

MINUTES

Human Services Committee
February 20, 1980

PRESENT: Ron Brown, Russ Spalding, Jane Davis, Gary Kastel, and Maria Gonzalez

STAFF: Chris Brail and Cheryl Bater

GUESTS: Jeanne Baron, Dr. Bob Warwick, Arthur Boyd, Ann Hinsdale, Dyle Henning, Esther Noffsinger, and Vivian Hyde

I. Call to Order

The meeting was called to order by Chairperson Kastel at 2:30 p.m.

II. Approval of Minutes

Moved by Spalding, supported by Brown, to approve the minutes of the February 16, 1980 meeting. Unanimously carried.

III. Public Comment

None.

IV. Ambulance Plan Status Report

Brail distributed a sheet which indicated the status of the local units of government in complying with the County Ambulance Plan. This sheet was then reviewed and discussed.

V. Lenawee Transportation Corporation

Brail reported that the Lenawee Transportation Corporation Board recommended to this body that Vivian Hyde be appointed to the Lenawee Transportation Corporation Board to fill the position opened by Paul Preston's resignation.

Moved by Spalding, supported by Davis to recommend Vivian Hyde to the full Board of Commissioners for appointment to the Lenawee Transportation Corporation Board. Unanimously carried.

VI. Revenue Sharing Proposals

A brief presentation was given, and questions answered, by a representative of those remaining agencies that had submitted a revenue sharing proposal. Those people representing their respective agencies were: Ann Hinsdale - Cooperative Extension, Dyle Henning - Cooperative Extension, Esther Noffsinger - Department on Aging, and Vivian Hyde - HOPE Recreation Center.

Spalding suggested that the revenue sharing proposals be discussed further at the next regular Human Services Committee meeting, March 19, 1980. The other members concurred.

Gonzalez noted that the proposal submitted by Ann Hinsdale to CETA, was recently approved by CETA, and that this should be taken into consideration when reviewing the proposals.

VII. Status of Human Services Coordinator

Kastel introduced Arthur Boyd to the Board members and guests. Kastel reported that it is the recommendation of the Human Services Selection Committee to offer the Human Services Coordinator position to Arthur Boyd.

Boyd answered questions asked by the Board members. Davis stated how pleased she is with Boyd's qualifications and that she feels Boyd's enthusiasm is definitely needed by the project. Warwick added that Boyd has an excellent reputation with the Mental Health Department.

Moved by Gonzalez, supported by Brown, that Arthur Boyd be recommended to the full Board of Commissioners to fill the position of Human Services Coordinator at the salary of \$19,683. Unanimously carried.

Spalding commended the Selection Committee on a job well done.

VIII. Other Business

Davis brought up the issue of the Sheriff possibly acting as a coordinator of ambulance services. This was discussed, but no action taken.

IX. Approval of Minutes

Moved by Spalding, supported by Gonzalez, that the bills be approved as presented. Unanimously carried.

X. Meeting Adjourned

Moved by Spalding, supported by Brown, to adjourn the meeting. Unanimously carried.

MINUTES

Human Services Committee

March 19, 1980

PRESENT: Cary Kastel, Jane Davis, Russ Spalding, Maria Gonzalez, and Nancy Nichols

STAFF: Chris Brail, Susan Liimatta, and Cheryl Bater

GUESTS: Arthur Boyd, Bob Smith, Roger Henricks, Jeanne Baran, Terry Davis, and Dr. Bob Warwick

I. Call to Order

The meeting was called to order by Chairperson Kastel at 2:35 p.m.

II. Approval of Minutes

Moved by Spalding, supported by Gonzalez, that the minutes of the February 20, 1980 meeting be approved. Unanimously carried.

III. Public Comment

None.

IV. Ambulance Plan Report

Brail distributed an updated list showing the compliance status of the local units of government with the County Ambulance Plan. She reported that there were only two townships which were not yet in compliance with the Plan: Blissfield and Raisin, who is the provider for the Townships of Macon, Ridgeway, Tecumseh, and the City of Tecumseh. However, she has been in close contact with both townships and the remaining documents needed should be forthcoming.

Spalding asked the date of the joint session between the Public Safety Commission and the Human Services Committee: April 3, at 2:00 p.m.

Nichols brought to the attention of the Committee that Steve Wilkins, of the Michigan Mid-South EMS Council, has applied for funding for the EMS Council without local input. This grant application contained the 911, which the Sheriff's Department also submitted. She felt the grant should be reviewed by Lenawee County, due to the lack of satisfaction with service. Nichols suggested that Wilkins be advised that the County does have a review structure which should have been followed. She thought that it would be wise to wait to review the application before writing him about these concerns. She recommended the issue be dealt with at the joint session with Public Safety, when more information will be available. The other members concurred.

Wilkins requested that there be a representative from Lenawee County appointed to the Michigan Mid-South EMS Council. The Committee had no suggestions at this time for a person to serve on this Council. Therefore, it will also be handled at the joint session with Public Safety.

V. Revenue Sharing Proposals

Roger Henricks, representing the Child Abuse and Neglect (CAN) Council, distributed copies of a grant application that is to be submitted to LEAA by April 1, 1980. It requires a County match of 5%, which equals \$2,340. Henricks noted the advantages of this application. He requested to have this new proposal replace the original CAN proposal that was submitted for revenue sharing funds.

After a lengthy discussion of all revenue sharing proposals submitted, Nichols moved, supported by Davis, to change the request for monies for the CAN Council from \$4,000 to \$2,340, providing the new proposal be submitted instead of the previously submitted one. This application will be brought to the full Board for approval. Unanimously carried.

Moved by Nichols, supported by Davis, that the following figures for the respective agencies be accepted: \$5,000 - Community Action Agency, \$4,395 - Call Someone Concerned/Crisis Walk-In Center (\$1,135-Tape Program, \$3,260-Domestic Violence Program), \$5,000 - Department on Aging, \$2,340 - Child Abuse and Neglect Council (application to LEAA), \$2,665 - Zapata Freedom Center. Unanimously carried.

VI. Joint Purchasing

A memo to the Committee from Susan Liimatta explaining her recommendations and findings from the research on joint purchasing was distributed. Nichols moved, supported by Gonzalez, that this be brought to the joint session with Public Safety. Unanimously carried.

VII. Approval of Bills

Moved by Gonzalez, supported by Nichols, to approve the bills as presented. Unanimously carried.

VIII. Other Business

None.

IX. Adjournment

Nichols moved, supported by Gonzalez to adjourn the meeting. Unanimously carried. The meeting was adjourned.

MINUTES

Human Services Committee

April 16, 1980

PRESENT: Gary Kastel, Ron Brown, Nancy Nichols, Maria Gonzalez, Jane Davis, and Russ Spalding

STAFF: Arthur Boyd, Chris Brail and Cheryl Bater

GUESTS: Jeanne Baron, Dr. Bob Warwick, Mike Herman, Larry Muck, Kitty Venus-Madden and Terry Davis

I. Call to Order

The meeting was called to order by Chairperson Kastel at 2:44 p.m.

II. Approval of Minutes

Moved by Brown, supported by Spalding to approve the minutes of the March 19, 1980 meeting. Unanimously carried.

III. Public Comment

None.

IV. Housing Task Force

Brail, Muck and Herman, of the Housing Task Force, presented information on the need for low and moderate income housing in Lenawee County. Following the presentation the floor was open for questions and discussion.

Moved by Brown, supported by Nichols to support the activities of the Housing Task Force and invite them to give their presentation to the full Board of Commissioners. Unanimously carried.

Brail presented the resolution that the task force will bring to the full Board of Commissioners. Moved by Nichols, supported by Spalding to approve the endorsement as presented. Spalding urged that other groups that come to the Board with this type of request make it clear that the interested organization is not part of the County structure. Unanimously carried.

V. EMS Report

A. Ambulance Plan

Brail distributed a sheet which listed those local units of government and the amount of their first quarter payment of the \$1 per capita reimbursement under the County Ambulance Plan.

Brail asked for direction as to whether Raisin, Tecumseh, Macon, and Ridgeway Townships and the City of Tecumseh should receive payment as they had been using the Sheriff Department's vehicle for the first quarter and all forms needed for compliance of their new vehicles have not yet been submitted.

Moved by Spalding, supported by Brown to submit vouchers for Raisin, Tecumseh, Macon and Ridgeway Townships and the City of Tecumseh for reimbursement under the Lenawee County Ambulance Plan. Unanimously carried.

B. EMS Council Representative

Kastel stated that he is the representative for the EMS Council, and Boyd has been designated as the alternate.

Boyd distributed a letter from Steve Wilkins of Michigan Mid-South EMS Council which summarized the major areas of the EMS grant that will apply to Lenawee County.

Nichols asked Boyd to see that Dr. Robert Harrison receives a copy of the grant if he doesn't already have one.

VI. Joint Purchasing

Boyd asked for clarification from the Committee on what should be done with the joint purchasing issue. A motion at the March 19 meeting directed joint purchasing to be brought up at the meeting between Public Safety and Human Services Committee. However, it was not brought up at this meeting.

After a brief discussion, Nichols suggested a letter coming from the Chairman of the Human Services Committee and/or the Chairperson of the Board of Commissioners be sent to the agencies involved - Lenawee Medical Care Facility, Maurice Spear Campus, Department on Aging, and Lenawee County Sheriff Department - stating there is an interest in further pursuing joint purchasing and Boyd will be contacting each of them soon. The other members concurred.

VII. Grant Assistance Program

Brail stated she had met with Ellen Hunter of International Systems, Inc., a grant assistance program based in Atlanta, Georgia, which assists local units of government. However, due to the long agenda, this informational item was moved ahead to another meeting.

VIII. Lenawee Transportation Corporation

Brail reported she received the final contracts between the County and the Department of Transportation for the County Incentive and Section 18 funding programs. They were both previously approved by the County.

Moved by Brown, supported by Spalding to approve the resolutions authorizing Contract numbers 80-0332 and 80-0111 to be signed and presented to the full Board on April 23. Unanimously carried.

IX. Approval of Bills

Moved by Spalding, supported by Brown to approve the bills as presented. Unanimously carried.

X. Other Business

A. Co-Tran Grant

Brail reported that Davis recently received a letter from the Department of Transportation which stated the proposal request for \$20,000 to hire a person for transportation planning, is not being recommended for funding as submitted.

The members concurred that the staff should revise the proposal and reapply for this money.

- B. Area Agency on Aging Representative
Boyd reported that Don Dennis has a letter from Pat Johnson reappointing him as the Area Agency on Aging representative.
- C. HJL-SAC Board Alternate
Moved by Nichols, supported by Spalding to recommend Gonzalez as alternate to fill the vacancy, created by Grossman, on the Hillsdale, Jackson, Lenawee Substance Abuse Commission Board to the full Board of Commissioners. Unanimously carried.
- D. Human Services Work Plan
Boyd reviewed the staff's work plan with the Committee and asked for direction on what should be postponed, as Human Services will be temporarily staffing the energy program.

Nichols stated that this Committee cannot address these issues as the policies were set by the Human Services Board and Council. The other members concurred.

XI. Appointment of Transportation Coordinator

Moved by Gonzalez, supported by Nichols, to move into Executive Session to discuss the appointment of the Transportation Coordinator, the skills required, and salary. Unanimously carried.

Moved by Brown, supported by Spalding to return to regular session. Unanimously carried.

Discussion followed regarding official designation for purposes of grants, etc.

Moved by Spalding, supported by Brown to appoint Arthur Boyd as Transportation Coordinator. Unanimously carried.

XII. Meeting Adjourned

MINUTES

Human Services Committee

May 21, 1980

PRESENT: Ron Brown, Nancy Nichols, Gary Kastel, Russ Spalding, Jane Davis, and Maria Gonzalez

STAFF: Chris Brail, Arthur Boyd, and Cheryl Bater

GUESTS: Dr. Bob Warwick, Jeanne Baron, and Esther Noffsinger

I. Call to Order

The meeting was called to order by Chairperson Kastel at 2:37 p.m.

II. Approval of Minutes

Moved by Brown, supported by Spalding to approve the minutes of the April 16, 1980 meeting. Unanimously carried.

Moved by Brown, supported by Spalding to approve the minutes of the emergency meeting of April 30, 1980. Unanimously carried.

III. Public Comment

Warwick announced that Jeanne Baron has interviewed him and other representatives of human service agencies for an article about progress which will be in the Adrian Daily Telegram.

A picture of the construction in the area where the Adult Activities Program and the Human Services offices will be located will also be published in the Telegram to show an example of progress.

IV. Lenawee Transportation Corporation

Brail reported that the Lenawee Transportation Corporation Board met last week to review its financial situation; as it is now, and in respect to the next few months.

The transportation project is coming to the end of its twenty-one month demonstration period. Effective July 1, the system is going to be funded by a different source; the County Incentive Program, providing for transportation of the general public.

The system is facing a cash flow problem mainly because of the State process: the last two months reimbursement are held until completion of a State audit, and two months reimbursement are held to allow for the \$30,000 cash advancement which was forwarded to the system at the beginning of the project. Brail stated that she and Gibbard will be going to Lansing May 22, 1980 to discuss, with people from Michigan Department of Transportation, this situation and consider all possible options.

One step already being taken to cut expenditures is cutting down on driver hours by five hours a driver per week, and a hard look is being taken at service routes. A possibility may

be cutting a few hours where drivers are not busy. Any extreme measures are being saved as a last resort. She suggested that a joint meeting between the Human Services Committee and the Lenawee Transportation Corporation Board may be necessary.

Warwick suggested that those agencies who do not have a cash flow problem could buy tokens in advance.

Brail gave an update on the Co-Tran proposal, which was re-submitted. The chances of receiving this money look fairly good, as the proposal has gone through an initial review committee.

V. Program Update

A. EMS Council

Boyd distributed a memo referring to formation of an EMS Council, and asked for direction from the committee.

He proposed that an informal group be formed to work toward setting up a formal council. This council would not have a regulatory function, but would act as a forum to review emergency medical services as well as hear complaints and comments.

Moved by Spalding, supported by Gonzalez, that the Human Services Director continue to develop this process with the assistance of the Sheriff. Unanimously carried.

B. Joint Purchasing

A memo referring joint purchasing was distributed for informational purposes. Boyd reported that a number of alternatives have been reviewed and he is proposing buying membership into an already established program, instead of setting up an elaborate county purchasing system.

VI. Department on Aging Funding Report

Noffsinger distributed a sheet which showed the proposed operating budget, for Department on Aging, for the next grant year, which begins October 1. She noted that these figures are still tentative.

After reviewing the budget and briefly discussing it, Nichols moved, supported by Brown that a subcommittee consisting of: Boyd, Brown, Kastel, and possibly Ken Rogerson, with Nichols acting as an alternate for him, to review the budget in depth with Noffsinger and report back to the committee. Unanimously carried. Noffsinger was requested to delay Township funding appeals pending this study.

Noffsinger asked for direction from the committee for reclassification of an employee. It was suggested she make an appointment with Donna Reeves of the Personnel Department to review this.

Human Services Funding for 1980-81

Boyd reported that he had received a letter from Dr. Dempsey, which went out to all agencies having contracts with Social Services, stating the project is not expected to be refunded. However, he has received verbal expressions of support from Dr. Dempsey and others at the State level for the project.

He then distributed a memo which outlined the process of funding, the rough dollar amounts, and a sense of where the department stands. The memo listed several options which needed to be looked at. Boyd asked for direction from the committee on how to approach funding for next year. Nichols suggested waiting to take any action until seeing how the project stands with the State. The other members concurred.

VIII. Approval of Bills

Boyd brought before the committee a bill for unemployment insurance for two previous Human Services janitorial employees. He felt that the bill should be approved by the committee and then billed to the other two agencies receiving janitorial services through Human Services.

Moved by Brown, supported by Gonzalez, to approve the bills as presented; and a copy of the unemployment insurance billing be sent to Kastel so it may be taken to the Buildings and Grounds Committee. Unanimously carried.

IX. Other Business

Boyd stated that after moving to the new office, storage space will be very limited. He distributed a memo which proposed purchasing a new storage cabinet. Spalding suggested to check with Buildings and Grounds to see if filing cabinets are available to be used for storage. The other members concurred.

Boyd requested the phones in the new offices have four extensions, an intercom and a bell. Davis recommended that Boyd proceed with the four extensions and bell, as it would be such a minimal fee.

Brown requested the meeting time be earlier. The June, and following meetings, will start at 9:00 a.m.

Nichols reported that she received a letter from Community Action Agency asking for help, but there were no copies of the federal regulations and other things needed, included in the letter. Nichols asked the Human Services staff to send a letter to Community Action Agency asking for the needed information.

Moved by Spalding, supported by Nichols to move into executive session to discuss a Department on Aging personnel problem. Unanimously carried.

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Human Services
Committee
May 21, 1980

Moved by Gonzalez, supported by Spalding, that Kastel and Noffsinger approach the Adrian City Administrator to transfer the position of Adrian Center Director from the City to the county. Unanimously carried.

X. Adjournment
The meeting was adjourned.

MINUTES

Joint Meeting With:

Human Services, Ways and Means Committees,
and Lenawee Transportation Corporation Board

May 28, 1980

PRESENT: Gonzalez, Gibbard, Spalding, Storrer, Nichols, Harris, Brown,
Kastel, Gonser, and Golembieski

STAFF: Chris Brail and Arthur Boyd

I. Call to Order

The meeting was called to order by Gibbard at 6:35 p.m.

II. LTC Financial Situation

Gibbard introduced Brail, who explained the Lenawee Transportation Corporation cash flow problem. The contracts with Michigan Department of Transportation expire June 30, with new contracts beginning July 1. Pending a final audit of eligible costs, there will be a cash flow shortfall of about \$12,795. The actual costs less revenue will eventually be reimbursed by the State.

Brown moved, supported by Gonzalez, the Human Services Committee request a draw of up to \$15,000 from the General Fund 101 to be reimbursed upon receipt of State reimbursement. Unanimously carried.

Gibbard moved, supported by Harris, Ways and Means authorize a draw of up to \$15,000 from Account #101-101 to cover Lenawee Transportation Corporation expenses through June 30, 1980. The County will be reimbursed upon completion of the State audit and their payment to Lenawee Transportation Corporation. Unanimously carried.

III. HUSTLE Presentation

Gibbard reported he had been asked to give a presentation on the HUSTLE program at the Michigan Association of Counties Conference on Energy in Genesee County.

Moved by Harris, supported by Gibbard, Ways and Means approve cover expenses for Gibbard and Nichols. Unanimously carried.

IV. Adjournment

The meeting was adjourned.

MEETING REMINDER

Human Services Committee
will be meeting June 18, 1980
at 9:00 a.m.***
in the Human Services office

Agenda

- I. Call to Order
- II. Approval of Minutes
 - May 21, 1980
 - May 28, 1980
- III. Public Comment
- IV. Lenawee Transportation Corporation
 - Renewal of LTC - County Contract
 - Operating Assistance Grant Application for 1981-82
- V. Ambulance Plan
 - Blissfield partial compliance
- VI. Department on Aging Funding
 - Subcommittee Report
- VII. Joint Purchasing
 - Phase I Final Report (enclosed)
- VIII. Approval of Bills
- IX. Other Business
- X. Adjournment

***Please note time change!!

HUMAN SERVICES

LENAWEE COUNTY

1301 N. Main
Adrian, Michigan 49221

Arthur Boyd
ordinator

Phone: 517-263-8831
Ext. 276 & 230

M E M O R A N D U M

TO: Human Services Committee

DATE: June 12, 1980

FROM: Arthur Boyd

RE: Joint Purchasing Phase I -
Final Report

I. Food Purchasing Proposal

After reviewing agency requirements, joint purchasing alternatives, and actual cost comparisons, it is recommended that the Sheriff Department, Department on Aging and Maurice Spear Campus join a statewide purchasing cooperative called Hospital Purchasing Service. The Medical Care Facility is currently a member. This option would:

- save from six to twelve percent on raw food costs (based on sample item comparisons), or a County savings of \$15-31,000 per year;
- cost each department a \$300 annual membership fee;
- allow separate purchase orders and separate deliveries;
- allow flexibility to purchase independently of HPS for special sale items; and
- not establish an elaborate system that would be time consuming to establish and need changing if a county-wide central purchasing is established.

It is important to note that each department is currently using efficient purchasing methods, with maximum volume and cost savings, and attention to special savings. Thus, the above savings derive not from poor local practice but from the added advantage of broad based assured volume purchasing and skilled purchasing agent negotiations. The annual fee is "buying" this specialized skill and broad base.

II. County Purchasing Issues

The six to twelve percent savings above is on top of current high volume cost savings methods, and is achieved by adding a broad base and specialized purchasing skills. Where other County departments, townships and private non-profit service agencies are purchasing without volume, broad base, and specialized skills, there is the potential of even greater savings in a joint purchasing system.

Joint purchasing alone, rather than a purchasing system with volume, base and specialized skills, may not result in net savings. Incremental savings can easily be eaten up by added costs of administering the program.

Development of a county-wide purchasing system should include the following considerations:

1. Inclusion of townships and private non-profit human service agencies, for an annual service fee or percentage cost per item to cover administrative costs.
2. Inclusion of department/agency purchasers periodically in establishing item specifications and assessing system operations.
3. Reaching agreement as extensively as possible on lists of jointly purchased items to reduce low volume purchases of similar items.
4. Establishment of an inventory control mechanism to allow regularized volume purchases without excessive storage, and avoiding emergency small volume purchases.
5. A purchase order system (computerized) to accurately assign costs for department/agency budget planning, to determine item usage rates for bidding, and to monitor item costs.
6. Consideration to storage provided by vendors from their inventory, in exchange for assured annual total sales volume.
7. A bidding process that reaches far enough to capture best cost savings, and accurately determines volume estimates from all participating departments/agencies to assure highest volume.
8. If a "buy local" approach is used, establishment of a written policy for weighting in-county vs. out-of-county bids (i.e., out-of-county bid = in-county plus x percent).
9. Possibility of independent deliveries by one vendor to several high-volume purchasers, to avoid internal pick-up-and-delivery costs.
10. A designated purchasing agent given authority and time to establish and maintain a complete system and develop the purchasing expertise.
11. Purchasing agent given authority to challenge County departmental purchases outside of joint system which exceed joint system item costs.

12. Development of written purchasing guidelines that match state and federal guidelines, to reduce constraints in receiving and managing state/federal grants.
13. Establishment where desirable linkages with Federal Property Assistance Program and State Extended Purchasing System and State property auction program.

Maurice Spear Campus			
raw food	\$48,000	x6%	\$ 2,880
		x12%	
			\$ 5,760
Department on Aging			
raw food	\$105,000	x6%	6,300
		X12%	
			12,600
Sheriff Department			
raw food	\$110,000	x6%	6,600
		x12%	
			<u>13,200</u>
			\$15,780
less annual fee \$300/dept.			<u>- 900</u>
			\$14,880
estimated net savings			\$30,660

MEETING NOTICE

Human Services Committee

Public Safety Committee

Joint Meeting

Thursday, October 2, 1980

at 2:00 p.m.

in the Sheriff's office

To discuss the EMS Council and the following suggestions
from the September 22 public meeting:

Township Representative (MTA)

People currently in EMS

More E.M.T.'s

More Fire Departments
proportion of providers

Represent ALL of County

Large and Small Hospitals

Rural and City Representation

Large and Small Providers

State Police Representative

More Authority for Council

Less Authority for Council

MEETING NOTICE

Human Services Committee
will be meeting
Wednesday, December 17, 1980
at 2:00 p.m.
in the Human Services office

Agenda

- I. Call to Order
- II. Approval of Minutes
 - November 19, 1980 (distributed
at County Board of Commissioners
meeting, December 10, 1980)
- III. Public Comment
- IV. Department on Aging Progress Report
 - Esther Noffsinger
- V. Lenawee Transportation Corporation
 - Activities Report
- VI. Human Services State Funding Proposal
 - Status Report
- VII. Approval of Bills
- VIII. Other Business
- IX. Adjournment