

CHAIRPERSON
MARK GREBNER

VICE-CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM
DON VICKERS

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
BRIAN McGRAIN
CAROL KOENIG
DEB NOLAN
DON VICKERS
STEVE DOUGAN

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, MAY 2, 2011 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the [April 18, 2011 Minutes](#)
Additions to the Agenda
Limited Public Comment

1. Health Department
 - a. Resolution to Amend the 2010-2011 CPBC Agreement with the Michigan Department of [Community Health](#) to Provide Interim Chief Medical Executive Coverage
 - b. Recommendation to Authorize the Ingham County Health Department to Enter into an Agreement with [Capital Link](#)
 - c. Recommendation to Authorize the Transition of a Nurse Assessor Position to a Health Center [Nurse](#)
 - d. Resolution to Establish a 1.0 FTE Assistant [Social Worker](#) Position in Public Health Nursing
2. Controller/Administrator's Office - Resolution Updating [Various Fees](#) for County Services

Announcements
Public Comment
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC
DEVICES OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

HUMAN SERVICES COMMITTEE

April 18, 2011

Minutes

Members Present: Todd Tennis, Brian McGrain, Carol Koenig, Deb Nolan, Don Vickers and Board Chairperson Grebner

Members Absent: Steve Dougan

Others Present: Jared Cypher, Dean Sienko, Renee Canady, Holly Wilson, Mark Piavis, Jessica Yorke, Mark Stevens, Susan O'Shea and others.

The meeting was called to order by Chairperson Tennis at 6:32 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the April 4, 2011 Minutes

The April 4, 2011 Minutes were approved as submitted.

Additions to the Agenda

- 2c. Late - Resolution to Authorize the Transition of a Medical Technologist Position from Temporary Special Part Time to Permanent Part Time (.5 FTE)
- 2d. Late - Resolution to Amend Resolution #11-115, Amendment #1 to the 2010-2011 Comprehensive Planning, Budgeting and Contracting Agreement.
- 3b. Substitute - Resolution Establishing Priorities to Guide the Development of the 2012 Budget and Activities of County Staff

Limited Public Comment

None.

Medical Care Facility & Rehabilitation Services – Dementia Unit Addition

Presentation by Mark Stevens and Susan O'Shea

Mr. Stevens showed renderings of the facility explaining the details of the enclosed courtyard and landscaping.

Mr. Stevens explained that the addition will provide an open space to meet the needs and expectation of persons struggling with dementia. The addition will create an environment similar to a home except with controlled access. He further explained it will provide freedom of movement, activity zones, walkways, and an enclosed courtyard. The courtyard area will be supervised by staff or those visiting may go with the patient. The courtyard will be open in the spring, summer and fall. Ms. O'Shea explained that the corridor will be glass for an outdoor feeling instead of being confined.

Mr. Stevens explained the construction costs of the Dementia Unit, Medicaid cost reimbursement, and that monthly revenues will pay off the cost of construction in just over one year. Mr. Stevens noted at this time no more beds will be added; however, there is consideration of an expansion.

Health Department – Gas Leak in Ingham County
Presentation by Mark Piavis

Mr. Piavis, Environmental Health, provided the Committee with a time line of the events, and stated that he has been in contact with the EOC, Sgt. Ott, Mr. Lindemann, and representatives from the MDEQ, and Wolverine Pipeline regarding the gas leak discovered on Thursday. Dr. Sienko stated that the leak was found today. Mr. Piavis stated that the leak was caused by a broken gasket in the fill pipe. Mr. Piavis said that the pipe was owned by Marathon Pipe Line.

Mr. Piavis stated that there was concern of the gas eventually leaking into the Red Cedar River. He further explained that because the Red Cedar River is a navigable waterway the EPA takes precedence and reports to the Federal Government until the creek has been mitigated then the State and Sgt. Ott will take over.

Mr. Piavis stated that wells were tested immediately, a trench was dug between the tanks and drain to capture the product, and containment booms were used. Geoprobes were used to take core samples to trace the source of the leak and contamination.

Mr. Piavis expressed the County's concern regarding local water wells. He informed the Committee that 24 wells have been sampled with no contamination at a residence. Dr. Sienko stated that currently there is a meeting in Stockbridge where Mr. Wilson and Mr. Rowan are providing information to the residents. He said if anyone needs their well water tested they should call 734-676-7775. Mr. Piavis stated that he is updated every day and that the current status of the spill is remediation.

Comm. Nolan asked how the soil is remediated. Mr. Piavis said it is a continuous pumping process for example like a straw; it is called a cone of depression. Comm. Grebner asked how much fuel leaked. Mr. Piavis said it is unknown at this time, and they are probing on the other side of the Bauer Drain to make sure the product has not traveled. Comm. Koenig asked how much soil will need to be replaced. Mr. Piavis stated that the contaminated soil will be replaced, but it is unknown at this time how much will be needed. Comm. McGrain asked who pays the bill at the end of the day. Comm. Tennis asked if the County would be reimbursed for their time. Mr. Piavis said ultimately Marathon Pipe Line is responsible, County time will be reimbursed, and as he understands there has been a budget established. Comm. Grebner asked if this is rare. Mr. Piavis said yes.

Health Department – Environmental Justice Program
Presentation by Dr. Canady and Jessica Yorko

Dr. Sienko introduced Ms. Yorko, a new employee, and Dr. Canady to the Committee.

Dr. Canady provided the background of Environmental Justice. Ms. Canady provided a copy of the PowerPoint presentation to the Committee.

Ms. Yorke explained part of Environmental Justice is physical and social environment. It is having safe and healthy surroundings, healthy housing, clean air and water, places for physical activity, relaxation, green space, and fresh food accessibility. She said that a person can receive all the health care and prescriptions in the world, but if they go home and have poor indoor air quality and do not have good food to eat it does not matter. Dr. Sienko stated health care accounts for 10% of person's health and 90% is determined on other factors as Ms. Yorke identified.

Ms. Yorke stated that the social part of this is dealing with inequities and discrimination that happen in education, housing and employment. Ms. Yorke explained there are five types of environmental hazards focusing on chemical and psychosocial. She referenced maps of "Chemical Hazards from Industrial Sources in Lansing", "Per Capita Income, Businesses Report to EPA and High Infant Mortality Tracts", and "Access to Environmental Benefits". She specifically identified the hazards as the effects of lead and asthma. She noted that in Ingham County the childhood hospitalization rate is 36% which is more than double the State rate of 18%, and the second highest in the state listed by county. She also announced that there are 2 certified nurses in asthma care working for the County.

Ms. Yorke provided information on grants that have been awarded and those being explored such as the RWJF Grant. Dr. Canady stated that the RWJF Grant is a challenge because it needs cash match.

Ms. Yorke overviewed the coalitions, partnerships, outreach development, and leveraging partnerships where she is involved plus her current activities.

Comm. McGrain stated that he was excited about the Environmental Justice Program, and wished Ms. Yorke well. Comm. Nolan suggested the possibility of using Contingency Funds for the RWJF Grant match. Comm. Tennis suggested the making the Environmental Affairs Advisory Board active to assist Ms. Yorke. Comm. Koenig echoed Comm. Tennis, suggested a website, and asked Ms. Yorke what the Committee could do for her. Ms. Yorke asked that the Commissioners inform others of the program.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. NOLAN, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. Health Department
 - a. Resolution to Amend the Administrative Support Services Agreement with Barry-Eaton Health Plan Corporation
 - b. Resolution to Authorize an Agreement with Midland County Educational Service Agency to Provide Quality Improvement Services for Childcare Providers
 - d. Resolution to Amend Resolution #11-115, Amendment #1 to the 2010-2011 Comprehensive Planning, Budgeting and Contracting Agreement.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dougan

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dougan

1. Ingham County Medical Care Facility - Resolution Authorizing the Addition of a Therapeutic Activities Area, Walkway, and Courtyard to the Ingham County Medical Care Facility's Dementia Unit

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING THE ADDITION OF A THERAPEUTIC ACTIVITIES AREA, WALKWAY, AND COURTYARD TO THE INGHAM COUNTY MEDICAL CARE FACILITY'S DEMENTIA UNIT

There was a brief discussion regarding the use of the County General Fund, increased revenues of the Ingham County Medical Care Facility and its history.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dougan

2. Health Department
 - c. Resolution to Authorize the Transition of a Medical Technologist Position from Temporary Special Part Time to Permanent Part Time (.5 FTE)

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE THE TRANSITION OF A MEDICAL TECHNOLOGIST POSITION FROM TEMPORARY SPECIAL PART TIME TO PERMANENT PART TIME (.5 FTE).

Dr. Sienko reminded the Committee of the potential problem last year when an inspector did an impromptu inspection finding that some standards were not being met and threatened to cut the Medicaid and Medicare payment. He stated that they are presently in a good position and need this person as a permanent part-time employee to avoid such problems in the future. He noted Ms. Brinson was willing to eliminate a position for funding. There was a brief discussion of a part-time, temporary and permanent position plus benefits.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dougan

(Comm. McGrain left at 7:50 pm)

Update on FQHC

Dr. Sienko stated that it is his understanding that the FQHC funding will continue, and hopefully they will receive the 5-year extension. He explained that any new Access Point Grant applications will not be approved and they are now looking for other grant opportunities.

3. Controller/Administrator's Office
 - a. First Quarter 2011 Budget Adjustments and Contingency Fund Update – Resolution Authorizing Adjustments to the 2011 Ingham County Budget

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2011 INGHAM COUNTY BUDGET.

Comm. Vickers asked if there were any surprises. Mr. Cypher explained that the adjustment for the Health Department is not an actual increase in revenue.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dougan and Comm. McGrain.

- b. Resolution Establishing Priorities to Guide the Development of the 2012 Budget and Activities of County Staff

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2012 BUDGET AND ACTIVITIES OF COUNTY STAFF.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. KOENIG, TO AMEND THE RESOLUTION BY ADDING BACK "BE IT FURTHER RESOLVED, THE INGHAM COUNTY BOARD OF COMMISSIONERS SUPPORTS THE EFFORTS TO PREVENT ENVIRONMENTAL HAZARDS TO HUMAN HEALTH.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comm. Dougan and Comm. McGrain.

Comm. Vickers asked if they would be voting on the items only relevant to the Human Services Committee similar to what the Law Enforcement and Judiciary Committees had done. The Committee agreed to only vote on items relevant to the Human Services Committee, and as amended.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comm. Dougan and Comm. McGrain.

Announcements

Comm. Nolan stated that it is her preference to have presentations included on the Agenda. Comm. Vickers echoed Comm. Nolan, and also would like to see a reduction in late items specifically those that could wait until the next meeting.

Public Comment

None.

The meeting adjourned at approximately 7:56 p.m.

Respectfully submitted,

Julie Buckmaster

MAY 2, 2011 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Assistant Deputy Controller is recommending approval of the following resolutions:

1(a). Resolution to Amend the 2010-2011 CPBC Agreement with the Michigan Department of Community Health to Provide Interim Chief Medical Executive Coverage

This resolution authorizes an amendment to the current CPBC Agreement to allow for the Health Officer to provide Chief Medical Executive (CME) services to the Michigan Department of Community Health on a temporary basis (May 7, 2011 through September 30, 2011) until a permanent replacement is hired for the current CME, who is resigning to accept another position. For the Health Officer's services, the County will be provided up to \$30,000 to be paid monthly in amounts of \$5,800, plus reimbursement for any attributable travel and lodging expenses.

1(b). Recommendation to Authorize the Ingham County Health Department to Enter into an Agreement with Capital Link

This resolution authorizes an agreement with Capital Link to strategically research ways to create economies of scale and efficiencies in order to prepare for the expected effects of Health Care Reform. Capital Link proposes to provide the following services:

1. Market Assessment Process – to evaluate the ICHD's current and future markets to determine the potential for expansion.
2. Strategic Facility Planning Process – to establish the functional model of care, which will allow the ICHD to most efficiently and effectively respond to the preventive and primary health care needs of the community.
3. Organizational Facility Plan – to support the development of the chosen model of care.

The agreement will not exceed \$24,800 using funds budgeted in FY 2011, and will be for the time period of June 1, 2011 through November 30, 2011.

1(c). Recommendation to Authorize the Transition of a Nurse Assessor Position to a Health Center Nurse

This resolution authorizes the conversion of a current vacant Nurse Assessor position (MNA Grade 2, Position No. 601231) to a Health Center Nurse position (MNA Grade 1, Position No. 601231). This reassignment will result in cost savings of just over \$2,000. The current Nurse Assessor resigned her position effective April 15, 2011. After a review of the duties of a Nurse Assessor and a review of the operational needs of the Ingham County Health Department's Community Health Center Network, it is recommended that the vacant Nurse Assessor position be converted to a Health Center Nurse position to better meet the operational needs of the Network.

1(d). Resolution to Establish a 1.0 FTE Assistant Social Worker Position in Public Health Nursing

This resolution establishes an Assistant Social Worker position in Public Health Nursing. The cost of the position at Step 5 is \$78,733, but it will be posted as a Step 1. Additional social work services are needed for the Maternal Infant Health Program (MIHP) to enroll or provide care coordination for MIHP clients. With additional Social Work staff, services to clients could be enhanced and billable visits could be increased. It is anticipated that one or more internal candidates will apply for this position and, if an internal candidate is chosen, the Health Department will exercise options under their vacancy management strategy for additional budgetary savings. Additionally, revenue will be generated by billing Medicaid for each home based encounter with the client.

DISCUSSION ITEM:

2. 2012 Update of County Fees

The Controller/Administrator's Office annually prepares for the Board of Commissioners review, details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information is being presented at the current round of committee meetings as a discussion item for input from the Board of Commissioners. A resolution recommending any fee increases will be presented at the next round of meetings for adoption. A draft version for discussion is included in this packet (See attached memo for details).

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Dean G. Sienko, M.D., Health Officer

DATE: April 20, 2011

RE: Resolution to Provide Chief Medical Executive Services to the State of Michigan

This is a resolution that would allow me to provide Chief Medical Executive (CME) services to the Michigan Department of Community Health following the resignation of Dr. Gregory Holzman who recently accepted a position at the US Centers for Disease Control and Prevention. About seven years ago, I did similar work for MDCH when a different CME resigned.

The proposal would require my presence at MDCH for an average of 8 hours/week. I would also need to be available to MDCH staff on an on-call basis. The MDCH will reimburse Ingham County at a rate consistent with 30% of my total compensation. The duration of the contract will be five months.

This opportunity will allow me to assist the new MDCH Director as she develops her strategy for public health over the next few years and will also give me some face time with state officials to resolve any Ingham County issues. Moreover, it will help our budget situation for FY '11.

I urge your support for this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE 2010-2011 CPBC AGREEMENT WITH THE MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
TO PROVIDE INTERIM CHIEF MEDICAL EXECUTIVE COVERAGE**

WHEREAS, the Chief Medical Executive of the Michigan Department of Community Health (MDCH) has left State employment; and

WHEREAS, the Michigan Department of Community Health (MDCH) has begun a process to recruit and employ a new Chief Medical Executive; and

WHEREAS, the MDCH has proposed that the 2010-2011 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with Ingham County be amended to include the provision of Chief Medical Executive services until the permanent Chief Medical Executive is employed; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the proposed amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the 2010-2011 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the amendment shall state that Ingham County shall provide for Chief Medical Executive services to the MDCH from May 7, 2011 through September 30, 2011.

BE IT FURTHER RESOLVED, that the total amount of this agreement is up to \$30,000 to be paid monthly in amounts of \$5,800, plus reimbursement for any attributable travel and lodging expenses.

BE IT FURTHER RESOLVED, that the services to be provided shall be:

- Provide one (1) day per week on-site Chief Medical Executive functions to the Michigan Department of Community Health.
- Assume Second Call responsibilities for weekends and after hours.
- Be available for telephone consultation on an as needed basis.
- Attend other meetings as necessary.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the amendment after review by the County Attorney.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean G. Sienko, M.D., M.S., Health Officer

Date: April 26, 2011

Subject: Authorization to Approve Scope of Work and Engagement Agreement with Capital Link

The Ingham County Health Department (ICHD) is operating at capacity in each of its seven Community Health Centers and does not currently have the physical space to meet the growing demands of Ingham County's residents. The ICHD needs to strategically research ways to create economies of scale and efficiencies in order to prepare for the expected effects of Health Care Reform. For these reasons, the ICHD proposes to contract with Capital Link, a national nonprofit organization that provides high-quality, affordable, innovative advisory and lending services related to planning and financing capital projects. Capital Link works exclusively with Community Health Centers (CHCs) and has helped CHCs in Jackson, Grand Rapids, Flint and Battle Creek create strategic plans for capital projects. Capital Link will help the ICHD determine if resources can be combined or if services can be expanded to draw down more revenue. This project will also allow the ICHD to position itself to apply for federal capital improvement grants if they become available.

Effective January 1, 2014, Americans who earn less than 133 percent of the poverty level (approximately \$14,000 for an individual and \$29,000 for a family of four) will be eligible to enroll in Medicaid. The ICHD remains committed to serving Ingham County's vulnerable populations and must be ready to serve this new population of Medicaid recipients.

In order to ready the ICHD to serve this new population, Capital Link proposes to provide the following services:

1. Market Assessment Process – to evaluate the ICHD's current and future markets to determine the potential for expansion.
2. Strategic Facility Planning Process – to establish the functional model of care, which will allow the ICHD to most efficiently and effectively respond to the preventive and primary health care needs of the community.
3. Organizational Facility Plan – to support the development of the chosen model of care.

These needed services will cost the ICHD a total of \$24,800, which will be paid using budgeted funds.

I recommend that the Board of Commissioners authorize the ICHD to enter into an agreement with Capital Link to provide the needed services.

c: Debra Brinson, MPA, Deputy Health Officer, w/ attachment
John Jacobs, CPA, Chief Financial Officer, w/ attachment
Carolyn Redman, Project Specialist, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RECOMMENDATION TO AUTHORIZE THE INGHAM COUNTY HEALTH DEPARTMENT TO ENTER INTO AN AGREEMENT WITH CAPITAL LINK

WHEREAS, the Ingham County Health Department (ICHHD) is operating at capacity in each of its seven Community Health Centers; and

WHEREAS, the ICHHD does not currently have the physical space to meet the growing demands of Ingham County's residents; and

WHEREAS, the ICHHD would like to strategically research avenues to create economies of scale and efficiencies in order to prepare for the expected effects of Health Care Reform; and

WHEREAS, the ICHHD proposes to contract with Capital Link, a national nonprofit organization that provides high-quality, affordable, innovative advisory and lending services related to planning and financing capital projects; and

WHEREAS, Capital Link works exclusively with Community Health Centers (CHCs) and has helped CHCs in Jackson, Grand Rapids, Flint and Battle Creek create strategic plans for capital projects; and

WHEREAS, Capital Link will explore ways to combine resources and to expand services in order to draw down more revenue; and

WHEREAS, this project will allow the ICHHD to position itself to apply for federal capital improvement funds if they become available; and

WHEREAS, effective January 1, 2014, Americans who earn less than 133 percent of the poverty level (approximately \$14,000 for an individual and \$29,000 for a family of four) will be eligible to enroll in Medicaid; and

WHEREAS, the ICHHD remains committed to serving Ingham County's vulnerable populations and must be ready to serve this new population of Medicaid recipients; and

WHEREAS, these needed services will cost the ICHHD a total of \$24,800, which will be paid using budgeted funds; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the ICHHD to enter into an agreement with Capital Link to provide the needed services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement of up to \$24,800 between the Ingham County Health Department and Capital Link for the following services:

1. Market Assessment Process – to evaluate the ICHHD's current and future markets to determine the potential for expansion;

2. Strategic Facility Planning Process – to establish the functional model of care, which will allow the ICHD to most efficiently and effectively respond to the preventive and primary health care needs of the community;
3. Organizational Facility Plan – to support the development of the chosen model of care.

BE IT FURTHER RESOLVED, the agreement will be for the time period of June 1, 2011 through November 30, 2011.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

To: Human Services Committee
County Services
Finance Committee

From: Dean Sienko, M.D., M.S., Health Officer

Date: April 18, 2011

Subject: Recommendation to authorize the transition of a vacant Nurse Assessor Position (MNA Grade 2, Position No. 601231) to a Health Center Nurse (MNA Grade 1, Position No. 601231)

This is a recommendation to authorize the conversion of a current vacant Nurse Assessor position (MNA Grade 2, Position No. 601231) to a Health Center Nurse position (MNA Grade 1, Position No. 601231).

The current Nurse Assessor resigned her position effective April 15, 2011. After a review of the duties of a Nurse Assessor and a review of the operational needs of the Ingham County Health Department's Community Health Center Network, it is recommended that the vacant Nurse Assessor position be converted to a Health Center Nurse position to better meet the operational needs of the Network. This reassignment will result in cost savings of just over \$2,000.

Both of these positions fall within the Michigan Nurses Association (MNA) collective bargaining unit. The MNA supports this conversion to better meet the operational needs within the Network.

I recommend that the Ingham County Board of Commissioners adopt the attached resolution and authorize the conversion of the vacant Nurse Assessor position to a Health Center Nurse position effective immediately.

Attachment

c: Debra Brinson, MPA, Deputy Health Officer, w/ attachment
Barb Mastin, MA, Chief Operating Officer, w/ attachment
John Jacobs, CPA, Chief Financial Officer, w/ attachment
Jayson Welter, Director of Policy, Programs and Compliance, w/ attachment
Carolyn Redman, Project Specialist, w/ attachment
Tony Lindsey, Director, Human Resources, w/ attachment
Kathy Fitton, RN, MNA President, w/ attachment

Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RECOMMENDATION TO AUTHORIZE THE TRANSITION OF A NURSE ASSESSOR POSITION
TO A HEALTH CENTER NURSE**

WHEREAS, the current Nurse Assessor resigned her position effective April 15, 2011; and

WHEREAS, after careful review of the duties of a Nurse Assessor and the operational needs within the Ingham County Health Department's Community Health Center Network, it is recommended that the vacant Nurse Assessor position (MNA Grade 2, Position No. 601231) be converted to a Health Center Nurse position (MNA Grade 1, Position No. 601231); and

WHEREAS, the reassignment of these positions will result in a cost savings of more than \$2,000; and

WHEREAS, both of these positions fall within the Michigan Nurses Association (MNA) collective bargaining unit, and the MNA supports this conversion to better meet the operational needs within the Network; and

WHEREAS, the Health Officer recommends that these positions be converted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of a vacant Nurse Assessor position (MNA Grade 2, Position No. 601231) to a Health Center Nurse position (MNA Grade 1, Position No. 601231) effective upon approval of this resolution.

MEMORANDUM

TO: Human Services Committee
 County Services Committee
 Finance Committee

FROM: Dean G. Sienko, M.D., M.S., Health Officer

DATE: April 20, 2011

RE: Recommendation to Establish a Full-time Assistant Social Worker Position in Public Health Nursing

The Public Health Nursing (PHN) division is committed to providing high quality services to their clients. The Maternal Infant Health Program (MIHP) funded by the Michigan Department of Community Health (MDCH) is PHN’s core program. This program serves high risk pregnant women and their infants. Revenue is generated by billing Medicaid for each home based encounter with the client.

MIHP services must be rendered by Registered Nurses or Social Workers. While Registered Dieticians (RDs) were allowed to provide MIHP services in the past, MDCH recently limited the role of RDs. As of July 1, 2010 Registered Dieticians can no longer enroll or provide care coordination for MIHP clients. This has increased the need for Ingham County to access Social Work services for the program. PHN currently has only a 0.5FTE Social Worker on staff. With additional Social Work staff, services to clients could be enhanced and billable visits could be increased.

We can better meet the demand for services and increase revenue by creating a 1.0FTE Assistant Social Work position. The following table demonstrates the revenue potential for this position. The position can be fully supported through revenue generated by providing MIHP services.

Position Title	Position Level	Salary	Estimated Fringe	Total Cost of Position	Funding Source	Revenue Implications
Assistant Social Worker	PRO-5 Step 5	\$50,477	\$27,164	\$77,641	MIHP visits: 15 per week @ \$150/visit; 44weeks	Up to \$99,000 revenue generated

In addition, while we have calculated the cost of the position at Step 5 (\$50,477), it will be posted as a Step 1 (\$42,047). We anticipate that one or more internal candidates will apply for this position and, if an internal candidate is chosen, we could exercise options under the county’s vacancy management strategy for additional budgetary savings.

Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH A 1.0 FTE ASSISTANT SOCIAL WORKER POSITION IN
PUBLIC HEALTH NURSING**

WHEREAS, Public Health Nursing provides the Maternal Infant Health Program (MIHP) to high risk prenatal women and infants is able to bill Medicaid for this service; and

WHEREAS, MDCH has recently revised the staffing requirements for MIHP, resulting in an increase in the scope of responsibilities for social workers in this program; and

WHEREAS, in addition to nursing staff, the Ingham County Health Department MIHP staff is currently composed of a 0.5 FTE Medical Social Worker; and

WHEREAS, ICHD currently has limited social worker capacity to serve in this revenue generating program, at a time when the social work related needs of our clients are increasing; and

WHEREAS, the establishment of a 1.0 FTE Assistant Social Worker will provide increased staffing capacity, and

WHEREAS, the increased revenue generated from MIHP services will fully fund a 1.0 FTE Assistant Social Worker.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes a 1.0 FTE Assistant Social Worker position in Public Health Nursing.

BE IT FURTHER RESOLVED, that the position shall be posted internally and immediately as an ICEA Professional Grade 5, Step1.

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Mary Lannoye, Controller/Administrator

DATE: April 28, 2011

SUBJECT: 2012 Update of County Fees

When the Board of Commissioners adopted Resolution #02-155, setting various fees for county services, the Controller/Administrator's Office was directed to annually review the fees and to recommend adjustments. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information is being presented at the current round of committee meetings as a discussion item. A resolution recommending any fee increases will be presented at the next round of meetings. A draft version for discussion is included in this packet.

Attached are spreadsheets detailing the recommended adjustments to fees to be effective for the Health Department and the Friend of the Court on October 1, 2011 and for all other departments on January 1, 2012.

The first set of spreadsheets is an analysis of the 2012 update of county fees. The following information is included for each fee:

1. Location of Service.
2. Fee Description.
3. The 2011 cost as calculated in last year's fee update process.
4. The cost increase factor. This is based on the 3-year average increase for each department's adopted general fund budget from 2008 to 2009, 2009 to 2010 and 2010 to 2011.
5. The 2012 cost, which is calculated by multiplying the 2011 cost by the cost increase factor.
6. As identified by the Board of Commissioners, the target percent was determined by the percentage of cost to be recovered by the fee for service. The target percent for each fee was initially passed by Resolution #02-155. For other fees added after the passage of Resolution #02-155, in most cases, it is assumed that the fee as passed is charged at the appropriate cost with a target recovery of 100%.
7. The 2011 fees were passed by Resolution #10-176. In August 2010, the Health Department adopted the 2011 Discount and Nominal Fee schedule through Resolution #10-271. In October 2010, the Health Department amended the annual license renewal for a tattooing business through Resolution #10-349. In February 2011, Resolution #11-049 rescinded the authority previously delegated in Resolution #05-295 to the Parks and Recreation Commission to set and modify fees. Therefore, most of the Parks fees have been added to the County Fee schedule as well as some new Parks fees. In March 2011, Resolution #11-074 approved the Ingham County Sanitary Code which added a Pollution Prevention regulation with reporting and inspection fees. (Since passage of these resolutions, some fees have been amended or added, as noted on the spreadsheets.)

8. The 2012 calculated fee is based on the 2012 cost multiplied by the target percent.
9. Although many fees were proposed to remain unchanged in 2012, the initial proposed fees were determined by rounding down the calculated fee to the full dollar amount, and, in some of the larger fees, rounded to the lower \$5 or \$10 increment. In some cases, the cost multiplied by the target percent is much more than the current fee, so only an incremental increase is proposed, with the full cost times target percent planned to be reached after several years. Fees that are proposed to increase are presented in bold.
10. Units. This information is used to calculate revenue to be generated by the proposed fees. This information was initially provided in the Maximus study, and in some cases, has been updated by the departments.
11. Department Recommendation. In most cases, the department agreed with the initial proposed fees. In cases where there is disagreement, information such as a memo of explanation from the department has been included.
12. Controller/Administrator Recommendation. In all cases, the Controller/Administrator agreed with the department recommendations.
13. Additional revenue is projected from the Controller/Administrator's recommended increase in fees multiplied by the units.

The final spreadsheet presents a summary of fees proposed to be increased in 2012. They simply list the 2011 fee, the department recommendations, the Controller/Administrator recommendation, and projected additional revenue, for each of the fees where an increase is proposed.

As shown in the attached correspondence, some of the departments disagreed with the initially proposed fees. The Controller/Administrator took this feedback under consideration and made final recommendations based on the Maximus study and the department input.

- (a) The Drain Commissioner's Office agreed with all the proposed fees except for the Escrow Account Fees which were proposed to remain at the 2011 level. The 2011 Escrow fees have been adequate to cover inspections at commercial sites. Furthermore, the office believes that building and development in Ingham County will continue to recover slowly and that overall permits, reviews, and inspections will remain low for 2012.
- (b) The Parks Department is strongly opposed to the proposed increase in annual Parking Pass Fees. The fees changed in 2010 from weekend only (Memorial Day through Labor Day) at Hawk Island and Lake Lansing Park-South to Tuesday through Sunday and again in 2011 raising the fees. The Department believes that changing the fees negatively affected the visitation and that instituting another increase a third year in a row would cause a tremendous decrease in visitation and thus a loss in potential revenue.
- (c) The Treasurer's Office stated that they have always charged \$4.00 per parcel to manually provide Delinquent Tax information. They also provide information electronically which is charged at \$.25 per parcel and the customer gets the entire Delinquent data base.
- (d) The District Court does not intend upon raising Pre-sentence Report fees or Probation Oversight Fees in 2012.
- (e) The Circuit Court and Family Division agreed with the initial proposed fees except for the Traffic Fee. This fee was set by a flat rate in previous years, but Family Court now uses a fee schedule. The Friend of the Court objects to the proposed increase to the Bench Warrant Fee. An increase to

\$275 is almost a 53% increase since 2007, with the most recent occurring last year. The Bench Warrant Fee is typically assessed on cases where the non-custodial party has not been paying child support. Given the current high unemployment rate and bleak economic outlook, they are concerned that an increase in the current fee would be counterproductive in that it may hinder our ability to collect child support obligations.

- (f) The Animal Control Department is in agreement with all the proposed fees except for the License Fees, Tranquilized at Large Fee, and the rabies vaccination on redeemed animals. Instead of raising license fees, the department raised the number of units as they did not reflect an accurate number of licenses sold. These are modest numbers based on 2011. They anticipate further increasing those numbers. It would be a great disservice to pet owners in Ingham County to raise the fees for altered and unaltered animals. They would be pricing pet owners right out of an opportunity to own companion animals. The department will be submitting a resolution to raise the Spay/Neuter Deposit Fees currently collected. Although those funds are restricted by state law, the forfeited deposits will free up other general fund dollars being used by the department. The department estimates those funds to be in the range of \$25,000-\$35,000.
- (g) The Prosecuting Attorney's Office recommends further increasing the OWI-Trial Fee to \$200, due to the number of hours it takes to prepare, which is more than reasonable.
- (h) The Cooperative Extension Office disagrees with increasing the Soil Testing Fee. Their concern is that people will not test and then overuse fertilizer. This has a very negative effect on the environment, including surface and ground water. The fee is currently above the fee collected at other Extension offices.
- (i) Because some fees are limited by the Medicaid reimbursement rates, the Health Department recommended keeping the MIHP Transportation, Comprehensive Environmental Investigation, Assessment of Home at the 2011 rate. The Immigration Physical Exam has a very small number of units and therefore was also kept at the 2011 rate. The OYC advertised trainings and Administrator training are set lower than the 2011 rates in order to keep the training fees affordable to child care providers. Ingham County is one of the many counties in Michigan that are losing quality, licensed child care providers due to the loss of children to care for. Parents are losing jobs, therefore not taking their children to child care. In turn, child care providers may seek lower cost training options which are of lower quality and less comprehensive to meet licensing requirements. The success of the training programs have allowed for higher projections of training units, and therefore, higher revenue generation from fees overall.
- (j) The Environmental Health Department recommended increasing approximately two dozen of their fees higher than the proposed rate, but just under the calculated rate, in order to maximize the revenue from the shared cost of the service. The three Sewage Fees in the Demand Program were increased much higher than the 2011 rate as the cost of providing this service has increased. Due to the condition of soil/clay, the new engineered alternative sewage systems take more time to inspect. In the fixed food service category, the Initial License Fee exempt-government hourly rate and the Special Food Service Establishment 2nd and 3rd surcharges were increased to the full cost. Last year, the Initial License Fee exempt-government hourly rate was set at the hourly rate of \$105 and has now increased to \$110 per hour, but there was confusion as to whether or not this was per hour for this two hour service. Therefore, the Health Department wanted to put the full two hour cost of \$220 on the schedule. The target percentages for the Special Food Service surcharges were increased to 100% to recover the full cost because there is no shared cost for fines. The Nonprofit Fixed Food Service Fees are set at half of the FSE Initial license and the FSE Renewal less than \$250,000 as these fees have only a 25% target rate. The reason for the large increase to the Nonprofit Fixed Food Service Fee is that in the past the fee on the schedule did not include the plan review. However, the cost for delivering the service should be the same as for Profit Initial License except that non-profit only pay 25% of the delivery cost. Due to state regulated fees, the initial STFU fees are below the proposed rate and some are below the 2011 rate. The Public Pool Inspection rate is set just below

the proposed rate due to the usage of the government hourly rate at two hours. In Senate Bill No. 1486, the State enacted 2011 Body Art license fees in which the revenue is shared with the County. Thus, the department has reduced our County fee by the same amount as the reimbursement from the State. The department has also added a temporary Body Art license for \$100 as well as a fee for a license received after July 1st, which is half of the initial license fee.

If all fee increases were enacted as recommended by the Controller/Administrator's Office, it is projected that an additional \$201,763 would be generated in 2012. The current total revenue generated by the listed fees is approximately \$5.0 million, so the fee adjustments would increase the base by about 4.2%.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller/Administrator’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, this process begins with the calculation of a cost increase factor, which is equal to the previous three year average increase in general fund adopted budget for the appropriate departments; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller/Administrator, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller/Administrator makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller/Administrator’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller/Administrator’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2012 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2011.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

ATTACHMENT A**SUMMARY OF FEES WHERE CHANGES ARE RECOMMENDED****County Services Committee**

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Drain Comm.	Plat Drain Administration Fee	\$2,000.00	\$2,100.00	\$100
Drain Comm.	Soil Erosion Permit-Residential-9 mo.	\$220.00	\$230.00	\$60
Parks	Administrative-Returned Check Fee	\$15.00	\$30.00	\$0
Parks	Memorials Service - Bench	\$400.00	\$500.00	\$1,000
Parks	Shelters - 40 Person Capacity			
Parks	Baldwin Riverview	\$45.00	\$50.00	\$80
Parks	Shelters - 60 Person Capacity			
Parks	Lake Lansing South Lakeview	\$50.00	\$75.00	\$1,525
Parks	Lake Lansing North Oak Knoll	\$50.00	\$75.00	\$1,025
Parks	Lake Lansing North Sandhill	\$50.00	\$75.00	\$1,025
Parks	Hawk Island Kestrel	\$50.00	\$75.00	\$1,750
Parks	Hawk Island 1/2 of Peregrine	\$50.00	\$75.00	\$1,825
Parks	Burchfield Deer Run	\$50.00	\$60.00	\$180
Parks	Burchfield Pine Knoll	\$50.00	\$60.00	\$180
Parks	Burchfield Southridge	\$50.00	\$75.00	\$475
Parks	Potter Park Penguin Cove	\$50.00	\$75.00	\$875
Parks	Shelters - 80 Person Capacity			
Parks	Potter Park Eagle Landing	\$75.00	\$100.00	\$925
Parks	Shelters - 120 Person Capacity			
Parks	Lake Lansing - North - 1/2 of Main	\$80.00	\$100.00	\$260
Parks	Hawk Island Peregrine	\$100.00	\$125.00	\$1,175
Parks	Burchfield 1/2 of North Bluff	\$80.00	\$100.00	\$440
Parks	Burchfield 1/2 of Woodsong	\$80.00	\$100.00	\$420
Parks	Shelters - 150 Person Capacity			
Parks	Lake Lansing - South - 1/2 of Main	\$80.00	\$100.00	\$1,200
Parks	Potter Park 1/2 of Tiger Den	\$80.00	\$100.00	\$540

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Parks	Shelters - 240 Person Capacity			
Parks	Lake Lansing - North - Main	\$150.00	\$175.00	\$675
Parks	Burchfield - North Bluff	\$150.00	\$175.00	\$375
Parks	Burchfield - Woodsong	\$150.00	\$175.00	\$375
Parks	Shelters - 300 Person Capacity			
Parks	Lake Lansing - South - Main	\$150.00	\$175.00	\$425
Parks	Burchfield - Overlook	\$150.00	\$175.00	\$425
Parks	Potter Park - Tiger Den	\$150.00	\$175.00	\$250
Parks	Shelters - 375 Person Capacity			
Parks	Hawk Island - Red Tail	\$200.00	\$250.00	\$2,550
Parks	Boating Fees			
Parks	In-Park Canoe/Kayak - 1st hr	\$4.00	\$5.00	\$2,476
Parks	In-Park Canoe/Kayak - 2nd hr	\$4.00	\$5.00	\$0
Parks	Canoe/Kayak Trips - McNamara	\$10.00	\$12.00	\$0
Parks	Canoe/Kayak Trips - Bunker Rd	\$12.00	\$18.00	\$0
Parks	Canoe/Kayak Trips - Eaton Rapids	\$15.00	\$25.00	\$0
Parks	Pedal Boat - Weekdays - per 1/2 hr	\$4.50	\$5.00	\$0
Parks	Pedal Boat - Wkds/Holidays - per 1/2 hr	\$5.50	\$6.00	\$0
Parks	Row Boat - 1st hour- fee per hour	\$4.00	\$5.00	\$0
Parks	Row Boat - 2nd hour - fee per hour	\$4.00	\$5.00	\$0
Parks	Ski Rental (Burchfield only)			
Parks	Moonlight Ski - Adult	\$6.00	\$10.00	\$0
Treasurer	Tax service fee	\$3.00	\$4.00	\$200

Judiciary Committee

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
All Courts	Work Release	\$24.00	\$25.00	\$5,250
Circuit Court	Felony Case Costs	\$575.00	\$600.00	\$15,000
Circuit Court	Show Cause - Probation	\$75.00	\$100.00	\$0
Family Division	Delinquency Costs	\$175.00	\$200.00	\$43,125

Law Enforcement Committee

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Animal Control	Boarding Fee for Dangerous Animals	\$25.00	\$30.00	\$1,000
Animal Control	Boarding Fee per day-others	\$15.00	\$20.00	\$18,333
Animal Control	Euthanasia Fee	\$75.00	\$100.00	\$2,500
Animal Control	Bordatella Vaccination on redeemed dogs	\$5.00	\$6.00	\$490
Pros Atty	Diversion - Service Fee-Felony Offender	\$750.00	\$760.00	\$1,120
Pros Atty	Costs for eligible convictions - Trial	\$150.00	\$200.00	\$275

Human Services Committee

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$13.00	\$14.00	\$50
Comm. Health	INS Vaccination Verif Form I-693	\$33.00	\$35.00	\$600
Imm. Clinic	Internat'l Travel Consult	\$55.00	\$57.00	\$700
Imm. Clinic	Influenza - Mass Vacc. Clinic	market price	market price	\$0
Med Examiner	Cremation Permits	\$23.00	\$26.00	\$2,850
Med Examiner	Autopsy Report Copies (family)	\$15.00	\$17.00	\$100
Med Examiner	Autopsy Report Copies (others)	\$39.00	\$44.00	\$125
OYC	Consultation Request (per hr.)	\$61.00	\$67.00	\$54
OYC	Agency Train. Request- Base, 1.5 hr.	\$180.00	\$200.00	\$160
OYC	Agency Train. Request- Base, 2.5 hr.	\$300.00	\$330.00	\$300
OYC	Agency Train. Request- Base, 3.0 hr.	\$370.00	\$400.00	\$300
OYC	Agency Train. Request- Base, 5.0 hr.	\$620.00	\$650.00	\$240
OYC	Agency Train. Request- Base, 1.5 hr, each add.	\$13.00	\$14.00	\$0
OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$18.00	\$20.00	\$0
OYC	OYC-Advertised Train.- 1.0-2.0 hr./per person (min. 15 attending)	\$24.00	\$22.00	(\$200)

Loc of Svc	Fee Description	2011 Fee		Add'l Rev
OYC	OYC-Advertised Train.- 2.5 - 4.5 hrs./per person (min. 15 attending)	\$30.00	\$28.00	(\$1,200)
OYC	OYC-Advertised Train.- 5.0 - 7.0 hrs./per person (min. 15 attending).	\$61.00	\$60.00	(\$120)
OYC	OYC - Advanced Train. - 10 hrs./per person	\$93.00	\$100.00	\$385
OYC	OYC - Admin Train. - 16 hrs./per person	\$170.00	\$130.00	(\$1,800)
Env. Health	FIXED FOOD SERVICE ESTAB			
Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$1,200.00	\$1,300.00	\$3,000
Env. Health	FSE Initial Restricted License	\$620.00	\$650.00	\$30
Env. Health	FSE Initial License (Mobile)	\$430.00	\$460.00	\$0
Env. Health	FSE Renewal Lic -At least \$750,000	\$1,000.00	\$1,050.00	\$10,300
Env. Health	FSE Renewal Lic-\$500,000 to less than \$750,000	\$840.00	\$880.00	\$2,680
Env. Health	FSE Renewal Lic-\$250,000 to less than \$500,000	\$650.00	\$685.00	\$4,025
Env. Health	FSE Renewal Lic-Less than \$250,000	\$450.00	\$480.00	\$6,030
Env. Health	FSE Non-profit License Renewal	\$230.00	\$240.00	\$650.00
Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev	\$460.00	\$650.00	\$13,300
Env. Health	Reinstatement of Susp FSE	\$560.00	\$580.00	\$40
Env. Health	Surchrge-Fail submit plans/chg own	\$540.00	\$575.00	\$35
Env. Health	Critical Follow-up Inspection fee	\$130.00	\$135.00	\$125
Env. Health	Special food svc estab surchrge 2nd step of formal hearing	\$231.00	\$500.00	\$269
Env. Health	Special food svc estab surchrge 3rd step of formal hearing	\$473.00	\$1,000.00	\$0
Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$600.00	\$650.00	\$0
Env. Health	FSE Seasonal renewal - at least \$500,000,less \$750,000	\$500.00	\$530.00	\$0
Env. Health	FSE Seasonal Renewal -at least \$250,000,less \$500,000	\$390.00	\$410.00	\$100
Env. Health	FSE Seasonal renewal -less than \$250,000	\$275.00	\$290.00	\$30
Env. Health	FSE - DOE Schools Program - Production Kitchen	\$490.00	\$520.00	\$2,670

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$310.00	\$330.00	\$1,000
Env. Health	Change of Ownership of FSE	\$360.00	\$385.00	\$800
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt hrly rate for 2 hrs.	\$105.00	\$220.00	\$115
Env. Health	FSE - late renewal - additional	\$125.00	\$130.00	\$320
Env. Health	STFU			
Env. Health	Initial STFU license Incl. Plan Rev	\$330.00	\$321.00	(\$72)
Env. Health	STFU late inspection request (150% of cost is the penalty)	\$210.00	\$150.00	(\$360)
Env. Health	STFU in season inspection	\$90.00	\$101.00	\$1,067
Env. Health	STFU Renewal	\$110.00	\$101.00	(\$585)
Env. Health	TEMPORARY LICENSE			
Env. Health	Temp FSE - Non-Profit	\$105.00	\$110.00	\$220
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$200.00	\$220.00	\$0
Env. Health	Temp FSE- Preparation Type -For Profit	\$215.00	\$225.00	\$500
Env. Health	Temp FSE-Ops Began Before Licg (double)	\$420.00	\$450.00	\$0
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$69.00	\$73.00	\$48
Env. Health	Temp Event Inspection Request-Late Fee-profit	\$400.00	\$430.00	\$0
Env. Health	VENDING			
Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$78.00	\$80.00	\$128
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$100.00	\$105.00	\$45
Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$135.00	\$140.00	\$0
Env. Health	Larger Loc (Add'l Machine > 10)	\$6.00	\$7.00	\$0
Env. Health	Surcharge-Failure to apply-vending lic	\$180.00	\$190.00	\$0

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Env. Health	POOL			
Env. Health	Public Pool Inspection	\$210.00	\$220.00	\$1,300
Env. Health	Each add'l pool at same location	\$105.00	\$110.00	\$255

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Env. Health	Pool Reinspection (after violation)	\$105.00	\$110.00	\$35
Env. Health	DHS LICENSING			
Env. Health	DHS Licensing Inspection - municipal	\$200.00	\$205.00	\$0
Env. Health	DHS Licensing Inspection - well & septic	\$330.00	\$345.00	\$0
Env. Health	DHS Licensing - well & septic only	\$130.00	\$135.00	\$0
Env. Health	DHS Licensing re-inspection hrly	\$105.00	\$110.00	\$0
Env. Health	DHS Initial Licensing Plan Review	\$380.00	\$395.00	\$0
Env. Health	BODY ART (TATTOO)			
Env. Health	Body Art Business Initial License	\$780.00	\$550.00	\$0
Env. Health	Body Art License Renewal	\$400.00	\$175.00	(\$1,125)
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$525.00	\$550.00	\$0
Env. Health	Body Art non-compl w/ inspection-hrly	\$105.00	\$110.00	\$0
Env. Health	Reinstmt of Susp Body Art License (fine)	\$195.00	\$210.00	\$0
Env. Health	Body Art Initial License after July 1	N/A	\$275.00	\$0
Env. Health	Body Art Temp License (1-14 days)	N/A	\$100.00	\$0
Env. Health	DEMAND PROGRAM			
Env. Health	Sewage Only	\$540.00	\$770.00	\$5,750
Env. Health	Well Only	\$540.00	\$575.00	\$875
Env. Health	Vacant Land Evaluation	\$520.00	\$555.00	\$875
Env. Health	On-Site Sewage repair/replace	\$520.00	\$770.00	\$18,750
Env. Health	Repair - Well	\$190.00	\$200.00	\$1,000
Env. Health	Altern On-site Sewage Syst Plan Revw	\$400.00	\$420.00	\$1,000
Env. Health	Subdivision Evaluation of Preliminary Plat	\$210.00	\$340.00	\$0
Env. Health	Munic Requ Eval. of Well/Septic	\$105.00	\$110.00	\$50
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$175.00	\$185.00	\$50
Env. Health	Septic tank repair/replacemt inspection	\$265.00	\$285.00	\$200

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Env. Health	BATHING BEACHES			
Env. Health	Bathing Area Operational Permit	\$210.00	\$225.00	\$0
Env. Health	Reinstmt of bathing area permit	\$105.00	\$110.00	\$0
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$420.00	\$450.00	\$0
Env. Health	CAMPGROUNDS			
Env. Health	Campground Inspection 0-99 Sites	\$140.00	\$150.00	\$30
Env. Health	Campground Inspection 100-199 Sites	\$215.00	\$225.00	\$30
Env. Health	Campground Inspection 200+ Sites	\$280.00	\$300.00	\$60
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150%	\$210.00	\$225.00	\$0
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$322.00	\$340.00	\$0
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$420.00	\$450.00	\$0
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$280.00	\$300.00	\$0
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$430.00	\$450.00	\$0
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200%	\$560.00	\$600.00	\$0
Env. Health	MISC EH PROGRAMS			
Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr	\$105.00	\$110.00	\$0
Env. Health	Type II Non Community - Sanitary Survey	\$420.00	\$440.00	\$400
Env. Health	Board of Health appeal fee	\$119.00	\$125.00	\$0
Env. Health	POINT OF SALE PROGRAM			
Env. Health	Point of Sale- appl processing fee	\$180.00	\$195.00	\$6,000
Env. Health	Point of Sale- on site evaluation well & waste treatment system by ICHD	\$360.00	\$395.00	\$525
Env. Health	Point of Sale - Waste Treatment Inspection by ICHD (excludes pumping fees) (Municipal water system)	\$210.00	\$230.00	\$0
Env. Health	Point of Sale - Well Inspection by ICHD (incl water samples for bacteria and partial chemicals)	\$150.00	\$165.00	\$0

Loc of Svc	Fee Description	2011 Fee	Dept/Controll. Recomm.	Add'l Rev
Env. Health	Point of Sale- Extension Evaluations	\$105.00	\$110.00	\$125
Env. Health	Point of Sale- Annl Inspector renwl fee	\$120.00	\$130.00	\$140
Env. Health	TOBACCO			
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing	\$251.00	\$260.00	\$0
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing	\$290.00	\$310.00	\$4,980
Env. Health	License- Tobacco Sales-1yr-Vend. Mach	\$290.00	\$310.00	\$180
Env. Health	Tobacco -Temporary Sampling Permit	\$115.00	\$125.00	\$20
Env. Health	Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event)	N/A	\$185.00	\$0
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing -Late Fee	N/A	\$390.00	\$0
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing -Late Fee	N/A	\$470.00	\$0
Env. Health	Tobacco Change of Ownership Fee - Non East Lansing	N/A	\$145.00	\$0
Env. Health	Tobacco Change of Ownership Fee-E.Lansing	N/A	\$125.00	\$0
Env. Health	Tobacco Failure to change ownership	N/A	\$180.00	\$0
Env. Health	POLLUTION PREVENTION PROGRAM - NEW			
Env. Health	Hourly Rate Over Standard Service	\$105.00	\$110.00	\$0
Env. Health	P2 On-Site Consultation (per hour)	\$105.00	\$110.00	\$0
Env. Health	P2 Plan Review (2 hour minimum)-per hr	\$105.00	\$110.00	\$0
Vet. Affairs	County User Fee	\$22.06	\$24.34	\$1,300

	B	C	D	E	F	G	H	I	J	K	L	M
1	2012 County Fee Analysis FEES PROPOSED TO CHANGE ARE IN BOLD											
2	Human Services Committee											
3												
4												
5												
6	Loc of Svc	Fee Description	2011 Cost	Cost Inc %	2012 Cost	Target %	2011 Fee	2012 Calc Fee	Prop. Fee	Units	Dept/Controll. Recomm.	Add'l Rev
7	Coop. Ext.	Soil Box Analysis	\$17.64	-8.75%	\$16.10	100.0%	\$15.00	\$16.10	\$16.00	300	\$15.00	\$0
8	Comm. Health	GC Prob Tech (1)	\$18.60	4.79%	\$19.49	100.0%	COST	COST	COST	1,000	COST	\$0
9	Comm. Health	Conting Ed. Fee Diseased Control/Imm.	\$13.43	4.79%	\$14.07	100.0%	\$13.00	\$14.07	\$14.00	50	14.00	\$50
10	Comm. Health	INS Vaccination Verif Form I-693	\$33.58	4.79%	\$35.18	100.0%	\$33.00	\$35.18	35.00	300	35.00	\$600
11	Comm. Health	Immuniz Record Copying Fee	\$4.03	4.79%	\$4.22	100.0%	\$4.00	\$4.22	4.00	750	4.00	\$0
12	Comm. Health	MIHP Tran. Bus/Van (2) max.	\$31.29	4.79%	\$32.79	100.0%	\$31.29	\$32.79	32.79	400	31.29	\$0
13	Comm. Health	MIHP - Trans Taxi (2) max.	\$28.62	4.79%	\$29.99	100.0%	\$28.62	\$29.99	29.99	70	28.62	\$0
14	Comm. Health	MIHP Trans. Volunteer (2) per mile	\$0.31	4.79%	\$0.32	100.0%	\$0.31	\$0.32	0.32	50	0.31	\$0
15	Comm. Health	Compreh Envir Investigation (2)	\$268.61	4.79%	\$281.47	100.0%	\$265.00	\$281.47	280.00	11	265.00	\$0
16	Comm. Health	Assessment of Home (2)	\$114.16	4.79%	\$119.62	100.0%	\$110.00	\$119.62	115.00	5	110.00	\$0
17	Comm. Health	Immigration Physical Exams	\$177.57	4.79%	\$186.07	100.0%	\$170.00	\$186.07	180.00	10	170.00	\$0
18	Imm. Clinic	Internat'l Travel Consult	\$55.31	4.79%	\$57.96	100.0%	\$55.00	\$57.96	57.00	350	57.00	\$700
19	Imm. Clinic	Influenza - Mass Vacc. Clinic (3)	\$47.97	4.79%	\$50.27	75.0%	market price	\$37.70	market price	3,000	market price	\$0
20	Med Examiner	Cremation Permits	\$23.82	11.91%	\$26.66	100.0%	\$23.00	\$26.66	26.00	950	26.00	\$2,850
21	Med Examiner	Autopsy Report Copies (family)	\$15.88	11.91%	\$17.77	100.0%	\$15.00	\$17.77	17.00	50	17.00	\$100
22	Med Examiner	Autopsy Report Copies (others)	\$39.70	11.91%	\$44.43	100.0%	\$39.00	\$44.43	44.00	25	44.00	\$125
23	OYC	Consultation Request (per hr.)	\$64.81	4.79%	\$67.91	100.0%	\$61.00	\$67.91	67.00	9	67.00	\$54
24	OYC	Agency Train. Request- Base, 1.5 hr.	\$194.43	4.79%	\$203.74	100.0%	\$180.00	\$203.74	200.00	8	200.00	\$160
25	OYC	Agency Train. Request- Base, 2.5 hr.	\$324.04	4.79%	\$339.56	100.0%	\$300.00	\$339.56	330.00	10	330.00	\$300
26	OYC	Agency Train. Request- Base, 3.0 hr.	\$394.10	4.79%	\$412.96	100.0%	\$370.00	\$412.96	400.00	10	400.00	\$300
27	OYC	Agency Train. Request- Base, 5.0 hr.	\$656.81	4.79%	\$688.25	100.0%	\$620.00	\$688.25	650.00	8	650.00	\$240
28	OYC	Agency Train. Request- Base, 1.5 hr, each add.	\$13.88	4.79%	\$14.54	100.0%	\$13.00	\$14.54	14.00	0	14.00	\$0
29	OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$19.44	4.79%	\$20.37	100.0%	\$18.00	\$20.37	20.00	0	20.00	\$0
30	OYC	OYC-Advertised Train.- 1.0-2.0 hr./per person (min. 15 attending)	\$25.92	4.79%	\$27.16	100.0%	\$24.00	\$27.16	27.00	100	22.00	(\$200)
31	OYC	OYC-Advertised Train.- 2.5 - 4.5 hrs./per person (min. 15 attending)	\$32.40	4.79%	\$33.95	100.0%	\$30.00	\$33.95	33.00	600	28.00	(\$1,200)
32	OYC	OYC-Advertised Train.- 5.0 - 7.0 hrs./per person (min. 15 attending).	\$64.81	4.79%	\$67.91	100.0%	\$61.00	\$67.91	67.00	120	60.00	(\$120)
33	OYC	OYC - Advanced Train. - 10 hrs./per person	\$98.46	4.79%	\$103.17	100.0%	\$93.00	\$103.17	100.00	55	100.00	\$385
34	OYC	OYC - Admin Train. - 16 hrs./per person	\$179.89	4.79%	\$188.51	100.0%	\$170.00	\$188.51	180.00	45	130.00	(\$1,800)

	B	C	D	E	F	G	H	I	J	K	L	M
35												
36												
37	Loc of Svc	Fee Description	2011 Cost	Cost Inc %	2012 Cost	Target %	2011 Fee	2012 Calc Fee	Prop. Fee	Units	Dept/Controll. Recomm.	Add'l Rev
38		FIXED FOOD SERVICE ESTAB										
39	Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$2,504.24	4.79%	\$2,624.12	50.0%	\$1,200.00	\$1,312.06	\$1,300.00	30	\$1,300.00	\$3,000
40	Env. Health	FSE Initial Restricted License	\$1,244.34	4.79%	\$1,303.91	50.0%	\$620.00	\$651.96	\$650.00	1	\$650.00	\$30
41	Env. Health	FSE Initial License (Mobile)	\$881.41	4.79%	\$923.60	50.0%	\$430.00	\$461.80	\$450.00	0	\$460.00	\$0
42	Env. Health	FSE Renewal Lic -At least \$750,000	\$2,073.90	4.79%	\$2,173.18	50.0%	\$1,000.00	\$1,086.59	\$1,050.00	206	\$1,050.00	\$10,300
43	Env. Health	FSE Renewal Lic-\$500,000 to less than \$750,000	\$1,698.01	4.79%	\$1,779.29	50.0%	\$840.00	\$889.65	\$860.00	67	\$880.00	\$2,680
44	Env. Health	FSE Renewal Lic-\$250,000 to less than \$500,000	\$1,309.15	4.79%	\$1,371.82	50.0%	\$650.00	\$685.91	\$675.00	115	\$685.00	\$4,025
45	Env. Health	FSE Renewal Lic-Less than \$250,000	\$933.26	4.79%	\$977.93	50.0%	\$450.00	\$488.97	\$475.00	201	\$480.00	\$6,030
46	Env. Health	FSE Non-profit License Renewal	\$933.26	4.79%	\$977.93	25.0%	\$230.00	\$244.48	\$240.00	65	\$240.00	\$650
47	Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev (12)	\$2,504.24	4.79%	\$2,624.12	25.0%	\$460.00	\$656.03	\$650.00	70	\$650.00	\$13,300
48	Env. Health	Reinstatemt of Susp FSE (7)	\$556.98	4.79%	\$583.64	100.0%	\$560.00	\$583.64	\$580.00	2	\$580.00	\$40
49	Env. Health	Surchrge-Fail submit plans/chg own (7)	\$549.58	4.79%	\$575.89	100.0%	\$540.00	\$575.89	\$560.00	1	\$575.00	\$35
50	Env. Health	Critical Follow-up Inspection fee (7)	\$130.92	4.79%	\$137.18	100.0%	\$130.00	\$137.18	\$135.00	25	\$135.00	\$125
51	Env. Health	* Special food svc estab surchrng 2nd step of formal hearing (7)	\$479.75	4.79%	\$502.71	100.0%	\$231.00	\$502.71	\$250.00	1	\$500.00	\$269
52	Env. Health	* Special food svc estab surchrng 3rd step of formal hearing (7)	\$959.49	4.79%	\$1,005.42	100.0%	\$473.00	\$1,005.42	\$500.00	0	\$1,000.00	\$0
53	Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$1,244.34	4.79%	\$1,303.91	50.0%	\$600.00	\$651.96	\$625.00	0	\$650.00	\$0
54	Env. Health	FSE Seasonal renewal - at least \$500,000,less \$750,000	\$1,018.81	4.79%	\$1,067.58	50.0%	\$500.00	\$533.79	\$525.00	0	\$530.00	\$0
55	Env. Health	FSE Seasonal Renewal -at least \$250,000,less \$500,000	\$785.49	4.79%	\$823.09	50.0%	\$390.00	\$411.55	\$410.00	5	\$410.00	\$100
56	Env. Health	FSE Seasonal renewal -less than \$250,000	\$559.95	4.79%	\$586.76	50.0%	\$275.00	\$293.38	\$285.00	2	\$290.00	\$30
57	Env. Health	FSE - DOE Schools Program - Production Kitchen	\$1,001.58	4.79%	\$1,049.52	50.0%	\$490.00	\$524.76	\$510.00	89	\$520.00	\$2,670
58	Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$632.06	4.79%	\$662.32	50.0%	\$310.00	\$331.16	\$330.00	50	\$330.00	\$1,000
59	Env. Health	Change of Ownership of FSE	\$741.42	4.79%	\$776.91	50.0%	\$360.00	\$388.46	\$380.00	32	\$385.00	\$800
60	Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt hrly rate for 2 hrs.	\$430.34	4.79%	\$450.94	50.0%	\$105.00	\$225.47	\$125.00	1	\$220.00	\$115
61	Env. Health	FSE - Indigent	\$0.00	4.79%	\$0.00	0.0%	\$0.00	\$0.00	\$0.00	21	\$0.00	\$0
62	Env. Health	late renewal - additional (7)	\$125.00	4.79%	\$130.98	100.0%	\$125.00	\$130.98	\$130.00	64	\$130.00	\$320

	B	C	D	E	F	G	H	I	J	K	L	M
63												
64												
65	Loc of Svc	Fee Description	2011 Cost	Cost Inc %	2012 Cost	Target %	2011 Fee	2012 Calc Fee	Prop. Fee	Units	Dept/Controll. Recomm.	Add'l Rev
66	Env. Health	STFU										
67	Env. Health	Initial STFU license Incl. Plan Rev (6)	\$674.02	4.79%	\$706.28	50.0%	\$330.00	\$353.14	\$350.00	8	\$321.00	(\$72)
68	Env. Health	STFU late inspection request (4) (150% of cost is the penalty)	\$96.39	4.79%	\$101.00	150.0%	\$210.00	\$151.50	\$220.00	6	\$150.00	(\$360)
69	Env. Health	* STFU in season inspection (4)	\$233.31	4.79%	\$244.48	50.0%	\$90.00	\$122.24	\$110.00	97	\$101.00	\$1,067
70	Env. Health	* STFU Renewal (4)	\$243.68	4.79%	\$255.35	50.0%	\$110.00	\$127.67	\$120.00	65	\$101.00	(\$585)
71	Env. Health	TEMPORARY LICENSE										
72	Env. Health	Temp. Food Svc Establmt- Fee-Exempt	\$0.00	4.79%	\$0.00	25.0%	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0
73	Env. Health	Temp FSE - Non-Profit	\$433.71	4.79%	\$454.47	25.0%	\$105.00	\$113.62	\$108.00	44	\$110.00	\$220
74	Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$863.40	4.79%	\$904.73	25.0%	\$200.00	\$226.18	\$216.00	0	\$220.00	\$0
75	Env. Health	Temp FSE- Preparation Type -For Profit	\$433.71	4.79%	\$454.47	50.0%	\$215.00	\$227.23	\$220.00	50	\$225.00	\$500
76	Env. Health	Temp FSE-Ops Began Before Licg (double)	\$863.40	4.79%	\$904.73	50.0%	\$420.00	\$452.37	\$440.00	0	\$450.00	\$0
77	Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$139.99	4.79%	\$146.69	50.0%	\$69.00	\$73.34	\$73.00	12	\$73.00	\$48
78	Env. Health	Temp Event Inspection Request-Late Fee-profit (7)	\$430.00	4.79%	\$450.58	100.0%	\$400.00	\$450.58	\$430.00	0	\$430.00	\$0
79	Env. Health	VENDING										
80	Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$156.53	4.79%	\$164.02	50.0%	\$78.00	\$82.01	\$80.00	64	\$80.00	\$128
81	Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$208.38	4.79%	\$218.35	50.0%	\$100.00	\$109.18	\$105.00	9	\$105.00	\$45
82	Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$274.77	4.79%	\$287.92	50.0%	\$135.00	\$143.96	\$140.00	0	\$140.00	\$0
83	Env. Health	Larger Loc (Add'l Machine > 10)	\$13.77	4.79%	\$14.43	50.0%	\$6.00	\$7.22	\$7.00	0	\$7.00	\$0
84	Env. Health	Surcharge-Failure to apply-vending lic (7)	\$181.47	4.79%	\$190.16	100.0%	\$180.00	\$190.16	\$190.00	0	\$190.00	\$0
85	Env. Health	POOL										
86	Env. Health	Public Pool Inspection	\$215.17	4.79%	\$225.47	100.0%	\$210.00	\$225.47	\$225.00	130	\$220.00	\$1,300
87	Env. Health	Each add'l pool at same location	\$107.58	4.79%	\$112.73	100.0%	\$105.00	\$112.73	\$110.00	51	\$110.00	\$255
88	Env. Health	Pool Reinspection (after violation)	\$107.58	4.79%	\$112.73	100.0%	\$105.00	\$112.73	\$110.00	7	\$110.00	\$35

	B	C	D	E	F	G	H	I	J	K	L	M
89												
90												
91	Loc of Svc	Fee Description	2011 Cost	Cost Inc %	2012 Cost	Target %	2011 Fee	2012 Calc Fee	Prop. Fee	Units	Dept/Controll. Recomm.	Add'l Rev
92	Env. Health	DHS LICENSING										
93	Env. Health	DHS Licensing Inspection - municipal	\$200.00	4.79%	\$209.57	100.0%	\$200.00	\$209.57	\$205.00	0	\$205.00	\$0
94	Env. Health	DHS Licensing Inspection - well & septic	\$330.00	4.79%	\$345.80	100.0%	\$330.00	\$345.80	\$340.00	0	\$345.00	\$0
95	Env. Health	DHS Licensing - well & septic only	\$130.00	4.79%	\$136.22	100.0%	\$130.00	\$136.22	\$135.00	0	\$135.00	\$0
96	Env. Health	DHS Licensing re-inspection hrly	\$105.00	4.79%	\$110.03	100.0%	\$105.00	\$110.03	\$110.00	0	\$110.00	\$0
97	Env. Health	DHS Initial Licensing Plan Review	\$380.00	4.79%	\$398.19	100.0%	\$380.00	\$398.19	\$390.00	0	\$395.00	\$0
98	Env. Health	BODY ART (TATTOO)										
99	Env. Health	Body Art Business Initial License (11)	\$1,611.44	4.79%	\$1,266.44	50.0%	\$780.00	\$844.29	\$800.00	0	\$550.00	\$0
100	Env. Health	Body Art License Renewal (11)	\$860.67	4.79%	\$901.87	50.0%	\$400.00	\$450.94	\$425.00	5	\$175.00	(\$1,125)
101	Env. Health	Body Art Lic-late renewal-additional (4)	\$250.00	0.00%	\$250.00	50.0%	\$125.00	\$125.00	\$125.00	0	\$125.00	\$0
102	Env. Health	Body Art w/o initial license/reinstatement of revoked	\$1,079.43	4.79%	\$1,131.10	50.0%	\$525.00	\$565.55	\$550.00	0	\$550.00	\$0
103	Env. Health	Body Art non-compl w/ inspection-hrly	\$213.49	4.79%	\$223.71	50.0%	\$105.00	\$111.85	\$110.00	0	\$110.00	\$0
104	Env. Health	Reinstmt of Susp Body Art License (fine)(7)	\$201.89	4.79%	\$211.55	100.0%	\$195.00	\$211.55	\$210.00	0	\$210.00	\$0
105	Env. Health	Body Art Initial License after July 1 (7)	N/A	4.79%	N/A	100.0%	N/A	N/A	new	0	\$275.00	\$0
106	Env. Health	Body Art Temp License (1-14 days) (7)	N/A	4.79%	N/A	100.0%	N/A	N/A	new	0	\$100.00	\$0
107	Env. Health	DEMAND PROGRAM										
108	Env. Health	Sewage Only (8)	\$734.82	4.79%	\$770.00	100.0%	\$540.00	\$770.00	\$570.00	25	\$770.00	\$5,750
109	Env. Health	Well Only	\$550.88	4.79%	\$577.25	100.0%	\$540.00	\$577.25	\$570.00	25	\$575.00	\$875
110	Env. Health	Vacant Land Evaluation	\$530.50	4.79%	\$555.90	100.0%	\$520.00	\$555.90	\$550.00	25	\$555.00	\$875
111	Env. Health	On-Site Sewage repair/replace (8)	\$734.82	4.79%	\$770.00	100.0%	\$520.00	\$770.00	\$550.00	75	\$770.00	\$18,750
112	Env. Health	Repair - Well	\$194.43	4.79%	\$203.74	100.0%	\$190.00	\$203.74	\$200.00	100	\$200.00	\$1,000
113	Env. Health	Altern On-site Sewage Syst Plan Revw	\$402.91	4.79%	\$422.20	100.0%	\$400.00	\$422.20	\$420.00	50	\$420.00	\$1,000
114	Env. Health	Subdivision Evaluation of Preliminary Plat (8)	\$324.74	4.79%	\$340.28	100.0%	\$210.00	\$340.28	\$225.00	0	\$340.00	\$0
115	Env. Health	Munic Requ Eval. of Well/Septic	\$107.58	4.79%	\$112.73	100.0%	\$105.00	\$112.73	\$110.00	10	\$110.00	\$50
116	Env. Health	Septic or Well ownership trsfr,not installed at time of transfer	\$179.90	4.79%	\$188.52	100.0%	\$175.00	\$188.52	\$180.00	5	\$185.00	\$50
117	Env. Health	Septic tank repair/replacemt inspection	\$275.85	4.79%	\$289.06	100.0%	\$265.00	\$289.06	\$285.00	10	\$285.00	\$200

	B	C	D	E	F	G	H	I	J	K	L	M
118												
119												
120	Loc of Svc	Fee Description	2011 Cost	Cost Inc %	2012 Cost	Target %	2011 Fee	2012 Calc Fee	Prop. Fee	Units	Dept/Controll. Recomm.	Add'l Rev
121	Env. Health	BATHING BEACHES										
122	Env. Health	Bathing Area Operational Permit	\$215.17	4.79%	\$225.47	100.0%	\$210.00	\$225.47	\$225.00	0	\$225.00	\$0
123	Env. Health	Reinstmt of bathing area permit	\$107.58	4.79%	\$112.73	100.0%	\$105.00	\$112.73	\$110.00	0	\$110.00	\$0
124	Env. Health	Sanitary Surv for Prop. Bathg Beach	\$430.34	4.79%	\$450.94	100.0%	\$420.00	\$450.94	\$450.00	0	\$450.00	\$0
125	Env. Health	CAMPGROUNDS										
126	Env. Health	Campground Inspection 0-99 Sites	\$145.86	4.79%	\$152.84	100.0%	\$140.00	\$152.84	\$150.00	3	\$150.00	\$30
127	Env. Health	Campground Inspection 100-199 Sites	\$218.79	4.79%	\$229.26	100.0%	\$215.00	\$229.26	\$225.00	3	\$225.00	\$30
128	Env. Health	Campground Inspection 200+ Sites	\$291.72	4.79%	\$305.69	100.0%	\$280.00	\$305.69	\$300.00	3	\$300.00	\$60
129	Env. Health	Campground 0-99 sites -after July 1 fine for late inspection -150% (5)	\$218.00	4.79%	\$229.00	100.0%	\$210.00	\$229.00	\$220.00	0	\$225.00	\$0
130	Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150% (5)	\$328.00	4.79%	\$343.00	100.0%	\$322.00	\$343.00	\$340.00	0	\$340.00	\$0
131	Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150% (5)	\$437.00	4.79%	\$458.00	100.0%	\$420.00	\$458.00	\$450.00	0	\$450.00	\$0
132	Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200% (5)	\$291.00	4.79%	\$305.00	100.0%	\$280.00	\$305.00	\$300.00	0	\$300.00	\$0
133	Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200% (5)	\$437.00	4.79%	\$458.00	100.0%	\$430.00	\$458.00	\$450.00	0	\$450.00	\$0
134	Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 -200% (5)	\$583.00	4.79%	\$611.00	100.0%	\$560.00	\$611.00	\$600.00	0	\$600.00	\$0
135	Env. Health	MISC EH PROGRAMS										
136	Env. Health	Collection of water samples for Type II Non-Community Water Sampling per hr	\$109.03	4.79%	\$114.25	100.0%	\$105.00	\$114.25	\$110.00	0	\$110.00	\$0
137	Env. Health	Type II Non Community - Sanitary Survey	\$427.02	4.79%	\$447.46	100.0%	\$420.00	\$447.46	\$440.00	20	\$440.00	\$400
138	Env. Health	Board of Health appeal fee	\$121.55	4.79%	\$127.37	100.0%	\$119.00	\$127.37	\$125.00	0	\$125.00	\$0
139	Env. Health	POINT OF SALE PROGRAM										
140	Env. Health	Point of Sale- appl processing fee	\$189.27	4.79%	\$198.33	100.0%	\$180.00	\$198.33	\$190.00	400	\$195.00	\$6,000
141	Env. Health	Point of Sale- on site evaluation well & waste treatment system by ICHD	\$378.54	4.79%	\$396.66	100.0%	\$360.00	\$396.66	\$390.00	15	\$395.00	\$525
142	Env. Health	Point of Sale - Waste Treatment Inspection by ICHD (excludes pumping fees) (Municipal water system)	\$220.82	4.79%	\$231.39	100.0%	\$210.00	\$231.39	\$230.00	0	\$230.00	\$0
143	Env. Health	Point of Sale - Well Inspection by ICHD (incl water samples for bacteria and partial chemicals)	\$157.73	4.79%	\$165.28	100.0%	\$150.00	\$165.28	\$160.00	0	\$165.00	\$0
144	Env. Health	Point of Sale- Extension Evaluations	\$107.58	4.79%	\$112.73	100.0%	\$105.00	\$112.73	\$110.00	25	\$110.00	\$125
145	Env. Health	Point of Sale- Annl Inspector renwl fee	\$126.18	4.79%	\$132.22	100.0%	\$120.00	\$132.22	\$130.00	14	\$130.00	\$140

	B	C	D	E	F	G	H	I	J	K	L	M
176	* Fee set by the State of Michigan											
177												
178	(1) This fee is only to reimburse the Health Department for the cost of the test (the Health Department pays the State of Michigan).											
179	(2) MIHP trans fees limited by Medicaid reimbursement rates.											
180	(3) Charged at the market price.											
181	(4) State Regulated Fee.											
182	(5) New Fee established in 2010.											
183	(6) The State mandated fee is \$101 and a plan review is 2 hours at \$110/hour.											
184	(7) 100% for fines due to no shared cost.											
185	(8) Due to the condition of soil/clay, the new engineered alternative sewage systems take more time to inspect.											
186	(9) In original Regulation, East Lansing had an adjusted fee.											
187	(10) Fees set by Resolution 11-074											
188	(11) In Senate Bill No. 1486, the State enacted 2011 fees which they share with the County. Thus, reducing our County fee.											
189	(12) The fee now includes the cost for the plan review but is set at 25% of the cost of a for profit Initial license.											
190												
191	NOTE: For the Health Department, in many cases, a fee increase is proposed with no additional revenue projected. In these cases, fees are charged to Health Department clients on a sliding schedule based on income. An increase in fees will not necessarily result in an increased cost to clients. The fees are proposed to increase in order to collect increased revenue from third party payers.											

From: Jim Wilson
To: Hamilton, Elizabeth
Date: 4/20/2011 1:47 PM
Subject: Re: 2012 Env Hlth Fees

yes, yes , yes

James R. Wilson
Director Bureau of Environmental Health
517 -887-4523

>>> Elizabeth Hamilton 4/20/2011 1:18 PM >>>

The two lines items in red are the Non-profit FSE License and renewalcorrect? And the changes that you made in red are the amounts that you want, which are \$240 for the renewal and \$650 for the Initial Non-profit License with plan review.....which are the same cost as the For Profit license and renewal, but the target % is 25%.....correct?

Thanks, Beth

Beth Hamilton
Administrative Analyst
Ingham County Budget Office
(517) 676-7217
ehamilton@ingham.org

>>> Jim Wilson 4/20/2011 11:41 AM >>>

yes, except to two line items we discussed in red, everything else is ok.

James R. Wilson
Director Bureau of Environmental Health
517 -887-4523

>>> Elizabeth Hamilton 4/20/2011 11:40 AM >>>

Can I assume that this spreadsheet has all the final changes and you are in approval of this? Please send me an email confirming this.

Thanks, Beth I

Beth Hamilton
Administrative Analyst
Ingham County Budget Office
(517) 676-7217
ehamilton@ingham.org

>>> Jim Wilson 4/20/2011 11:10 AM >>>

Hi Beth. I have hi-lited the two non-profit FSE (line item 46 & 47) with the changes . The reason for the increase in line item 47 non-profit initial licence is in the past it did not include plan review and the cost for delivering the service should be the same as for profit initial license except they only pay 25% of the delivery cost of \$2624.12 for FY2012. Also, the number of units should be 65 since it is the number of non-profit FSE's we have.

James R. Wilson
Director Bureau of Environmental Health
517 -887-4523

>>> Elizabeth Hamilton 4/19/2011 11:06 AM >>>

Jim,
Can you please review this final change to the Fee schedule and send me another email approving this "Final2012EnvHlth.xls" spreadsheet.

I reviewed all the fees with the Controller's Office. The Non-profit license fee and renewal(highlighted in yellow) are quite a bit higher than the 2011 rate that we had on our fee schedule. Were you actually charging half of the For Profit rate or were you charging the amount the we had on the County Fee schedule. If you were actually charging the 2011 fee schedule rate, we do not want to increase the fees as much as you are recommending for the Non-profit agencies. Could you please send me an explanation on this.

The Agenda deadline is tomorrow, so could you get back to me today on this.

Thanks, Beth

Beth Hamilton
Administrative Analyst
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(517) 676-7217
ehamilton@ingham.org

From: Jim Wilson
To: Hamilton, Elizabeth
CC: Canady, Renee; REPUS
Date: 4/21/2011 2:11 PM
Subject: Re: Explanation of fee changes

I confirm and thank you so much for all your hard work. Hopefully next year it will be a template and we can just adjust 2012 fee's. Take care and have a good Easter weekend.

James R. Wilson
Director Bureau of Environmental Health
517 -887-4523

>>> Elizabeth Hamilton 4/21/2011 1:21 PM >>>

Jim,
Since we conversed through many emails and discussed other changes in a long meeting, I do not have in writing all the reasons for fees different than our proposed rates. I have attached the final Environmental Health Fee schedule for your records. Below, in quotes, is the explanation that I put on our Fee Info Memo to the Board. Could you please send me a response email confirming that you are in agreement with these explanations for fee changes. I need to include Department feedback in the agenda packet. Please respond today.

"(j)The Environmental Health Department recommended increasing approximately two dozen of their fees higher than the proposed rate, but just under the calculated rate, in order to maximize the revenue from the shared cost of the service. The three Sewage fees in the Demand Program were increased much higher than the 2011 rate as the cost of providing this service has increased. Due to the condition of soil/clay, the new engineered alternative sewage systems take more time to inspect. In the fixed food service category, the initial license fee exempt-government hourly rate and the special food service establishment 2nd and 3rd surcharges were increased to the full cost. Last year, the initial license fee exempt-government hourly rate was set at the hourly rate of \$105 and has now increased to \$110 per hour but there was confusion as to whether or not this was per hour for this two hour service. Therefore, the Health Department wanted to put the full two hour cost of \$220 on the schedule. The target percentages for the special food service surcharges were increased to 100% to recover the full cost because there is no shared cost for fines. The Nonprofit Fixed Food Service fees are set at half of the FSE Initial license and the FSE Renewal less than \$250,000 as these fees have only a 25% target rate. The reason for the large increase to the Nonprofit Fixed Food Service fee is that in the past the fee on the schedule did not include the plan review. However, the cost for delivering the service should be the same as for profit initial license except that non-profit only pay 25% of the delivery cost. Due to state regulated fees, the initial STFU fees are below the proposed rate and some are below the 2011 rate. The Public Pool Inspection rate is set just below the proposed rate due to the usage of the government hourly rate at two hours. In Senate Bill No. 1486, the State enacted 2011 Body Art license fees in which the revenue is shared with the County. Thus, the department has reduced our County fee by the same amount as the reimbursement from the State. The department has also added a temporary Body Art license for \$100 as well as a fee for a license received after July 1st, which is half of the initial license fee. "

Thanks, Beth

Beth Hamilton
Administrative Analyst
Ingham County Budget Office
(517) 676-7217
ehamilton@ingham.org

From: Lori Guy
To: Hamilton, Elizabeth
CC: lehmand6@anr.msu.edu
Date: 3/21/2011 9:34 AM
Subject: Re: Fwd: 2012 County Fees
Attachments: Fees2012CoopExt.XLS

Beth:

With the recent 2012 County Fees analysis, it was recommended we raise our soil testing fee to \$16.00. Our biggest concern is that people will not test and then overuse fertilizer. This has a very negative effect on the environment, including surface and ground water. We feel another increase in the fee would result in a substantial decrease in soil testing.

In '09, the ag analysis cost (farmers) was \$10 a test and the hort analysis (homeowner lawn/garden) was \$12.

For '10, we proposed the ag analysis cost (farmers) to \$12 a test and kept the hort analysis (homeowner lawn/garden) at \$12.

For '11, we increased the fee for both ag and hort analysis to \$15 a test.

Lastly, the \$15 fee is a little above the fees collected for the test at other Extension offices.

We would like to request that we keep our fee at \$15 for the 2012 budget year. I'd be happy to answer any additional questions that arise.

Office Coordinator
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