

HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, JULY 19, 2011

4:30 P.M. OR IMMEDIATELY FOLLOWING PERSONNEL/JUDICIAL COMMITTEE MEETING

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 3 III MINUTES (6/21/11)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 4- 5 A. Maternal Child Health Services Manager - NEMSCA Agreement (**Seeking approval of contract w/Northeast Michigan Community Services Agency, Inc. (NEMSCA) Early Head Start Program; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached**)
- B. Director of Division on Aging (**Receive the following information items**)
 - 6 1. Region VII - Revised NSIP Allocations
 - 7- 8 2. Carryover Award Amounts
 - 9 3. Memorial Garden Fundraiser - 8/11/11 (Rebecca Reimann will address)
 - 10 4. Grandparents as Parents Day - 8/16/11 (Rebecca Reimann will address)
- 11-18 C. Housing Director - Internal Control Procedures (**Seeking approval of Internal Control Procedures requested by HUD - proposed resolution attached**)
- 19-25 D. Help at Home, Inc. - Funding Proposal to Region VII to Provide Services (**Receive**)
- 26-33 E. Lakeshore Legal Aid - Funding Proposal to Region VII to Provide Services (**Receive**)
- VI REFERRALS
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX MISCELLANEOUS
- X ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THE HUMAN SERVICES COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE HUMAN SERVICES COMMITTEE ON TUESDAY, JUNE 21, 2011, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:30 p.m. by Chair Duranczyk.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT	1	2	3	4	5	6	7	8	9	10	11
MICHAEL J. DURANCZYK, CHAIR P	Y	Y	Y	Y	Y	Y	Y				
BRANDON KRAUSE, VICE CHAIR	E	X	C	U	S	E	D				
ERNIE KRYGIER P	S/Y	M/Y	M/Y	M/Y	Y	Y	M/Y				
KIM COONAN P	M/Y	Y	Y	S/Y	S/Y	S/Y	Y				
TOM RYDER P	Y	Y	Y	Y	Y	Y	Y				
CHRISTOPHER RUPP P	Y	Y	Y	Y	Y	Y	Y				
DONALD J. TILLEY, EX OFFICIO P	Y	S/Y	S/Y	Y	M/Y	M/Y	S/Y				

MOTION NO.

COMMISSIONERS PRESENT	12	13	14	15	16	17	18	19	20	21	22
MICHAEL J. DURANCZYK, CHAIR											
BRANDON KRAUSE, VICE CHAIR											
ERNIE KRYGIER											
KIM COONAN											
TOM RYDER											
CHRISTOPHER RUPP											
DONALD J. TILLEY, EX OFFICIO											

MOTION NO.

COMMISSIONERS PRESENT	23	24	25	26	27	28	29	30	31	32	33
MICHAEL J. DURANCZYK, CHAIR											
BRANDON KRAUSE, VICE CHAIR											
ERNIE KRYGIER											
KIM COONAN											
TOM RYDER											
CHRISTOPHER RUPP											
DONALD J. TILLEY, EX OFFICIO											

OTHERS PRESENT: V.BEGICK, J.DAVIS, M.GRAY, M.FITZHUGH, C.HEBERT, T.QUINN, D.MACGREGOR, J.STRASZ, M.HAYES, B.GOIK, E.BOKS, R.REDMOND, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN;E-EXCUSED; A-ABSENT

-/-

**HUMAN SERVICES COMMITTEE
TUESDAY, JUNE 21, 2011
PAGE 2**

MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department.

- 1** **MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE MAY 17, 2011 HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Under public input Joel Strasz, Public Health Services Manager, advised of the upcoming Household Hazardous Waste Collection scheduled for Saturday, June 25 from 9 a.m. to 11:30 p.m. at both the Fairgrounds and the Pinconning Boys and Girls Club. There are open times available, especially in Pinconning, and someone wishing to schedule a drop-off time can call the Health Department.

Michael Gray, Assistant County Executive for Recreation and Administrative Services, advised that Bay County was successful in obtaining National Oceanic and Atmospheric Administration (NOAA) grant funding that will be used for the purchase of the Prindle property adjacent to Pinconning Park and which will assist with the expansion of Pinconning Park. The grant amount is \$463,500. Michael Gray explained that a phone call was received from a staff person at NOAA with the news but nothing has been received in writing. It will be necessary to have a grants.gov account (which the County may already have) and submittal will be on-line with a contract to follow. The State is removing themselves from this process. It is possible this grant could be used to match the Trust Fund grant. John Cherry Jr. (who handles the Trust Fund) was in Bay County last Thursday who wanted to look at the property. It is hoped this will all come together with the end result being additional camping. Committee Chair Duranczyk pointed out that this is all being done at no cost to the County which was the initial goal. Commissioner Duranczyk also spoke to the effort put in to securing these grant funds and he thanked Mr. Gray, Steve Humphry and the Spicer Group. It was

- 2** **MOVED, SUPPORTED AND CARRIED TO RECEIVE THE REPORT.**
- 3** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE PROPOSED RESOLUTION RE CARRYOVER FUNDS FOR FY 2011 (DIVISION ON AGING).**
- 4** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE CENTER RIDGE ARMS SMOKE FREE POLICY (HOUSING DEPARTMENT).**
- 5** **MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE GOLF COURSE VETERAN RATES (ADMINISTRATIVE SERVICES/RECREATION).**

Commissioner Begick voiced his appreciation for the addition of this rate for veterans.

**HUMAN SERVICES COMMITTEE
TUESDAY, JUNE 21, 2011
PAGE 3**

MOTION NO.

- 6 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE REGION VII, AREA AGENCY ON AGING FY2012 ANNUAL AND MULTI-YEAR IMPLEMENTATION PLANS AND REFER TO THE 7/12/11 BOARD MEETING WHERE A PRESENTATION WILL BE MADE BY REGION VII.**

Michael Gray has been informed via e-mail that Bay County was successful for the second year in a row in receiving the National Digital Counties Award. This is a national competition sponsored by the National Association of Counties and others. Last year Bay County placed 10th with pretty stiff competition from wealthier counties and have been successful again. This speaks to the efforts of not only the ISD but also the Sheriff's Department and other department's technology efforts. Additional written information will be provided when received.

There being no further business, it was

- 7 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:40 P.M.).**

Sincerely,

Deanne Berger

Deanne Berger
Board Coordinator



 **BAY COUNTY
Health Department**

Thomas L. Hickner
Bay County Executive

Creating A Healthy Environment For The Community

Barbara MacGregor, RN, BSN
Health Director
Marilyn Laurus, RN, BSN
Maternal Child Services Manager

1200 Washington Avenue
Bay City, Michigan 48708
(989) 895-2077
FAX (989) 895-4014
TDD (989) 895-4049

To: Michael J. Duranczyk, Chair, Human Services Committee
From: Marilyn Laurus, Maternal Child Health Services Manager
Date: June 1, 2011
Re: Human Services June 15, 2011, agenda request for renewal of contract between Northeast Michigan Community Services Agency, Inc. (NEMSCA) Early Head Start and Bay County Health Department (BCHD)

Background

NEMSCA provides services to infants, toddlers, and pregnant women eligible for the Early Head Start program and in compliance with Head Start Performance Standards and Federal Regulations, arranges for a postpartum health visit in the home by a public health nurse.

The BCHD provides services to infants, toddlers and pregnant women eligible for the Maternal Infant Health Program (MIHP), and as part of the proposed agreement, provides a MIHP nurse to conduct a postpartum health visit in the home.

The proposed agreement for 2011 is a renewal of the agreement between NEMSCA and BCHD.

Financial Consideration

There are no financial considerations as the agreement provides funding in the amount of \$85.00 per visit, which covers 100% of the actual costs of the visit, including wages and benefits, mileage and supplies.

Recommendation

Upon favorable review by Corporation Counsel, the Health Department recommends this Agreement be approved and signed by the Board Chair, and seeks Board approval for any necessary budget adjustments to this Agreement.

Cc: Marty Fitzhugh, Corporation Counsel
Barbara MacGregor, Health Director

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BAY COUNTY BOARD OF COMMISSIONERS

8/9/11

RESOLUTION

BY: HUMAN SERVICES COMMITTEE (6/19/11)

WHEREAS, Northeast Michigan Community Services Agency, Inc. (NEMSCA) provides services to infants, toddlers, and pregnant women eligible for the Early Head Start Program and, in compliance with Head Start Performance Standards and Federal Regulations, arranges for a postpartum health visit in the home by a public health nurse; and

WHEREAS, The Bay County Health Department provides services to infants, toddlers and pregnant women eligible for the Maternal Infant Health Program (MIHP) and, as part of a proposed agreement, provides a MIHP nurse to conduct a postpartum health visit in the home; and

WHEREAS, The Agreement with NEMSCA is up for renewal; and

WHEREAS, There are no financial considerations as the agreement provides funding in the amount of \$85/visit which covers 100% of the actual costs of the visit including wages and benefits, mileage and supplies; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves renewal of the Agreement between Northeast Michigan Community Services Agency, Inc. (NEMSCA) Early Head Start and Bay County (Health Department) and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following legal review/approval; Be It Further

RESOLVED That budget adjustments, if required, are approved.

MICHAEL J. DURANCZYK, CHAIR
AND COMMITTEE

Health Dept - NEMSCA Agt
MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davis				Tom Ryder			
Brandon Krause				Ernie Krygler				Christopher Rupp			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____

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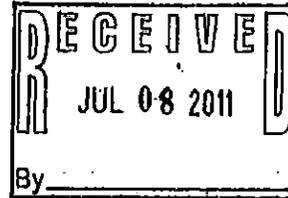
REGION VII AREA AGENCY ON AGING

YVONNE CORBAT, CHAIR

ANDREW ORVOSH, EXECUTIVE DIRECTOR

MEMBER COUNTIES: BAY ■ CLARE ■ GLADWIN ■ GRATIOT ■ HURON ■ ISABELLA ■ MIDLAND ■ SAGINAW ■ SANILAC ■ TUSCOLOA

July 6, 2011



Rebecca Carlson Reimann, Director
Bay County Division on Aging
515 Center Avenue Suite 202
Bay City, MI 48708

Dear Ms. Reimann:

Region VII Area Agency on Aging has received a preliminary award notice regarding the 2011 grant award for the Nutrition Services Incentive Program (NSIP).

Based on the preliminary award notice, your NSIP grant for FY 2011 is as follows:

Your Congregate Meals NSIP grant is \$27,280. Your HDM NSIP grant is \$81,068.
Your NON Title III-C NSIP grant for Congregate is \$1,341.

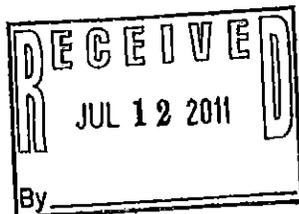
Please make the adjustment on the June 2011 financial report. Budget adjustments are due August 7, 2011.

If you have any questions or concerns, please contact Stacey Dudewicz, Contract Manager.

Sincerely,

Andrew Orvosh
Executive Director

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REGION VII AREA AGENCY ON AGING
1615 SOUTH EUCLID AVENUE
BAY CITY, MI 48706

Notice of Grant Award

Subcontractor: Bay County Division on Aging

Date: July 8, 2011

Contract No.: 1-11-0722-10-2
2-11-0722-10-2

Effective Date: July 7, 2011

Contract Period: 10/1/10 to 9/30/11

Budget Change: #2

The Region VII Area Agency on Aging Board of Directors has approved a funding award to your agency for the current fiscal year period as follows:

<u>Service</u>	<u>Current Award</u>	<u>Board Approved Unit Rate</u>	<u>Prior Award</u>	<u>Funding Award To Date</u>
Congregate Nutrition	\$10,772	\$2.38	\$81,660	\$92,432
Personal Care	\$1,500	\$13.53	\$6,500	\$8,000

Terms & Conditions:

- Any and all funds awarded by the Region VII Area Agency on Aging require, at minimum, a ten (10) percent local match, which may be either cash or acceptable in-kind, or a combination thereof. **An agency cannot reduce the current level of match or other resources without Region VII's prior written approval.**
- Region VII's payment of funds for purposes of this award is contingent upon the availability of funds from the Michigan Office of Services to the Aging. Any termination of or reduction in the regional allocation will result in an appropriate termination or reduction in the above award.
- The following budget information reflecting use of this funding award is due at the Region VII AAA office on or before August 5, 2011:

--Revised Supportive Services Budget Summary page 1 and revised Congregate Nutrition Budget Summary page 1 and Equipment Detail page 4.
- The following contract narrative information addressing the use of these funds is due at the Region VII AAA office on or before August 5, 2011:

--Revised Summary Description of Services to reflect additional clients and units.

5. Other conditions or remarks:

--Funding award to be used to increase the Personal Care service levels at the negotiated unit rates.

--Funding award to be used to purchase equipment for the Congregate Nutrition program.

6. The recipient of this Region VII AAA funding award shall comply with all terms and conditions of the Master Contract and applicable Addenda.

7. The release of funds awarded herein is contingent upon receipt and approval of budget and narrative material and other conditions as specified above and authorizing signatures on contract documents.



Andrew Orvosh
Executive Director
Region VII Area Agency on Aging

7-8-11

Date

Bay County Division on Aging

Memorial Garden Fundraiser



The Bay County Division on Aging will be constructing a memorial garden in front of the Riverside Senior Center in memory of two of our departed co workers. We have had a difficult year with the passing of Tammy Stratton and Paul Pabalis, two of Division on Aging's dedicated and devoted employees.

This is an opportunity for all those whose lives were touched by Tammy and Paul to help complete this project in their honor.

Date: Thursday, August 11, 2011

Time: 4:00 p.m. - 7:00 p.m.

Location: Riverside Senior Center, 800 J. F. Kennedy Drive, Bay City

Fee : \$7.00

Tickets are now available at: Bay County Division on Aging Office, 515 Center Avenue, Bay City
Bay County Health Department, 1200 Washington Avenue, Bay City
Riverside Senior Center, 800 J. F. Kennedy Drive, Bay City

Pre sale tickets available July 5 to August 1, 2011

Tickets can also be purchased at the door

Menu: Summer BBQ

Smoked Pulled Pork Sandwich on Bun, Potato Salad, (Division on Aging famous) Baked Beans,
Poke Cake, and Beverages

Dine in or Takes Outs Available

For more information call Bruce at the main office at 895-4100
or Sandy at 893-7070 or toll free 1-877-229-9960

Donations graciously accepted

All proceeds going to the memorial garden.





Come To Grandparents as Parents Day!

Tuesday, August 16, 2011

11 a.m. to 2 p.m.

@

Valley Plaza in Midland

Register for this FREE event by calling:

1-800-858-1637

Many grandparents and family members are raising relatives' children. Come to the first ever Kinship Care Day and learn about services in Bay and Midland counties including:

- Help with school clothes, supplies, and necessities
- Medicare/Medicaid insurance programs for older adults
- Where to find help paying for babysitters or child care
- Information about enrolling in the MI-Child Health Insurance
- Representatives from community programs and organizations

Some services require that the adult be at least 55 years old.



Senior Services
Midland County Council On Aging

Hosted by: Region VII Area Agency On Aging, Bay County Division on Aging, and Midland County Senior Services. Funding provided by the National Family Caregiver Act and the Michigan Office of Services to the Aging.

*Free bike helmets provided by the Think First, buckle your brain program.

BAY COUNTY HOUSING DEPARTMENT



Marie Hayes
Director

Thomas L. Hickner
County Executive

Memo

TO: MICHAEL DURANCZYK, CHAIRPERSON
HUMAN SERVICES COMMITTEE

FROM: MARIE HAYES, DIRECTOR
CENTER RIDGE ARMS

RE: CORRECTIVE ACTION REQUESTED BY HUD

DATE: July 11, 2011

BACKGROUND:

HUD has requested corrective actions resulting from the Independent audit of the Housing Department for FY ended 12/31/2008 and FY ended 12/31/2009. Attached are the Internal Control procedures formulated to comply with the requirements by HUD.

FINANCIAL/ECONOMICS:

None

RECOMMENDATION:

Approval of the corrective actions taken by the Housing Department and referral to the full Board.

I\BR\HUD corrective action\FY2008,2009

BAY COUNTY HOUSING DEPARTMENT

INTERNAL CONTROL PROCEDURES

Annual/Interim Certification Process:

RE: Extended absences by Clerk or Director

The Admissions and Occupancy Clerk is responsible for completing the annual/interim (re)-certifications of the residents at Center Ridge Arms. Upon completion, the Director will review for accuracy and timeliness. In the event, the Clerk is not available; the (re)-certification responsibility will fall to the Director with review conducted by a knowledgeable staff person from the Bay City Housing Commission. Conversely, if the Director is unavailable the Clerk will request review by the Bay City Housing Commission.

Draw downs in E-LOCCS:

A separate file will be kept in the Director's office for each Capital Fund that is open. After each check run, any expenditures for Capital Fund approved work activities shall be drawn down from E-LOCCS and released within 3 days of the draw. The draw down voucher shall be attached to the corresponding Capital Fund folder. A "cap fund" log shall be attached to the folder noting date and number of check, date of draw down, date check mailed, category, description, amount, balance in fund and whether the project has been completed.

BAY COUNTY BOARD OF COMMISSIONERS

08/09/11

RESOLUTION

BY: HUMAN SERVICES COMMITTEE (7/19/11)

WHEREAS, The U. S. Department of Housing and Urban Development (HUD) has requested corrective actions resulting from the independent audit of the Housing Department for FY ended 12/31/2008 and FY ended 12/31/2009; and

WHEREAS, Internal control procedures have been formulated to comply with the requirements by HUD; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Bay County Housing Department Internal Control Procedures attached.

MICHAEL J. DURANCZYK, CHAIR
AND COMMITTEE

Housing (CRA) - Internal Control Procedures

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Joe Davis				Tom Ryder			
Brandon Krause				Ernie Krygler				Christopher Rupp			
Vaughn J. Begick				Klm Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____



U.S. Department of Housing and Urban Development

Detroit Field Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
Tel. (313) 226-6280 FAX (313) 226-6160

MAY 13 2011

Ms. Marie Hayes
Executive Director
Bay County Housing Commission
798 North Pine Road
Bay County, MI 48732



Dear Ms. Hayes:

SUBJECT: IA Audit 08-PH-0076
Fiscal Year Ended December 31, 2008

This is to inform you that we have received and reviewed a copy of the audit report for the Bay County Housing Department's Fiscal Year Ended December 31, 2008. The audit was conducted by Anderson, Tackman & Company, PLC, and contains one finding. The finding is:

Finding No. 1 – Lack of Internal Control Review Over the Annual/Interim Certification Process

The IA Audit found that the Bay County Housing Department (BCHD) did not have a review process as part of its internal controls over annual and interim certifications. It was determined that the cause was a lack of adequate policies and procedures in place to ensure the accountability of the tenant files as prescribed pursuant to 24 CFR 85.20. Such a process should provide for the review of a sample of tenant initial and annual eligibility and rent certifications to ensure that appropriate information is obtained, included and recorded as part of the certification action.

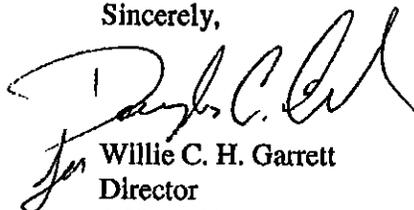
Required Action

The PHA must adopt appropriate procedures to ensure for an appropriate administrative review of the annual recertification by an independent third party. The procedure should be incorporated into the Commission's Internal Control procedure, should identify the individual or entity responsible for such review, and be specifically adopted by the PHA Board. If the BCHD does not have an independent, knowledgeable staff person to conduct the sample review, the PHA may contact a neighboring Housing Commission to request the performance of a quality control review of a minimum sample of completed tenant certifications. If the Housing Department has already adopted such a policy/procedure, please forward a copy to this office, with implementing guidance and adopting resolution, for HUD review and concurrence.

Please take the above action and provide a response to this office not later than 45 days from the date of this letter. Thank you for your cooperation in this matter.

If you should have any questions, or need additional information, please contact Richard Wears, Public Housing Revitalization Specialist, at (313) 226-7900, extension 8046.

Sincerely,

A handwritten signature in cursive script, appearing to read "Willie C. H. Garrett".

Willie C. H. Garrett
Director
Office of Public Housing



U.S. Department of Housing and Urban Development

Detroit Field Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
Tel. (313) 226-6280 FAX (313) 226-6180

MAY 13 2011

Ms. Marie Hayes
Executive Director
Bay County Housing Commission
798 North Pine Road
Bay County, MI 48732

Dear Ms. Hayes:

SUBJECT: IA Audit 09-PH-0060
Fiscal Year Ended December 31, 2009

This is to inform you that we have received and reviewed a copy of the audit report for the Bay County Housing Department's Fiscal Year Ended December 31, 2009. The audit was conducted by Anderson, Tackman & Company, PLC, and contains one finding. The finding is:

Finding No. 1 – Housing Department Failed to Expend Funds Within 3 Days of Capital Grant Drawdown

The IA Audit found that the Bay County Housing Department (BCHD) did not release funds for Capital Fund Program (CFP) work activities within the required 3 days after drawdown. CFP requirement provide that the PHA must not draw down grant funds until the expense has been incurred, and that the Department must release the funds within 3 days of the draw. During the review of BCHD documents for the audited period, it was noted that the Housing Department drew down capital funds in advance of incurring expenses, as well as failed to pay out the funds within the required 3-day turnaround period. The cited discrepancy indicates an internal control deficiency regarding processing and handling of Capital Fund Program grant monies.

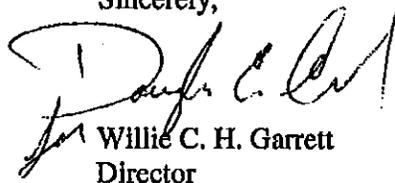
Required Action

The PHA must adopt appropriate policies and procedures requiring that CFP funds be drawn down at the time payment is required, and that funds for approved work activities are paid out within the required 3-day turnaround period. If the PHA has already adopted the required changes, please provide this office with a copy of the revised policies and a copy of the adopting resolution. Also please provide a copy of the tracking log to be used to document timely payment of grant funds.

Please take the above action and provide a response to this office not later than 45 days from the date of this letter. Thank you for your cooperation in this matter.

If you should have any questions, or need additional information, please contact Richard Wears, Public Housing Revitalization Specialist, at (313) 226-7900, extension 8046.

Sincerely,

A handwritten signature in black ink, appearing to read "Willie C. H. Garrett". The signature is stylized with a large initial "W" and a long, sweeping underline.

Willie C. H. Garrett
Director
Office of Public Housing



Mr. Donald Tilley, Chair
Bay County Michigan Board of Commissioners
Bay County Building, Suite 405
515 Center Avenue
Bay City Michigan 48708-5125

June 23, 2011

The Help At Home, Inc., is interested in submitting a request for proposal application to provide the following services in Bay County: Homemaking, and Personal Care services, in Clare County Personal care, Homemaking and Respite Care Service and in Saginaw County Personal Care, Homemaking, and Respite Care services.

Help At Home is proposing the same reimbursement rate per hour for each County:

Homemaking \$14.50 per hour with 80% allocated to direct care wages and benefits
Personal Care \$15.25 per hour with 76% allocated to direct care wages and benefits
Respite Care \$14.25 per hour with 81% allocated to direct care wages and benefits

Help At Home would open an office in the Region VII Area service area at least thirty days before the start of any contracts awarded.

BACKGROUND DESCRIPTION OF THE HISTORY OF THE AGENCY/ORGANIZATION

Help At Home Inc. has a long history of providing in home support services to the elderly and disabled under State Medicaid Programs and contracts awarded from local Area Agency on Aging Organizations. Help At Home has been providing high quality low cost Medicaid services in the State of Michigan since 2005.

Help At Home is a Medicaid Provider in nine states and currently contracts with sixty-five Area Agency on Aging in ten states , Michigan, Kentucky, Georgia, Indiana, Illinois, South Carolina, Missouri, Alabama, and Mississippi, concerns providing homemaker, personal care, in home respite, and transportation services.

For the most recently completed fiscal year Help At Home provided 12,690,000 hours of Medicaid In-Home Services.

The Company has never terminated a contract and never had any contracts terminated.

Help At Home, Inc. currently employs approximately 15,000 high quality trained and screened direct caregivers and has the ability to customize our offices policies and procedures for any Regional VII Area Agency on Aging request.

The Company has a strong training program of 25 hours before a direct care worker can provide services and 16 hours annually. All direct care workers are employees are screened for health and criminal background history.

Help At Home pays the highest wages and all direct care workers are provided access to health, dental, life and disability insurance. Direct care workers receive vacation, holiday and paid training as well as mileage and time and travel pay.

Help At Home, Inc. and its sister Company Oxford HealthCare have been providing quality in home supportive services (homemaker/ chore, personal care, and in home respite care services) in Missouri, Georgia, Illinois, Indiana, Michigan, Mississippi South Carolina, and Alabama for more than thirty-five years. Help at Home first started providing homemaker, personal care, respite care services, and chore services in 1975. Today Help At Home and its sister Company Oxford HealthCare provide services in ten states from a network of one hundred and thirty five offices, employing over 15,000 direct caregivers and serving 36,000 frail elderly and disabled clients annually.

Help At Home has a proven track record of exceeding contract requirements, and providing high quality care at the lowest possible cost.

Help At Home has never terminated a contract and has never had a contracted canceled for any reason.

Help At Home direct caregivers are competitively paid, and received a host of benefits including vacation, holiday and sick pay, mileage reimbursement, access to health, dental, life and disability insurance. All new direct caregivers receive twenty five hours of pre-service training before providing service and sixteen hours of additional in- service training annually. All employees are required to have criminal background checks performed.

Home At Home is a for profit corporation. Help At home was incorporated in the state of Illinois in 1975. The federal identification number for Help At Home is 36-2820808.

Help At Home is authorized to provide services in the states Georgia, Alabama, Illinois, Indiana, Missouri, Michigan, South Carolina, Kentucky, and Mississippi.

Help At Home offices hours are 8:00 AM to 5:00 PM M-T-W-T-F, and the office is on call 7 days week 24 hours a day. Help At Home's direct caregivers will provide services from 7:00 AM to 8:00 PM seven days a week including week-end and holidays.

The Officers of Help At Home, Inc are:

Ron Ford	CEO, President and Treasurer
Joel Davis	COO, EVP, Secretary and General Council
Cathy LeBeda	Controller
Larry Jensen	VP Operations

The Directors of Help At Home are:

Ron Ford	CEO Help At Home
Joel Davis	COO Help At Home
Maria James	Regional Manager Illinois Help At Home
Shirley Driscoll	Director of Reimbursement Help At Home
Jamie Caldwell	Assistant Regional Illinois Help At Home
Patricia Mc Coy	Assistant Regional Illinois Help At Home

Help At Home is audited annually and for the most recently completed audit has assets in excess of \$69 million dollars.

Help at Home is fully insured and carries Workers Compensation insurance \$3 million, Professional Liability Insurances \$3 million and General Liability Umbrella Coverage of \$15 million.

Help At Home is an experienced provider of home and community based services with over 35 years of experience. Help At Home has never had a contract terminated for any reason.

Help At Home is willing to negotiate unit pricing and or increase our match to 15% if awarded a contract.

Sincerely yours,



Ron Ford, Chief Executive Officer
Help At Home, Inc.
1 North State Street, # 800
Chicago, Illinois 60602
312 795 4686
www.helpathome.com

REGION VII AREA AGENCY ON AGING

SUPPORT SERVICES BUDGET SUMMARY

Agency: Help At Home, Inc. Budget Period: 10/1/2011 to 9/30/2012

PLANNED EXPENDITURES

LINE ITEMS	Homemaker Personal Care					Homemaker and Personal Care	
	1	2	3	4	5	6 TOTAL	7 Admin.
Salaries	48,125	7,062				55,187	3,952
Fringe Benefits	9,023	1,324				10,347	741
Personal Svc. Contracts							
Travel/Conferences							
Supplies	700	150				850	850
Equipment	600	300				900	900
Occupancy	7,000	358				7,358	7,358
Communications	1,546	250				1,796	1,796
Other							
TOTAL	66,994	9,444				76,438	
Program Income (minus)	-	-					
NET COSTS	66,994	9,444				76,438	

FUNDING SOURCES	
Area Agency Funds (90%)	68,795
Local Match (10%)	
Cash	
In-Kind	7,643
Other Resources	
TOTAL FUNDS	76,438

CERTIFICATION:

[Signature]
 SIGNATURE OF AGENCY DIRECTOR

June 23, 2011
 DATE

SUPPORT SERVICES BUDGET DETAIL

I. Fringe Benefits	Percent Rate- Full-Time Employees	Percent Rate- Part-Time Employees
FICA	7.65%	7.65%
Retirement		
Health Insurance	2.60%	2.60%
Life Insurance		
Worker's Compensation	5.25%	5.25%
Unemployment Compensation		
Check one: <input type="checkbox"/> Self Insured <input type="checkbox"/> State Insured	3.25%	3.25%
Note: The maximum allowable reimbursement rate for self-insured Unemployment Compensation is 2.7% (.027)		
Other-		
Other-		
TOTAL PERCENT OF SALARY	18.75%	18.75%

II. Local Cash Match Detail	Source	Dollar Amount
Service		

III. Local In-Kind Match Detail	Source	Dollar Amount
Service		
Home Office Support Payroll, billing, accounting		
HR. amd Professional Fess	Help At Home, Inc.	7643

IV. Other Resources Detail	Source	Dollar Amount
Service		

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Lakeshore Legal Aid

William R. Knight Jr. Executive Director
Administrative Office
21885 Dunham Road, Suite 4
Clinton Township, MI 48036-1030

Phone: (586) 469-5903
Fax: (586) 469-6523

Counsel & Advocacy Law Line
Toll Free: (888) 783-8190

Bay County Board of Commissioners
Bay County Building, Suite 405
515 Center Avenue
Bay City, MI 48708-5125

June 27, 2011

Re: Region VII Area Agency on Aging
Funding Proposal

Greetings:

For the past several years Lakeshore Legal Aid has been funded by Region VII Area Agency on Aging to provide free Legal Assistance and Elder Abuse Prevention services to seniors in a 10-county region which includes Bay County. Lakeshore is currently seeking to have the funding renewed for an additional year. Since October 1, 2009, Lakeshore Legal Aid has also provided Long Term Care Ombudsman services for the residents in the same ten (10) counties. The ombudsman service has proven to be a logical extension of the legal assistance and elder abuse prevention work we had provided seniors in the region for more than a decade.

Lakeshore Legal Aid has been providing free legal services to seniors and low income people for more than 40 years. Enclosed is a summary of our program and the services we propose to provide with the AAA funds should we be awarded them. Prior to a funding decision by Region VII Area Agency on Aging, the Board of Commissioners of each county in the 10 county service area is invited to comment on our request. You may submit any comments to Region VII Area Agency on Aging's Board of Directors, 1615 S. Euclid Ave, Bay City, MI, 48706, by July 6, 2011 for consideration.

Last, whether related to this funding request or not, if the Board of Commissioners should ever wish to learn more about the services Lakeshore Legal Aid provides to the citizens of your county, I would be pleased to provide a presentation or additional information to you at your convenience.

Very truly yours,

Lakeshore Legal Aid


William R. Knight, Jr.
Executive Director

enc.

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Because justice for some is no justice at all

LAKESHORE LEGAL AID

WHO WE ARE: Lakeshore Legal Aid provides free legal assistance to low income people in a seventeen-county region in Michigan's Thumb and Bay areas (from Wayne County in the South, through the Thumb counties and continuing up through Arenac County to the North). Lakeshore also provides free legal assistance to seniors (regardless of income) in fifteen of those counties.

Together with the substantial funding Lakeshore receives to provide legal assistance to all persons living near the poverty level, Lakeshore has been able to leverage its resources to also provide comprehensive elder abuse prevention services and community coordination. The combined resources available to Lakeshore have allowed it to employ well-trained professionals, cross-trained and working together as a team to serve its senior population. By utilizing experienced attorneys to work with the courts, prosecuting attorneys, police departments, protective service agencies, and others, Lakeshore is able to work with the other community members on an equal level of professionalism, competence and respect.

Since October 1, 2009 Lakeshore Legal Aid has also provided Long Term Care Ombudsman service for the residents in the 10 eastern Mid-Michigan counties served by Region VII, Area Agency on Aging. There are 48 long term care facilities located throughout the 10 counties, and the Lakeshore ombudsmen visit the residents in each facility on a very regular basis to resolve any issues in their care, comfort or life style. Most issues are resolved amicably with the help of the staff and administration of the facility. When a more difficult issue arises, the ombudsman can work closely with the legal staff of Lakeshore Legal Aid to ensure the residents rights are protected or enforced.

WHAT WE DO: For more than 40 years Lakeshore has maintained an active involvement in the local communities it serves. Our staff attorneys provide legal advice, counseling, advocacy and litigation representation to seniors with a wide range of non-criminal matters. Since 2003, three other legal aid programs in the state, (covering all of the upper peninsula, northern lower Michigan, the western side of the state, and several southern counties), have contracted with Lakeshore for the provision of client intake, advice and brief legal services through our attorney staffed hotline. Including the assistance provided to the clients of the three other legal aid programs that contract with Lakeshore Legal Aid, we provided legal assistance to over 15,000 low income and senior clients last year. Lakeshore served more than 2,300 clients in the 10 counties served by Region VII Area Agency on Aging, with more than 1,600 of those clients aged 60 plus

Its attorneys and members of its board of directors participate in local task force efforts, local social service agencies' boards of directors, and volunteer their time assisting other community groups. The local offices also participate in local senior fairs and other senior community activities to educate the population about legal issues facing the senior populations and the availability of legal assistance to address the unique legal issues seniors face. Each year, Lakeshore conducts numerous community legal education and outreach events at senior centers throughout the region. In addition to its staff attorneys, Lakeshore has a panel of private attorneys that volunteer their professional time and services, pro bono, to assist Lakeshore clients. Since 2001 Lakeshore has been providing community trainings and coordination of community organizations to help prevent elder abuse and exploitation throughout its service area. Lakeshore staffs have represented hundreds of senior clients seeking protection from persons attempting to abuse or exploit them. Hundreds more clients have been protected from exploitation by the

preparation of prophylactic legal documents such as powers of attorney, and wills and trusts to prevent undue influence on the seniors by others who would limit or end the senior's independence.

Each year Lakeshore Legal Aid's attorneys make a concerted effort to reach out to the seniors in each of the ten counties served by Region VII Area Agency on Aging. In addition to our work in Elder Abuse Prevention, Lakeshore Legal Aid provided direct, free legal assistance to **more than 280 seniors in Bay County** over the past year.

REGION VII AREA AGENCY ON AGING

SUPPORT SERVICES BUDGET SUMMARY

Agency: Lakeshore Legal Aid Budget Period: October 1, 2011 to September 30, 2012

PLANNED EXPENDITURES SERVICE CATEGORIES

LINE ITEMS	1 - Legal	2 - EAP	3 LTICO	4	5	6 TOTAL	7 Admin.
Salaries	78395	18327	63981			160703	43341
Fringe Benefits	37630	8797	30711			77138	20804
Personal Svc. Contracts							
Travel/Conferences	5539	475	12028			18042	
Supplies	900	900	900			2700	
Equipment							
Occupancy	6222	1464	9263			16949	
Communications	2292	936	1680			4908	
Other							
TOTAL	130978	30899	118563			280440	64145
Program Income (minus)	2500	1800	100			4400	
NET COSTS	128478	29099	118463			276040	64145
FUNDING SOURCES							
Area Agency Funds (90%)	56000	13172	83366			152538	
Local Match (10%)	6222	1464	9263			16949	
Cash							
In-Kind	6222	1464	9263			16949	
Other Resources	66256	14463	25834			106553	
TOTAL FUNDS	128478	29099	118463			276040	

CERTIFICATION:


 SIGNATURE OF AGENCY DIRECTOR

6/28/2011
 DATE

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SUPPORT SERVICES BUDGET DETAIL

SALARIES

Position/Title	# of Pos.	Base Hr. Rate	Hrs./Wk.	# of Wks.	FT*	SERVICE CATEGORIES						9 Other Resources		
						1 Legal	2 EAP	3 LTCO	4	5	6 TOTAL		7 Admin.	8 In-Kind
Super. Attorney-C	1	24.23	40	52	X	40821	9577				50398	5040		5549
Super. Attorney-P	1	28.51	3	52	X	3547	901				4448	445		4448
Staff Attorney-P	2	18.27	6	52	X	8600	2800				11400			11400
Secy- Adm Asst&Reptg	1	20.19	20	52	X	13824	421	6753			20998	20998		20998
Secretary-Ombuds	1	12.02	40	52	X	8903	3599	12500			25002	12500		12500
Ombudsman Coord.	1	20.19	40	52	X			41995			41995			
Executive Director	1	40.46	2	52	X	1800	608	1800			4208	2104		4208
Comptroller	1	28.90	1.5	52	X	900	421	933			2254	2254		2254
Note: Administrative staff have job duties outside the service area/categories as well which are not included. ED produces limited case units across the organization's service area.														
TOTALS						78395	18327	63981			160703	43341		61357

FRINGE BENEFITS

\$ Amount for Part-Time														
\$ Amount for Full-Time						37630	8797	30711			77138	20804		29452
TOTALS						37630	8797	30711			77138	20803.7		29452

*FT--Full time employee, place "X"

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SUPPORT SERVICES BUDGET DETAIL

Personal Svc. Contracts	Hrs./Wk.	#Wk.	SERVICE CATEGORIES																	
			1 Legal	2 EAP	3 LTCO	4	5	6 TOTAL	7 Admin.	8 In-Kind	9 Other Resources									
			TOTAL	0									0							
Travel/Conferences																				
			Legal Advocate Travel (12,400 MilesX.485)	5539	475								6014							6014
			Ombudsman Travel (24,800X.485)			12028							12028							3652
			TOTAL	5539	475	12028							18042							9666
Supplies																				
			Direct Service (\$75/mo ave per service cat)	900	900	900							2700							1800
Note: 2/3 of increased cost are leveraged resources.																				
			TOTAL	900	900	900							2700							1800
Equipment																				
			TOTAL																	
Occupancy																				
			Office Space (14 sites/mo average x 100.89)	6222	1464	9263							16949							16949
			Utilities																	
			TOTAL	6222	1464	9263							16949							16949
Communications																				
			Postage	600	600	600							1800							1500
			Telephone	1692	336	1080							3108							2778
			TOTAL	2292	936	1680							4908							4278
Other																				
			TOTAL																	

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SUPPORT SERVICES BUDGET DETAIL

I. Fringe Benefits

	Percent Rate- Full-Time Employees	Percent Rate- Part-Time Employees
FICA	7.65%	
Retirement	1.00%	
Health Insurance	35.12%	
Life Insurance	0.19%	
Worker's Compensation	0.24%	
Unemployment Compensation	3.35%	
Check one: <input type="checkbox"/> Self Insured <input checked="" type="checkbox"/> State Insured		
Note: The maximum allowable reimbursement rate for self-insured Unemployment Compensation is 2.7% (.027)		
Other- Long Term Disability	0.45%	
Other-		
TOTAL PERCENT OF SALARY	48.00%	

II. Local Cash Match Detail

Service	Source	Dollar Amount

III. Local In-Kind Match Detail

Service	Source	Dollar Amount
In-kind Space Used for Legal, EAP, Educ. & Train.	Salvation Army, and other outreach places for service.	16949
Volunteers - LTCO	Per Volunteer - TBD	

IV. Other Resources Detail

Service	Source	Dollar Amount
Attorney Salaries	IOLTA/Filing Fees	61357
Attorney Fringes	IOLTA/Filing Fees	29452
Supplies	IOLTA/Filing Fees	1800
Communications	IOLTA/Filing Fees	4278
Advocate Travel	IOLTA/Filing Fees	9666

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