached by children. R400.8137			
8. Facilities are available for the proper storage and handling of breast milk and formula. R400.8330, R400.8335			
9. Indoor and outdoor premises are cleaned and inspected daily and kept free of undesirable and hazardous materials and conditions. 1302.47(b)(1)(ii) and (ix)			
10. Garbage and trash are stored and disposed of in a safe, sanitary manner. R400.8360			
11. Staff promote effective dental hygiene among children in conjunction with meals. 1302.43			
12. Spills of bodily fluids are wiped up and disinfected immediately. Contaminated materials are placed in a plastic bag and secured? 1302.47(b)(6)(iii)			
13. The program has a regular cleaning schedule for the facility and equipment. 1302.47(b)(1)(ii) and (ix)			
14. Does the classroom have the appropriate class and group size based on the predominate age of the children? HS classrooms – part day up to 17 children with 2 adults; full day up to 20 children with 2 adults. 1302.21(d)			
15. Are no more than 8 children placed in an infant/toddler space, and no more than 4 children assigned to each teaching staff? (EHS only) 1302.21(b)(2)			
16. Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary. 1302.47			
17. Agency policies and procedures protect children with allergies from known allergens. 1302.47			

Staff Training and Credentials	No	Yes	UO
1. All staff have criminal background checks, initial health exams, and TB screenings. 1302.90, 1302.93			
2. All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements. 1302.92 (b)(2)			
3. Direct service staff are trained in first aid, CPR, and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies. 1302.47(b)(4)(C) and (K)			
4. Staff are trained to protect children in emergencies (e.g. natural disasters, community violence, intruders, attempted removal of child by unauthorized adult or adult who appears intoxicated. 1302.47(b)(5)(iv), (7)(i), and (8)			

Transportation	No	Yes	UO
1. Safety procedures are in place for boarding and leaving the bus where transportation is provided. 1303.74(a)			
2. Did reviewer ride the bus to ensure regulations are being met? (See Transportation Checklist if riding bus) 1303.74(a)			

Not Regulated	No	Yes	UO
Is fresh air available in rooms occupied by children?			
Does the classroom have an exit that leads directly to the outside?			
Does the classroom have at least one outside window for emergency rescue or ventilation?			
Is there a fire alarm system that includes all of the following: Manual means of initiation (e.g. pull boxes), connections to the smoke detector system, use of both audio and visual signals when activated?			
Children are protected from any hazards posed by classroom pets.			
Staff notify parents when children are sick or injured.			
Infant toys are cleaned and sanitized as needed between each use by individual children.			

Covered Under Licensing	No	Yes	UO
Are any unvented fuel-fired heaters present? R400.8530			
Do artwork and teaching materials, not including licensing or HS required postings, cover more than 20% of the classroom walls?			
Does the program have a pest-management program? R400.8380			
Are smoke detectors located in all of the following areas: Each story, in front of doors to the stairway, corridors on all floors, lounges and recreation areas, sleeping rooms? R400.8540			
Are all classroom doors within 100 feet of the nearest exit? Are all classroom doors within 50 feet of any point in the classroom? R400.8525(1)(2)(b)			
Did staff use positive child guidance when responding to undesired child behavior rather than corporal punishment, emotional or physical abuse, unnecessary restraint, humiliation, isolation or denial of food, water or bathroom privileges?			

Original checklist compiled from 2006 PRISM Health and Safety Checklist, Office of Head Start Monitoring System Protocol-FY 2015, and National Resource Center for Health and Safety for Child Care and Early Education. Information in bold print indicates Compliance Indicator Numbers from Protocol Fiscal Year 2015. This document updated 8/15/2017 by Tammy Compton and Tami Lysher based on new Head Start Performance Standards, Office of Head Start Health and Safety Screener, and Licensing Rules.



Genesee County Community Action Resource Department

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Commissioners

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Home Maint. Asst. Director

Kelli Webb
Head Start Director

**GCCARD HEAD START
MEMORANDUM**

TO: Brenda Clack, Chairperson, Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: GCCARD Head Start Program Requests Authorization to Submit an Early Head Start Expansion Balance of Funds Supplemental Application in the amount of \$1,007,214 to the Department of Health and Human Services/Administration for Children and Families

DATE: October 23, 2017

BACKGROUND INFORMATION:

The GCCARD Head Start Program received funding to operate thirteen additional Early Head Start classrooms with prioritization to children impacted by the Flint lead crisis. The Notice of Award was for an eighteen month budget period, with the first twelve month budget being approved.

Submission of this application is necessary for the remaining six months to continue operation of the existing programs.

REQUESTED ACTION:

Genesee County Community Action Resource Department requests authorization to submit the Early Head Start Expansion Balance of Funds Supplemental Grant Application in the amount of \$1,007,214 to DHHS/ACF by this committee and recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

MP/KW/bmh

Enclosure

H:\CENTRAL OFFICE\CORRESPONDENCE\HSC\17-18 EMS EXPANSION-SUPPLEMENTAL GRANT FUNDS.DOCX





ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | Region V | 233 North Michigan Avenue, Suite 400, Chicago, IL 60601 | www.eclkc.ohs.acf.hhs.gov

October 5, 2017

Mark Young, Board Chair
Genesee County
1101 Beach Street
Flint, MI 48502

Re: Grant No. 05HP000093

Dear Mr. Young:

This letter provides guidance on the requirements for submission of the application for the remaining six months of your initial 18-month budget period to continue operation of your Early Head Start Expansion/CCP grant funded on March 1, 2017. Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

The following table reflects the approved enrollment level and the remaining funds available to the Early Head Start grant for use in preparing the balance of funds amendment application for the 03/01/2017 – 08/31/2018 budget period.

Funding Type	Funding Level	Funded Federal Enrollment
Early Head Start Program Operations	\$959,251	104
Early Head Start Training and Technical Assistance	\$47,963	
TOTAL	\$1,007,214	104

The application for the Early Head Start grant is due 12/01/2017, and will be submitted in the Head Start Enterprise System (HSES) using the "EHS CCP Balance of Funds" supplement.

Please ensure the application includes the following:

- Completion of all tabs in the HSES supplement, including the Program Schedule;
- Brief Application Narrative describing the current status of the program and any changes from the initial application. The narrative should identify all partner agencies including each agency's planned enrollment and planned hours of operation. If any slots are not yet placed, an explanation of the plans to identify partners or locations is to be included;
- Budget Justification Narrative that aligns with the budget entered in HSES;
- Where applicable, list each partnership contract for funds budgeted for this purpose separately under the "Budget" – "Contractual" tab;

- Indirect Cost Rate Agreement, or records showing adoption of 10 percent de minimis indirect cost rate, if applicable;
- Training and Technical Assistance Plan and supporting budget; ✓
- Governing Body and Policy Council Decisions; and
- Sample Delegate and/or Partnership contracts, if applicable.

Incomplete applications will not be processed.

Submission Requirements

Reference materials regarding how to submit the application can be found in the "Instructions" section of HSES. To begin the application, select the Financials tab and open the supplement. For further assistance, please contact help@hsesinfo.org or 1-866-771-4737.

The application must be submitted electronically in HSES. The application must be submitted on behalf of the Authorizing Official registered in HSES.

Please ensure the application contains all of the required information in this letter. If you have any questions or need assistance, please contact Martha Burns, Head Start Program Specialist, at (312) 353-2260 or martha.burns@acf.hhs.gov or Guadalupe Quiroz, Grants Management Specialist, at (312) 886-9282 or guadalupe.quiroz@acf.hhs.gov.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Heather Wanderski
Supervisory Program Specialist
Office of Head Start

cc: Matt Purcell, Executive Director
Kelli Webb, Early Head Start Director



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

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Keshanda Jones
GCCARD Asst. Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

**GCCARD HEAD START
MEMORANDUM**

TO: Brenda Clack, Chairperson, Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Requests Approval to expand the contract with the Michigan Department of Community Health for an additional \$183,743 from October 1, 2017 through September 30, 2018 for a Maternal, Infant and Early Childhood Home Visiting Program.

DATE: October 23, 2017

BACKGROUND INFORMATION:

This is an amended contract with the purpose of expansion of Early Head Start home visiting services to an additional 16 families, consisting of pregnant mothers and children up to age three residing within the Flint School District boundaries. Teen parents are given first priority with eligible children from the general population completing enrollment. Attached is the amendment request.

REQUESTED ACTION:

Genesee County Community Action Resource Department requests approval to increase the contract with the Michigan Department of Community Health for a Maternal Infant and Early Childhood Home Visiting Program in the amount of \$183,743 for a total of \$367,486 by this committee and recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

MP/KW/bmh

Enclosure

H:\CENTRAL OFFICE\CORRESPONDENCE\HSCI\17-18-MDCH-EXPANSION FUNDS.DOCX



Michigan Department of Health and Human Services Amendment for HDST-2018 - Early Head Start - 2018

grants@egram-mi.com

Sent: Monday, October 09, 2017 3:15 PM

To: Humenick, Barb

Cc: millert2@michigan.gov; blackburnm@mi.gov; davisd14@michigan.gov; smithkid@michigan.gov; mccoilm@michigan.gov; millert2@michigan.gov; blackburnm@mi.gov; davisd14@michigan.gov; smithkid@michigan.gov; mccoilm@michigan.gov

10/09/2017

Barb Humenick, Admin Assistant

County of Genesee

420 W. Fifth

Dear Barb Humenick:

The following is an amendment for your organization for funding administered by the Michigan Department of Health and Human Services (MDHHS) through HDST-2018 - Early Head Start - 2018 Agreement. Please complete the amendment modification to the application and have your **Authorized Official** submit through MI E-Grants within **two (2) weeks**. If you are not able to submit your amended application within this time, please contact your Grant Program Manager and Grants Section Team Member to request and extension.

Following sections are requested to be amended.

Facesheet (Others)

Budget (Funding Changes)



Purpose of the Amendment:

The purpose of the amendment is to add funding in the original agreement for \$183,743.

Next Steps

The next steps in the MI E-Grants system for amending your application and/or budget and submitting your HDST-2018 - Early Head Start - 2018 for MDHHS approval are as follows:

1. For your convenience you can access the "MI E-Grants Training for Grantee" material from the MI E-Grants (<http://egram-mi.com/dch>) home page left menu by clicking "About EGrAMS" and downloading the PDF.
2. Login into MI E-Grants system URL: <http://egram-mi.com/dch>.
3. The agency Project Director may need to assign new users access to the HDST-2018 - Early Head Start - 2018 program.
4. Enter the application using the drop down menu's 'Grantee ->Grant Application ->Enter Grant Application' and click on 'Go' button.

5. Select the HDST-2018 - Early Head Start - 2018 program using the 'Lookup' icon and click the 'Go' button.
6. Select hyperlink to the HDST-2018 - Early Head Start - 2018 and amend the application sections listed above in this email.
7. When the amended application has been completed, click the 'Validate' button, the application is error free and is now ready for your agency **Authorized Official** to submit.
8. Submit the amended application the **Authorized Official** enters the application using the drop-down menu's 'Grantee > Grant Application> Grant Application Preview' and click on the 'Go' button.
9. Select the HDST-2018 - Early Head Start - 2018 program using the 'Lookup' icon and click the 'Go' button.
10. Click on the hyperlink titled HDST-2018 - Early Head Start - 2018.
11. The **Authorized Official** reviews the amended application and click on the 'Submit' button. This will submit your amended application for Michigan Department of Health and Human Services Program Approval Amendment.
12. View your Original/Amended/Draft agreement use the drop-down menu's 'Grantee> Project Director> Application Status' and click the 'Go' button. Select the Grant Program and click on the 'Find' button. Click on the 'View Contract' button to access the Original/Amended/Draft agreement.

Additional Documents

In addition, you may refer to your training materials on the home page <http://egramsmi.com/dch> by clicking "About EGrAMS" and download instruction documentation (PDF format).

Technical Assistance

Technical assistance to complete the amendment is available through a Grants Section Team Member:

Brenda Roys

Roysb@michigan.gov

(517) 373-1207

Caitlynn Cox

CoxC3@michigan.gov

(517) 241-0176

Carolyn Brown

BrownC54@michigan.gov

(517) 373-9816

Darrell Harden

HardenD1@michigan.gov

(517) 335-3905

If you need assistance with access and system issues technical assistance is available through Brenda Roys at RoysB@michigan.gov or (517) 373-1207.

Thank you for your cooperation and support. Please contact your Grants Section Liaison if you have any questions.

Sincerely,

Laura Geist

Grants Section Manager

Michigan Department of Health and Human Services

This message was delivered by MDaemon - <http://www.altn.com/MDaemon/>

Budget Detail for Early Head Start - 2018
 Agency: County of Genesee
 Application: Early Head Start - 2018

10/11/2017

FOR OFFICE USE ONLY:						
Line Item		Qty	Rate	Units	UOM	Amount
DIRECT EXPENSES						
Program Expenses						
1	Salary & Wages					
2	Fringe Benefits					
3	Travel					
	Mileage-Local Travel	0.0000	0.000	0.000		3,500.00
4	Supplies & Materials					
	Office Supplies	0.0000	0.000	0.000		2,200.00
	Educational Supplies	0.0000	0.000	0.000		2,467.00
	Health Supplies	0.0000	0.000	0.000		1,500.00
Total for Supplies & Materials						6,167.00
5	Contractual					
	OLHSA Fiduciary Contract Contact Details : OLHSA 196 E Cesar Chavez Ave., Pontiac, MI, 48342, Phone : 2482092637 Attachment : ZZZ_1_OLHSA contract information.docx	0.0000	0.000	0.000		347,585.00
6	Equipment					
7	Other Expense					
	Transportation to Field Trips	0.0000	0.000	0.000		150.00
	Subscriptions	0.0000	0.000	0.000		2,000.00
	Food hv and socializations	0.0000	0.000	0.000		1,200.00

Attachment : OLHSA contract information.docx

Budget Detail for Early Head Start - 2018
 Agency: County of Genesee
 Application: Early Head Start - 2018

10/11/2017

Line Item	Qty	Rate	Units	UOM	Amount	Total
Advertising	0.0000	0.000	0.000		650.00	650.00
Printing	0.0000	0.000	0.000		902.00	902.00
Parent Involvement	0.0000	0.000	0.000		1,250.00	1,250.00
Total for Other Expense					6,152.00	6,152.00
Total Program Expenses					363,404.00	363,404.00
TOTAL DIRECT EXPENSES					363,404.00	363,404.00
INDIRECT EXPENSES						
Indirect Costs						
1 Indirect Costs						
De Minimis Rate -- up to 10% Attachment : IR4DMR_2_GCCARD Head Start DeMinimi.XLSX	0.0000	10.000	40819.000		4,082.00	4,082.00
Total Indirect Costs					4,082.00	4,082.00
TOTAL INDIRECT EXPENSES					4,082.00	4,082.00
TOTAL EXPENDITURES					367,486.00	367,486.00

Budget Summary for Early Head Start - 2018
 Agency: County of Genesee
 Application: Early Head Start - 2018

10/11/2017

Category	Amount	Total	Narrative
DIRECT EXPENSES			
Program Expenses			
1 Salary & Wages	0.00	0.00	
2 Fringe Benefits	0.00	0.00	
3 Travel	3,500.00	3,500.00	
4 Supplies & Materials	6,167.00	6,167.00	
5 Contractual	347,585.00	347,585.00	
6 Equipment	0.00	0.00	
7 Other Expense	6,152.00	6,152.00	
Total Program Expenses	363,404.00	363,404.00	
TOTAL DIRECT EXPENSES	363,404.00	363,404.00	
INDIRECT EXPENSES			
Indirect Costs			
1 Indirect Costs	4,082.00	4,082.00	
Total Indirect Costs	4,082.00	4,082.00	
TOTAL INDIRECT EXPENSES	4,082.00	4,082.00	
TOTAL EXPENDITURES	367,486.00	367,486.00	

Source of Funds

Category	Amount	Cash	Inkind	Total	Narrative
1 Source of Funds					
Fees and Collections	0.00	0.00	0.00	0.00	
State Agreement	367,486.00	0.00	0.00	367,486.00	

Budget Summary for Early Head Start - 2018
 Agency: County of Genesee
 Application: Early Head Start - 2018

10/11/2017

Local	0.00	0.00	0.00	0.00	0.00	
Federal	0.00	0.00	0.00	0.00	0.00	
Other	0.00	0.00	0.00	0.00	0.00	
Total Source of Funds	367,486.00	0.00	0.00	0.00	367,486.00	
Totals	367,486.00	0.00	0.00	0.00	367,486.00	



Genesee County Community Action Resource Department
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Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

GCCARD MEMORANDUM

TO: Brenda Clack, Chairperson, Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request Acceptance of the Amendment to the 2010-2011 Oakland Livingston Human Service Agency Head Start Fiscal and Personnel Agreement to Reflect the additional 2017-2018 Personnel Costs for the Great Start Readiness Grant, Community Services Block Grant, Michigan Department of Community Health Home Visiting Grant, and EHS Expansion Training and Technical Assistance Grant.

DATE: October 23, 2017

BACKGROUND INFORMATION:

This is the second amendment to this agreement. This amendment adds \$1,125,992 to this agreement. The cost difference is due to the increase in salaries and fringe benefits for staff working with the Great Start Readiness Grant, Community Services Block Grant and the Michigan Department of Health Home Visiting Program.

REQUESTED ACTION:

Genesee County Community Action Resource Department requests approval of the Oakland Livingston Human Service Agency Head Start Fiscal and Personnel Agreement amendment between the Genesee County Community Action Resource Department and the Oakland Livingston Human Service Agency by this committee and that it be approved by roll call vote today due to time constraints.

MP/KW/bmh

Enclosure

H:\Central Office\CORRESPONDENCE\HSC\17-18 olhsa amendment-2.docx



AMENDMENT-2
2017-2018
OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY
FISCAL AND PERSONNEL AGENT AGREEMENT

This amendment to the Oakland-Livingston Human Service Agency Fiscal and Personnel Agent Agreement is entered into as of this 23rd day of October, 2017 by and between the County of Genesee, Michigan, a Michigan Municipal Corporation acting by and through the Community Action Resource Department, 601 N. Saginaw St., Suite 1B, Flint, Michigan 48502, hereinafter referred to as "GCCARD", and the Contractor, Oakland-Livingston Human Service Agency, 196 Oakland Avenue, Pontiac, Michigan 48342, hereinafter referred to as "OLHSA".

WITNESSETH THAT:

WHEREAS, GCCARD entered into a three year agreement with OLHSA on August 1, 2010 to be the fiscal and personnel agent for the GCCARD Head Start Program.

WHEREAS, GCCARD desires to amend the agreement entered into August 1, 2010 to include funds from Health and Human Services and the Department of Education to cover the 2017-2018 costs of salaries and fringes for the Regular Head Start, Early Head Start Grants, State Funded Grant, Community Service Bock Grant, Early Child Development Home Visiting Grant, and EHS Expansion Training and Technical Assistance Grant dependent on receiving the grant award.

NOW THEREFORE, GCCARD and OLHSA do mutually agree as follows:

The contract first above mentioned is hereby amended to now provide money for the third year of the contract:

- A. \$8,131,602 will be issued to OLHSA, to be used to pay the 8th year (2017-2018) cost for salaries and fringe benefits and miscellaneous costs to staff in accordance with the 2017-2018 grant proposals and the 2010-2011 OLHSA Fiscal and Personnel Agent Agreement.

- B. The expenses are outlined in Exhibit A.
- C. GCCARD shall have the right to terminate this agreement by giving written notice to OLHSA of such termination and the effective date thereof. Such notice must be delivered at least forty-five (45) days before the effective date of such termination.
- D. All rules and regulations in the Head Start Contract entered into by the parties hereto on August 1, 2010 shall apply to these funds. All other terms and conditions of the Head Start contract entered into as of August 1, 2010 and signed by all parties, hereto shall remain the same.

IN WITNESS WHEREOF, GCCARD and OLHSA 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: _____
MATT PURCELL, Executive Director
Genesee County Community Action Resource Department

OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY:

Date by: _____
SUSAN HARDING, Chief Executive Officer
Oakland-Livingston Human Service Agency

BENEFITS	(Grant Period - 7/1/17 - 6/30/18)					(Grant Period (10/1/17-9/30/18)			(3/1/2018)	
	HEAD START	EARLY HEAD START	HEAD START T/TA	EARLY HEAD START T/TA	Great Start Readiness Program	MDCH-Home Visiting Grant	CSBG	EHS Expansion T/TA (HP0000093)	TOTALS	
SALARIES	\$ 2,023,380.00	\$ 2,076,046.00	\$ 3,000.00	\$ 2,500.00	\$ 230,965.00	\$ 205,416.00	\$ 220,716.00	\$ 15,000.00	\$ 4,777,023.00	
FICA	\$ 160,778.00	\$ 164,806.00	\$ 230.00	\$ 191.00	\$ 18,411.00	\$ 16,009.00	\$ 17,608.00	\$ 1,148.00	\$ 379,181.00	
UNEMPLOYMENT	\$ 92,474.00	\$ 94,790.00	\$ 132.00	\$ 110.00	\$ 10,589.00	\$ 9,208.00	\$ 10,128.00	\$ 276.00	\$ 217,707.00	
WORKMAN'S COMPENSATION	\$ 38,671.00	\$ 39,639.00	\$ 55.00	\$ 46.00	\$ 4,428.00	\$ 3,851.00	\$ 4,235.00	\$ 1,176.00	\$ 92,101.00	
LIFE DISABILITY	\$ 41,231.00	\$ 43,597.00	\$ -	\$ -	\$ 4,681.00	\$ 4,314.00	\$ 3,972.00	\$ -	\$ 97,795.00	
MEDICAL and DENTAL	\$ 675,417.00	\$ 614,709.00	\$ -	\$ -	\$ 83,073.00	\$ 70,529.00	\$ 59,701.00	\$ -	\$ 1,503,429.00	
LONGEVITY	\$ 63,616.00	\$ 64,034.00	\$ -	\$ -	\$ 8,651.00	\$ 3,058.00	\$ 8,538.00	\$ -	\$ 147,897.00	
RETIREMENT	\$ 88,821.00	\$ 94,193.00	\$ -	\$ -	\$ 11,665.00	\$ 8,349.00	\$ 10,731.00	\$ -	\$ 213,759.00	
UNUSED SICK DAYS	\$ 14,670.00	\$ 14,242.00	\$ -	\$ -	\$ 1,046.00	\$ 800.00	\$ 921.00	\$ -	\$ 31,679.00	
HSSI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL FRINGES	\$ 1,175,678.00	\$ 1,130,010.00	\$ 417.00	\$ 347.00	\$ 142,544.00	\$ 116,118.00	\$ 115,834.00	\$ 2,600.00	\$ 2,683,548.00	
TOTAL SALARIES & FRINGES	\$ 3,199,058.00	\$ 3,206,056.00	\$ 3,417.00	\$ 2,847.00	\$ 373,509.00	\$ 321,534.00	\$ 336,550.00	\$ 17,600.00	\$ 7,460,571.00	
TEMPORARY LABOR	\$ 80,000.00	\$ 40,000.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 120,000.00	
TRAVEL	\$ 23,737.00	\$ 3,100.00	\$ 9,050.00	\$ 22,245.00		\$ 9,500.00	\$ -	\$ 13,681.00	\$ 81,313.00	
LEGAL FEES	\$ 3,480.00	\$ 2,520.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 6,000.00	
SUPPLIES	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ -	\$ -		\$ 20,000.00	
LIABILITY INSURANCE	\$ 15,370.00	\$ 11,130.00		\$ -		\$ -	\$ -		\$ 26,500.00	
CELLULAR PHONES	\$ 1,000.00	\$ -		\$ -		\$ -	\$ -		\$ 1,000.00	
FIDUCIARY *	\$ 197,582.00	\$ 163,140.00	\$ 623.00	\$ 1,255.00	\$ 18,675.00	\$ 16,551.00	\$ 16,828.00	\$ 1,564.00	\$ 416,218.00	
TOTAL CONTRACT	\$ 3,525,227.00	\$ 3,430,946.00	\$ 18,090.00	\$ 31,347.00	\$ 392,184.00	\$ 347,585.00	\$ 353,378.00	\$ 32,845.00	\$ 8,131,602.00	

*Total Overhead for OLHSA services rendered (A maximum of 9.5% up to \$700,000 and a maximum of 5% above any portion thereof).

MEMORANDUM

To: Brenda Clack, Chairperson
Human Services Committee

From: John McKellar, MPA
Acting Health Officer

Date: October 23, 2017

Subject: Admendment of MANN TECHNOLOGIES contract

Requested Action

Human Services Committee approval of contract amendment with Mann Technologies

Contract: MANN TECHNOLOGIES

Amount: \$85,536

Funding Account: Various programs

Funding Source: Indirect cost allocation

For the Period: October 1, 2017 through September 30, 2018

Purpose: Maintain IT services within the Health Department

Discussion

The purpose of the extension of this agreement is to allow time for transition of services from the Contractor to County IT. Supervision of Health Department IT staff will transition to County IT. Over the course of the contract, billable service hours will ramp downward as deemed appropriate by County IT and Health Department. The determination of future needed contracted services will be decided by 9 months into contract year to allow for RFP if needed.



Genesee County Information Technology

1101 Beach Street, 2nd Floor

Flint MI 48502

Christopher A. Newell, CIO

Phone: (810) 237-6103 Fax: (810) 257-3380

TO: Brenda Clack, Chair, Human Services Committee
Genesee County Board of Commissioners

FR: Christopher A. Newell, CIO

DT: October 16, 2017


RE: IT Support for Genesee County Health Department

For some time, the Health Department has contracted with Mann Technologies, a sole proprietorship, for network engineering and system administration services. That contract is based on a billable hour rate, and they have been averaging approximately 108 hours each month over the last few months. In the process of reviewing that contract, with an eye towards issuing a RFP, I was contacted by the Health Officer and we had a preliminary conversation surrounding the possibility of the County IT Department assuming at least some of the services provided under that contract. I have had subsequent conversations with Mr. McKellar and Ms. LaRocco of the Health Department, as well as with Chris Mann (Mann Technologies) and I would like to put forth the following recommendation, which I believe will best meet the Health Department's needs going forward.

1. Extend/renew the contract with Mr. Mann for the current Fiscal Year (ending 9/30/2018), at his current rate, with the understanding that the necessary hours are expected to decline over that time. Regardless of whether services are moved in-house, or if the services are bid and awarded to another contractor, Mr. Mann's knowledge and services will be necessary for a smooth transition, and his billable rate is quite reasonable.
2. Transfer primary supervision of the three Health Department employees currently engaged in IT support activities for the Health Department to the County IT Department. Currently, their direct supervision is under Ms. LaRocco. While Mr. Mann provides a "next level" of IT knowledge, his status as a contractor does not provide a true line of authority, and his schedule does not ensure availability during most business hours. Accounting of pay and benefits for these employees could remain with the Health Department and it is expected that, initially, their daily duties and assignments would be unchanged. Any substantive personnel changes or realignments would be based on an assessment going forward.
3. Begin the process of integrating network infrastructure management between the units. Presently, the Health Department receives Internet and phone services as a downstream pass-through from County IT. The Health Department is currently assessed costs for both the

services and the senior management through the Cost Allocation plan, with little to no change needed on this aspect.

4. Incorporate the inventory of IT equipment currently supporting the Health Department in an enterprise level hardware refresh plan. Equipment currently in place would not automatically be replaced, but as replacement is indicated, options for leveraging enterprise systems for a consolidated workload would be considered.
5. By June 30, 2018, identify any remaining services where the Health Department's needs are better served thought an outside contractor and, to the extent necessary, issue an RFP for those services for a time period beginning Oct. 1, 2018.

We believe that there is likely an opportunity for cost savings with this plan (through aligning the Health Department's IT structure with the rest of the enterprise, and leveraging the additional volume for significant purchases), with little likelihood of costs increases. However the proposed plan leaves ample opportunity to handle the integration of services in a well-orchestrated manner, and even potentially allows a full return to contracted services if that becomes the clear best option. 

AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT

This Amendment is effective October 1, 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 Mann Technologies, whose principal place of business is located at 1230 Pleasantview Drive, Flushing, MI 48433 (the "Contractor") (the Contractor and the County together, the "Parties").

WHEREAS, the Parties executed a Professional Services Contract effective April 1, 2013 (the "Agreement"), pursuant to which the Contractor would provide information technology (IT) services including but not limited to server and network administration, and development and implementation of failover systems; and

WHEREAS the Genesee County Board of County Commissioners (the "Board") authorized the original Agreement by Resolution #13-153; and

WHEREAS, the Board exercised its option and extended the Agreement for three one year terms, the most recent extended term ending on September 30, 2017.

WHEREAS, the Parties wish to amend the Agreement to extend the term for an additional one year, ending on September 30, 2018, said extension needed to provide for services while transitioning to in-house provision by County IT and determination of future need for contracted services.

NOW THEREFORE, the Parties agree as follows:

1. The contract term is extended through September 30, 2018
2. Contractor shall be compensated for all services under the Agreement at the hourly rate of \$99.00, not to exceed \$85,536.
3. Contractor shall submit detailed monthly invoice. Payment will be made within 30 days of receipt of acceptable invoice.
4. The remaining terms of the agreement remain unchanged and in full effect.
5. Execution of this Amendment is authorized by Resolution #_____issued by the Genesee County Board of Commissioners.

MANN TECHNOLOGIES

COUNTY OF GENESEE

By: _____
Christopher S Mann
Owner/Operator

By: _____
Mark Young, Chairperson
Board of County Commissioners

Date: _____

Date: _____



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

October 16, 2017

MEMORANDUM

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

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

RE: Senior Center Budget Amendment Request: Thetford and Eastside Senior Center

The following senior centers have requested to amend their FY 2017-2018 budget. This request is appropriate and there are no red flags.

Thetford Senior Center:

Thetford is requesting to replace the line item under the equipment category. They will be purchasing a new touchscreen/computer for the MySeniorCenter program rather than a soda vending machine. The dollar amount of \$1,780 will not change.
Please see the attached letter.

Eastside Senior Center:

Reduce Administration from \$124,928.00 to \$122,488.00 a difference of \$2,440.00 to increase operations.
Increase Operations from \$43,827.00 to \$46,267.00 a difference of \$2,440.00 to increase utilities.
Please see the attached letter.

Recommendation:

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

THETFORD TOWNSHIP SENIOR CENTER

Shannon Kline
Director

Pam McIlmurray
Assistant Director

October 4th, 2017

Office of Senior Services
Lynn Radzilowski
Room 361
1101 Beach St.
Flint, MI 48502-1470

Subject: 1st Quarter Budget Amendment

To Lynn Radzilowski:

Due to unforeseen circumstances, I am requesting a budget amendment to purchase a computer for the My Senior Center program. The current touch screen at the center stopped working. Please remove the line item "Vending Soda Machine" under "Equipment Purchases" for \$1,780 and replace it with a new line item under "Computers/Software" for \$1,780.

If you have any questions, please feel free to contact me at (810) 686-0630.

Sincerely,

Shannon Kline, Director
Thetford Senior Center

mk
10/4/17

Eastside Senior Citizens Association

3065 N. Genesee Road * Flint, MI 48506

Phone: 810-250-5000 Fax: 810-250-9033

www.eastsideseniorcenter.com

October 12, 2017

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

Dear Ms. Radzilowski,

On behalf of the Eastside Senior Citizens Center, I am respectfully requesting approval for the following budget amendments:

Administration

1. from Executive Director, Debra Gilbert- \$25,660:
 - a. \$4,240 to Administrative Specialist, Boardway
 - b. \$780 to Custodian, Thoel
 - c. \$18,200 to Program Assistant, Anderson

Operations

- d. \$2,440 to Utilities

As always, thank you for your consideration in this matter. If you have any questions or concerns, please contact me at your convenience.

Sincerely,

Jamie Rodriguez, Director

MR
10/12/17