



GENESEE COUNTY
— M I C H I G A N —

Genesee County
Human Services Committee
Agenda

Wednesday, November 13, 2024

5:30 PM

1101 Beach St., Room 301

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

[RES-2024-1424](#) Approval of Meeting Minutes - October 16, 2024

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. [RES-2024-1321](#) Approval of a request to increase a purchase order to Abbott Laboratories for the fiscal year ending 2025, in the amount of \$9,000.00 for a revised total of \$156,000.00, to provide for additional infant supplies; the cost of this increase will be paid from account 2801-698.06-763.000
2. [RES-2024-1322](#) Approval of an agreement between Genesee County and the Genesee Intermediate School District, in the amount of \$598,356.00, for the Great Start Readiness Program; the term of this agreement is October 1, 2024 through September 30, 2025; the cost of this agreement is fully grant funded and recorded in account 2727-698.01-558.000

3. [RES-2024-1330](#) Approval of an agreement between Genesee County and Global Clinical LLC, in the amount of \$119,690.00, to provide behavioral health services for Genesee County's Healthy Start Initiative; the term of this agreement is November 1, 2024 through October 31, 2025; the cost of this agreement is fully grant funded and will be paid from 2211-607.01-801.000
4. [RES-2024-1385](#) Approval of the Genesee County Health Department Plan of Organization
5. [RES-2024-1391](#) Approval of modification #3 of an agreement between Genesee County and the Oakland Livingston Human Services Agency, in the amount of \$12,123,967.00, to provide staffing for Genesee County's Head Start Program; the term of this amendment is from October 1, 2024 through September 30, 2025; the cost of this agreement is fully grant funded

VIII. OTHER BUSINESS

IX. ADJOURNMENT



Genesee County

Staff Report

Genesee County
Administration Building
1101 Beach St
Flint, MI 48502

File #: RES-2024-1424

Agenda Date: 11/13/2024

Agenda #:

Approval of Meeting Minutes - October 16, 2024



GENESEE COUNTY

— M I C H I G A N —

Genesee County Human Services Committee Meeting Minutes

Wednesday, October 16, 2024

5:30 PM

Harris Auditorium, 1101 Beach St.

I. CALL TO ORDER

Commissioner Winfrey called the meeting to order at 6:38 PM.

II. ROLL CALL

Present: Charles Winfrey, Shaun Shumaker, Delrico J. Loyd, Ellen Ellenburg, Beverly Brown, Dale K. Weighill, James Avery and Martin L. Cousineau

Absent: Michelle Davis

III. APPROVAL OF MINUTES

[RES-2024-1299](#) Approval of Meeting Minutes - October 2, 2024

RESULT: APPROVED

MOVER: Ellen Ellenburg

SECONDER: James Avery

Aye: Chairperson Winfrey, Vice Chair Shumaker, Commissioner Loyd, Commissioner Ellenburg, Commissioner Brown, Commissioner Weighill, Commissioner Avery and Commissioner Cousineau

Absent: Commissioner Davis

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

[24-642](#) Operation Green Light - Derrick Britton, Director of Veteran Services

VI. OLD BUSINESS

VII. NEW BUSINESS

1. [RES-2024-1187](#) Approval of Genesee County's Operation Green Light for Veterans

 RESULT: REFERRED
 MOVER: Delrico J. Loyd
 SECONDER: Martin L. Cousineau

 Aye: Chairperson Winfrey, Vice Chair Shumaker,
 Commissioner Loyd, Commissioner Ellenburg,
 Commissioner Brown, Commissioner Weighill,
 Commissioner Avery and Commissioner Cousineau

 Absent: Commissioner Davis
2. [RES-2024-1195](#) Approval of amendment #2 to an agreement between Genesee
 County and OLHSA, in an amount not to exceed \$1,781,711.00, to
 provide for Genesee County's Early Head Start Program; this is a
 federally funded program

 RESULT: REFERRED
 MOVER: Beverly Brown
 SECONDER: James Avery

 Aye: Chairperson Winfrey, Vice Chair Shumaker,
 Commissioner Loyd, Commissioner Ellenburg,
 Commissioner Brown, Commissioner Weighill,
 Commissioner Avery and Commissioner Cousineau

 Absent: Commissioner Davis

VIII. OTHER BUSINESS

IX. ADJOURNMENT

The meeting was adjourned at 6:51 PM.



Genesee County

Staff Report

Genesee County
Administration Building
1101 Beach St
Flint, MI 48502

File #: RES-2024-1321

Agenda Date: 11/13/2024

Agenda #: 1.

To: Charles Winfrey, Human Services Committee Chairperson

From: Pamela Coleman, GCCARD Director

RE: Approval of a request to increase a purchase order to Abbott Laboratories for the fiscal year ending 2025, in the amount of \$9,000.00 for a revised total of \$156,000.00, to provide for additional infant supplies; the cost of this increase will be paid from account 2801-698.06-763.000

BOARD ACTION REQUESTED:

Genesee County Community Action Resource Department (GCCARD) requests authorization to increase the purchase order (PO) for Abbott Laboratories by \$9,000 for additional infant supplies for a total Fiscal Year 2024-2025 PO Not to Exceed \$156,000.00.

BACKGROUND:

Abbott Laboratories is a current vendor that GCCARD uses to provide supplies to the Genesee County Head Start Programs. The purchase order was previously approved via Resolution 2024-1018.

DISCUSSION:

GCCARD requests authorization to increase the purchase order for Abbott Laboratories by an additional \$9,000 for the period of October 1, 2024 through June 30, 2025 to allow for additional infant supplies for the Genesee County Early Head Start Program. The new purchase order amount Not to Exceed \$156,000.00.

IMPACT ON HUMAN RESOURCES:

No impact on Genesee County Human Resources.

IMPACT ON BUDGET:

Fund# 2801-698.06-763.000 will be increased by \$9,000. **No general fund dollars will be used.**

IMPACT ON FACILITIES:

This does not impact Genesee County facilities.

IMPACT ON TECHNOLOGY:

This does not impact Genesee County technology.

CONFORMITY TO COUNTY PRIORITIES:

This request conforms to the County Priorities of Healthy, Livable and Safe Communities and

Community Growth as we ensure access to infant supplies to give eligible Genesee County children the best possible start.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Genesee County Community Action Resource Department (GCCARD) to authorize a \$9,000.00 increase in the Purchase Order for Abbott Laboratories, previously approved in RESO 2024-1018, with a total not to exceed amount of \$156,000.00, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the November 13, 2024 meeting of the Human Services Committee of this Board).



Genesee County

Staff Report

Genesee County
Administration Building
1101 Beach St
Flint, MI 48502

File #: RES-2024-1018

Agenda Date: 9/18/2024

Agenda #: 15.

To: Martin L. Cousineau, Finance Committee Chairperson

From: Pamela Coleman, GCCARD Director

RE: Approval of a purchase order to Abbott Laboratories for the fiscal year ending 2025, in an amount not to exceed \$147,000.00, to provide for the purchase of Ensure Shakes for Genesee County's Nutrition Services Program; the cost of this purchase order will be paid from the accounts listed

BOARD ACTION REQUESTED:

The Genesee County Community Action Resource Department (GCCARD) requests authorization from this committee to obtain a Purchase Order (PO) to Abbott Laboratories in an amount not to exceed \$147,000.00, with a recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

BACKGROUND:

GCCARD's Nutrition Services Program works in tandem with the Valley Area Agency on Aging (VAAA) and the Genesee County Office of Senior Services (GCOS) Senior Millage to deliver Ensure nutritional shakes to Genesee County senior citizens once a month per prescription from their physician. Abbott Laboratories is the manufacturer of Ensure and is the only vendor available to directly ship large quantities. GCCARD's Head Start Program also utilizes Abbott Laboratories for ancillary supplies for bottle fed infants.

DISCUSSION:

This PO is to run from October 01, 2024, through September 30, 2025, and is to be utilized by GCCARD's Nutrition Services Program and Head Start Program.

IMPACT ON HUMAN RESOURCES:

There will be no impact on Human Resources.

IMPACT ON BUDGET:

Funds for this PO are to be allocated as follows: \$1,500.00 to fund number 2801-698.06-763.000, \$1,500.00 to fund number 2809-698.06-763.000, \$14,000.00 to fund number 2731-697.14-762.000, \$50,000.00 to fund number 2731-697.15-762.000, and \$80,000.00 to fund number 2733-697.15-762.000. **No General fund appropriation is required for this request.**

IMPACT ON FACILITIES:

There will be no impact on Facilities and Operations.

IMPACT ON TECHNOLOGY:

There will be no impact on IT.

CONFORMITY TO COUNTY PRIORITIES:

This memorandum conforms to Genesee County's priority of Healthy, Livable and Safe Communities as well as Community Growth as we collaborate with other agencies to ensure access to nutritional products for eligible, low-income Genesee County seniors and families.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Genesee County Community Action Resource Department (GCCARD) to authorize an expenditure, in the form of a Purchase Order to Abbott Laboratories for the purchase of Ensure nutritional shakes and ancillary supplies for bottle-fed infants to be utilized by GCCARD's Nutrition Services Program and Head Start Program, in an amount not to exceed \$147,000.00 for the fiscal year 2024-2025 to be allocated as follows: \$1,500.00 to fund number 2801-698.06-763.000, \$1,500.00 to fund number 2809-698.06-763.000, \$14,000.00 to fund number 2731-697.14-762.000, \$50,000.00 to fund number 2731-697.15-762.000, and \$80,000.00 to fund number 2733-697.15-762.000, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the September 11, 2024 meeting of the Finance Committee of this Board).



Genesee County

Staff Report

Genesee County
Administration Building
1101 Beach St
Flint, MI 48502

File #: RES-2024-1322

Agenda Date: 11/13/2024

Agenda #: 2.

To: Charles Winfrey, Human Services Committee Chairperson

From: Pamela Coleman, GCCARD Director

RE: Approval of an agreement between Genesee County and the Genesee Intermediate School District, in the amount of \$598,356.00, for the Great Start Readiness Program; the term of this agreement is October 1, 2024 through September 30, 2025; the cost of this agreement is fully grant funded and recorded in account 2727-698.01-558.000

BOARD ACTION REQUESTED:

Genesee County Community Action Resource Department (GCCARD) requests authorization to enter into a subcontract agreement with the Genesee Intermediate School District (GISD) for the Great Start Readiness Program (GSRP) to serve 132 preschool children from October 1, 2024, through September 30, 2025 with GISD reimbursing GCCARD up to \$598,356.00, from this committee, with recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

BACKGROUND:

GSRP is the four-year-old at-risk program that Genesee County Head Start has been operating for the past thirty-two years. Genesee Intermediate School District is receiving these funds directly and subcontracting for program operations. GISD will oversee all GSRP programs. This program will operate in the Atherton, Bendle, Clio, Genesee, Grand Blanc, Kearsley, Mt. Morris, Swartz Creek, and Westwood Heights School Districts. While income is still a factor in the selection of preschool participants, the income guidelines are 200% of the published federal government guidelines. These children are in the Head Start classrooms, allowing for more children to be served in Head Start with more school-day programming offered throughout the county with blended funding.

DISCUSSION:

GCCARD requests authorization to enter into a subcontract agreement with the Genesee Intermediate School District for the Great Start Readiness Program to serve 132 preschool children from October 1, 2024, through September 30, 2025, with GISD reimbursing GCCARD up to \$598,356.00 to operate the program.

IMPACT ON HUMAN RESOURCES:

No impact on Genesee County Human Resources.

IMPACT ON BUDGET:

\$598,356.00 with revenue in account 2727-698.01-558.000, 100% state funded, with **no Genesee**

County general fund obligation (see attached budget upload).

IMPACT ON FACILITIES:

This does not impact Genesee County facilities.

IMPACT ON TECHNOLOGY:

This does not impact Genesee County technology.

CONFORMITY TO COUNTY PRIORITIES:

This memorandum conforms to Genesee County priorities of Community Growth and Healthy, Livable and Safe Communities and Long-Term Financial Stability by the provision of Head Start programming for at-risk GSRP four-year-olds giving additional Genesee County Children the best possible start.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Genesee County Community Action Resource Department ("GCCARD") to authorize entering into a subcontract agreement between Genesee County and the Genesee Intermediate School District ("GISD"), whereby GCCARD will serve 132 preschool children through the Great Start Readiness Program for the period commencing October 1, 2024, through September 30, 2025, and GISD will reimburse GCCARD up to \$598,356.00 to be recorded in account 2727-698.01-558.000, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the November 13, 2024 meeting of the Human Services Committee of this Board), the Chairperson of this Board is authorized to execute the agreement on behalf of Genesee County, and the Chief Financial Officer is directed to record the attached budget amendment.

DESCRIPTION: Budget Amendment adjusting budgets to align wit

GL #	DESCRIPTION
2727-698.01-558.000	STATE PARTICIPATION
2727-698.01-752.000	SUPPLIES OTHER
2727-698.01-759.000	GAS & OIL VEHICLES
2727-698.01-781.000	FIELD TRIPS
2727-698.01-801.004	SERV CONT GENERAL
2727-698.01-801.050	FIDUCIARY SERVICES
2727-698.01-829.001	TECHNOLOGY & SOFTWARE SERVICES
2727-698.01-838.000	PARENT INVOLVEMENT
2727-698.01-851.000	POSTAGE
2727-698.01-869.000	CONFORMANCE FEES
2727-698.01.884.064	RECRUITMENT AND ADVERTISING
2727-698.01-900.008	PRINTING
2727-698.01-900.014	ADVERTISING
2727-698.01-924.000	UTILITIES
2727-698.01-957.004	CONVENIENCE COPIER CHARGES
2727-698.01-957.006	INTRAFUND EXPENSE
2727-698.03-558.000	STATE PARTICIPATION
2727-698.03-801.051	SERVICES FOOD-NON CACFP

th approved GSRP budget

Increase/(Decrease) \$0.00

\$30,356.00	Rev
\$12,195.71	Exp
\$200.00	Exp
\$1,000.00	Exp
(\$4,000.00)	Exp
\$22,079.00	Exp
\$9,031.00	Exp
\$1,500.00	Exp
\$350.00	Exp
\$2,500.00	Exp
\$500.00	Exp
\$1,000.00	Exp
(\$200.00)	Exp
\$1,000.00	Exp
\$1,000.00	Exp
(\$17,799.71)	Exp
\$3,000.00	Rev
\$3,000.00	Exp

09/25/2024

REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 10/31/2024
% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	% BDGT REMAIN
Fund 2727 - EARLY HS GSRP (GREAT START READINESS)			
Dept 698.01 - HEAD START			
Account Type: Revenue			
2727-698.01-558.000	STATE PARTICIPATION	560,000.00	100.00
Total Revenue:		560,000.00	100.00
Account Type: Expenditure			
2727-698.01-752.000	SUPPLIES OTHER	13,304.29	84.97
2727-698.01-763.000	SUPPLIES		
2727-698.01-759.000	GAS & OIL VEHICLES	300.00	100.00
2727-698.01-781.000	FIELD TRIPS	1,500.00	100.00
2727-698.01-801.004	SERV CONT GENERAL	4,000.00	100.00
2727-698.01-801.050	FIDUCIARY SERVICES	485,000.00	100.00
2727-698.01-829.001	TECHNOLOGY & SOFTWARE SERVICES		
2727-698.01-838.000	PARENT INVOLVEMENT	1,000.00	100.00
2727-698.01-850.000	TELEPHONE	3,000.00	100.00
2727-698.01-851.000	POSTAGE	150.00	100.00
2727-698.01-869.000	CONFORMANCE FEES		
2727.698.01.884.064	RECRUITMENT AND ADVERTISING		
2727-698.01-900.008	PRINTING	1,000.00	100.00
2727-698.01-900.014	ADVERTISING	200.00	100.00
2727-698.01-924.000	UTILITIES	2,000.00	100.00
2727-698.01-930.000	REPAIRS BUILDING FEDERAL	3,500.00	100.00
2727-698.01-957.004	CONVENIENCE COPIER CHARGES	500.00	100.00
2727-698.01-958.014	CSA	12,131.00	100.00
Total Expenditure:		527,585.29	99.62

Account Type: Transfers-Out

2727-698.01-957.006	INTRAFUND EXPENSE	32,414.71	100.00
Total Transfers-Out:		32,414.71	100.00

Net - Dept 698.01 - HEAD START	0.00
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Dept 698.03 - HS CHILD CARE FOOD PROGRAM

Account Type: Revenue

2727-698.03-504.001	FEDERAL PARTICIPATION-CACFP	48,850.00	100.00
2727-698.03-558.000	STATE PARTICIPATION	5,000.00	100.00
Total Revenue:		53,850.00	100.00

Account Type: Expenditure

2727-698.03-763.000	SUPPLIES	1,000.00	100.00
2727-698.03-801.012	SERVICES FOOD	48,850.00	100.00
2727-698.03-801.051	SERVICES FOOD-NON CACFP	4,000.00	100.00
Total Expenditure:		53,850.00	100.00

Net - Dept 698.03 - HS CHILD CARE FOOD PROGRAM	0.00
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Fund 2727 - EARLY HS GSRP (GREAT START READINESS):

TOTAL REVENUES	613,850.00	100.00
TOTAL EXPENDITURES	613,850.00	99.67
NET OF REVENUES & EXPENDITURES	0.00	0.00

\$	598,356.00
\$	48,850.00
\$	647,206.00

\$	598,356.00	TOTAL BUDGET
CACFP		\$ 8,000.00
\$	590,356.00	

WHAT SHOULD BE BASED ON BUDGET TO GSRP		Budget Amendment	NOTES:	Budget
\$	590,356.00	\$ 30,356.00	Add \$30,356.00	\$ 560,000.00
\$	590,356.00			\$ 560,000.00
\$	25,500.00	\$ 12,195.71		\$ 13,304.29
\$	-	\$ -		\$ -
\$	500.00	\$ 200.00		\$ 300.00
\$	2,500.00	\$ 1,000.00		\$ 1,500.00
\$	-	\$ (4,000.00)		\$ 4,000.00
\$	507,079.00	\$ 22,079.00		\$ 485,000.00
\$	9,031.00	\$ 9,031.00		\$ -
\$	2,500.00	\$ 1,500.00		\$ 1,000.00
\$	3,000.00			\$ 3,000.00
\$	500.00	\$ 350.00		\$ 150.00
\$	2,500.00	\$ 2,500.00		\$ -
\$	500.00	\$ 500.00		\$ -
\$	2,000.00	\$ 1,000.00		\$ 1,000.00
\$	-	\$ (200.00)		\$ 200.00
\$	3,000.00	\$ 1,000.00		\$ 2,000.00
\$	3,500.00			\$ 3,500.00
\$	1,500.00	\$ 1,000.00		\$ 500.00
\$	12,131.00	\$ -		\$ 12,131.00
\$	575,741.00			\$ 527,585.29

\$	14,615.00	\$ (17,799.71)	\$ 32,414.71
\$	14,615.00		\$ 32,414.71
\$	48,850.00	\$ -	\$ 48,850.00
\$	8,000.00	\$ 3,000.00	\$ 5,000.00
\$	8,000.00		\$ 53,850.00
\$	1,000.00	\$ -	\$ 1,000.00
\$	48,850.00	\$ -	\$ 48,850.00
\$	7,000.00	\$ 3,000.00	\$ 4,000.00
			\$ 53,850.00



Pending B.A. (if any)	Total Budget	New B.A.	New Budget will be
\$ -	\$ 560,000.00	\$ 30,356.00	\$ 590,356.00
	\$ 560,000.00		\$ 590,356.00
\$ -	\$ 13,304.29	\$ 12,195.71	\$ 25,500.00
\$ -	\$ -		
\$ -	\$ 300.00	\$ 200.00	\$ 500.00
\$ -	\$ 1,500.00	\$ 1,000.00	\$ 2,500.00
	\$ 4,000.00	\$ (4,000.00)	\$ -
\$ -	\$ 485,000.00	\$ 22,079.00	\$ 507,079.00
\$ -	\$ -	\$ 9,031.00	\$ 9,031.00
\$ -	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00
	\$ 3,000.00		\$ 3,000.00
\$ -	\$ 150.00	\$ 350.00	\$ 500.00
\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
\$ -	\$ -	\$ 500.00	\$ 500.00
\$ -	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
\$ -	\$ 200.00	\$ (200.00)	\$ -
\$ -	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
\$ -	\$ 3,500.00		\$ 3,500.00
\$ -	\$ 500.00	\$ 1,000.00	\$ 1,500.00
\$ -	\$ 12,131.00	\$ -	\$ 12,131.00
\$ -	\$ 527,585.29	\$ 48,155.71	\$ 575,741.00

\$	-	\$	32,414.71	\$ (17,799.71)	\$	14,615.00
\$	-	\$	32,414.71	\$ (17,799.71)	\$	14,615.00

\$	-	\$	48,850.00		\$	48,850.00
\$	-	\$	5,000.00	\$ 3,000.00	\$	8,000.00
\$	-	\$	53,850.00	\$ 3,000.00	\$	56,850.00

\$	-	\$	1,000.00		\$	1,000.00
\$	-	\$	48,850.00		\$	48,850.00
\$	-	\$	4,000.00	\$ 3,000.00	\$	7,000.00
\$	-	\$	53,850.00	\$ 3,000.00	\$	56,850.00

\$	647,206.00	TOTAL REVENUES
\$	647,206.00	TOTAL EXPENDITURES
\$	-	NET OF REVENUES & EXPENDITURES

\$	647,206.00	TOTAL REVENUES
\$	647,206.00	TOTAL EXPENDITURES
\$	-	NET OF REVENUES & EXPENDITURES

7109-per food service contracts

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\$

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GENESEE INTERMEDIATE SCHOOL DISTRICT
Great Start Readiness Program (GSRP)
Agency Subcontract Agreement

This is intended to serve as an addendum to the contract between:
Genesee County Community Action Resource Department (Subcontractor)
711 N Saginaw St, Suite 206
Flint, MI 48503
And

Genesee Intermediate School District (GISD)
2413 West Maple Avenue
Flint, MI 48507

PURPOSE: The primary goal of this addendum between Genesee Intermediate School District (GISD) and **Genesee County Community Action Resource Department** (Subcontractor) is to provide high quality, free, preschool experiences to qualifying children in Genesee County through the provision of the Great Start Readiness Program (GSRP). By entering into this contract, both parties agree to comply with the requirements of the GSRP grant. If the terms of this addendum and the underlying agreement conflict, GISD and Genesee County Community Action Resource Department will adhere to the terms stated in this addendum.

TERM: The term of this contract shall be for a period of twelve (12) months commencing upon October 1, 2024 and shall continue through September 30, 2025. The Subcontractor agrees and understands that this contract does not create an expectation for or guarantee of future contracts between the parties. It is in the sole discretion of GISD to determine whether it will extend an offer to contract for GSRP services in subsequent years.

SUBCONTRACTOR RESPONSIBILITIES:

16. Education Program & Curriculum.

- D. **Genesee County Community Action Resource Department** agrees to utilize the Promoting Positive Schools Framework (PPSC) in alignment with the Multi-Tiered Systems of Support (MTSS) designed to support the Genesee County GSRP Consortium. These systems must be adhered to, to receive GISD supports for children experiencing social-emotional challenges or challenging behaviors. District/Agency Name agrees to align these practices when applicable with LEA PPSC/MTSS Frameworks and Special Education systems. Children must not be excluded or expelled related to their need for behavioral support.

ADDENDUM:

It is mutually agreed upon that since said subcontractor as a Head Start grantee must provide a system to meet the social emotional and challenging behavioral needs of enrolled children, GCCARD will continue with the support system they have in place but will layer in the supports of the GISD GSRP Early Childhood Specialist as documented below:

GISD GSRP Early Childhood Specialist role in the GCCARD *Behavioral Health* Process:

- Administer the Classroom Assessment Scoring System (CLASS) and provide subsequent coaching, support and resources based on findings and observations.

- If classroom/environmental concerns are present or more than 3 children are displaying challenging behavior in the same classroom (based on PBIS research of solid classroom practices and challenging behavior; csefel.vanderbilt.edu).
 - The GISD ECS will provide Tier 1 (Environment, Adult Child Interaction (Relationships), Routines, Transitions) support coaching and resources to the classroom staff.
 - The GISD ECS will communicate the classroom CLASS and observation findings and coaching goals with the GCCARD Education Coordinator.
 - The GCCARD Education Coordinator may share the CLASS results and suggestions with the behavioral health staff.
- If an ECS identifies a need or concern within an individual child with implications of further evaluation, support and/or skill building:
 - The GISD ECS should discuss the concern with the teacher; asking questions that lead to completion of the Routine Based Support Guide for Classrooms (RBSG-C) (edited from the University of South Florida). No child name may be used in this document and the support must be classroom strategies. “Child A”, “Child B”, for example, can be used if necessary for particular needs support.
 - The GISD ECS may *not* give individualized behavioral suggestions to the teacher on any one particular child, as GCCARD requires written informed consent for this type of service.
 - Complete and turn the RBSG-C in to the GCCARD Education Coordinator with verbal concern of particular child(ren) in need and written document of classroom guidance.
 - The GISD ECS may sit in on any behavior planning should GCCARD invite them or seek their input on the CLASS, observations or RBSG-C.

18. Student Assessment & Screening

- B. GCCARD agrees to complete online student assessment (TS GOLD or COR Advantage online access) for GSRP students. This will be used to produce countywide child outcomes reports and to identify professional development needs. Any decisions to change assessment must be pre-approved by the ECC. GCCARD will provide classroom assessment reports to the GISD monthly and at the completion of each checkpoint via the GISD ECS or ECC.

19. Professional Development. Genesee County Community Action Resource Department shall ensure that GSRP classroom staff are provided ongoing professional development opportunities that meet or exceed the standards required by the GSRP Implementation Manual and respond to needs identified in countywide data analysis. GSRP Teaching Teams are required to attend a minimum of 50% of the monthly GISD professional development opportunities offered by GISD.

ADDENDUM:

It is mutually agreed upon that since said subcontractor as a Head Start grantee must provide high quality early childhood professional development that a combined effort of professional development will occur altering the requirement for 50% attendance at monthly professional development opportunities offered by GISD GSRP as identified below:

The Subcontractor shall:

- a) Utilize the GISD GSRP Early Childhood Specialist for the provision of professional development at GCCARD hosted professional development opportunities.
- b) GCCARD will provide meaningful data driven professional development opportunities to their Head Start/GSRP Blend classroom teaching teams.
- c) GCCARD will assure that Head Start/GSRP Blend classroom teaching teams attend a minimum of 2 GISD GSRP monthly professional development opportunities.

Signed:

James Avery
Genesee County Board of Commissioners

Date

Superintendent
Genesee Intermediate School District

Date

GENESEE INTERMEDIATE SCHOOLS DISTRICT
Great Start Readiness Program (GSRP)
Agency Subcontract Agreement

This is intended to be a contract between:
Genesee County Community Action Resource Department:
711 N. Saginaw Street, Suite 206
Flint, MI 48503
And
Genesee Intermediate School District (GISD)
2413 West Maple Avenue
Flint, MI 48507

PURPOSE: The primary goal of this contract between Genesee Intermediate School District (GISD) and the Genesee County Community Action Resource Department: (Subcontractor) is to provide high-quality, free, preschool experiences to qualifying children in Genesee County through the provisions of the Great Start Readiness Program (GSRP). By entering into this contract, both parties agree to comply with the requirements of the GSRP grant.

TERM: The term of this contract shall be for a period of twelve (12) months commencing upon October 1, 2024, and shall continue through September 30, 2025. The Subcontractor agrees and understands that this contract does not create an expectation for of guarantee of future contracts between the parties. It is in the sole discretion of GISD to determine whether it will extend an offer to contract GSRP services in subsequent years.

GSRP ALLOCATION:

The allocation for the 2024-2025 grant year is determined by the Fall (October 2024) and Spring Early Childhood Collection (February 2025), which serves as the official count of children served by the program for the year.

- 132** Half-day children
- 0** Full day children
- 0** Extended Program children

TOTAL CONTRACT AMOUNT UP TO:

\$598,356.00 (based on a per-child allocation and seats filled)

GISD RESPOSIBILITIES:

1. FUNDING.

- A. GISD shall pay Genesee County Community Action Resource Department: the sum of Four Thousand Five Hundred Thirty-Three Dollars (\$4,533.00) per half day GSRP seat filled, Nine Thousand Sixty-Six Dollars (\$9066..00) per full day GSRP seat filled, Ten Thousand Eight Hundred Seventy-Eight Dollars (\$10,878.00) per Extended Program seat filled. This represents approximately 89% of the per child allocation (i.e., \$5,093.00 less 11% (\$560.23) =approximately \$4,533.00
- B. GISD shall retain 11% of the total Genesee County award under MCL 388.1632d from the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP). These funds shall be retained for fiscal oversight; compliance and monitoring cost; administrative costs; Early Childhood Specialists (ECS) of no more than 1:14 ratio; subscriptions for TS GOLD or COR recruiting, and public awareness; and other program quality improvement costs, including social-emotional/behavioral health consultation, Synergy and Michigan Student Data Systems (MSDS) data collection and reporting, and professional development.
- C. GISD shall make payments to the Genesee County Community Action Resource Department upon receipt of reimbursement request (i.e., General Ledger detail, supporting documentation, and GSRP Reimbursement Request Form) for actual expenses incurred in operating the GSRP, as approved by MiLEAP and allowable costs cited in the GSRP Implementation Manual.
- Reimbursement request will be reviewed and approved (or returned with questions) within 3 weeks of receipt. Reimbursement will be made within 30 days, subject to the following;
 - Request from Community Based Organizations (CBOs) shall be submitted by the 5th of the month.
 - Requests from the Local Education Authorities (LEAs/PSAs) shall be submitted by the 15th of the month and are required to minimally submit quarterly.
 - Requests for immediate reimbursement are not allowed.
 - Reimbursements will be paid following the last scheduled GISD Board meeting of the month.
 - Expenses deemed unallowable of requiring additional review may be withheld from reimbursement until which time the expense is deemed approved and reimbursable.

D. GISD reserves the right to withhold funds if the GSRP operated by Genesee County Community Action Resource Department is deemed non-compliant with any of the requirements listed in the agreement or in the GSRP Implementation Manual or fails to fill the number of allocated seats with qualifying children.

2. Monitoring. GISD will provide monitoring for the Genesee County GSRP consortium and all required elements per this contract and the GSRP Implementation Manual.

3. Budget & Data Reporting to MiLEAP.

- A. GISD shall be responsible for submitting the Genesee County GSRP budget to MiLEAP.
- B. GISD shall submit all required MSDS data on participating GSRP students to MiLEAP, including Child Information Program Reports.

4. Early Childhood Contract. GISD is required to assign a qualified GSRP Contact to serve as the ECC for MiLEAP and Genesee County GSRP Consortium to coordinate the GSRP grant activities, including compliance monitoring. This also includes working with all Genesee County GSRP providers to ensure continuous quality improvement, collaborative recruitment/enrollment, and grant reporting.

5. Early Childhood Specialists. GISD shall assign qualified ECSs to ensure that the program adheres to the use of the CLASS, enters CLASS data into the online systems for MiLEAP reporting, and uses CLASS information to drive continuous quality improvement and staff development efforts. The ECSs shall provide ongoing coaching and mentoring support to their assigned classrooms, assist with GSRP Family Participation Groups and Data Analysis, assist with planning meetings, create and support program improvement plans, etc.

6. Training & Professional Development.

- A. GISD shall ensure that GSRP classroom staff are provided ongoing professional development opportunities that meet or exceed the standards required by the MiLEAP GSRP Implementation Manual and respond to need identified in countywide data analysis.
- B. GISD shall ensure that all GSRP staff are trained in approved curriculum, child assessment, and development screening tools. Training may be provided through a curriculum trainer, off-site training, outside vendor, in partnership with the Great Start to Quality Resource Center, or through the Early Childhood Specialists, as needed.

7. Program Quality Standards & Curriculum. GISD, providers, and classroom staff, shall ensure the implementation of all program quality standards, curriculum expectations, and child outcome standards required by the MiLEAP GSRP Implementation Manual.

8. Advisory Committee. GISD, in partnership with the Great Start Collaborative, will facilitate a GSRP Advisory Committee. This Committee will give Subcontractors the opportunity to participate in shared leadership and decision making for Genesee Country GSRP. The committee will consist of the ECC, ECS Team members, Program Director of Designee from each Subcontractor (CBO or LEA or PSA) and parents from the Great Start Collaborative Parent Coalition and those with children actively participating in GSRP programs. Each Program Director of Designee is required to attend 50% or more of scheduled GSRP Advisory Committee Meeting, in person or remotely. If a Director of Designee Is unable to attend, they are still responsible for any information and/or deadlines set forth as a result of this committee’s work. This committee will also ensure all GSRP Advisory Committee responsibilities per the GSRP Implementation Manual are met.

9. Dispute Resolution. GISD shall provide the following dispute resolution process. In the event there is a dispute concerning the implementation or interpretation of this contract, the Subcontractor must submit written notice of the dispute to the Genesee County GSRP Coordinator. Within 15 business days of receiving written notice of the dispute, the GSRP Coordinator will make a determination on the matter. If the Subcontractor is not satisfied with the GSRP Coordinator’s decision, it may submit written notice of the dispute to the GISD Superintendent within 15 business days. The GISD Superintendent shall issue a final decision on the matter.

In the event the Subcontractor is not satisfied with the decision of the GISD Superintendent under this section, the sole and exclusive remedy for resolving the dispute shall be arbitration, conducted in accordance with the commercial rules of the American Arbitration Association, with such variations as the parties and arbitration Association, with such variations as the parties, and arbitrators unanimously accept. The arbitrators' award shall be final binding. A judgment on the award rendered by the arbitrator may be entered in any court having appropriate jurisdiction.

SUBCONTRACTOR RESPONSIBILITIES:

- 10. Student Enrollment.** Genesee County Community Action Resource Department: shall ensure that all GSRP students are screened, prioritized, and approximately enrolled into GSRP in accordance with MCL 388.1632d, the MiLEAP GSRP Implementation Manual, and decision tree provided by MiLEAP District/Agency shall ensure utilization of Mi Early Childhood Connect (MiECC) as the universal point of entry for all Pre-applications. Failure to comply may result in the withholdings of GSRP funds.
- Genesee County Community Action Resource Department shall ensure that staff, completing the student enrollment process completes the annual GSRP enrollment training and assessment provided by Genesee ISD and that the process and fully adhere to.
 - If Genesee County Community Action Resource Department: does not follow MiLEAP and the Genesee County required collaborative recruitment process, it may not obtain GSRP reimbursement for Head Start-eligible children. A GSRP provider **must** follow MiLEAP and the Genesee County required recruitment and enrollment procedures and obtain a release from the Head Start Program before enrolling and serving a Head Start-eligible child.
- 11. Outreach, Recruiting & Public Awareness.** Genesee County Community Action Resource Department: may expend grant funds for outreach, recruiting, and public awareness of their individual GSRP program within the local zip code in which it resides and serves. All materials are required to have the GSRP logo, and MiLEAP funding statement, programs may opt to use MiLEAP and PreK for all logo’s in addition. Marketing materials must be approved the ECC; these requests may be submitted to nbarkeyrowland@geneseeisd.org. A maximum of \$1,350.00 of the Subcontractor total budget may be spent on recruiting and marketing materials. Marketing via billboards, television and radio ads, mass transit billboards, and mass mailings are unallowable by Subcontractors; these large-scale marketing efforts are provided exclusively on the behalf of the Genesee County GSRP Consortium by GISD in support of the single point of entry, 591-KIDS
- 12. Great Start to Quality Star Rating.** GSRP Program Site will fully participate in Great Start to Quality and have a quality rating of Enhancing Quality, Enhancing Quality-Validated, or Demonstrating Quality as required by MCL 388.1632d.
- 13. Child Care Licensing Genesee County Community Action Resource Department:** shall assure compliance with state licensing regulations governing child care to assure the safety of all participating GSRP children must receive a certificate of approval/licensing and Regulatory Affairs (LARA), Bureau of Community and Health Systems Child Care Licensing Division. Relocations must be completed with the knowledge of GISD. Programs must inform GISD within 24 hours of a special investigation resulting in a violation being established, a change from a regular to a provisional status.
- 14. Policies and Procedures Family Handbook** Genesee County Community Action Resource Department: shall assure families and staff are provided with policies and procedure as per the GSRP Implementation Manual. Features specific to GSRP must be included in handbooks: use of grant name, logo and ‘funded by’ language. Genesee County Community Action Resource Department: must have written policies and procedures that include those items listed in the GSRP Implementation Manual. The Family Handbook must specifically denote that **Children must not be excluded, suspended, or expelled from classroom programming or transportation services for behavioral, toileting, or other non-health related needs.**
- 15. Qualified Teaching Personnel.** Genesee County Community Action Resource Department: shall ensure that there are sufficient qualified teaching personnel provided for the GSRP. Program staff will meet or exceed all qualifications and training standards required by MCL 388.1632d and the GSRP Implementation Manual. If the Subcontractor is unable to employ qualified GSRP staff, the Subcontractor must submit appropriate documentation to GISD for **pre-approval** of a staffing compliance plan prior to employment of GSRP staff. Failure to comply may result in staff termination. *The Subcontractor agrees to maintain proper GSRP staffing ratios at all times in accordance with the Genesee Intermediate School District Administration of GSRP Policy and Procedures.*
- 16. Data Reporting to GISD.** Genesee County Community Action Resource Department: shall provide GISD with all required student enrollment data, staff qualification information, financial data, and other information, as required, for monitoring and program reporting purposes subject to the Family Educational Rights and Privacy Act (FERPA) (20 U. S. C. 1232g; 34 CFR Part 99) and other applicable federal and state privacy laws.
- 17. Education Program & Curriculum.**
- A. Genesee County Community Action Resource Department: shall ensure that the students in part day and school day receive at least 120 days of classroom-based programming spread over a minimum of 30 weeks (1st year programs require a minimum of 80 days over 20 weeks), as required by the MiLEAP. Staff professional development days and inclement weather days are not to be included in the minimum requirement; to accommodate these, sites should plan for these occurrences. Extended Program Option and Extended Blend Program participants must run 180 days over a minimum of 36 weeks utilizing the approved number of home visits/parent teacher conference (8) and professional learning and/or (5) coaching days of 5 or

more hours in their instructional day count. In addition, the program shall provide appropriate parent education and home-based services as required by the GSRP Implementation Manual, including a minimum of two-Family Participation Sessions to provide information on School Readiness and Program Data as indicated in the GSRP Implementation manual. The program shall also conduct two Home Visits and two Parent/Teacher Conferences as outlined in the GSRP Implementation Manual.

B. Genesee County Community Action Resource Department: agrees to use a curriculum approved by MiLEAP for GSRP programs. Approved curriculum for Genesee County includes: Creative Curriculum, HighScope, and Montessori. Any decisions to change the curriculum must be pre-approved by the ECC. Teaching teams are required to trained in the curriculum utilized; trainings will be offered and coordinated via Genesee ISD.

C. Genesee County Community Action Resource Department: assures that any Supplemental Curriculum will not be utilized without the completion of the pre-approval process with Genesee ISD and as outlined in the GSRP Implementation Manual.

D. Genesee County Community Action Resource Department: agrees to provide GISD access to teacher lesson plans when requested for the purpose of coaching and guiding instructional practices.

E. Genesee County Community Action Resource Department: agrees to utilize the Promoting Positive Schools Framework (PPSC) in alignment with the Multi-Tiered Systems of Support (MTSS) designed to support the Genesee County GSRP Consortium. These systems must be adhered to, to receive GISD supports for children experiencing social-emotional challenges or challenging behaviors. Genesee County Community Action Resource Department: agrees to align these practices when applicable with LEA PPSC/MTSS Frameworks and Special Education systems. Children must not be excluded, suspended or expelled related to their need for behavioral support. See Family Handbook for example.

F. The GSRP Program Site Director and teaching teams will also be versed and apply the Michigan Early Childhood Standards of Quality for Prekindergarten (ECSQ-PK), and the Essential Instructional Practices in Early Literacy: Prekindergarten.

18. Student Assessment & Screening.

A. Genesee County Community Action Resource Department: shall ensure that all GSRP students receive ongoing child assessment, , tracking child outcomes, progress in the curriculum, and progress toward proficiency on the Early Childhood Standards of Quality for Prekindergarten (ECSQ-PK), as defined by MDE.

B. Genesee County Community Action Resource Department: agrees to complete online student assessment (TS GOLD or COR Advantage online access) for GSRP students. This will be used to produce countywide child outcomes reports and to identify professional development needs. Any decisions to change assessment must be pre-approved by the ECC.

19. Program Evaluation.

A. Genesee County Community Action Resource Department: will fully participate in ongoing, onsite program evaluation; CLASS, curriculum implementation; and goal planning to assure compliance with the GSRP Implementation Manual.

20. Professional Development. Genesee County Community Action Resource Department: shall ensure that GSRP Lead Teacher, Associate Teacher and Classroom Support staff are provided ongoing professional development opportunities that meet or exceed the standards required by the GSRP Implementation Manual and respond to the needs identified in local and countywide data analysis. GSRP Teaching Teams are required to meet all mandatory training requirements and, per the GSRP Implementation Manual or Identified by GISD.

21. Access & Recordkeeping.

A. Genesee County Community Action Resource Department: will provide full access to GSRP classrooms to the ECC or ECS for scheduled and unscheduled visits.

B. Genesee County Community Action Resource Department: agrees to maintain the following administrative records on file for seven (7) years. Records must be available for monitoring by the ISD or by MiLEAP. If the GSRP program is closed for any reason. Genesee County Community Action Resource Department: will ensure records are turned over to GISD to meet retention requirements.

- Project plan (philosophy statement, curriculum model, and examples of lesson plans);
- Parent involvement records
- Financial documents (budgets, final expenditure reports, and carryover reports);
- Source documentation (invoices, receipts, etc.) for GSRP expenditures;
- Employee contracts/agreements and rationale for proration amounts for Subcontractor employees paid with GSRP funds;
- Supplementary childcare records;
- Data and analysis of child follow-up information through second grade;
- Documentation of license/approval by LARA, Bureau of Community and Health Systems Child Care Licensing Division, including correspondence on compliance and any special investigations;
- Personnel records for the director, lead teacher(s), associate teacher(s), and others, including
 - Staff credentials and professional development logs located in MiRegistry; and

- Professional development logs, including training, conferences, workshops, and classes in MiRegistry;
- Children’s records. A single file for each child must be **kept for seven (7) years** and include:
 - Age documentation (birth certificate or other proof of age eligibility): Starting in 2023-2024 these will be housed in MiECC
 - Verification of income eligibility, Starting in 2023-2024 these will be housed in MiECC
 - Documentation of risk factors; Starting in 2023-2024 these will be housed in MiECC
 - Health and immunization records; Starting 2023-2024 these will be housed in MiECC
 - Family information (parent name, address, phone number)
 - Evidence of developmental screening
 - Evidence of comprehensive assessment of child’s progress in the program
 - Documentation of date and content of home visits and parent/teacher conferences

22. Reporting. Genesee County Community Action Resource Department: agrees to provide timely submission of all budget and expenditure request; MSDS submissions; and student data reports. Genesee County Community Action Resource Department: shall provide GISD with a budget detail for the proposed GSRP expenditures and a final expense. Genesee County Community Action Resource Department: will ensure that all reports are completed thoroughly and accurately. Finances are tracked via the GSRP Reimbursement.

- 2023/2024 Year-End Final Reimbursement Request
- 2023/2024 Final Expenditure Report (FER)- October 2024
- 2023/2024 Carry-Over Final Expenditure Report – Summer 2025
- 2023/2024 Budget Templates and Cost Allocations Spreadsheets – October 2024
- 2024/2025 Program Application - October 2024
- 2024/2025 Staff Information Report Starting 2022-2023 this will be maintained in miRegistry – October 2024 reviewed or final submission March 2025
- 2024/2025 Funding Application – December 2024 (estimated)

23. Tuition & Enrollment.

A. Genesee County Community Action Resource Department: shall ensure that the allocation is utilized for qualifying four-year old children in receiving a quality, classroom-based preschool program as identified above. Spots unfilled by **December 1, 2024**, according to [MiECC](#) shall be returned to GISD to be placed in a countywide pool available to the Genesee County GSRP Consortium. If spots are not filled by the close of the GSRP student count period of **February 2025**, the GISD shall retain the full allocation to be returned to MiLEAP.

24. Expenditures and Funds.

A. Genesee County Community Action Resource Department: may utilize funds for administration/overhead cost as dictated in the GSRP Implementation Manual and within the reasonability restrictions set forth by Genesee ISD within the limits of the budget template.

B. Genesee County Community Action Resource Department: understands these funds are intended to implement GSRP and not supplant. Genesee County Community Action Resource Department: assures all expenses are deemed reasonable and appropriate and understands that expenses deemed unallowable or not necessary will be deemed reimbursement by GISD.

C. Genesee County Community Action Resource Department: understands that the budget revisions will be available In April or following the finalization of student count and corresponding allocation adjustments. Any interim budget amendment requests must be requested via the ECC. Capital requests in excess of \$5,000 must be pre-approved in written form via the ECC/MiLEAP. Capital expenses that are not pre-approved will be denied.

D. Genesee County Community Action Resource Department: understands that a maximum of 20% of the Subcontractor’s unspent allocation may be available for access as carryover funds, upon approval of GISD. Any unspent funds beyond 20% of the final Subcontractor allocation will be returned to the Genesee County GSRP Consortium. Annual allocations are encouraged to be utilized to support the GSRP classroom and its students.

25. Nondiscrimination. The Subcontractor shall ensure that no person shall be excluded from participation in, denied the proceeds of, or be subject to discrimination in any form as a result of the performance of this agreement. The Subcontractor shall further ensure that no applicant, candidate, employee, or volunteer will be subject to discrimination in any form and that affirmative action will be taken to ensure that applicants are employed and treated during employment without regard to race, religion, color, national origin, age, gender, or disability.

26. Compliance. The Subcontractor will comply at all times with applicable laws, rules, ordinances and codes of state and local governments. The Subcontractor will comply with Michigan Childcare Licensing Rules for Childcare Centers and assume all liability for GSRP students under their care.

TERMS AND CONDITIONS:

27. Withholding Funds.

A. Genesee County Community Action Resource Department: understands and agrees that if it materially fails to comply with the terms and conditions of the grand award, MiLEAP may withhold funds otherwise due under the grant program, any other grant programs, or State School Aid Act of 1979 as amended, until it comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). **GISD may withhold up to 100% of any payment based on a monitoring finding, audit finding, or pending final report.**

B. GISD reserves the right to withhold funds otherwise due to the Genesee County Community Action Resource Department: in the event Genesee County Community Action Resource Department: materially fails to comply with the terms and conditions of the grant awards. Prior to withholding funds under this paragraph, Genesee County Community Action Resource Department: shall be afforded 15 days to cure its failure to comply with the term and conditions of the grant award and shall be given an opportunity to meet with GISD to discuss how it may do so.

28. Suspension or Termination of Agreement.

A. If the grant from MiLEAP under which this agreement is funded is terminated or suspended, or GISD determines that Genesee County Community Action Resource Department: has materially breached the conditions of this agreement or has been deemed a financial risk. GISD shall have the right to suspend or terminate this agreement by providing 30 days advance written notice to Genesee County Community Action Resource Department: and specifying the effective date thereof. Prior to termination or suspension under the paragraph, Genesee County Community Action Resource Department: shall be afforded 15 days to cure its material breach and shall be given an opportunity to meet with GISD to discuss how it may do so. This 15-day cure period shall not apply in instances of gross negligence or moral turpitude. Upon suspension or termination, MiLEAP.

B. If Genesee County Community Action Resource Department: is unable or unwilling to satisfactory comply with existing or additional conditions and terms as may be lawfully applied by MiLEAP, it may suspend or terminate the agreement by providing 30 days advance written notice to GISD and specifying the effective date thereof. Upon suspension or termination, GISD shall assume full responsibility for the GSRP program under its grant from MiLEAP.

29. Reclamation of Property. In the event of termination by either party, all property, equipment, finished and unfinished documents, data, and reports purchased with grant dollars of prepared by Genesee County Community Action Resource Department: under this or previous agreement(s), in accordance with all applicable stat regulations, shall become the property of GISD.

30. Changes to Agreement. GISD reserves the right to request changes in the scope of services to be provided by Genesee County Community Action Resource Department: under the agreement. Such changes may be attributable to the requirements of MiLEAP or requested by GISD for the good operation of the program. In the event of such a change, it will be discussed with Genesee County Community Action Resource Department: to achieve mutual understanding and agreement before being incorporated as an amendment to this agreement. In cases of a funding decreased imposed by MiLEAP, GISD reserves the right to unilaterally adjust the maximum amount of annual reimbursement accordingly.

ASSURANCES:

31. Compliances with Grant Program Requirements. GISD and Genesee County Community Action Resource Department: agree to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies and award conditions governing this program. Both parties understand and agree that if they materially fail to comply with the terms and conditions of the grant award, MiLEAP may withhold funds otherwise due under the grant program, any other grant programs, or of the State School Act of 1979 as amended, until they come into compliance of the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). MiLEAP may withhold up to 100% of any payments based on a monitoring finding, audit finding, or pending final report.

32. Materials Developed with Grant Funds. GISD and Genesee County Community Action Resource Department: assure that the following statement will be including on any publication or project materials developed with funds awarded under this program, including reports, films brochures, and flyers: “These materials are funded through a grant provided by the Michigan Department of Lifelong Education, Advancement, and Potential.”

33. Nondiscrimination under Federal & State Assisted Programs. GISD and Genesee County Community Action Resource Department; hereby agree that they will comply with all federal and Michigan laws and regulations prohibiting discriminations and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which they are responsible or for which they receive financial assistance from the U.S. Department or MiLEAP.

34. Americans with Disabilities Act. The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities, and requires that, “No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.” In

accordance with Title II of the ADA, GISD and the Genesee County Community Action Resource Department: have conducted a review of their employment and program/service delivery processes and have developed solutions to correct barriers identified in the review.

Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools, and day care centers) and addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, GISD and Genesee County Community Action Resource Department: have taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services facilities, advantages, or accommodations offered. In addition, a Title III entity, upon receiving a grant from the MiLEAP, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title III of the ADA for the program or service for which they receive a grant.

35. Iran-Linked Businesses. GISD assures that, for any request for proposals or contract renewal for work performed under this grant, it will collect a certification from each bidder that the bidder is not an Iran-Linked Business is not eligible to submit a bid on a request for proposal with a public entity. Recipients must comply will all conditions under P.A. 517 of 2012, “Iran Economic Sanction Act, “April 1, 2013.

Signed:

James Avery	Date	Genesee County Board of Commissioners
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Superintendent	Date	Genesee Intermediate School District
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DESCRIPTION: Budget Amendment adjusting budgets to align with approved GSRP budget

GL #	DESCRIPTION	Increase/(Decrease)	\$0.00
2727-698.01-558.000	STATE PARTICIPATION	\$30,356.00	Rev
2727-698.01-752.000	SUPPLIES OTHER	\$12,195.71	Exp
2727-698.01-759.000	GAS & OIL VEHICLES	\$200.00	Exp
2727-698.01-781.000	FIELD TRIPS	\$1,000.00	Exp
2727-698.01-801.004	SERV CONT GENERAL	(\$4,000.00)	Exp
2727-698.01-801.050	FIDUCIARY SERVICES	\$22,079.00	Exp
2727-698.01-829.001	TECHNOLOGY & SOFTWARE SERVICES	\$9,031.00	Exp
2727-698.01-838.000	PARENT INVOLVEMENT	\$1,500.00	Exp
2727-698.01-851.000	POSTAGE	\$350.00	Exp
2727-698.01-869.000	CONFORMANCE FEES	\$2,500.00	Exp
2727-698.01.884.064	RECRUITMENT AND ADVERTISING	\$500.00	Exp
2727-698.01-900.008	PRINTING	\$1,000.00	Exp
2727-698.01-900.014	ADVERTISING	(\$200.00)	Exp
2727-698.01-924.000	UTILITIES	\$1,000.00	Exp
2727-698.01-957.004	CONVENIENCE COPIER CHARGES	\$1,000.00	Exp
2727-698.01-957.006	INTRAFUND EXPENSE	(\$17,799.71)	Exp
2727-698.03-558.000	STATE PARTICIPATION	\$3,000.00	Rev
2727-698.03-801.051	SERVICES FOOD-NON CACFP	\$3,000.00	Exp

09/25/2024

REVENUE AND EXPENDITURE REPORT
 PERIOD ENDING 10/31/2024
 % Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	% BDGT REMAIN
Fund 2727 - EARLY HS GSRP (GREAT START READINESS)			
Dept 698.01 - HEAD START			
Account Type: Revenue			
2727-698.01-558.000	STATE PARTICIPATION	560,000.00	100.00
Total Revenue:		560,000.00	100.00
Account Type: Expenditure			
2727-698.01-752.000	SUPPLIES OTHER	13,304.29	84.97
2727-698.01-763.000	SUPPLIES		
2727-698.01-759.000	GAS & OIL VEHICLES	300.00	100.00
2727-698.01-781.000	FIELD TRIPS	1,500.00	100.00
2727-698.01-801.004	SERV CONT GENERAL	4,000.00	100.00
2727-698.01-801.050	FIDUCIARY SERVICES	485,000.00	100.00
2727-698.01-829.001	TECHNOLOGY & SOFTWARE SERVICES		
2727-698.01-838.000	PARENT INVOLVEMENT	1,000.00	100.00
2727-698.01-850.000	TELEPHONE	3,000.00	100.00
2727-698.01-851.000	POSTAGE	150.00	100.00
2727-698.01-869.000	CONFORMANCE FEES		
2727.698.01.884.064	RECRUITMENT AND ADVERTISING		
2727-698.01-900.008	PRINTING	1,000.00	100.00
2727-698.01-900.014	ADVERTISING	200.00	100.00
2727-698.01-924.000	UTILITIES	2,000.00	100.00
2727-698.01-930.000	REPAIRS BUILDING FEDERAL	3,500.00	100.00
2727-698.01-957.004	CONVENIENCE COPIER CHARGES	500.00	100.00
2727-698.01-958.014	CSA	12,131.00	100.00
Total Expenditure:		527,585.29	99.62

Account Type: Transfers-Out

2727-698.01-957.006	INTRAFUND EXPENSE	32,414.71	100.00
Total Transfers-Out:		32,414.71	100.00

Net - Dept 698.01 - HEAD START

0.00

Dept 698.03 - HS CHILD CARE FOOD PROGRAM

Account Type: Revenue

2727-698.03-504.001	FEDERAL PARTICIPATION-CACFP	48,850.00	100.00
2727-698.03-558.000	STATE PARTICIPATION	5,000.00	100.00
Total Revenue:		53,850.00	100.00

Account Type: Expenditure

2727-698.03-763.000	SUPPLIES	1,000.00	100.00
2727-698.03-801.012	SERVICES FOOD	48,850.00	100.00
2727-698.03-801.051	SERVICES FOOD-NON CACFP	4,000.00	100.00
Total Expenditure:		53,850.00	100.00

Net - Dept 698.03 - HS CHILD CARE FOOD PROGRAM

0.00

Fund 2727 - EARLY HS GSRP (GREAT START READINESS):

TOTAL REVENUES	613,850.00	100.00
TOTAL EXPENDITURES	613,850.00	99.67
NET OF REVENUES & EXPENDITURES	0.00	0.00

\$	598,356.00
\$	48,850.00
\$	647,206.00

\$	598,356.00	TOTAL BUDGET
CACFP	\$	8,000.00
\$	590,356.00	

WHAT SHOULD BE BASED ON BUDGET TO GSRP	Budget Amendment	NOTES:	Budget
\$ 590,356.00	\$ 30,356.00	Add \$30,356.00	\$ 560,000.00
\$ 590,356.00			\$ 560,000.00
\$ 25,500.00	\$ 12,195.71		\$ 13,304.29
\$ -	\$ -		\$ -
\$ 500.00	\$ 200.00		\$ 300.00
\$ 2,500.00	\$ 1,000.00		\$ 1,500.00
\$ -	\$ (4,000.00)		\$ 4,000.00
\$ 507,079.00	\$ 22,079.00		\$ 485,000.00
\$ 9,031.00	\$ 9,031.00		\$ -
\$ 2,500.00	\$ 1,500.00		\$ 1,000.00
\$ 3,000.00			\$ 3,000.00
\$ 500.00	\$ 350.00		\$ 150.00
\$ 2,500.00	\$ 2,500.00		\$ -
\$ 500.00	\$ 500.00		\$ -
\$ 2,000.00	\$ 1,000.00		\$ 1,000.00
\$ -	\$ (200.00)		\$ 200.00
\$ 3,000.00	\$ 1,000.00		\$ 2,000.00
\$ 3,500.00			\$ 3,500.00
\$ 1,500.00	\$ 1,000.00		\$ 500.00
\$ 12,131.00	\$ -		\$ 12,131.00
\$ 575,741.00			\$ 527,585.29

\$	14,615.00	\$ (17,799.71)	\$ 32,414.71
\$	14,615.00		\$ 32,414.71
\$	48,850.00	\$ -	\$ 48,850.00
\$	8,000.00	\$ 3,000.00	\$ 5,000.00
\$	8,000.00		\$ 53,850.00
\$	1,000.00	\$ -	\$ 1,000.00
\$	48,850.00	\$ -	\$ 48,850.00
\$	7,000.00	\$ 3,000.00	\$ 4,000.00
			\$ 53,850.00

Pending B.A. (if any)	Total Budget	New B.A.	New Budget will be
\$ -	\$ 560,000.00	\$ 30,356.00	\$ 590,356.00
	\$ 560,000.00		\$ 590,356.00
\$ -	\$ 13,304.29	\$ 12,195.71	\$ 25,500.00
\$ -	\$ -		
\$ -	\$ 300.00	\$ 200.00	\$ 500.00
\$ -	\$ 1,500.00	\$ 1,000.00	\$ 2,500.00
	\$ 4,000.00	\$ (4,000.00)	\$ -
\$ -	\$ 485,000.00	\$ 22,079.00	\$ 507,079.00
\$ -	\$ -	\$ 9,031.00	\$ 9,031.00
\$ -	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00
	\$ 3,000.00		\$ 3,000.00
\$ -	\$ 150.00	\$ 350.00	\$ 500.00
\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
\$ -	\$ -	\$ 500.00	\$ 500.00
\$ -	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
\$ -	\$ 200.00	\$ (200.00)	\$ -
\$ -	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
\$ -	\$ 3,500.00		\$ 3,500.00
\$ -	\$ 500.00	\$ 1,000.00	\$ 1,500.00
\$ -	\$ 12,131.00	\$ -	\$ 12,131.00
\$ -	\$ 527,585.29	\$ 48,155.71	\$ 575,741.00

\$	-	\$	32,414.71	\$ (17,799.71)	\$	14,615.00
\$	-	\$	32,414.71	\$ (17,799.71)	\$	14,615.00



\$	-	\$	48,850.00		\$	48,850.00
\$	-	\$	5,000.00	\$ 3,000.00	\$	8,000.00
\$	-	\$	53,850.00	\$ 3,000.00	\$	56,850.00

\$	-	\$	1,000.00		\$	1,000.00
\$	-	\$	48,850.00		\$	48,850.00
\$	-	\$	4,000.00	\$ 3,000.00	\$	7,000.00
\$	-	\$	53,850.00	\$ 3,000.00	\$	56,850.00

\$	647,206.00	TOTAL REVENUES
\$	647,206.00	TOTAL EXPENDITURES
\$	-	NET OF REVENUES & EXPENDITURES

\$	647,206.00	TOTAL REVENUES
\$	647,206.00	TOTAL EXPENDITURES
\$	-	NET OF REVENUES & EXPENDITURES

7109-per food service contracts

\$

-



LEGISTAR SUBMISSION CHECKLIST*

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

DOES THE PROJECT NEED A CONTRACT?

1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)

Yes: ____ (Go to Question 2)

No: ____ (Go to Question 4)

2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?

Yes: ____ This project requires a contract, skip to the contracts section.

No: ____ (Go to Question 3)

3) Has the vendor presented a document for the county to sign?

Yes: ____

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No: ____

- Use a **Purchase Order** You do not need to complete the remainder of this form.

4) Is this a request for services, an IT submission, or construction work?

Yes: ____ This project requires a contract, skip to the contracts section.

No: ____ Contact Corporate Counsel office prior to submitting into Legistar.

CONTRACTS

*** After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. * If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

1) Is this a new contract or a renewal/extension? _____

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

2) How is the contract funded?

- a. Budgeted or General Funds: _____(Go to Question 3)
- b. Grant Funded: _____(Go to Question 4)
- c. Millage Funded: _____ (Go to Question 5)

3) What is the vendor providing?

- a. Services: _____
 - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel _____
 - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact Corporate Counsel prior to submitting into Legistar.

*** To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. ***

4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact Corporate Counsel office for review of the agreement/template.

5) Is this a new contract/agreement?

Yes: _____ No: _____

- a. If **yes** - contact Corporate Counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by Corporate Counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact Corporate Counsel regarding template/previous agreement.

6) Is a contract that is not a County prepared contract being submitted for review?

Yes: _____ No: _____

- a. If yes, submit the contract to Corporate Counsel office for review prior to submitting to Legistar.

* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (Fiscal Services, Purchasing, Risk Management, or Corporate Counsel) to address your question prior to submission into Legistar.



Genesee County

Staff Report

Genesee County
Administration Building
1101 Beach St
Flint, MI 48502

File #: RES-2024-1330

Agenda Date: 11/13/2024

Agenda #: 3.

To: Charles Winfrey, Human Services Committee Chairperson

From: Michelle Estell, RS, MSA - Health Officer

RE: Approval of an agreement between Genesee County and Global Clinical LLC, in the amount of \$119,690.00, to provide behavioral health services for Genesee County's Healthy Start Initiative; the term of this agreement is November 1, 2024 through October 31, 2025; the cost of this agreement is fully grant funded and will be paid from 2211-607.01-801.000

BOARD ACTION REQUESTED:

Approval of a Subrecipient Contract between the Genesee County Health Department (GCHD) and Global Clinical LLC. Contractor will be paid \$119,690.00 to provide behavioral health services for the Healthy Start Initiative. Contract would be valid from November 1, 2024 through October 31, 2025 to be paid from Funding Account- 2211-607.01-801.000, Funding Source Health Resources and Services Administration (HRSA).

BACKGROUND:

HRSA requires all Healthy Start grantees to provide clinical services to Healthy Start participants. Behavioral health services serve as a way to address perinatal mood disorders and other mental/behavioral issues that may contribute to poor maternal and infant outcomes. A request for proposal (RFP) for behavioral health services was initiated by Genesee County of behalf of the Healthy Start Initiative. Global Clinical LLC was selected to provide behavioral health services for the Healthy Start Initiative.

DISCUSSION:

Health Start is an infant mortality reduction program that uses a multidisciplinary approach to provide home visiting services to families in the Genesee County community. During home visits, participants are provided with case management services, health education, and referrals for current needs. On average participants will receive one to two home visits per month but can receive up to four depending on their risk assessment. Evaluation methods continue to be used to validate program outcomes. Genesee County Healthy Start received continued federal funding for funding cycle May 1, 2024, through March 31, 2029. **No county appropriation is needed.**

IMPACT ON HUMAN RESOURCES:

There is no expected impact on Human Resources.

IMPACT ON BUDGET:

All 2024 Healthy Start grantees received funding from federal funder HRSA to provide clinical

services to program participants.

IMPACT ON FACILITIES:

There is no expected impact on facilities.

IMPACT ON TECHNOLOGY:

There is no expected impact on technology.

CONFORMITY TO COUNTY PRIORITIES:

Genesee County Healthy Start continues to support a Healthy, Livable, and Safe Community through the utilization of community resources. Home visiting services provided through the Healthy Start Initiative are shown to decrease maternal and infant mortality, therefore contributing to full term pregnancies and healthy infants.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Health Officer to authorize entering into a subrecipient agreement between Genesee County and Global Clinical, LLC, whereby Global Clinical will provide evaluation services for the Healthy Start Initiative for a term commencing November 1, 2024, through October 31, 2025, at a total cost not to exceed \$119,690.00 to be paid from account 2211-607.01-801.000 with no county appropriation required, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the November 13, 2024 meeting of the Human Services Committee of this Board), and the Chairperson of this Board is authorized to execute the agreement on behalf of Genesee County.



LEGISTAR SUBMISSION CHECKLIST*

Before submission of a request for payment/authorization for goods, services, or construction work, the following questions must be answered to determine whether to use a purchase order or formal contract. You must check an option in all questions until the form directs you to what workflow and/or document to use.

DOES THE PROJECT NEED A CONTRACT?

1) Is this a request for the purchase of goods? (i.e. office supplies, vehicles, equipment, etc.)

Yes: ____ (Go to Question 2)

No: ____ (Go to Question 4)

2) If providing goods, does the vendor require time on any Genesee County premises for installation and/or maintenance for the goods?

Yes: ____ This project requires a contract, skip to the contracts section.

No: ____ (Go to Question 3)

3) Has the vendor presented a document for the county to sign?

Yes: ____

- This document needs to go through Legistar and be reviewed by the proper departments before it can be signed. It is recommended that Corporate Counsel and Risk Management review prior to submission to avoid potential last step denial.

No: ____

- Use a **Purchase Order** You do not need to complete the remainder of this form.

4) Is this a request for services, an IT submission, or construction work?

Yes: ____ This project requires a contract, skip to the contracts section.

No: ____ Contact Corporate Counsel office prior to submitting into Legistar.

CONTRACTS

*** After selecting a template, contact the Risk Manager to obtain insurance requirements before submitting it to Legistar. * If the vendor has provided a contract, or if you have a department specific template that you are using or have used historically, have it reviewed by risk management and corporate counsel prior to submission into Legistar. Even if the agreement was used previously, it may need changes.**

1) Is this a new contract or a renewal/extension? _____

- a. Renewal/Extension: Use the appropriate renewal/amendment template based on the type of agreement. Include the original signed agreement and all prior amendments in the review process.
- b. New Contract: Go to Question 2.

2) How is the contract funded?

- a. Budgeted or General Funds: _____(Go to Question 3)
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- c. Millage Funded: _____ (Go to Question 5)

3) What is the vendor providing?

- a. Services: _____
 - Use the **Professional Service Contract Template**
- b. Construction/Physical Building Altercation/Remodel _____
 - If the contractor has not provided a proposed contract use the **Construction Contract Template** If the contractor has provided a proposed contract, contact Corporate Counsel prior to submitting into Legistar.

*** To avoid a last step rejection, ask corporate counsel to review updated template before submission into Legistar. ***

4) Complete the AGA Recipient Checklist for Determining Contractor vs. Subrecipient

- a. If the service provider is a **contractor**, go back to Question 3.
- b. If the service provider is a **subrecipient**, a department/grant specific subrecipient agreement template must be used. If the template has not been reviewed by corporate counsel within the last year, contact Corporate Counsel office for review of the agreement/template.

5) Is this a new contract/agreement?

Yes: _____ No: _____

- a. If **yes** - contact Corporate Counsel office for assistance in selecting a template and/or creating an agreement.
- b. If **no** – has the template/previous agreement used for this program been reviewed by Corporate Counsel since August 1, 2023?

If **yes**, use the template/previous agreement.

If **no**, contact Corporate Counsel regarding template/previous agreement.

6) Is a contract that is not a County prepared contract being submitted for review?

Yes: _____ No: _____

- a. If yes, submit the contract to Corporate Counsel office for review prior to submitting to Legistar.

* If at any point in time you have questions while completing this checklist, it is recommended that you contact the appropriate reviewing department (Fiscal Services, Purchasing, Risk Management, or Corporate Counsel) to address your question prior to submission into Legistar.

RECIPIENT CHECKLIST FOR DETERMINING IF THE ENTITY RECEIVING FUNDS HAS A CONTRACTOR OR SUBRECIPIENT RELATIONSHIP

This document is intended to help a recipient of federal funds make a judgment as to whether each agreement it makes, for the disbursement of federal program funds, casts the entity receiving the funds in the role of a subrecipient or a contractor. Based on 2 CFR Chapter I, Chapter II, Part 200 et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), issued by the U.S. Office of Management and Budget (OMB) on December 26, 2013, and effective for non-federal entities on December 26, 2014, the following information is intended for use by all non-federal entities.

Important Terms:

Recipient: A non-federal entity that receives a federal award directly from a federal awarding agency to carry out an activity under a federal program. The term recipient does not include subrecipients. (See 2 CFR 200.86 of the Uniform Guidance.)

Subrecipient: A non-federal entity that receives a subaward for the purpose of carrying out part of a federal award. The subaward creates a federal assistance relationship with the subrecipient. (See 2 CFR 200.93 & .330 (a) of the Uniform Guidance.)

Contractor: A non-federal entity that receives a contract for the purpose of providing goods and services for the awarding non-federal entity's own use. The contract creates a procurement relationship with the contractor. The Uniform Guidance replaced the term "Vendor" with "Contractor." (See 2 CFR 200.22 & .330 (b) of the Uniform Guidance.)

Instructions: The "Characteristics" column in this checklist is based on language in the Uniform Guidance. The column lists characteristics that support the classification of a non-federal entity as a subrecipient or contractor. Since all of the characteristics listed may not be present in all cases, the Uniform Guidance recognizes that the recipient "...must use judgment in classifying each agreement as a subaward or a procurement contract." (2 CFR 200.330 (c).) In the "Explanations" column, AGA provides additional information to assist in answering the questions under "Characteristics." Answer each question by checking "yes" or "no" where indicated. Based on responses to the questions, a key provided at the end of each section will help in making a judgment as to whether a subrecipient or contractor relationship exists. White space is provided in between the "Characteristics" column and the "Explanation" column so that users can tailor this checklist to accommodate the unique aspects of various programs or jurisdictions.

Note: One check in a subrecipient box does not necessarily mean the entity is a subrecipient. A judgment should be based on the totality of responses.

Office _____
Entity receiving funds Genesee County
Funding Source(s) Health Resources and Services Administration (HRSA)

Notes:

Healthy Start Initiative, Global Clinical LLC

CHARACTERISTICS

EXPLANATIONS

Decision Making Authority

200.330 a. 1 Determines who is eligible to receive what Federal assistance;

a. Does the entity determine who is eligible to participate in the federal program?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

200.330 a.3 Has responsibility for programmatic decision making;

a. Does the entity have the ability to make decisions about how services will be delivered to participants, in accordance with federal programmatic requirements?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

OR

200.330 b.4 Provides goods or services that are ancillary to the operation of the Federal program;

b. Does the entity provide goods or services for the recipient's own use?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

b. Does the entity provide services designated by the recipient to serve the recipient's participants without regard to specific federal programmatic requirements?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you selected "yes" to **EITHER** item **a**, this is an indicator of a subrecipient relationship.
If you selected "yes" to **EITHER** item **b**, this is an indicator of a contractor relationship.

Subrecipient	Contractor
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If the entity determines whether a participant meets a federal program's eligibility requirements for assistance, it is most likely a subrecipient.

A contractor may provide services to clients in a program after eligibility has been determined by the recipient.

If the entity has authority to make decisions regarding the delivery of service, operations, or types of assistance provided within the terms of the agreement, it is typically a subrecipient.

If the entity provides goods or services directly to the recipient or to program participants at the direction of the recipient and does not make programmatic decisions or adhere to program requirements, it is typically a contractor.

Nature of Award

200.330 a. 2 Has its performance measured in relation to whether objectives of a federal program were met;

a. Are the scope of work (or portion, if applicable) and terms and conditions of the agreement the same for the entity as they are for the recipient that received the federal funds?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

a. Is the entity carrying out completion of the goal of the grant (or part, if applicable) as stated in the federal award?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

OR

200.330 b.5 Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

b. Does the recipient develop the scope of work and terms and conditions of the agreement to meet the recipient's needs?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you selected "yes" to **EITHER** item **a**, this is an indicator of a subrecipient relationship.
If you selected "yes" to item **b**, this is an indicator of a contractor relationship.

Subrecipient	Contractor
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the entity is providing a service for the recipient to meet the goal of the grant, it is a contractor; if the entity is providing a service that carries out a goal within the scope of the grant, it is a subrecipient. When a grant program contains multiple goals, it is possible for the recipient to complete part of the goals and for the entity to perform another part.

If the scope of the agreement is per the federal program terms/guidance, the entity is a subrecipient. A subrecipient may also provide programmatic or progress reports to ensure compliance with federal program requirements.

Conversely, if the scope of the agreement is per the recipient's terms and not federal program guidance, and if the recipient's oversight is governed only by the contract terms and conditions, it is a contractor.

200.330 a.4 Is responsible for adherence to applicable Federal program requirements specified in the Federal award;

a. Funding to the entity depends on the entity's ability to best meet the objectives of the award. Although performance is measured against federal award objectives, the entity assumes little risk if the objectives are not met.

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

OR

200.330 b.5 Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.

b. The entity assumes financial risk if they fail to deliver the goods or services agreed upon.

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you selected "yes" to item **a**, this is an indicator of a subrecipient relationship.
If you selected "yes" to item **b**, this is an indicator of a contractor relationship.

Subrecipient	Contractor
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the funding is given to the entity with a purpose of completing the goal of the grant, the recipient will be required to ensure the entity adheres to federal grant program guidance. The recipient will also be required to monitor the activities of the entity per Uniform Guidance section 200.331. The entity assumes little risk should federal grant guidance not be met. The risk falls with the recipient.

If the recipient directs specific activities to be completed by the entity, by providing goods or services, the risk falls on the entity to deliver, per the agreement terms. In this case, the entity would not be required to adhere to the federal grant program requirements, just the terms and conditions in the agreement with the recipient.

Criteria for Selection

EXPLANATIONS

200.330 a.5 In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

a. Does the entity demonstrate a financial or public need for funding to carry out a project or provide a service?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

a. Will the entity be contributing match or other non-Federal funding in support of the award?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

a. Will the entity be reimbursed for only actual costs incurred?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

OR

200.330 b.3 Normally operates in a competitive environment;

b. Were procurement policies applied in the selection of the entity?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

b. Was the entity's proposed price a factor in the selection process?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

b. Will the entity derive a profit from the agreement?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you selected "yes" to **ANY** item **a**, this is an indicator of a subrecipient relationship.
If you selected "yes" to **ANY** item **b**, this is an indicator of a contractor relationship.

Subrecipient	Contractor
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If the entity was chosen because it has the best widgets or service for the price, it has a contractor relationship with the recipient. Typically, a procurement method is followed, such as a competitive bid or RFP process. In this type of agreement, the entity usually makes a profit by delivering this good or service to the recipient. Payments to contractors are typically made based on contract terms.

Conversely, if the entity was chosen because it was already providing a service within the guidelines of the grant program and wants to partner with the recipient to expand the delivery or assist in meeting the goal of the grant, it may be a subrecipient. Typically, the entity may not make a profit and may provide its own non-federal funding as match or cost sharing. The entity may have been chosen through an application process or an announcement of funding, as opposed to the procurement process described above. Payment to a subrecipient is generally based on actual expenses unless awarded on a fixed amount subaward (2 CFR 200.332). It is typical of subrecipients to submit budgets, financial reports, or copies of invoices to the recipient, to document activity.

Entity's Business Environment

EXPLANATIONS

200.330 b.1 Provides the goods and services within normal business operations;

b. Is the entity's normal business to provide the goods or services being purchased in the agreement?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

200.330 b.2 Provides similar goods or services to many different purchasers;

b. Does the entity provide the same goods or services to other organizations?

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you selected "no" to **EITHER** item, it is an indicator of a subrecipient relationship.
If you selected "yes" to **BOTH** items, it is an indicator of a contractor relationship.

Subrecipient	Contractor
<input checked="" type="checkbox"/>	<input type="checkbox"/>

If a federal program provides funding to modify public buildings for handicapped accessibility and the recipient provides funds to an entity to update the entity's building, per the terms of the award, then a subrecipient relationship exists.

Conversely, if the recipient hires an entity to update their own building to be handicapped accessible, then a contractor relationship exists.

Determination

EXPLANATIONS

Final Determination

Subrecipient	Contractor
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Review all the entries and make an overall determination of the relationship. **Check the appropriate box in this section.**

Determined by Porsha Black

(enter name of person initially making decision)

(date)

Approved by _____

(enter name of person reviewing)

(date)

Based on the relationship determined above, see additional guidance on requirements governing agreements.

Section 200.331 - "Requirements for pass-through entities," for subrecipient agreements,

Section 200.317 through 200.326 - "Procurement Standards," for contractor agreements.



GLOBCLI-01

JROBINSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/2/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER General Agency Company 525 E. Broadway Mount Pleasant, MI 48858	CONTACT NAME: Jennifer Robinson	
	PHONE (A/C, No, Ext): (989) 817-4265	FAX (A/C, No): (989) 772-1855
	E-MAIL ADDRESS: jrobinson@ga-ins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Houston Casualty Company	42374
INSURED Global Clinical LLC 34505 West 12 Mile Road, Ste 210 Farmington Hills, MI 48331	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			H24MSS2310600	9/30/2024	9/30/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			H24MSS2310600	9/30/2024	9/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional			H24MSS2310600	9/30/2024	9/30/2025	Each Claim 1,000,000
A	Liability			H24MSS2310600	9/30/2024	9/30/2025	Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Sexual Abuse coverage with a limit of \$1,000,000 is provided by the General Liability policy #H24MSS2310600.

CERTIFICATE HOLDER

CANCELLATION

Genesee County Attn: Risk Management 1101 Beach St Flint, MI 48502	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Jeff B. Reinhardt</i>

AGREEMENT FOR HEALTHY START BEHAVIORAL HEALTH SERVICES

between

GENESEE COUNTY HEALTH DEPARTMENT
(the "Department") for the County of Genesee, a Michigan municipal corporation.

And

GLOBAL CLINICAL, LLC
(the "Subrecipient") a human service agency at 34505 West 12 Mile Road, Suite 210,
Farmington Hills, Michigan, 48331
Commencing November 1, 2024 through October 31, 2025

RECITALS

WHEREAS, there is evidence that behavioral health services decreases the prevalence of poor perinatal outcomes;

WHEREAS, the Subrecipient has demonstrated its interest and ability to assist the Department in decreasing poor perinatal outcomes in Genesee County residents; and

WHEREAS, the Department has entered into an Agreement with the federal awarding agency, the Health Resources and Services Administration (HRSA), which authorizes the Department to subcontract for the provision of behavioral health services to reduce poor perinatal outcomes are available and accessible to Genesee County Healthy Start participants; and

WHEREAS, the Department can obtain funds from HRSA to support Behavioral health services; and

WHEREAS, the Federal Award Date is May 1, 2024; and

WHEREAS, the Federal Award Identification Number (FAIN) is H4900148; and

WHEREAS, the CFDA Number is 93.926; and

WHEREAS, the Subrecipient, understands and acknowledges that this is a subrecipient award pursuant to 2 CFR § 200.332 and that Subrecipient must comply all federal regulations in relation to this Agreement; and

WHEREAS, the Parties agree that this is not a research and development project; and

WHEREAS, the Subrecipient's Unique Entity Identifier is X8LJB9JCXR78

NOW, THEREFORE, the Department and the Subrecipient agree as follows:

ARTICLE I TERMS

A. Purpose

The Department desires to contract with the Subrecipient to assist the Department in providing behavioral health services to Genesee County Healthy Start participants.

B. Period of Agreement

This Agreement shall commence on November 1, 2024 and continue through October 31, 2025.

B.1 Extension Terms

The Department has the option to extend this Contract for up to four (4) additional one- year terms (the “Extension Terms”).

C. Behavioral Health Services

Allowable costs for providing Behavioral health services include: salaries/wages, participant intakes, counseling appointments, case conference meetings, trainings, and travel costs.

Indirect cost is allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Sub-Recipients with a negotiated cost rate agreement that desire to charge indirect costs to an award must provide a fully executed copy of their negotiated indirect cost rate agreement at the time of application. Sub-Recipients that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon an agreement or proposal submission.

Exhibit A: Healthy Start NOFO Guidance

D. Statement of Work

In accordance with the U.S. Department of Health and Human Services HRSA Notice of Funding Opportunity for fiscal year 2024, HRSA-24-033 HS, the Subrecipient agrees to provide behavioral health services to enrolled Healthy Start participants.

EXHIBIT A – Healthy Start fiscal year 2024 NOFO guidance for clinical services.

1. The Subrecipient agrees to:
 - a. Provide Behavioral Health Services to Healthy Start clients. In that regard, the Subrecipient will:
 - (i) Provide clinical services including mental health screenings and assessments.
 - (ii) Provide home-visits that will evaluate needs and goals based on mental health screenings and assessments.
 - (iii) Facilitate monthly mental health support groups for program participants.
 - (iv) Visits should primarily occur in the home, but due to program participants' work and school schedules, visits may sometimes be scheduled virtually, via phone, at worksites, schools, or other locations.
 - (v) Assist in facilitating professional development opportunities for the program staff.
 - (vi) Participation in case conferences with Genesee County Healthy Start staff. Behavioral health consultant(s) will prepare notes from all program participant visits and will brief the following for each program participant at case conference: date and location of visit(s) since last case conference, goals worked, referrals, and date of next planned visit.

- b. Provide project oversight for behavioral health service activities related to the Healthy Start project. In that regard, the Subrecipient will:
 - (i) Designate a program coordinator to work directly with the Healthy Start Coordination Team, oversee Healthy Start staff activities, prepare required reports, and oversee proper completion of required paperwork.
- c. Participate in Healthy Start Team activities. In that regard, the subrecipient will:
 - (i) Participate in Healthy Start All Staff meetings.
 - (ii) Participate in Healthy Start Director/Coordinator meetings.
 - (iii) Participate in required Healthy Start trainings and activities.
- d. Prepare and submit Behavioral Health Service reports and FSRs to the Department by the 15th of the following month. Reports will incorporate the Subrecipient's Healthy Start program activities and expenditures for each month.

Exhibit B: Description of Services

- 2. The Department agrees to:
 - a. Make payments to the Subrecipient within sixty (60) days of Department's receipt of monthly Behavioral Health Service FSR and approval of the Subrecipient's completed and signed invoice(s) with supporting documentation.
 - b. Identify a Department employee to act as program liaison for issues pertaining to this Agreement.
 - c. Provide consultation and technical assistance to the Subrecipient as resources allow.
 - d. Conduct annual site visits to review adherence to the requirements of this Agreement. This may include:
 - (i) Financial evaluation (that is, FSR monitoring, site review, of information/data that supports the items in the FSR, etc.
 - (ii) Contract evaluation (that is report monitoring, compliance checklist, records review, etc.).

E. Method of Payment

- 1. The reimbursement to the Subrecipient for services rendered through this Agreement will consist of expenses incurred by the Subrecipient in the performance of this Contract. Said reimbursement will be further reduced by the Department's annual indirect cost allocation. Final reconciled reimbursement is not to exceed **\$119,690 per year** during the term of this Agreement. The Subrecipient may utilize funds received from local or private foundations, local contributors or donors, and other non- state/non-federal grant Agreements as the allowable source for Behavioral health services.

2. The amount of federal funds obligated by this action is \$119,690.00 per year. The Department has not committed any additional funds from this federal award to this Subrecipient.
3. The Department will issue monthly payments to the Subrecipient in the amount of 100% of the FSR submitted by the Subrecipient for each month.
4. The Subrecipient shall prepare and submit an FSR to the Department on a monthly basis for the full cost of Behavioral health services with allowable expenditures.
5. Submit invoices requesting reimbursement to:

Healthy Start Project Director
Porsha Black
pblack@geneseecountymi.gov

Exhibit C: Negotiated Cost Proposal
Exhibit D: Subrecipient Budget

F. Reporting Requirements

1. The Subrecipient shall provide the following records and reports to Department:

EXHIBIT H: Reporting Requirements

- a. Financial Reports
 - Monthly Report 15th of each month with FSR
 - Request for Amendment, as soon as possible when any budget change of more than \$500 is needed
 - Financial Status Report 15th of each month
 - Staff Change Notification within 10 business days of staff change
- b. Genesee County Healthy Start forms:
 - Consent to Participate
 - Authorization for Use/Disclosure of Information, submit with consent form
 - Healthy Start Progress Notes preferred weekly; no later than the 1st of the following month
 - Healthy Start Screenings and assessments
 - Discharge Forms
 - Personal Activity Form 15th of each month with FSR
 - Monthly Report form 15th of each month with FSR
- c. In addition to the reports required above, the Subrecipient shall prepare and submit to the Department reports containing such information as requested by the Department.

ARTICLE II GENERAL PROVISIONS

A. Responsibilities - The Subrecipient

1. Publication Rights

Any copyrighted materials (for example, brochure, film, book) issued by the Subrecipient and supported by this Agreement shall reserve HRSA and the Department a right to royalty-free, non-exclusive, and irrevocable license to reproduce, publish, and use such materials, and authorize others to use and reproduce such materials. Copyrighted materials must be pre-approved by HRSA and the Department prior to reproduction and use.

2. Program Operation

Provide the necessary administrative, professional, technical staff and materials (e.g., equipment, supplies) for the provision of services under this Agreement.

3. Reporting

Utilize all report forms and reporting formats required by the Department at the effective date of this Agreement and provide the Department with timely review and commentary on any new report forms and reporting formats proposed for future use.

4. Record Maintenance/Retention

Maintain adequate program and fiscal records and files including source documentation to support program activities and all expenditures made under the terms of this Agreement, as required by the Department and law. Subrecipient will adhere to all terms of this Agreement; including maintaining detailed documentation for the Behavioral health services provided under this Agreement for a period of not less than six (6) years from the date of termination of this Agreement or until the date of submission of the final expenditure report or litigation or audit findings have been resolved, whichever is later. The subrecipient's record maintenance and retention must at all times comply with the requirements of 2 CFR § 200.332 and all other federal regulations related to this award.

5. Authorized Access

Permit, upon reasonable notification and at reasonable times, access by authorized representatives of the Department, Federal Grantor Agency, Comptroller General of the United States and State Auditor General, or any of their duly authorized representatives, to records, files, and documentation related to this Agreement, to the extent authorized by applicable state or federal law, rule or regulation. Access to the Subrecipient's records, as required by this Agreement, shall be permitted to the Department and any auditors as necessary for the Department to meet the requirements of 2 CFR § 200.332.

6. Notification of Modifications

Provide timely notification to the Department, in writing, of any action by the Subrecipient or its governing board, or any funding source matter which would require or result in significant modification in the provision of services under this Agreement.

7. Terms

Abide by the terms of this Agreement including any attachments.

8. Minimum Program Requirements

Where applicable, the Subrecipient will comply with Department's "Minimum Program Requirements" for scope, quality and administration of the delivery of required and allowable health services, promulgated in accordance with 1978 P.A. 368, as amended.

B. Responsibilities – the Department

1. Report Forms

Provide the Subrecipient with any report forms and reporting formats required by the Department at the effective date of this Agreement, and to provide the Subrecipient with any new report forms and reporting formats proposed for issuance thereafter at least thirty (30) days prior to required usage to afford the Subrecipient an opportunity for review and commentary.

2. Terms

Abide by the terms of this Agreement including any attachments.

3. Notification of Modifications

Notify the Subrecipient in writing of modifications to Federal or State laws, rules and regulations affecting this Agreement.

4. Modification of Funding

Notify the Subrecipient in writing within thirty (30) calendar days of becoming aware of the need for any modification of the funding commitments under this Agreement that are made necessary by action of the Federal Government, the Governor, the Legislature or the Department of Management and Budget on behalf of the Governor or the Legislature. Implementation of the modifications will be determined jointly by the Subrecipient and the Department.

5. Monitor Compliance

Monitor compliance with all applicable provisions contained in federal and state grant awards and their attendant rules, regulations, and requirements pertaining to this Agreement.

6. Technical Assistance

Make technical assistance available to the Subrecipient for the implementation of this Agreement, as resources allow.

ARTICLE III MISCELLANEOUS

A. Termination

This Agreement is in full force and effect for the period specified in the heading of this Agreement.

1. This Agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating the reasons for termination and the effective date.
2. This Agreement may be terminated immediately without further liability to the State or the Department if the Subrecipient, or an official of the Subrecipient, is convicted of any activity referenced in the Assurances related to debarment and suspension.
3. This Agreement may be terminated as provided in Section 3 AVAILABILITY OF FUNDS.

B. Final Reporting

Should either party terminate this Agreement, within thirty (30) days after the termination, the Subrecipient shall provide the Department with all reports required as a condition of this Agreement. The Department will make payments to the Subrecipient for allowable reimbursable costs not covered by previous payments. The Subrecipient shall immediately refund to the Department funds not authorized for use and any payments made to the Subrecipient in excess of allowable reimbursable expenditures. Any dispute arising as a result of this Agreement shall be resolved in the State of Michigan.

C. Availability of Funds

Each payment obligation of Department is conditioned upon the availability of appropriated or allocated funding for the payment of this obligation. If funds are not allocated by HRSA, this Agreement may be terminated by either party at the end of the period for which funds are available. The Department shall notify the Subrecipient at the earliest possible time of the services that will or may be affected by the shortage of funds. No penalty shall accrue to either party in the event this provision is exercised, and neither party shall be obligated or liable for any further payments due or for any damages as a result of termination under this section.

D. Severability

If any provision of this Agreement or any provision of any document attached to or incorporated by reference is waived or held to be invalid, such waiver or invalidity shall not affect other provisions of this Agreement.

E. Amendments

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing and signed by each party or an authorized representative of each party.

F. Indemnification and Hold Harmless

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

G. Insurance

The Subrecipient agrees to procure and maintain general liability, errors and omissions, and professional liability insurance, worker's compensation and employer's liability providing coverage for its actions of its officers, employees, agents and the Subrecipients, during the term of this Agreement. The Subrecipient

shall name Genesee County, all employees, elected and appointed officials and volunteers as additional insured and supply the correct endorsements for each policy. Coverage must be primary and non-contributory and provide a waiver of subrogation in favor of Genesee County. This insurance policy shall contain a clause requiring the insurer to notify the Department thirty (30) days before it cancels. The insurance policies shall carry policy limits of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate. The Subrecipient agrees to furnish a binder or certificate of the insurance, with proper coverage endorsements upon the Subrecipient's execution of this Agreement.

Exhibit E: Subrecipient Insurance

H. Confidentiality

Both the Department and the Subrecipient shall assure that the health services to and information contained in medical records of persons served under this Agreement, or other such recorded information required to be held confidential by federal or state law, rule or regulation shall not be divulged without the written consent of either the patient or a person responsible for the patient, except as may be otherwise required by applicable law, or regulation. Such information may be disclosed in summary, statistical or other form which does not directly or indirectly identify particular individuals.

To the extent that the Department and the Subrecipient are HIPAA Covered Entities and/or Programs under 42 CFR Part 2, as amended, each agrees that it will comply with HIPAA's Privacy Rule, Security Rule, Transaction and Code Set Rule and Breach Notification Rule and 42 CFR Part 2 (as now existing and as may be later amended) with respect to all Protected Health Information and substance use disorder treatment information that it generates, receives, maintains, uses, discloses or transmits in the performance of its functions pursuant to this Agreement. To the extent that the Subrecipient determines that it is a HIPAA Business Associate and/or a Qualified Service Organization of the Department then the Department and the Subrecipient shall enter into a HIPAA Business Associate Agreement and a Qualified Service Organization Agreement that complies with applicable laws and is in a form acceptable to both the Department and the Subrecipient as attached hereto as Exhibit G.

The Department and the Subrecipient shall maintain the confidentiality, security and integrity of any individual's information that is used in connection with the performance of this Agreement to the extent and under the conditions specified in HIPAA, the Michigan Mental Health Code (PA 258 of 1974, as amended), the Michigan Public Health Code (PA 368 of 1978 as amended), and 42 CFR Part 2.

I. Waiver

Any clause or condition of this Agreement found to be an impediment to the intended and effective operation of this Agreement may be waived in writing by the Department or the Subrecipient, upon presentation of written justification by the requesting party. Such waiver may be temporary or for the life of this Agreement and may affect any or all program elements covered by this Agreement.

The failure of either party to insist on the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of such terms and conditions, shall not be construed as thereafter waiving such terms and conditions, which shall continue and remain in full force and effect as if no such forbearance or waiver has occurred.

J. Relationship of Parties

The parties agree that the Subrecipient is an independent contractor for the purposes of this Agreement. The Subrecipient shall not be considered an agent, employee, or partner of the Department for any purpose, and neither the Subrecipient nor its employees are entitled to any of the benefits that the Department provides for its employees. The Subrecipient shall not be subject to or covered by any of the Department's employee handbooks, collective bargaining agreements, or personnel policies.

1. The Department shall not be responsible for covering the Subrecipient under any worker's compensation insurance or unemployment compensation insurance plans. The Subrecipient represents and warrants that it: (a) is covered by a worker's compensation insurance policy procured and paid for by it; or (b) has a valid Notice of Exclusion on file with the Michigan Bureau of Workers' Disability Compensation; or (c) is a "sole proprietor" within the meaning of the Michigan Workers' Disability Compensation Act and has no employees. The Subrecipient shall notify the Department immediately if the status of said coverage, notice or sole proprietorship changes.
2. The Subrecipient shall have no authority or right to obligate the Department in any way whatsoever. The Subrecipient shall identify itself as an independent contractor and shall not hold itself out as an employee or agent of the Department.
3. Department does not agree to use the Subrecipient exclusively and remains free to enter into contracts for similar or other services with other individuals or entities during the course of this Agreement.

K. Conflict of Interest

The Department is subject to the provisions of Public Act No. 317 of 1968, as amended (MCL 15.321 et seq., MSA 4.1700 (51) et seq.); and Public Act No. 196 of 1973, as amended (MCL 15.341 et seq., MSA 4.1700(71) et seq.).

L. Contacts

The Federal Awarding Official is as follows:

U.S. Department of Health and Human Services HRSA
Mary Emanuele
MEmanuele@hrsa.gov

The Genesee County Health Department Authorizing Official is as follows:

Genesee County Board of Commissioners
James Avery, Chairperson
javery@geneseecountymi.gov

The Genesee County Health Department Project Director is as follows:

Porsha Black
Director of Community Health Promotion & Education
pblack@geneseecountymi.gov

M. Entire Agreement

This Agreement, together with any affixed schedules and exhibits, shall constitute the entire Agreement between the parties. Any prior understanding, representation or negotiation of any kind preceding the date of the Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

Exhibit G: Business Associate Agreement

N. Assignment of Rights

The rights and obligations of each party under this Agreement are personal to that party and may not be assigned or transferred to any other person, firm, corporation or other entity without the prior, express and written consent of the other party. In the event of a proper assignment, this Agreement will be binding upon and inure to the benefit of the parties' successors and assigns.

ARTICLE IV ASSURANCES

The Subrecipient assures the Department that:

A. Non-Discrimination

The Subrecipient agrees not to discriminate against any employee or applicant for employment or service delivery and access, with respect to their hire, tenure, terms, conditions or privileges of employment, programs, and services provided or any manner directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, gender, sexual orientation, gender identity, gender expression, height, weight, marital status, physical or mental disability unrelated to the individual's ability to perform the duties of the particular job or position or to receive services.

The Subrecipient further agrees that every subcontract entered into for the performance of any contract or purchase order contain a provision requiring non- discrimination in employment, service delivery and access, as herein specified binding upon each Subrecipient.

B. Business Subcontracts

The Subrecipient assures that efforts will be made to identify and encourage the participation of minority owned and women owned businesses, and handicapped owned businesses in contract solicitations.

C. Debarment and Suspension

The Subrecipient assures that it will comply with federal regulations 45 C.F.R., Part 76 and certifies to the best of its knowledge and belief it:

1. Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Has not within the three-year period preceding this Agreement been convicted of or had a civil judgement rendered against it for commission of a fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Is not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in (b) above; and
4. Has not within the three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

This Agreement may be terminated immediately without further liability to Department if the Subrecipient or an official or employee of the Subrecipient is convicted of any activity referenced in this Section during the term of this Agreement or any extension thereof.

Exhibit F: SAM.gov Entity Active Registration

D. Return of Disallowed Funds

In the event the Health Resource and Services Administration (HRSA) disallows any costs already

reimbursed by the Department to the Subrecipient, the Subrecipient will be solely liable for the return of those funds to HRSA.

E. Smoke-Free Environment/Clean Air Act

The Subrecipient also assures that any service or activity funded in whole or in part through this Agreement will be delivered in a smoke-free facility or environment.

Smoking shall not be permitted anywhere in the facility, or those parts of the facility under the control of the Subrecipient. If activities or services are delivered in facilities or areas that are not under the control of the Subrecipient (e.g., a mall, restaurant, or private site), the activities or services shall be smoke-free.

F. Master Agreement

The Subrecipient will be subject to the Master Agreement (Comprehensive Planning, Budgeting and Contract Agreement) between the Health Resource and Services Administration (HRSA). In the event of a conflict between this Agreement and provisions of the Master Agreement, the provisions of the Master Agreement shall prevail. A copy of the Master Agreement shall be provided to the Subrecipient prior to the Subrecipient signing this Agreement.

G. Promotion of Funding Source

The Subrecipient agrees to include the following statement and the Genesee County Healthy Start logo in all printed materials, newsletter, program and registration materials, special events, center's website, advertisements, program presentations, surveys, etc. funded in whole or in part with Healthy Start grant funding: "This [project/publication/program/website, etc.] [is/was] supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling \$997,416 with 0% financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit HRSA.gov.

CERTIFICATION

The persons signing below certify that they are duly authorized to sign this Agreement.

IN WITNESS WHEREOF, the parties hereto have fully executed this Agreement on the day and year first above written.

GLOBAL CLINICAL, LLC

By _____

Zach Donisch
Director of Operations and Strategy

COUNTY OF GENESEE

By _____

James Avery, Chairperson
Board of Commissioners

Date _____

Date _____

EXHIBIT A

Healthy Start FY 2024 NOFO Guidance for Case Management / Care Coordination

Ensure HS Participants Have Access to Preventive Health Services, Behavioral Health Care, and Other Specialty Services ²⁵

²⁵ Examples

HS projects are expected to deliver prenatal care and other preventive health services and/or have partnerships and referral procedures for ensuring participants receive clinical and behavioral health services from other entities within the project area. If services are unavailable within the project area, HS recipients should have plans for transportation and other supports to ensure services are delivered. Prenatal and preventive health services should be operational within 90 days of award.

It is expected that all recipients provide clinical services to HS participants. ²⁶ Successful applicants will be expected to dedicate 10 percent of their award to support nurse practitioners, certified nurse midwives, physician assistants, behavioral health specialists, and other maternal-child advanced practice health professionals dedicated to HS projects. As part of the 10 percent, funds may also be used to support health educators by having clinical staff conduct trainings on associated topics, such as [Urgent Maternal Early Warning Signs](#).

HRSA understands the vital role doulas play in reducing disparities in infant mortality, maternal mortality, and other adverse perinatal outcomes. You are strongly encouraged to consider community-based doulas as members of HS participant care teams and to connect participants to doula services during pregnancy, birth, and for at least 3 months post-partum.²⁷

Exhibit B - Description of Services

Behavior Health Supportive Services

IA. Our clinicians are trained in providing mental health screenings and assessments and would utilize clinical mental health and behavior health assessments, along with a needs assessment and significant consumer input, to help evaluate the initial presentation of each consumer.

IB. As explained in depth in our project statement and shown in Exhibit A, Global Clinical clinicians are adept at providing timely and detailed documentation of treatment. We plan to address documentation accuracy and submission deadlines on a structural level, creating a documentation system known to any team member assisting with Genesee County consumers that will help organize and expedite the creation and filing of our documentation with Genesee County.

IC. Our clinicians will commit to regular home visits to support program participants that will evaluate needs and goals using the above-mentioned assessments. Subsequent home visits, paired appropriately with virtual meetings, will allow us to build relationships and rapport with program participants and track progress, provide timely and relevant resources, eventually producing positive outcomes for children and families.

2. Global Clinical staff will facilitate monthly mental health support groups for program participants and their families. Internally, our social work team can assist in developing topics and resources for families among our shared network of clinicians, and a portion of our monthly social work team meetings can be set aside to share resources that will benefit Genesee County consumers in a HIPAA compliant and deidentified manner.

3. Global Clinical staff will commit to attending all required team meetings and case conferences. We understand through our attendance at IEP meetings how important it is to not only show support for families and the treatment plan overall, but that the best and most cohesive treatment plan involves a multidisciplinary approach.

4. Global Clinical staff will assist in facilitating professional development for the program staff. Our social work team meets monthly, and often prepares professional development opportunities and updates that the team learns and benefits from. We are happy to lend some of our knowledge, as applicable, to the Genesee Healthy Start team in any way, as well as learn as much as we can from the group.

Deliverables

Please see Exhibit A for examples of deliverables mentioned. We are happy to adjust our standard templates to meet any additional reporting or formatting needs.

EXHIBIT C - Subrecipient Negotiated Cost, November 1, 2024 through October 31, 2025

COST PROPOSAL FORM

PROJECT: RFP #24-384

Vendors are required to complete this form that represents the cost to provide services as requested in this RFP from a period of award date to March 31, 2029:

Cost:

Year	Work Performed	Proposed Cost
Board approval through 03.31.2025	Social Work	\$ 58/hr
04.01.25 – 03.31.26	Social Work	\$ 58/hr
04.01.26 – 03.31.27	Social Work	\$ 61/hr
04.01.27 – 03.31.28	Social Work	\$ 63/hr
04.01.28 – 03.31.29	Social Work	\$ 65/hr

NAME OF PROPOSER: Global Clinical, LLC

SERVICE ADDRESS: 34505 W. 12 Mile Rd., Ste 210

CITY, STATE, ZIP: Farmington Hills, MI, 48331

CONTACT PHONE: 248-254-3445 x1004

CONTACT EMAIL: z.donisch@globalpsychological.com

The undersigned proposer, having received specifications, addenda, and examined all conditions affecting the work, hereby submits the following proposal:

EXHIBIT D - Subrecipient Budget November 1, 2024 through October 31, 2025

Genesee County Healthy Start
Financial Status Report
08/01/2022-03/31/2023

Agency Global Clinical, LLC

Report Month

Address 34505 W. 12 Mile Rd., Ste 2 City: Farmington Hills State: MI Zip: 48331

Date Prepared 9/30/2024

	Category	Month To Date	Year To Date	Total Budget
1	Salaries & Wages	0.00	\$0.00	\$72,000.00
2	Fringe Benefits	0.00	\$0.00	\$15,800.00
3	Travel (Local Mileage)	0.00	\$0.00	6,000.00
4	Equipment	0.00	\$0.00	2,500.00
5	Contractual (Sub-Contracts)	0.00	\$0.00	0.00
	Intakes	0.00	\$0.00	
	Home Visits	0.00	\$0.00	
	Assessments	0.00	\$0.00	0.00
	Case conference/Management	0.00	\$0.00	
6	Office Supplies	0.00	\$0.00	2,000.00
7	Patient Transportation	0.00	\$0.00	0.00
8	Other	0.00	\$0.00	2,000.00
	Training	0.00	\$0.00	2,000.00
			\$0.00	
			\$0.00	
			\$0.00	
9	TOTAL DIRECT		\$0.00	102,300.00
10	Facilities & Administration Costs	0.00	\$0.00	17,250.00
11	TOTAL	0.00	\$0.00	119,550.00
12	Less: Fees, Collections		\$0.00	750.00
	Less: In-Kind		\$0.00	
13	Total Expenditures for Month	\$0.00	\$0.00	
14	Total Expenditures YTD		\$0.00	
15	Funds Received YTD			
16	Balance Due			
17	Working Advance *			
18	TOTAL Amount Requested			

*Not to exceed two months Budgets (2/12 of yearly budget)

*****For County Use Only*****

Approval	Fund	Organization	Account

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

Signature

Title

EXHIBIT E - Subrecipient Insurance



GLOBCLI-01

JROBINSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/2/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER General Agency Company 525 E. Broadway Mount Pleasant, MI 48858		CONTACT NAME: Jennifer Robinson PHONE (A/C, No, Ext): (989) 817-4265 FAX (A/C, No): (989) 772-1855 E-MAIL ADDRESS: jrobinson@ga-ins.com	
		INSURER(S) AFFORDING COVERAGE INSURER A: Houston Casualty Company	NAIC # 42374
INSURED Global Clinical LLC 34505 West 12 Mile Road, Ste 210 Farmington Hills, MI 48331		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		H24MSS2310600	9/30/2024	9/30/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/PIOP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		H24MSS2310600	9/30/2024	9/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional		H24MSS2310600	9/30/2024	9/30/2025	Each Claim 1,000,000
A	Liability		H24MSS2310600	9/30/2024	9/30/2025	Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Sexual Abuse coverage with a limit of \$1,000,000 is provided by the General Liability policy #H24MSS2310600.

CERTIFICATE HOLDER

CANCELLATION

Genesee County Attn: Risk Management 1101 Beach St Flint, MI 48502	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Jeff B. Reinhardt</i>
---	---

EXHIBIT F – SAM.gov Registration

Last updated by Zach Donisch on Sep 30, 2024 at 02:08 PM

GLOBAL CLINICAL LLC



GLOBAL CLINICAL LLC

Unique Entity ID X8LJB9JCKR78	CAGE / NCAGE 04V01	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Sep 30, 2025	
Physical Address 34505 W 12 Mile RD STE 210 Farmington Hills, Michigan 48331-3286 United States	Mailing Address 34505 W 12 Mile RD STE 210 Farmington Hills, Michigan 48331-3286 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Michigan 11	State / Country of Incorporation Michigan / United States	URL (blank)

Registration Dates

Activation Date Oct 2, 2024	Submission Date Sep 30, 2024	Initial Registration Date Sep 30, 2024
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Entity Dates

Entity Start Date Mar 25, 2024	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
-----------------	--------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
-----------------	--------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Other	Entity Type Business or Organization	Organization Factors (blank)
Profit Structure For Profit Organization		

EXHIBIT F – SAM.gov Registration

Last updated by Zach Donisch on Sep 30, 2024 at 02:08 PM

GLOBAL CLINICAL LLC

Socio-Economic Types

Minority-Owned Business
Black American Owned

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
No	No

EFT Indicator	CAGE Code
0000	04V01

Points of Contact

Electronic Business

 Zach Donisch	34505 W. 12 Mile RD., STE 210 Farmington Hills, Michigan 48331 United States
---	--

Government Business

 Zach Donisch	34505 W. 12 Mile RD., STE 210 Farmington Hills, Michigan 48331 United States
---	--

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	621330	Offices Of Mental Health Practitioners (Except Physicians)
	621340	Offices Of Physical, Occupational And Speech Therapists, And Audiologists
	621420	Outpatient Mental Health And Substance Abuse Centers
	621610	Home Health Care Services

Disaster Response

This entity does not appear in the disaster response registry.

EXHIBIT G – Business Associate Agreement

Recital of Defined Terms

"Business Associate" shall mean Global Clinical, LLC.

"Electronic PHI" shall have the same meaning found in the Security Rule, 45 C.F.R., 160.103.

"Privacy Rule" shall mean the standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.

"Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR 164.501, limited to the information created or received by Business Associate from or on behalf of the Department.

"Required by law" shall have the same meaning as the term "required by law" in 45 CFR 164.501.

"Security Rule" shall mean the Security Standards for the Protection of Electronic Health Information at 45 C.F.R., Part 160 and Part 164, Subparts, A and C.

Whereas, Business Associate has, is, and does perform various services for or on behalf of the Department that may or do in fact contain individually identifiable protected health information ("PHI") as defined by § 164.501 of the Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Parts 160 through 164.

Whereas, the Department, in order to meet its obligations to comply with the privacy and security regulations promulgated under Title II, Subtitle F, §§ 261-264 of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the administrative regulations issued by the Department of Health and Human Services ("DHHS") as found in 45 C.F.R. Parts 160 through 164 (hereafter the Privacy and Security Rules) seeks reasonable assurances from Business Associate that Business Associate will implement and/or maintain reasonable and appropriate administrative, technical, and physical safeguards to ensure the integrity and confidentiality of all protected health information it receives or possesses from the Department.

Whereas, Business Associate, in order to meet the Department's HIPAA, Privacy and Security Rules requirements, agrees to and will provide such reasonable assurances and further asserts that it has or will implement and/or maintain reasonable and appropriate administrative, technical, and physical safeguards to ensure the integrity and confidentiality of all protected health information that it receives or possesses from the Department.

Whereas, Business Associate further agrees to and will protect all protected health information against reasonably anticipated threats or hazards to the security or integrity of the information and unauthorized uses or disclosures of the information.

NOW, THEREFORE, the parties agree as follows:

1. BUSINESS ASSOCIATE does hereby assure the Department that BUSINESS ASSOCIATE will appropriately safeguard protected health information made available to or obtained by BUSINESS ASSOCIATE.
2. BUSINESS ASSOCIATE shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Department as required by the Security Rule.
3. In implementation of such assurance and without limiting the obligations of BUSINESS ASSOCIATE otherwise set forth in this Agreement or imposed by applicable law, BUSINESS

ASSOCIATE hereby agrees to comply with applicable requirements of law relating to protected health information and with respect to any task or other activity that BUSINESS ASSOCIATE performs on behalf of the Department to the extent the Department would be required to comply with such requirements.

4. The agreement of BUSINESS ASSOCIATE set forth in items 1 and 2 above, and the additional provisions relating to permitted and required uses and disclosures thereof that shall be from time to time provided to BUSINESS ASSOCIATE by the Department in accordance with applicable law constitute a contract between the Department and BUSINESS ASSOCIATE establishing the permitted and required uses and disclosures of such protected health information by BUSINESS ASSOCIATE.
5. In amplification and not in limitation of the provisions of this Agreement, including this Section of this Agreement, BUSINESS ASSOCIATE agrees that it will--
 - a. Not use or further disclose such information other than as permitted or required by this Agreement.
 - b. Not, except as necessary for the proper management and administration of the BUSINESS ASSOCIATE and for the performance of BUSINESS ASSOCIATE's duties under this Agreement use, reproduce, disclose, or provide to third parties any confidential documents or information relating to the Department or patients of the Department without the prior written consent or authorization of the Department or of the Department's patients. If BUSINESS ASSOCIATE uses such information for the purposes set forth above, it will do so only if the disclosure is required by law or if BUSINESS ASSOCIATE obtains reasonable assurances from the person(s) to whom the information is disclosed that the information disclosed will be held confidential and will be used or further disclosed only as required by law or for the purpose for which BUSINESS ASSOCIATE disclosed it to the person(s). BUSINESS ASSOCIATE shall also ensure that the person(s) to whom BUSINESS ASSOCIATE so discloses information notifies the Department of any instances of breach of confidentiality of which such person is aware.
6. BUSINESS ASSOCIATE shall ensure that its personnel, employees, affiliates, and agents maintain the confidentiality of patient health information and business information of the Department. BUSINESS ASSOCIATE shall secure confidentiality agreements from its personnel on forms approved by the Department and shall provide such agreements to the Department upon request.
7. BUSINESS ASSOCIATE shall not use or further disclose the information in a manner that would violate the requirements of applicable law if done by the Department.
 - a. Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, the Health Department as specified in the Sexually Transmitted Disease work plan, provided that such use or disclosure would not violate the Privacy Rule if done by the Health Department or the minimum necessary policies and procedures of the Health Department.
8. BUSINESS ASSOCIATE shall use appropriate safeguards to prevent use or disclosure of such information other than as provided for by this Agreement.
9. BUSINESS ASSOCIATE shall report to the Department any use or disclosure of such information not provided for by this Agreement of which BUSINESS ASSOCIATE becomes aware.
10. BUSINESS ASSOCIATE shall report to the Department any security incident of which it becomes aware.
11. BUSINESS ASSOCIATE shall ensure that any subcontractors or agents to whom BUSINESS ASSOCIATE provides protected health information received from the Department agree to the same restrictions and conditions that apply to BUSINESS ASSOCIATE with respect to such information. BUSINESS ASSOCIATE shall provide copies of such agreements to the Department upon request.

12. BUSINESS ASSOCIATE shall make available protected health information in accordance with applicable law.
13. BUSINESS ASSOCIATE shall provide individuals who are the subject of protected health information received from the Department their rights as made applicable to business associates of covered entities.
14. BUSINESS ASSOCIATE shall maintain standard records pursuant to this agreement and to provide such records and other necessary information to the Department as may be requested or required in writing and as permitted by law. BUSINESS ASSOCIATE agrees that all records kept in connection with this Agreement are subject to review and audit by the Department upon reasonable notice and written request by the Department.
15. Make BUSINESS ASSOCIATE's internal practices, books, and records relating to the use and disclosure of protected health information received from the Department available to the Secretary of DHHS for purposes of determining the Department's compliance with applicable law (in all events, BUSINESS ASSOCIATE shall immediately notify the Department upon receipt by BUSINESS ASSOCIATE of any such request and shall provide the Department copies of any such materials).
16. Upon termination of this Agreement by either party for any reason, BUSINESS ASSOCIATE shall return or destroy all protected health information received from the Department that BUSINESS ASSOCIATE still maintains in any form and all copies thereof, shall retain no copies of such information, and shall remain obligated not to use, disclose, or provide such information to third parties unless and until otherwise required to do so by law.
17. BUSINESS ASSOCIATE shall incorporate any amendments or corrections to protected health information when notified pursuant to applicable law.
18. BUSINESS ASSOCIATE agrees to indemnify, defend, and hold harmless the Department, its Board of Directors, officers, agents, employees, and personnel ("Indemnified Party") from and against any and all claims, demands, suits, losses, causes of action, or liability that the Indemnified Party may sustain as a result of the BUSINESS ASSOCIATE's breach of its duties or the indemnifying party's errors or omissions within the terms of this Agreement or vicarious liability of the Department for any act or conduct of the BUSINESS ASSOCIATE adjudged to constitute fraud, misrepresentation, or violation of any law, including violation of any statute or regulation applicable to the conduct of the BUSINESS ASSOCIATE provided pursuant to this Agreement. This indemnification shall include reasonable expenses, including attorney's fees incurred by defending such claims and damages incurred by reason of the indemnifying party's failure to comply with applicable laws, ordinances, and regulations or for damages caused by the indemnifying party.
19. Without limiting the rights and remedies of the Department elsewhere set forth in this Agreement or available under applicable law, the Department may terminate this Agreement without penalty or recourse to the Department if the Department determines that BUSINESS ASSOCIATE has violated a material term of the provisions of this Agreement.
20. BUSINESS ASSOCIATE agrees that this Agreement may be amended from time to time by the Department if and to the extent required by the provisions of 42 U.S.C. 1171 *et seq.* enacted by the HIPAA and regulations promulgated there under in order to assure that this Agreement is consistent therewith.
21. In the event of an inconsistency between the provisions of this agreement and the mandatory provisions of HIPAA and the Privacy and Security Rules, as amended, HIPAA and the Privacy and Security Rules shall control. Where provisions of this agreement are different than those mandated in the HIPAA and the Privacy and Security Rules, but are none the less permitted by HIPAA and the Privacy and Security Rules, the provisions of this agreement shall control.

EXHIBIT H - Reporting Requirements

	Name of Report/Form	Due Date
H.1	Request for Amendment	As soon as possible when any budget change of more than \$500 is needed
H.2	Financial Status Report	15 th of each month
H.3	Staff Change Notification	Within 10 business days of staff change
H.4	Personal Activity Form (PAR)	15 th of each month with FSR
H. 5	Monthly Report	15 th of each month with FSR
H. 6	(Behavioral Health Service Forms)	
	Consent to Participate	Submit with Enrollment form
	Authorization for Use/Disclosure of Information	Submit with Enrollment form
	Client Service Log Client Progress Log Client Progress Report Individualized Service Plan Client Agreement Form	Preferred weekly; no later than the 1 st of the following month
H.7	Signature Certification Form	Upon signature of contract and as need due to organizational changes

Attachment H.1**REQUEST FOR AMENDMENT**

Genesee County Health Department
Healthy Start Initiative

Name of Agency: Global Clinical, LLC

Amending Budget:

Date Requested:

Requested by:

Purpose of Amendment:

Expenditures	Current Budget	Proposed Budget	Increase/Decrease
Salaries & Wages			
Fringe Benefits			
Travel			
Supplies/Materials			
Contractual (sub-contracts)			
Equipment			
Other Expenses			
Indirect Costs			
Other Cost Distribution			
TOTAL EXPENDITURES			
Source of Funds			
Fees & Collections			
Local			
Federal			
Other			
State Agreement			
TOTAL FUNDING			

Office Use Only

Authorized By

Date

Attachment H.2

Genesee County Healthy Start Financial Status Report 04/01/2019-03/31/2020

Agency Global Clinical, LLC					Report Month
Address 5445 Ali Drive		City Grand Blanc	State MI	Zip Code 48439	Date Prepared

	Category	Month To Date	Year To Date	Total Budget	Remaining Balance
1	Salaries & Wages				
2	Fringe Benefits				
3	Travel /Local Mileage)				
4	Equipment				
5	Contractual (Sub-Contracts)				
	Intakes				
	Home Visits				
	Case Management				
6	Office Supplies				
7	Patient Transportation Costs				
8	Other - Training				
9	TOTAL DIRECT				
10	Facilities and Administration Costs				
11	TOTAL				
12	Less: Fees, Collections				
	Less: In-Kind				
13	Total Expenditures for Month				
14	Total Expenditures YTD				
15	Funds Received YTD				
16	Balance Due				
17	Working Advance*				
18	TOTAL Amount Requested				

***Not to exceed two months Budgets (2/12 of yearly budget)**

*******For County Use Only*******

Approval	Fund	Organization	Account	Amount

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

Signature

Title

Date

Attachment H.3

**Genesee County Health Department
Staff Change Notification**

Agency Name: Global Clinical, LLC

Date Submitted: _ _ _ _ _

Fiscal Year: _ _ _ _ _

Staff Changes			
Name of Staff	Position	Type of Change¹	Plan to Meet Staffing Requirements (as stated in contract)

¹Indicate the type of change (i.e. Layoff, Termination, Resignation, New Position Vacancy etc.)

Attachment H.4
PERSONAL ACTIVITY REPORT: HEALTHY START INITIATIVE

Name: _____

Agency _____

Pay period ending: _____ From: _____ To: _____

Hours Worked						
Date	Week One	Program Contract	Program Contract	Program Contract	Other*	Total* * Hours
	Saturday					
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
Week One Total						

Hours Worked						
Date	Week Two	Program Contract	Program Contract	Program	Other*	Total* * Hours
	Saturday					
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
Week Two Total						

*Hours paid but not worked. Examples: Vacation, personal, holiday, funeral leave, etc.

By signing this record, I hereby acknowledge and agree with the information contained therein as it relates to me, including but not limited to the number of hours worked.

Employee Signature

Supervisor Signature

Attachment H.5

Genesee County Healthy Start Monthly Report

AGENCY: Global Clinical, LLC **MONTH:** _____

DATE SUBMITTED: _____ **REPORTED BY:** _____

Activity/Service		Completed Activities/Services	
		This Month	Year-to-Date
1.	Provide Behavioral Health Services to Healthy Start clients: <ul style="list-style-type: none"> o Client Progress Notes o Activity Log *See Reporting Requirements (Exhibit H)	_____ Clients	_____ Clients
2.	Perform screenings and assessment on Healthy Start clients: *See Reporting Requirements (Exhibit H)	_____ Assessments/ Screenings	_____ Assessments/ Screenings
3.	Facilitate Behavioral/Mental Health Support groups for Healthy Start clients: <ul style="list-style-type: none"> o Signed consent form o Signed HIPAA Authorization form o Attendance Sheet o List of Topic(s) discussed *See Reporting Requirements (Exhibit H)	_____ Clients	_____ Clients
4.	Facilitate training/professional development activities for the Healthy Start staff: <ul style="list-style-type: none"> o Training agenda 	_____ Trainings	_____ Trainings
5.	Participate in Healthy Start Team meetings and activities <ul style="list-style-type: none"> o Attend at least 75% scheduled All Healthy Start Team meetings 	_____ Meetings	_____ Meetings

Employee Signature

Supervisor Signature

27

Attachment H.6



INDIVIDUAL STUDENT SERVICE LOG

Provider/Role:

School:

STUDENT:	GRADE:	DOB:		
REFERRAL DATE:	PLAN DATE:	DURATION:	REVIEW DATE:	
FREQUENCY OF SERVICE TIME:				

ANNUAL GOAL(S) & OBJECTIVE(S)	
1	GOAL: State goal here
2	GOAL: State goal here
3	GOAL: State goal here

Type of Service Key

G- Group **IND-** Individual **PI-** Classroom Intervention / Push In **S-** Suspension
SA- Student Absent **RS-** Refused Service **OTOS-** Other



Global
Psychological

Progress Towards GOAL (PTG) Key

N- None (0%) L- Limited (<40%) M-Moderate (41-60%) C- Considerable (61%-80%) A- Achieved (81%-100%)

[illegible]



School Social Work-General Education Individualized Service Plan

Name:

Plan Date:

DOB:

Grade:

School:

Evaluator:

Present Level of Academic Achievement and Functional Performance (PLAAPF):

Goal #1:
Objective/Benchmark:
Objective/Benchmark:
Objective/Benchmark:

Criteria:	Evaluation Criteria:	Date of Review:
-----------	----------------------	-----------------

Goal #2:
Objective/Benchmark:
Objective/Benchmark:
Objective/Benchmark:

Criteria:	Evaluation Criteria:	Date of Review:

Service Schedule:	
Service Modalities:	



General Education Progress Report

Name of Student:		Date:
Name of Provider:		
Progress Codes:	Progress Toward Objectives 1 = None 2 = Limited 3 = Moderate 4 = Considerable 5 = Achieved NA = Not addressed this period (Example 3/Y in 1 st Quarter Box)	
Status of Objectives:	Y = Expected by ISP expiration date N = Not expected by ISP expiration date NA = Not addressed this period	
Area of Service provided:	<input type="checkbox"/> Social Worker	

Measurable Goals (Short-term Objectives)

Measurable Goals (Short-term Objectives)	Mid-Plan	Final

Additional Comments:	
-----------------------------	--

Provider Signature: _____ Date: _____



We agree to.....

Student

Date

Parent

Date

School Social Worker

Date

Attachment H.7

SIGNATURE CERTIFICATION

Healthy Start Partner Agency Global Clinical, LLC

The purpose of this form is to authorize persons who may sign legal documents related to Healthy Start. This form must be completed each fiscal year, or when necessary to revise during a fiscal year. Signatures may be added or deleted on a new form without duplicating all of the original signatures if it is clearly stated that the form is an addendum to the original.

Please list the persons authorized to sign along with their signature and documents for which each has authority to commit your agency. Only authorized signatures will be accepted on documents indicated on the form. A signature written, then initialed by another, is not acceptable. Examples of documents which require an authorized signature include, but are not limited to: contracts, amendments, financial status reports, quarterly reports, etc.

NAME/POSITION (Print)	SIGNATURE	DOCUMENTS

If necessary, attach an additional sheet in the same format.



Genesee County

Staff Report

Genesee County
Administration Building
1101 Beach St
Flint, MI 48502

File #: RES-2024-1385

Agenda Date: 11/13/2024

Agenda #: 4.

To: Charles Winfrey, Human Services Committee Chairperson

From: Michelle Estell, RS, MSA, Health Officer

RE: Approval of the Genesee County Health Department Plan of Organization

BOARD ACTION REQUESTED:

Board review and approval of the Genesee County Health Department's Plan of Organization to be submitted to the Michigan Department of Health and Human Services as required for accreditation.

BACKGROUND:

The Genesee County Health Department (GCHD) will undergo its accreditation site visit February 10-14, 2025. As a part of the local public health department accreditation process, a local health department must submit for review its Plan of Organization to the Michigan Department of Health and Human Services a minimum of 60 days before its accreditation audit. The plan of organization must be presented in a standard format provided by MDHHS. The previous approved Plan of Organization was submitted in December 2019. February 2020 was the last time the Health Department had an accreditation site review due to COVID. Before the GCHD submits its Plan of Organization to MDHHS, it must be signed by both the Health Officer and the Chairperson of the Board of Commissioners.

DISCUSSION:

This request is for Board approval of the plan of organization per Section 1, Powers and Duties, MPR 1, Indicator 1.6. Board approval of this item authorizes the attached Plan of Organization to be signed by the Chairperson of the Board of Commissioners and the Health Officer.

IMPACT ON HUMAN RESOURCES:

Genesee County Health Department staffing information has been included in the plan of organization.

IMPACT ON BUDGET:

Operating budget information for the Health Department has been included in the plan of organization.

IMPACT ON FACILITIES:

There is no impact on facilities.

IMPACT ON TECHNOLOGY:

Genesee County IT provided feedback on the section describing information technology capacity.

CONFORMITY TO COUNTY PRIORITIES:

The Genesee County Health Department continues to support healthy, livable, and safe communities as well as inclusive and collaborative culture through its plan of organization. The plan of organization addresses, in part, Health Department priorities for improving the public's health and focuses on the role of the Health Department as a convener to enhance community partnerships to promote public health.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Health Officer to approve and submit the Genesee County Health Department's Plan of Organization to the Michigan Department of Health and Human Services is approved (a copy of the memorandum request and supporting documents being on file with the official records of the November 13, 2024 meeting of the Human Services Committee of this Board), and both the Chairperson of this Board and the Health Officer are authorized to sign the Plan of Organization on behalf of Genesee County.

GENESEE COUNTY HEALTH DEPARTMENT
PLAN OF ORGANIZATION

APPROVAL FORM

This approval form is to be signed by the Health Officer and the chairperson of your agency's local governing entity. Completion of this form is required and submitted to MDHHS with the LHD Plan of Organization. If this Plan of Organization or the Health Officer changes subsequent to submission to the MDHHS Office of Local Health Services, this approval form must be re-signed by the appropriate local authorities referenced herein and re-filed with the MDHHS Office of Local Health Services.

I have reviewed the Plan of Organization for the Genesee County Health Department.

The Plan and related documentation accurately reflect the organization of services and programs for the area served by the local health department. We affirm this Plan, as submitted, fulfills all the requirements set forth in the LHD Plan of Organization Guide.

Health Officer Name: Michelle Estell, RS, MSA

Health Officer Signature: _____

Date: _____

Local Governing Entity Chairperson Name: James Avery

Local Governing Entity Name: Genesee County Board of Commissioners

Mailing Address: 1101 Beach St. Flint, MI 48502

Chairperson Signature: _____

Date: _____

**Genesee County Health Department
Plan of Organization**

1. LEGAL RESPONSIBILITIES AND AUTHORITY

a. Outline or list state and local statutory authority

Public Health Code (PA 368 of 1978 as amended)

MCL § 333.1105 – Definition of Local Public Health Department

MCL § 333.1111 – Protection of the health, safety, and welfare

Part 22 (MCL §§ 333.2201 *et seq.*) – State Department

Part 23 (MCL §§ 333.2301 *et seq.*) – Basic Health Services

Part 24 (MCL §§ 333.2401 *et seq.*) – Local Health Departments

Part 51 (MCL §§ 333.5101 *et seq.*) – Prevention and Control of Diseases and Disabilities

Part 52 (MCL §§ 333.5201 *et seq.*) – Hazardous Communicable Diseases

Part 53 (MCL §§ 333.5301 *et seq.*) – Expense of Care

MCL § 333.5923 – HIV Testing and Counseling Costs

MCL § 333.9131 – Family Planning Services

MCL § 333.9132 – Consent of Minor to the Provision of Health Care

Part 92 (MCL §§ 333.9201 *et seq.*) – Immunization

Part 93 (MCL §§ 333.9301 *et seq.*) – Hearing and Vision Testing and Screening

Part 93 (MCL §§ 333.9316 *et seq.*) – Kindergarten Oral Health Assessment

MCL § 333.11101 – Reporting of Prohibited Donation or Sale of Blood Products

MCL § 333.12106 – Delegation of License Inspection Function

MCL § 333.12425 – Agricultural Labor Camps

Part 125 (MCL §§ 333.12501 *et seq.*) – Campgrounds, etc.

MCL §§ 333.12521 *et seq.* – Public Swimming Pools and Public Bathing Beaches

Part 126 (MCL §§ 333.12601 *et seq.*) – Smoking in Public Places

Part 127 (MCL §§ 333.12701 *et seq.*) – Water Supply and Sewer Systems

MCL § 333.12905 – Food Service Regulation: Smoking Prohibited

MCL § 333.12909 – Food Service Regulation: Frozen Desserts, Food Service Sanitation as Required Service

MCL § 333.12915 – Food Service Regulation: Local Authority Limited

MCL § 333.12922 – Food Service Regulation – Violation of Part 129 as Misdemeanor

MCL 333.13101 – Body Art Regulation (Specifically section 13108 authorizing the local health department to enforce)

MCL § 333.13307 – Dry Cleaning

Part 138 (MCL §§ 333.13801 *et seq.*) – Medical Waste

(Required to investigate if complaint made and transmit report to MDCH – 13823 and 13825)

MCL § 333.17015 – Informed Consent

Appropriations (Current as of December 2022: Public Act 166 of 2022)

Sec 218 – Basic Services

Sec. 1222– Essential Local Public Health Services (ELPHS) **Michigan Attorney General**

Michigan Office of Attorney General (OAG) Opinions

OAG, 1987-1988, No. 6415 – Legislative authority to determine appropriations for local health services

OAG, 1987-1988, No. 6501 – Reimbursement of local department for required and allowable services

Genesee County Health Department Plan of Organization

OAG, 1989-1990, No. 6650 – LHD procedures for establishing sanitation fees for food service establishments

OAG, 1995-1995, No. 6891 – Application of Administrative Procedures Act of 1969 (APA) to LHD

OAG, 2007, No. 7205 – LHD's authority concerning immunization requirements

Food Law of 2000 (PA 92 of 2000 as amended)

MCL §§ 289.1101 *et seq.*

Specifically: MCL § 289.1109 – Definition of local health department

MCL § 289.3105 – Enforcement, Delegation to local health department

Dr. Ron Davis Michigan Smoke Free Air Law (P.A. 188 of 2009)

The Family Smoking Prevention and Tobacco Control Act, commonly referred to as the Tobacco Control Act 2009 (FDA)

Natural Resources and Environmental Protection Act (PA 451 of 1994)

Part 31- Water Resources Protection

Specifically: MCL §§ 324.3103 powers and duties and 324.3106 (establishment of pollution standards)

Part 22 - Groundwater Quality rules (on-site wastewater treatment)

Part 117 - Septage Waste Services

Specifically: MCL §§ 324.11701 - 324.11720

Land Division Act (PA 288 of 1967)

MCL § 560.105(g) - Preliminary Plat Approvals

MCL § 560.109a - Parcels less than 1 acre

MCL § 560.118 - Health Department Approval

Condominium Act (PA 59 of 1978 as amended)

MCL § 559.171a - Approval of Condominiums not served by public sewer and water

Safe Drinking Water Act (PA 399 of 1976 as amended)

MCL § 325.1016 - Public Water Supplies

Agreements with Local health departments to administer

Local Laws/Ordinances

Genesee County Environmental Health Regulations – effective January 1, 1990 (Resolution #89-692), and amended in 1998 (Resolution #98-494) and in 1999 (Resolution #99-206), covering the following:

- General Provisions
- Environmental Health Board of Review Regulation
- Food Licensing Board of Review Regulation
- Water Well Construction, Abandonment, and Groundwater Protection Regulation
- Bathing Beach Regulation
- Sewage Disposal Regulation
- Sewage Disposal System Contractors Licensing Regulation
- Environmental Improvement Regulation

Regulation to Require License for Retail Sale of Tobacco and to Prohibit the Sale of Tobacco to Minors – effective February 14, 1994 (Resolution #93-747)

Regulation to Prohibit Smoking in Enclosed Places – effective February 23, 2004 (Resolution #03-497)

**Genesee County Health Department
Plan of Organization**

- b. Briefly describe the governing entity relationship with the local health department. Include the relationship with both the Board of Health and Board of Commissioners, and others if applicable.**

Board of Commissioners

The Genesee County Board of Commissioners (GCBOC) is the governing entity for the Health Department. The Board has nine elected members, each representing a unique geographic district in the County. All Department funds are received and disbursed by the authority of the GCBOC. Requests for action are reviewed in a two-step process. Items are first presented at the Human Services Committee of the Board or the Finance Committee of the Board of Commissioners, both of which are made up of all nine County Commissioners. The content of the request determines which committee receives the request. Approved items are then moved to the next Board of Commissioner's meeting for final disposition.

- c. Briefly describe the manner in which a local health department defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct (include the name of the carrier).**

Genesee County has its own in-house Office of Corporation Counsel, which is staffed by the Corporation Counsel and the Deputy Corporation Counsel. These attorneys serve as legal advisors to the County Board of Commissioners and all County Departments. Under the supervision of the Corporation Counsel, outside trial counsel is usually retained to represent county defendants in civil litigation. The county has historically provided defense counsel and indemnification to county employees for actions taken within the scope of their employment, a policy that is encapsulated in various collective bargaining agreements that cover county employees. Corporation Counsel attorneys review all contracts, agreements, and memorandums of understanding and presents information to the Health Department's Management Team regarding potential claims that the County and Health Department employees may be subject to in the performance of their official duties, how best to avoid liability, and procedures for handling claims and/or lawsuits that may arise out of Health Department activities. Contact between Corporation Counsel attorneys and senior staff at the Health Department occurs regularly.

Genesee County established a self-insured trust in 1992. The County currently has a Self-Insured Retention (SIR) of \$350,000 with a \$5,000,000 Liability Limit on the Primary/First Liability (Less Workers' Compensation/Employer's Liability that has a \$500,000 SIR for all Class-Codes, Except Police, Police has a \$750,000 SIR) (Carrier: Safety National Insurance Company).

The County secures a Second Excess Liability (Gemini Insurance Company) with a \$5,000,000 Limit and a Third Excess Liability Policy (Allied World Assurance Company) with a \$10,000,000 Limit for a total of \$20,000,000 in liability limit. All carriers are A or A-rated by A.M. Best Company and licensed to do business in Michigan.

Medical Facility Professional Liability Coverage is secured for the Genesee County Health Department for Health Department Clinic Services, which provides vaccinations for

**Genesee County Health Department
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homebound patients. Mid-level RNs, NPs, PAs, and counselors are insured. Medical Directors in an administrative role are insured. This program does not provide coverage for physicians. Medical Malpractice for the Medical Director is secured through The Doctors Company with a \$3,000,000 annual aggregate.

- d. Briefly describe, if applicable, the agreement, contract, or arrangement for others to assist the local health department in carrying out its Food Service Sanitation Program responsibilities.**

Not Applicable

- e. Exposure Plan for Blood Borne Pathogens. Chemical Hygiene Plan (Hazard Communication Plan).**

See included GCHD Bloodborne Exposure Control Plan, Hazard Communication Chemical Hygiene Plan and the GCHD Right to Know Plan.

2. LHD ORGANIZATION

- a. Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher-level managers.**

See also included Genesee County Health Department management and program organization chart.

The Administrative Health Officer is appointed by the Genesee County Board of Commissioners. The Deputy Health Officer, Medical Director, and Quality, Licensing and Emergency Response Administrator are appointed by the Administrative Health Officer. The Administrative Health Officer, Deputy Health Officer, and Medical Director assure that the Health Department carries out all the services, functions, and responsibilities required by the Public Health Code, local public health regulations adopted by the Board of Commissioners, and other mandated or legislated activities. The Medical Director consults with Health Department staff and the community on matters related to medical policy and public health medical practice.

The Health Department's Administrative Team is comprised of the Administrative Health Officer, Deputy Health Officer, Medical Director, Quality, Licensing and Emergency Response Administrator, Director of Nursing Services, Director of Environmental Health, and Public Health Division Director for Community Health, Promotion and Education. All members of the Administrative Team report directly to the Administrative Health Officer and/or Medical Director. The Administrative Team is responsible for policy development, management oversight, and planning. It facilitates coordination and communication across Divisions. The Administrative Team meets on a regularly scheduled basis.

Genesee County Health Department Plan of Organization

The Health Department's program supervisors administer the programs within their respective divisions and report to their respective director. Within the programs, coordinators, professional staff, clerical staff, and health technicians report to first-line supervisors.

The Administrative Team and the first-line supervisors comprise the Management Team. The Management Team meets on a regularly scheduled basis. Management Team meetings allow the management staff of the Health Department to discuss pending policy changes. The meetings also allow the management staff to propose revisions to departmental policy and otherwise make suggestions for the Administrative Team to consider. The meetings are used to identify barriers to successful performance and to promote linkages to promote better performance. It is also at the Management Team meetings that presentations by others outside the department are made, including risk management, corporation counsel, human resources, and outside agencies that are part of the local public health system.

Support services, including IT support and accounting support are housed within the Genesee County Administration structure. Accounting support staff perform financial and accounting tasks, develops financial reports for the Department, assists with auditing tasks and provides technical support for Health Department staff who handle supply ordering and the insurance billing functions of the Health Department. The Information Technology Services Department of Genesee County provide the communication and information technology equipment and software needed by Health Department staff for day-to-day operations. They manage the computer networks within the Health Department and assure their integration and smooth operation. They host and maintain the Health Department's website and provide technical support for the Health Department staff.

b. Documentation of local governing entity approval of Local Health Department (LHD) Plan of Organization.

See included Plan of Organization Approval Form.

c. List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget.

The total number of FTEs for FY 2024 is 137 (as of 10/1/24).

The Genesee County Health Department's operating budget for FY 2024 is \$21,541,021.69 (as of 10/1/2024).

See included documentation for additional budget information and local governing entity approval.

**Genesee County Health Department
Plan of Organization**

d. Briefly describe Information Technology capacity available to access and distribute current public health information.

All Genesee County Health Department employees have access to computers and the internet. Genesee County Health Department staff are able to collect, submit and disseminate data for both internal use and use by community partners and the general public. Internet connections are used for web browsing, internet email, external web applications, and transport for video and web conferencing communications. This connection to the internet is via broadband data lines. Additionally, many staff have VPN connections to facilitate remote access to the computer network and files. Staff can collect health related data from numerous internal and external databases and imaging systems. This information includes epidemiology data; morbidity and mortality data; environmental health information relating to food inspections, water tests, sanitation services and tobacco and body art licensing; clinical client health information including family planning, hearing and vision, communicable disease, immunizations, and WIC, and the utilization of those services. We use these data to provide better services to our clients, as well as to set the Health Department goals and to fill information and health education requests from our partners and the public. Finally, we protect our data sources using multifactor authentication, updated endpoint detection and response systems, network detection and response systems, firewalls, redundant datacenters and backup solutions. Employees are also required to be aware of and comply with computer and password policies, and disaster recovery and response scenarios. Employees are provided with monthly awareness videos and annual security training.

e. Address the following items related to audits:

- (1) Copies of responses to findings from the most recent audit;
- (2) A list of significant issues uncovered as a result of subrecipient monitoring and associated responses; and
- (3) Evidence of corrective action addressing (1) and (2) above.

See included audit information as well as corrective plans of action.

3. MISSION, VISION AND VALUES

a. Contains a clear, formally written, publicized statement of the local health department's mission (may include the LHD's Vision, Values, Goals, Objectives).

The Genesee County Health Department's current strategic plan was for the period 2013-2020. Due to the public health emergency response for COVID 19, the Health Department's strategic plan period has been extended through the second quarter of FY 25. The Health Department is currently working on a new strategic plan that is slated to be completed and approved by the Board of Commissioners by the second quarter of FY 2025.

As part of the strategic planning process, the Health Departments Strategic Plan Committee have drafted the following Vision, Mission, and Values, for the Health Department:

Genesee County Health Department Plan of Organization

Mission

To improve the public health and equity in Genesee County through exceptional services, advocacy, and meaningful collaboration.

Vision

Genesee County's trusted public health resource, empowering communities to thrive.

Values

Integrity & Excellence: We operate with professionalism, accountability, and dedication to the wellbeing of the community, fostering trust and confidence among all.

Community Driven: Our community-driven approach focuses on building mutual respect, fostering collaboration and partnerships, promoting inclusivity, and empowering all.

Growth-oriented: Commitment to continuous learning and development, through ongoing evaluation and quality improvement.

Health Equity: Creating fair and just opportunities for all to attain their highest level of health.

4. LOCAL PLANNING AND COLLABORATION INITIATIVES

a. Outline or list LHD-specific priorities.

Refer also to included 2013-2020 Strategic Plan for Genesee County Health Department priorities. A new strategic plan is in development.

“Healthy Genesee County 2020” is the current strategic plan document guiding the work of the Genesee County Health Department.

FIVE OVER-ARCHING ACTION PRIORITIES

#1

Champion healthy public policy by gathering, analyzing and disseminating information on health and the determinants of health

Assessment and policy development are two of the three key functions of public health. Public health is a science that uses data to provide guidance for planning, delivery and evaluation of public health services.

#2

Create and sustain healthy environments and assure compliance with environmental health regulations under our authority and jurisdiction

Improving the environments in which people live, work and play improves health outcomes. It also makes healthy choices easier. Assuring safe and healthy water, food, housing and recreational resources are at the core of good public health policy.

**Genesee County Health Department
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#3

Maximize impact on community health by encouraging healthy lifestyles

Health outcomes can be greatly improved by avoiding exposure to toxins like tobacco smoke, eating right, moving more and maintaining a healthy weight.

#4

Create health equity and social justice

There is disparity in the distribution of factors that contribute to health outcomes. Addressing these disparities contributes to creating health equity.

#5

Be a fully accredited local health department that embraces excellence and promotes communication, collaboration, diversity and mutual respect

We must recruit, develop and maintain a competent and flexible workforce and meet the accreditation standards for local public health in Michigan.

TOP TEN COMMUNITY HEALTH PRIORITY OUTCOMES

1. Ensure all Genesee County Residents have a “medical home” - A “medical home” offers a home base for health care where a primary doctor provides culturally appropriate, consistent care and coordinates with other professionals to meet a family’s health care needs. Having a “medical home” helps ensure individuals and families get appropriate preventive care and addresses health care needs sooner thereby improving health outcomes.

2. Healthy Kids become Healthy Adults - By providing Genesee County children a healthy start we can prevent them from developing chronic illness as adults. Healthy lifestyles learned as children promote healthy lifestyles as adults.

3. Obesity Reduction – Many Genesee County residents are overweight or obese. Excess weight is a contributing factor to chronic diseases. Maintaining a healthy weight can improve health outcomes.

4. Improve Healthy Eating - Eating healthy foods can prevent chronic disease and contributes to a healthy lifestyle.

5. Improve Active Living - Being physically active can prevent chronic disease and contributes to a healthy lifestyle.

6. Create and Support Healthy Environments - Healthy environment includes our physical environment, our built environment (infrastructure) and our social environment. It includes emergency preparedness, healthy homes, smoke free air, access to healthy foods and violence prevention.

7. Promote Immunizations Across the Lifespan - Immunizations are public health’s

Genesee County Health Department Plan of Organization

greatest tool to prevent disease in individuals and communities. By promoting proper immunization across the lifespan we can dramatically improve our community's health.

8. Promote Healthy Sexuality – Making wise and informed choices, taking care of your reproductive health and accepting and expressing your sexual identity are all vital to staying sexually healthy throughout your life. Promoting awareness of healthy sexuality means encouraging communication about feelings and values, family planning, condom use, and knowing HIV and STD status through routine testing.

9. Increase the Use of Preventive Care - Preventing disease before it occurs is a cornerstone of public health. Preventing disease through early detection, proper reporting, follow-up and treating it early improves individual and community health.

10. Improve the Social Determinants of Health - Where we live impacts our health. The social conditions in which we live impact our health. Inequity in these social conditions creates health disparity. By addressing the social conditions that contribute to poor health outcomes in our community we can create health equity.

b. Outline or list the LHD activities to plan or pursue priority projects with available resources.

The Genesee County Health Department's current strategic plan was for the period 2013-2020. Due to the public health emergency response for COVID 19, the Health Department's strategic plan period has been extended through the second quarter of FY 25. The Health Department is currently working on a new strategic plan that is slated to be completed and approved by the Board of Commissioners by the second quarter of FY 2025.

Priority organizational activities for the GCHD for the new strategic plan period will likely include many of the following:

- Foster a Learning Organization and Academic Health Department
- Evaluate Programs and Improve Quality Continuously
- Implement Evidence-Based Practices
- Enhance Communication Internally and Externally
- Develop an effective Media and Marketing Strategy
- Partner with Community Residents and Organizations
- Convene Public Health System Agencies
- Coordinate Across Disciplines
- Work for Health Equity
- Encourage Diversity and Assure Cultural Competence
- Encourage Worksite Wellness and Health Promotion
- Secure Adequate Resources

It is significant to note that the GCHD has joined with local hospital partners and the Greater Flint Health Coalition in conducting the most recent triennial Community Health Needs Assessment in 2022. We are again involved in the CHNA slated to be completed in 2025.

Genesee County Health Department Plan of Organization

Data gathered, and community health improvement needs and priorities identified will reorient the work of the GCHD and its collaborative partners as corresponding new action implementation plans are developed.

c. Outline or list community partnerships and collaborative efforts.

See included list of staff participation on community coalitions, committees, and task forces.

5. SERVICE DELIVERY

Outline or list the LHD's locations (including addresses), services, and hours of operation

Floyd J. McCree Courts & Human Services Center

630 S. Saginaw Street Ste. 4 (second floor)
Flint, MI 48502-1540

Burton Branch

G-3373 S. Saginaw Street
Burton, MI 48529

The Health Department is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Program service hours may vary by service. Expanded clinic hours, by appointment, are currently offered for immunizations and family planning services on Thursday evenings from 5:00-7:00 p.m. at the GCHD Burton location.

See included Genesee County Health Department brochures.

6. REPORTING AND EVALUATION

a. Briefly describe the LHD's efforts to evaluate its activities.

Several systems are in place to monitor and evaluate the Genesee County Health Department's activities as well as our community's health status, and morbidity and mortality outcomes. These systems include participation in the local community health needs assessment as well as other community partnerships, ongoing communicable disease surveillance, and monitoring of vital statistics. Healthy Start, a federally funded project, contracts for external evaluation services.

Program evaluation and monitoring are conducted within each program via a monthly reporting process that compares projected to actual program metrics on a monthly and year-to-date basis. Performance issues are identified, and quality improvement action plans developed as needed.

**Genesee County Health Department
Plan of Organization**

b. Outline or list the LHD's mechanism to report on its activities to the community and its governing entity.

Genesee County Health Department issues an Annual Report each year that presents quantitative data about the health status of the community, as well as highlights specific actions and achievements that have been accomplished during this time. In addition, the Director of Administration for the Board of Commissioners receives monthly program reports for each health department program/service. These reports specify the activities completed and services provided. The Health Department's website is an important venue for reporting on its activities to the community and providing up-to-date information to the public. On the website the public can also find complete inspection reports for the county's food service establishments, county specific health statistics, various reports of interest, information on emergency preparedness, and much more. Health Department staff speak with electronic and print media on a regular basis. Additionally, the Department regularly issues press releases, copies of which may be found on our website. The Health Department also maintains a Facebook page to communicate its activities to the community both directly and through community partners.

c. Copies of every annual report that was disseminated publicly during the current Michigan Local Public Health accreditation cycle.

See included annual reports.

7. ADMINISTRATIVE HEALTH OFFICER AND MEDICAL DIRECTOR

a. Outline the LHD procedure for the appointment of a Administrative Health Officer and Medical Director

Before the appointment of the Administrative Health Officer or Medical Director, the Genesee County Board of Commissioners' Office and/or the Administrative Health officer submits evidence of qualifications to the Michigan Department of Health and Human Services, including:

- Current Curriculum Vitae
- Copy of Diploma (s) or other proof of degree completion
- Proof of Enrollment into Masters of Public Health program (if applicable)
- Copy of Current Michigan Physician's License (*for Medical Director*)
- Copy of Proposed job description reflecting hours of service to LHD (*for Medical Director*)

Following MDHHS review and approval of the documentation, the Administrative Health Officer is officially appointed by the Genesee County Board of Commissioners which acts on the appointment via resolution. The Medical Director is appointed by the Administrative Health Officer.

**Genesee County Health Department
Plan of Organization**

- b. Submit copies of correspondence, such as a letter, memorandum, or other statement, from the Michigan Department of Health and Human Services (MDHHS) approving the qualifications of the Administrative Health Officer and/or Medical Director**

See included letters of approval.

c. Orders of Succession/Delegations of Authority during an emergency

In any public health emergency or disaster, the Administrative Health Officer of the Genesee County Health Department has primary authority and responsibility for the agency's response to the incident or event including activation of the Continuity of Operations Plan. If the Administrative Health Officer is unavailable or unreachable for an extended period of time, responsibility shall pass to the next position in the line of succession. The designated individual retains all assigned obligations, duties, and responsibilities of the Administrative Health Officer until officially relieved by an individual higher on the list of succession or until the Administrative Health Officer reassigns administrative responsibility.

Unavailable is defined as: The designated person is incapable of carrying out the assigned duties by reason of death, disability, or distance from or response time to the incident.

Authorized Genesee County Health Department successors to the Administrative Health Officer are as follows:

1. Deputy Health Officer
2. Medical Director
3. Quality, Licensing, and Emergency Response Administrator
4. Director of Nursing Services
5. Environmental Health Director
6. Public Health Division Director - Community Health, Promotion and Education

Delegation shall be determined/approved by the Administrative Health Officer and will be effective immediately upon designation and will last for an indefinite period of time. The Health Officer will determine when delegations are no longer required.

**Genesee County Health Department
Plan of Organization**

**LOCAL HEALTH DEPARTMENT
PLAN OF ORGANIZATION**

CHECKLIST

Submitted	Description
	PLAN OF ORGANIZATION
	1. LEGAL RESPONSIBILITIES
✓	A. Outline or list State and Local Statutory Authority for your LHD.
✓	B. Brief description of the Governing Entity Relationship with the Local Health Department (LHD).
✓	C. Brief description of the manner in which your LHD defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct (include the name of the carrier).
N/A	D. Briefly describe, if applicable, Delegation of Food Service Sanitation Program responsibilities. Include name and contracted entity(ies).
✓	E. Exposure Plan for Blood Borne Pathogens. Chemical Hygiene Plan (Hazard Communication Plan).
	2. LHD ORGANIZATION
✓	A. Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher level managers.
✓	B. Documentation of board approval of Local Health Department Plan of Organization.
✓	C. List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget.
✓	D. 1. Response to audit findings. 2. Subrecipient monitoring issues and responses. 3. Corrective action regarding (1) and (2) above.
✓	E. Briefly describe information technology capacity needed to access and distribute up-to-date public health information.
	3. MISSIONS, VISION AND VALUES
✓	A. Contains a clear, formally written, publicized statement of the local health department's mission (may include the LHD's Vision, Values, Goals, Objectives).
	4. LOCAL PLANNING AND COLLABORATION INITIATIVES

**Genesee County Health Department
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✓	A. Outline or list LHD-specific priorities.
✓	B. Outline or list the LHD activities to plan or pursue priority projects with available resources.
✓	C. Outline or list community partnerships and collaborative efforts.
	5. SERVICE DELIVERY
✓	A. Outline or list the LHD's locations (including addresses), services, and hours of operation.
	6. REPORTING AND EVALUATION
✓	A. Briefly describe the LHD's efforts to evaluate its activities.
✓	B. Outline or list the LHD's mechanism to report on its activities to the community and its governing entity.
	7. ADMINISTRATIVE HEALTH OFFICER AND MEDICAL DIRECTOR
✓	A. Procedure for appointment of a Health Officer and Medical Director
	B. ADMINISTRATIVE HEALTH OFFICER:
✓	1. MDCH Approval – Letter, memo, other.
	C. MEDICAL DIRECTOR:
✓	1. MDCH Approval – Letter, memo, other.
	8. LHD Plan Of Organization Approval Form



Genesee County

Staff Report

Genesee County
Administration Building
1101 Beach St
Flint, MI 48502

File #: RES-2024-1391

Agenda Date: 11/13/2024

Agenda #: 5.

To: Charles Winfrey, Human Services Committee Chairperson

From: Pamela Coleman, GCCARD Director

RE: Approval to accept a Third Amendment to the Oakland Livingston Human Services Agency Fiscal and Personnel Agreement for Fiscal Year 2024, in an amount not to exceed \$12,123,967.00; the term of this amendment is from October 1, 2024 through September 30, 2025

BOARD ACTION REQUESTED:

The Genesee County Community Action Resource Department (GCCARD) requests authorization from this committee to accept the Oakland Livingston Human Services Agency (OLHSA) Fiscal and Personnel Agreement Amendment-3 for Fiscal Year (FY) 2024 between Genesee County and OLHSA in an amount not to exceed \$12,123,967.00, with a recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

BACKGROUND:

This is the third amendment to the Fiscal and Personnel Agreement between Genesee County and OLHSA. The amendment is for the continuation of salaries and fringe benefits for staff working with the Great Start Readiness Program for \$507,079.00, bringing the total of the agreement to an amount not to exceed \$12,123,967.00. This amendment is to run from October 01, 2024, through September 30, 2025. All other terms and conditions are to remain the same as those detailed in the 2021-2022 agreement approved via RES-2021-752 and modified by Amendment-1 (RES-2024-679) and Amendment-2 (RES-2024-1195).

DISCUSSION:

This amendment is necessary for the continuation of salaries and fringe benefits for staff working with the Great Start Readiness Program, a four-year-old at-risk program that GCCARD has been operating for the past 32 years. The amendment will run from October 01, 2024, through September 30, 2025, will increase the agreement by \$507,079.00 and will bring the new total of the FY24 OLHSA Fiscal and Personnel Agreement to \$12,123,967.00.

IMPACT ON HUMAN RESOURCES:

There will be no impact on Human Resources as all Head Start/Early Head Start staff are contracted through OLHSA.

IMPACT ON BUDGET:

This amendment details the issuance of an additional \$22,079.00 to OLHSA for the continuation of salaries and fringe benefits for staff working with the Great Start Readiness Program for the 2024-25

school year, to be paid from fund number 2727-698.01-801.050 for a new total not to exceed \$507,079.00. **No General Fund appropriation is required for this request.** A budget amendment is attached to add an additional \$22,079.00 to align with this amendment.

IMPACT ON FACILITIES:

There will be no impact on Facilities and Operations.

IMPACT ON TECHNOLOGY:

There will be no impact on Information Technology.

CONFORMITY TO COUNTY PRIORITIES:

This memorandum conforms to Genesee County's priority of Community Growth and Long-Term Financial Stability as this collaboration with OLHSA and the continuation of salaries and fringe benefits for Head Start staff will feed economic stability and opportunity in Genesee County. The retention of skilled Head Start teachers and caretakers ensures the availability of Head Start and Early Head Start programming in Genesee County and aligns with Genesee County's priority of Healthy, Livable, and Safe Communities.

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY BOARD OF

COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

BE IT RESOLVED, by this Board of County Commissioners of Genesee County, Michigan, that the request by the Director of the Genesee County Community Action Resource Department (GCCARD) to authorize amending the 2024-2025 Fiscal and Personnel Agreement between Genesee County and the Oakland Livingston Human Service Agency, said amendment being necessary to include funds from the Department of Education (Great Start Readiness Program) to cover the 2024-2025 school year costs of salaries and fringe benefits for Head Start staff from October 1, 2024, through September 30, 2025, increasing the agreement in the amount of \$507,097.00 for a new total not to exceed \$12,123,967.00 to be paid from fund number 2727-697.01-801.050, is approved (a copy of the memorandum request and supporting documents being on file with the official records of the November 13, 2024 meeting of the Human Services Committee of this Board), the Chairperson of this Board is authorized to execute the amendment on behalf of Genesee County, and the Chief Financial Officer is directed to record the attached budget amendment.

AMENDMENT-3
2024-2025
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 13th day of November 2024 by and between the County of Genesee, Michigan, a Michigan Municipal Corporation acting by and through the Community Action Resource Department, 1101 Beach Street, 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 seven year agreement with OLHSA on July 1, 2021 to be the fiscal and personnel agent for the GCCARD Head Start Program; and

WHEREAS, the parties previously amended the Agreement on July 24, 2024 and again on October 24, 2024; and

WHEREAS, GCCARD desires to amend the agreement entered into July 1, 2021 and prior amendments to include funds from the Department of Education to cover the October 1, 2024 – September 30, 2025 costs associated with salaries and fringes for the Great Start Readiness Program.

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

- A. \$12,123,967 will be issued to OLHSA, to be used to pay fourth year (2024-2025) cost for salaries and fringe benefits and miscellaneous costs to staff in accordance with the 2024-2025 grant proposals and the OLHSA Fiscal and Personnel Agent Agreement.
- B. The expenses are outlined in Exhibit A.
- C. All rules and regulations in the Head Start Contract entered into by the parties hereto on July 1, 2021 shall apply to these funds. All other terms and conditions of

the Head Start contract entered into as of July 1, 2021; the First Amendment dated July 24, 2024; and the Second Amendment executed on October 24, 2024 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:

	by:	
Date		JAMES AVERY, Chairperson Genesee County Board of Commissioners

OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY:

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

(Grant Period - 7/1/24 - 6/30/25)						10/1/24-9/30/25	
BENEFITS	HEAD START 2801.698.01.801.050	EARLY HEAD START 2801.698.06.801.050	HEAD START T/TA 2801.698.02.801.050	EARLY HEAD START T/TA 2801.698.07.801.050	GSRP 2727.698.01.801.050	TOTALS	
SALARIES	\$ 2,925,773	\$ 4,234,932	\$ 750	\$ 17,809	\$ 325,899	\$ 7,505,163	
FICA	\$ 232,680	\$ 335,005	\$ 57	\$ 1,394	\$ 25,914	\$ 595,050	
UNEMPLOYMENT	\$ 37,196	\$ 49,656	\$ 37	\$ 177	\$ 3,731	\$ 90,797	
WORKMAN'S COMPENSATION	\$ 27,518	\$ 38,825	\$ 5	\$ 148	\$ 2,682	\$ 69,178	
LIFE DISABILITY	\$ 39,262	\$ 57,630	\$ -	\$ 227	\$ 4,465	\$ 101,584	
MEDICAL and DENTAL	\$ 708,884	\$ 1,025,131	\$ -	\$ 7,359	\$ 71,134	\$ 1,812,508	
LONGEVITY	\$ 104,798	\$ 129,244	\$ -	\$ 368	\$ 11,310	\$ 245,720	
RETIREMENT	\$ 138,616	\$ 192,569	\$ -	\$ 753	\$ 17,937	\$ 349,875	
UNUSED SICK DAYS	\$ 10,995	\$ 14,948	\$ -	\$ 64	\$ 1,534	\$ 27,541	
TOTAL FRINGES	\$ 1,299,949	\$ 1,843,008	\$ 99	\$ 10,490	\$ 138,707	\$ 3,292,253	
TOTAL SALARIES & FRINGES	\$ 4,225,722	\$ 6,077,940	\$ 849	\$ 28,299	\$ 464,606	\$ 10,797,416	
TEMPORARY LABOR	\$ 20,000	\$ 3,083	\$ -	\$ -		\$ 23,083	
TRAVEL OUT OF TOWN	\$ -	\$ -	\$ 17,109	\$ 38,256		\$ 55,365	
LEGAL FEES	\$ 3,480	\$ 2,937	\$ -	\$ -		\$ 6,417	
EDUCATION REIMBURSEMENT	\$ 5,000	\$ 5,833	\$ 2,900	\$ 4,500		\$ 18,233	
SUPPLIES	\$ 12,000	\$ 17,417	\$ 3,500	\$ 6,000	\$ 1,200	\$ 40,117	
COMPUTER SUPPLIES	\$ 18,000	\$ 15,500	\$ -	\$ -	\$ 1,500	\$ 35,000	
PARENT INVOLVEMENT	\$ 2,000	\$ 2,667	\$ -	\$ -	\$ 600	\$ 5,267	
LOCAL TRAVEL	\$ 25,000	\$ 46,500	\$ -	\$ -	\$ 2,000	\$ 73,500	
REGISTRATION	\$ -	\$ -	\$ 8,600	\$ 28,209		\$ 36,809	
LIABILITY INSURANCE	\$ 37,207	\$ 34,083	\$ -	\$ -		\$ 71,290	
RENT	\$ 49,067	\$ 53,050	\$ -	\$ -		\$ 102,117	
CELLULAR PHONES	\$ 30,018	\$ 32,179	\$ -	\$ -	\$ 4,000	\$ 66,197	
SUBTOTAL OTHER	\$ 201,772	\$ 213,249	\$ 32,109	\$ 76,965	\$ 9,300	\$ 533,395	
FIDUCIARY *	\$ 309,925	\$ 440,383	\$ 2,307	\$ 7,368	\$ 33,173	\$ 793,156	
TOTAL CONTRACT	\$ 4,737,419	\$ 6,731,572	\$ 35,265	\$ 112,632	\$ 507,079	\$ 12,123,967	

*Total Overhead for OLHSA services rendered (7%)

DESCRIPTION: Budget Amendment adjusting budgets to align wit

GL #	DESCRIPTION
2727-698.01-558.000	STATE PARTICIPATION
2727-698.01-752.000	SUPPLIES OTHER
2727-698.01-759.000	GAS & OIL VEHICLES
2727-698.01-781.000	FIELD TRIPS
2727-698.01-801.004	SERV CONT GENERAL
2727-698.01-801.050	FIDUCIARY SERVICES
2727-698.01-829.001	TECHNOLOGY & SOFTWARE SERVICES
2727-698.01-838.000	PARENT INVOLVEMENT
2727-698.01-851.000	POSTAGE
2727-698.01-869.000	CONFORMANCE FEES
2727-698.01.884.064	RECRUITMENT AND ADVERTISING
2727-698.01-900.008	PRINTING
2727-698.01-900.014	ADVERTISING
2727-698.01-924.000	UTILITIES
2727-698.01-957.004	CONVENIENCE COPIER CHARGES
2727-698.01-957.006	INTRAFUND EXPENSE
2727-698.03-558.000	STATE PARTICIPATION
2727-698.03-801.051	SERVICES FOOD-NON CACFP

th approved GSRP budget

Increase/(Decrease) \$0.00

\$30,356.00	Rev
\$12,195.71	Exp
\$200.00	Exp
\$1,000.00	Exp
(\$4,000.00)	Exp
\$22,079.00	Exp
\$9,031.00	Exp
\$1,500.00	Exp
\$350.00	Exp
\$2,500.00	Exp
\$500.00	Exp
\$1,000.00	Exp
(\$200.00)	Exp
\$1,000.00	Exp
\$1,000.00	Exp
(\$17,799.71)	Exp
\$3,000.00	Rev
\$3,000.00	Exp

09/25/2024

REVENUE AND EXPENDITURE REPORT
PERIOD ENDING 10/31/2024
% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	% BDGT REMAIN
Fund 2727 - EARLY HS GSRP (GREAT START READINESS)			
Dept 698.01 - HEAD START			
Account Type: Revenue			
2727-698.01-558.000	STATE PARTICIPATION	560,000.00	100.00
Total Revenue:		560,000.00	100.00
Account Type: Expenditure			
2727-698.01-752.000	SUPPLIES OTHER	13,304.29	84.97
2727-698.01-763.000	SUPPLIES		
2727-698.01-759.000	GAS & OIL VEHICLES	300.00	100.00
2727-698.01-781.000	FIELD TRIPS	1,500.00	100.00
2727-698.01-801.004	SERV CONT GENERAL	4,000.00	100.00
2727-698.01-801.050	FIDUCIARY SERVICES	485,000.00	100.00
2727-698.01-829.001	TECHNOLOGY & SOFTWARE SERVICES		
2727-698.01-838.000	PARENT INVOLVEMENT	1,000.00	100.00
2727-698.01-850.000	TELEPHONE	3,000.00	100.00
2727-698.01-851.000	POSTAGE	150.00	100.00
2727-698.01-869.000	CONFORMANCE FEES		
2727.698.01.884.064	RECRUITMENT AND ADVERTISING		
2727-698.01-900.008	PRINTING	1,000.00	100.00
2727-698.01-900.014	ADVERTISING	200.00	100.00
2727-698.01-924.000	UTILITIES	2,000.00	100.00
2727-698.01-930.000	REPAIRS BUILDING FEDERAL	3,500.00	100.00
2727-698.01-957.004	CONVENIENCE COPIER CHARGES	500.00	100.00
2727-698.01-958.014	CSA	12,131.00	100.00
Total Expenditure:		527,585.29	99.62

Account Type: Transfers-Out

2727-698.01-957.006	INTRAFUND EXPENSE	32,414.71	100.00
Total Transfers-Out:		32,414.71	100.00

Net - Dept 698.01 - HEAD START	0.00
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Dept 698.03 - HS CHILD CARE FOOD PROGRAM

Account Type: Revenue

2727-698.03-504.001	FEDERAL PARTICIPATION-CACFP	48,850.00	100.00
2727-698.03-558.000	STATE PARTICIPATION	5,000.00	100.00
Total Revenue:		53,850.00	100.00

Account Type: Expenditure

2727-698.03-763.000	SUPPLIES	1,000.00	100.00
2727-698.03-801.012	SERVICES FOOD	48,850.00	100.00
2727-698.03-801.051	SERVICES FOOD-NON CACFP	4,000.00	100.00
Total Expenditure:		53,850.00	100.00

Net - Dept 698.03 - HS CHILD CARE FOOD PROGRAM	0.00
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Fund 2727 - EARLY HS GSRP (GREAT START READINESS):

TOTAL REVENUES	613,850.00	100.00
TOTAL EXPENDITURES	613,850.00	99.67
NET OF REVENUES & EXPENDITURES	0.00	0.00

\$	598,356.00
\$	48,850.00
\$	647,206.00

\$	598,356.00	TOTAL BUDGET
CACFP		\$ 8,000.00
\$	590,356.00	

WHAT SHOULD BE BASED ON BUDGET TO GSRP		Budget Amendment	NOTES:	Budget
\$	590,356.00	\$ 30,356.00	Add \$30,356.00	\$ 560,000.00
\$	590,356.00			\$ 560,000.00
\$	25,500.00	\$ 12,195.71		\$ 13,304.29
\$	-	\$ -		\$ -
\$	500.00	\$ 200.00		\$ 300.00
\$	2,500.00	\$ 1,000.00		\$ 1,500.00
\$	-	\$ (4,000.00)		\$ 4,000.00
\$	507,079.00	\$ 22,079.00		\$ 485,000.00
\$	9,031.00	\$ 9,031.00		\$ -
\$	2,500.00	\$ 1,500.00		\$ 1,000.00
\$	3,000.00			\$ 3,000.00
\$	500.00	\$ 350.00		\$ 150.00
\$	2,500.00	\$ 2,500.00		\$ -
\$	500.00	\$ 500.00		\$ -
\$	2,000.00	\$ 1,000.00		\$ 1,000.00
\$	-	\$ (200.00)		\$ 200.00
\$	3,000.00	\$ 1,000.00		\$ 2,000.00
\$	3,500.00			\$ 3,500.00
\$	1,500.00	\$ 1,000.00		\$ 500.00
\$	12,131.00	\$ -		\$ 12,131.00
\$	575,741.00			\$ 527,585.29

\$	14,615.00	\$ (17,799.71)	\$ 32,414.71
\$	14,615.00		\$ 32,414.71
\$	48,850.00	\$ -	\$ 48,850.00
\$	8,000.00	\$ 3,000.00	\$ 5,000.00
\$	8,000.00		\$ 53,850.00
\$	1,000.00	\$ -	\$ 1,000.00
\$	48,850.00	\$ -	\$ 48,850.00
\$	7,000.00	\$ 3,000.00	\$ 4,000.00
			\$ 53,850.00



Pending B.A. (if any)	Total Budget	New B.A.	New Budget will be
\$ -	\$ 560,000.00	\$ 30,356.00	\$ 590,356.00
	\$ 560,000.00		\$ 590,356.00
\$ -	\$ 13,304.29	\$ 12,195.71	\$ 25,500.00
\$ -	\$ -		
\$ -	\$ 300.00	\$ 200.00	\$ 500.00
\$ -	\$ 1,500.00	\$ 1,000.00	\$ 2,500.00
	\$ 4,000.00	\$ (4,000.00)	\$ -
\$ -	\$ 485,000.00	\$ 22,079.00	\$ 507,079.00
\$ -	\$ -	\$ 9,031.00	\$ 9,031.00
\$ -	\$ 1,000.00	\$ 1,500.00	\$ 2,500.00
	\$ 3,000.00		\$ 3,000.00
\$ -	\$ 150.00	\$ 350.00	\$ 500.00
\$ -	\$ -	\$ 2,500.00	\$ 2,500.00
\$ -	\$ -	\$ 500.00	\$ 500.00
\$ -	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
\$ -	\$ 200.00	\$ (200.00)	\$ -
\$ -	\$ 2,000.00	\$ 1,000.00	\$ 3,000.00
\$ -	\$ 3,500.00		\$ 3,500.00
\$ -	\$ 500.00	\$ 1,000.00	\$ 1,500.00
\$ -	\$ 12,131.00	\$ -	\$ 12,131.00
\$ -	\$ 527,585.29	\$ 48,155.71	\$ 575,741.00

\$	-	\$	32,414.71	\$ (17,799.71)	\$	14,615.00
\$	-	\$	32,414.71	\$ (17,799.71)	\$	14,615.00

\$	-	\$	48,850.00		\$	48,850.00
\$	-	\$	5,000.00	\$ 3,000.00	\$	8,000.00
\$	-	\$	53,850.00	\$ 3,000.00	\$	56,850.00

\$	-	\$	1,000.00		\$	1,000.00
\$	-	\$	48,850.00		\$	48,850.00
\$	-	\$	4,000.00	\$ 3,000.00	\$	7,000.00
\$	-	\$	53,850.00	\$ 3,000.00	\$	56,850.00

\$	647,206.00	TOTAL REVENUES
\$	647,206.00	TOTAL EXPENDITURES
\$	-	NET OF REVENUES & EXPENDITURES

\$	647,206.00	TOTAL REVENUES
\$	647,206.00	TOTAL EXPENDITURES
\$	-	NET OF REVENUES & EXPENDITURES

7109-per food service contracts

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DESCRIPTION: Budget Amendment adjusting budgets to align with approved GSRP budget

GL #	DESCRIPTION	Increase/(Decrease)
2727-698.01-558.000	STATE PARTICIPATION	\$30,356.00
2727-698.01-752.000	SUPPLIES OTHER	\$12,195.71
2727-698.01-759.000	GAS & OIL VEHICLES	\$200.00
2727-698.01-781.000	FIELD TRIPS	\$1,000.00
2727-698.01-801.004	SERV CONT GENERAL	(\$4,000.00)
2727-698.01-801.050	FIDUCIARY SERVICES	\$22,079.00
2727-698.01-829.001	TECHNOLOGY & SOFTWARE SERVICES	\$9,031.00
2727-698.01-838.000	PARENT INVOLVEMENT	\$1,500.00
2727-698.01-851.000	POSTAGE	\$350.00
2727-698.01-869.000	CONFORMANCE FEES	\$2,500.00
2727-698.01.884.064	RECRUITMENT AND ADVERTISING	\$500.00
2727-698.01-900.008	PRINTING	\$1,000.00
2727-698.01-900.014	ADVERTISING	(\$200.00)
2727-698.01-924.000	UTILITIES	\$1,000.00
2727-698.01-957.004	CONVENIENCE COPIER CHARGES	\$1,000.00
2727-698.01-957.006	INTRAFUND EXPENSE	(\$17,799.71)
2727-698.03-558.000	STATE PARTICIPATION	\$3,000.00
2727-698.03-801.051	SERVICES FOOD-NON CACFP	\$3,000.00