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HUMAN SERVICES COMMITTEE
CURTIS HERTEL, JR. CHAIR
LISA DEDDEN
CALVIN LYNCH
VICTOR CELENTINO
MIKE SEVERINO

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, JANUARY 14, 2002,
AT 7:00 P.M IN CONFERENCE ROOM A OF THE HUMAN SERVICES BUILDING, 5303 S.
CEDAR, LANSING.

Agenda

Call to Order

Approval of the [December 3, 2001](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Environmental Tobacco Smoke Task Force - Report from [Commissioner Celentino](#), ETS Task Force and Health Department on REGULATION ELIMINATING SMOKING IN PUBLIC AND PRIVATE WORKSITES
(Note this is a report only, no final action will be taken on this item at this time and no recommendation on tobacco use in restaurants and bars is forthcoming from the task force at this time.)
2. Cooperative Extension - Resolution to Authorize a Three Year Continuation of the Ingham County [MSU Extension Network Facilitator](#) and Community Development Agent Position
3. Health Department
 - a. Resolution to Authorize Six "Equip" Special Project Grants with the Michigan 4C Association
 - b. Resolution to Authorize Changes in the [Health Department Staffing](#) and Budget
 - c. Resolution to Authorize a 2001-2002 [Licensing Support Services](#) Agreement with the Department of Consumer and Industry Services
 - d. Resolution to Authorize a [Refugee Services Agreement](#) with the Michigan Family Independence Agency
 - e. Resolution to Amend the Administrative Services and [Medical Services Agreements](#) with the Ingham Health Plan Corporation
 - f. Resolution to Authorize a Contract with the [Ionia County Health Department](#) for Medical Direction and Program Consultation
 - g. Resolution to Authorize Agreements to Accept Funds Supporting the [Adolescent Health Programs](#)

- h. Resolution to Authorize an Abstinence Program Subcontract with the City of Lansing and to Authorize a [Federal Abstinence Grant](#)
4. Controller's Office - Resolution Authorizing Proposed [Amendments to the 2002 Budget](#)
5. Board Referral - Letter from the Michigan State Police Designating Ingham County as a Recipient of the Grant Monies from the [State Domestic Preparedness Equipment Grant Program](#)

Announcements

Public Comment

Adjournment

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.

HUMAN SERVICES COMMITTEE

December 3, 2001

Minutes

Members Present: John Czarnecki, Lisa Dedden, Mike Severino, Curtis Hertel Jr. and Victor Celentino

Members Absent: None

Others Present: John Neilsen, Mark Grebner, Bruce Bragg, John Clifton, Leanne Meyer, Maria Spielberg and others

The meeting was called to order by Chairperson Czarnecki at 7:00 p.m. in the Personnel Conference Room of the Human Services Building, 5303 South Cedar, Lansing.

Approval of the November 19, 2001 Minutes

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HERTEL, TO APPROVE THE NOVEMBER 19 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino

Additions to the Agenda

1c. Additional Office Space - Informational

Limited Public Comment: None

3. Community Agencies - Resolution Authorizing 2002 Agreements for Community Agencies (Applications distributed at the November 27th Board meeting)

In response to Chairperson Czarnecki, Mr. Neilsen stated 21 agencies have submitted requests for funding. Two of the 21 agencies are new requests, Ballentine Stepping Stones and The Creation Station. A flat amount of \$97,737 is available for the agencies. This is the same amount allotted for 2001. The normal three percent increase was not added to last year's amount due to the tight budget year. A resolution will be submitted to the Finance Committee to cut two-percent from General Fund Revenues for the entire County. This is due to a loss of revenues a result of the State's Executive Order and the decrease in earnings interest.

(Comm. Severino arrived.)

Mr. Neilsen further explained that the Housing Resource Center merged with the MSU-DCL Clinical Program. The HRC received approximately \$10,158 last year. Rural Family Services of Ingham County has reorganized. Last year RFS received \$4,512. This year RFS is requesting approximately \$10,000. The total funding request is \$162,613. The total available amount is \$97,737.

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. DEDDEN, TO APPROVE THE RESOLUTION AUTHORIZING 2002 AGREEMENTS FOR COMMUNITY AGENCIES.

Chairperson Czarnecki explained the motion to the representatives from the community agencies. He invited them to speak at this time.

Ms. Meyer, Creation Station, stated the Station was originally developed in Boston in the 1970's. She explained the function of the Creation Station. In response to Chairperson Czarnecki, Ms. Meyer stated the Station is open to all communities.

Mr. Clifton, Stockbridge Community Outreach, explained the services that are provided by the Outreach. He also addressed questions from the Committee.

In response to Chairperson Czarnecki, Ms. Spielberg, Housing Resource Center, stated she has requested funding from other counties. Those counties have been unwilling to appropriate any funding. Ms. Spielberg also explained the function of the HRC.

Chairperson Czarnecki stated the motion included the agencies that received funding in 2001. It does not include the two new agencies.

Comm. Dedden thanked the agency representatives for their presence at tonight's meeting. It was helpful to meet the representatives. All the agencies are deserving of County funding. The two agencies which did not receive funding should try again next year. Chairperson Grebner explained that a small amount of money will go a long way in non-profit agencies.

MOTION CARRIED UNANIMOUSLY.

Mr. Neilsen stated the Resolution will be submitted to the Finance Committee next Monday for their consideration and then to the full Board for final approval.

- a. Ballentine Stepping Stones
- b. Boys & Girls Clubs of Lansing
- c. The Creation Station
- d. Cristo Rey Community Center
- e. Downtown Branch YMCA
- f. Ele's Place
- g. The Garden Project
- h. Gateway Community Services
- i. Harvest House
- j. Haven House
- k. Lansing Area Parents' Respite Center
- l. Leslie Rural Emergency Outreach
- m. The Listening Ear, Inc.
- n. LVA-Capital Area Literacy Coalition

- o. Michigan Capital Girl Scouts
- p. MSU-DCL Clinical Program
- q. National Council on Alcoholism
- r. Project CLAY
- s. Rural Family Services of Ingham County
- t. Stockbridge Community Outreach
- u. Youth Development Corporation

1. Health Department

- a. Resolution to Authorize a Staff Change in the Division of Health Plan Management

Mr. Bragg explained the Staff Change request as contained in his memorandum of November 27.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO AUTHORIZE A STAFF CHANGE IN THE DIVISION OF HEALTH PLAN MANAGEMENT. MOTION CARRIED UNANIMOUSLY.

- b. Resolution to Recognize Additional Revenue and Authorize Three Positions in the Health Department

Mr. Bragg explained the Department is questing that the Board recognize additional revenue which will be used for additional staff in the Women's Health Clinic. This will enable the Clinic to fully implement the Patient Visit Redesign process.

In response to Comm. Celentino, Mr. Bragg stated he is very comfortable with the amount he has specified as additional revenue.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO RECOGNIZE ADDITIONAL REVENUE AND AUTHORIZE THREE POSITIONS IN THE HEALTH DEPARTMENT. MOTION CARRIED UNANIMOUSLY.

- c. Additional Office Space

Mr. Bragg stated the office space in the Human Services Building which was previously used by the Clerk's Office is vacant. He has requested this space for the Health Department. He has discussed this request with Mr. Ambrose. The additional space would alleviate some of the pressure within the Department.

Mr. Neilsen stated the Department has been under pressure for additional office space for some time. The Controller's Office has evaluated this request. Requests for the space have not been received from other County departments. Therefore, the Controller's Office is recommending this request unless the Board has an objection.

In response to Chairperson Grebner, Mr. Bragg stated very few adjustments to the space would be needed. Those adjustments would require a few thousand dollars.

This was an informational item. Action was not taken at this time.

2. Controller's Office - Resolution Authorizing Adjustments to the 2001 Ingham County Budget and Authorizing the Controller to Make Year End Budget Adjustments

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. DEDDEN, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2001 INGHAM COUNTY BUDGET AND AUTHORIZING THE CONTROLLER TO MAKE YEAR END BUDGET ADJUSTMENTS. MOTION CARRIED UNANIMOUSLY.

The Committee held a brief discussion regarding the Community Agencies. Chairperson Czarnecki stated he believes some of the agencies are more in line with County services than others.

Announcements: None

Public Comment: None

The meeting adjourned at 7:58 p.m.

Respectfully submitted,

Debra Neff

Ingham County Board of Commissioners

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JOHN CZARNECKI
DISTRICT 7

CHAIRPERSON PRO TEM
VICTOR CELENTINO
DISTRICT 1

VICE-CHAIRPERSON PRO TEM
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DISTRICT 11

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January 7, 2002

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TO: Human Services Committee

FROM: Victor Celentino, Chairperson
Environmental Tobacco Smoke Task Force

RE: Regulation Eliminating Smoking in Public and Private Worksites
in Ingham County

The Human Services Committee appointed an Environmental Tobacco Smoke Task Force to review a draft regulation proposed by the Ingham County Board of Health eliminating smoking in public and private worksites in Ingham County. The task force was asked to return to the Committee with a recommendation. The attached recommended regulation will lower the risk of disease in Ingham County by reducing exposure of Ingham County residents to environmental tobacco smoke.

The eleven member Task Force consisted of three Commissioners, representatives of the hospitality industry, Board of Health, labor, Health Department, Lansing Chamber of Commerce, the local Tobacco Coalition and county residents. Corporation Counsel was present at the task force meetings.

One of the first Task Force actions was to separate the restaurant and bar amendment from the regulation, for later consideration. The Task Force discussed the public and private work site portion of the regulation in detail and made several modifications. The attached version of the work site regulation is the result of considerable work and sincere discussion involving all Task Force members.

Commissioner Grebner had provided the task force with an amendment for reducing ETS exposure in bars and restaurants. The Task Force did not have the opportunity to discuss the amendment but will take it up later this year.

The Public Health Code requires a public hearing for any proposed regulation. Notification must be given at least 10 days prior to the public hearing and at least 20 days prior to adopting the regulation. I request that the Human Services Committee accept and consider the Task Force report at the January 14, 2002 meeting and if the Committee is favorable towards the regulation, set a public hearing date for the February 4, 2002 Human Services Committee meeting. The Human Services Committee could then adopt the regulation at that meeting and forward it to the full Board of Commissioners for adoption at the February 12, 2002 meeting.

If you have any questions, feel free to contact me.

DRAFT

Introduced by the Law & Courts Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT A REGULATION ELIMINATING SMOKING IN PUBLIC
AND PRIVATE WORK SITES IN INGHAM COUNTY**

WHEREAS, the Ingham County Board of Commissioners appoints the Ingham County Board of Health to assist the Commissioners and the Health Department in identifying major health problems in the county and make recommendations for improvement; and

WHEREAS, the United States Environmental Protection Agency finds that environmental tobacco smoke (ETS) is a Group A Carcinogen, a category reserved for known cancer causing agents in humans; and

WHEREAS, the United States Surgeon General, National Research Council and National Academy of Sciences report that ETS causes lung cancer in non-smokers and impairs prenatal development; and

WHEREAS, the National Institute of Occupational Safety and Health finds that ETS poses an increased risk of lung cancer and possibly heart disease to people exposed in the workplace and finds that non-smokers can be protected by eliminating smoking in the building or by establishing separately ventilated smoking areas; and

WHEREAS, the Ingham County Board of Health has identified ETS as a serious environmental health problem in Ingham County and proposes that the Board of Commissioners prohibit smoking in public and private workplaces in Ingham County; and

WHEREAS, the Human Services Committee appointed a task force to review the draft regulation proposed by the Board of Health; and

WHEREAS, the task force has completed its review and proposes a specific regulation prohibiting smoking in public and private workplaces in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners has reviewed and approved the proposed regulation from the task force.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the "Regulation Eliminating Smoking in Public and Private Work Sites" to be effective July 1, 2002.

BE IT FURTHER RESOLVED, that the Regulation shall prohibit smoking in public and private work sites with certain exceptions, including restaurants and bars.

**REGULATION ELIMINATING SMOKING
IN PUBLIC AND PRIVATE WORKSITES**

Sec. 1000. Title

This article shall be known as the Ingham County Clean Air Regulation.

Sec. 1001. Authority

This regulation is hereby adopted pursuant to authority conferred upon local health departments by the Michigan Public Health Code, 1978 P.A. 368, as amended.

Sec. 1002. Jurisdiction and Administration

A. This regulation shall have effect throughout Ingham County in all areas incorporated and unincorporated, which includes cities, villages, and townships.

B. The Health Officer shall have responsibility for administering and enforcing this regulation, including all amendments hereafter adopted unless otherwise specifically stated.

Sec. 1003. Purpose

A. Ingham County hereby finds and declares that:

1. The U.S. Surgeon General, National Research Council, and National Academy of Sciences, report that environmental tobacco smoke: causes lung cancer in healthy adult nonsmokers, can cause lung function and structure alteration to the fetus of pregnant non smoking women. Additionally, in utero exposure is known to predispose children to long-term pulmonary risks. Further, these agencies found, separating smokers and nonsmokers within the same air space may reduce but does not eliminate a nonsmoker's exposure to environmental tobacco smoke.

2. The U.S. Environmental Protection Agency (EPA) finds that environmental tobacco smoke is a Group A Carcinogen - a category reserved for known cancer-causing agents in humans.

3. The National Institute for Occupational Safety and Health (NIOSH):

(a) finds that secondhand smoke poses an increased risk of lung cancer and, possibly, heart disease to people exposed in the worksite,

(b) recommends that nonsmokers should not be exposed to secondhand smoke, and

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(c) finds that nonsmokers can be protected by elimination of smoking in the building, or establishing separately ventilated smoking areas that exhaust directly to the outside.

B. These studies find that tobacco smoke is a major contributor to indoor air pollution, and that breathing secondhand smoke is a cause of disease, including cancer, heart disease and stroke in nonsmokers. At special risk are infants, children, teens, pregnant women, elderly people, nonsmokers with long-term exposure to secondhand smoke, individuals with cardiovascular disease, and individuals with impaired respiratory function, including the young, asthmatics and those with obstructive airway disease. Also harmed are those with health conditions induced by breathing secondhand smoke including asthma, lung cancer, heart disease, respiratory infection, decreased respiratory function, including bronchoconstriction and broncho-spasm.

C. Accordingly, Ingham County finds and declares that the purpose of this regulation is to protect the public health and welfare by regulating smoking in public places and places of employment and recreation.

Sec. 1004. Definitions

A. The following words and phrases, whenever used in this regulation, shall be construed as defined in this section:

1. "Business" means any sole proprietorship, partnership, joint venture, corporation or other business entity formed for profit-making purposes, including retail establishments where goods or services are sold as well as professional corporations and other entities where legal, medical, dental, engineering, architectural or other professional services are delivered.
2. "Convention Hall" means any enclosed area where public or private groups assemble to engage in business or social functions.
3. "Employee" means any person who is employed by any employer in the consideration for direct or indirect monetary wages or profit, and any person who volunteers his or her services for a nonprofit entity.
4. "Employer" means any person, partnership, corporation, including a municipal corporation, or non-profit entity, who employs the services of one or more individual persons.
5. "Enclosed Area" means all space between a floor and ceiling which is enclosed on all sides by solid walls or windows (exclusive of door or passage ways) which extend from the floor to the ceiling, including all space therein screened by partitions which do not extend to the ceiling or are not solid, office landscaping or similar structures.
6. "Food Service Establishment" means a fixed or mobile restaurant, coffee shop, cafeteria, short order café, luncheonette, grill, tearoom, sandwich shop, soda fountain,

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tavern, bar, cocktail lounge, nightclub, drive-in, industrial feeding establishment, private organization serving the public, rental hall, catering kitchen, delicatessen, theater, commissary, or similar place in which food or drink is prepared for direct consumption through service on the premises or elsewhere, and any other eating or drinking establishment or operation where food is served or provided for the public. Food service establishment does not include: i) a motel that serves continental breakfasts only; ii) a food concession; iii) a bed and breakfast that has 10 or fewer sleeping rooms, including sleeping rooms occupied by the innkeeper; iv) a bed and breakfast that has at least 11 but fewer than 15 rooms for rent, if the bed and breakfast serves continental breakfasts only; or v) a child care organization regulated by Michigan law unless the establishment is carrying out an operation considered by the State of Michigan to be a food service establishment.

7. "Public Place" means any enclosed area to which the public is invited or in which the public is permitted, including but not limited to, banks, educational facilities, health facilities, laundromats, public transportation facilities, reception areas, retail food production and marketing establishments, retail service establishments, retail stores, theaters and waiting rooms. A private residence is not a "public place."
8. "Tobacco Specialty Store" means a retail store utilized primarily for the sale of tobacco products and accessories and in which the sale of other products is merely incidental.
9. "Service Line" means any indoor line at which one (1) or more persons are waiting for or receiving service of any kind, whether or not such service involves the exchange of money.
10. "Smoking" means inhaling, exhaling, burning or carrying any lighted cigar, cigarette or pipe.
11. "Sports Arena" means sport pavilions, gymnasiums, health spas, boxing arenas, swimming pools, roller and ice rinks, bowling alleys and other similar enclosed areas where members of the general public assemble either to engage in physical exercise, participate in athletic competition, or witness sports events, excluding facilities licensed as a food service establishment.
12. "Worksite" means any enclosed area under the control of a public or private employer which employees normally frequent during the course of employment, including, but not limited to, work areas, employee lounges and restrooms, conference and class rooms, employee cafeterias and hallways. A private residence is not a "worksite" unless it is used as a child care, adult day care or health care facility.

Sec. 1005. Prohibition of Smoking in Public and Private Worksites

A. Smoking shall be prohibited in all enclosed public and private worksites within Ingham County, including, but not limited to, the following places:

1. Restrooms, lobbies, reception areas, hallways and any other common-use areas.
2. Buses, taxicabs, and other means of public transit under the authority of the County of Ingham, and ticket, boarding, and waiting areas of public transit depots.
3. Service lines.
4. Retail stores.
5. All areas available to and customarily used by the general public in all businesses and non-profit entities patronized by the public, including but not limited to, attorneys' offices and other offices, banks, and laundromats.
6. All areas of galleries, libraries and museums.
7. Any facility which is primarily used for exhibiting any motion picture, stage, drama, lecture, musical recital or other similar performance, except performers when smoking is part of a stage production.
8. Sports arenas.
9. Convention Halls.
10. Public and private meeting facilities.
11. Every room, chamber, place of meeting or public assembly, including school buildings under the control of any board, council, commission, committee, including joint committees, or agencies of Ingham County or any political subdivision of the State of Michigan, to the extent such location is subject to the jurisdiction of Ingham County.
12. Waiting rooms, hallways, wards and semi-private rooms of health facilities, including, but not limited to, hospitals, clinics, physical therapy facilities, doctors' offices, and dentists' offices.
13. Lobbies, hallways, and other common areas in hotels, motels, multiple-tenant office buildings and malls, apartment buildings, condominiums, trailer parks, retirement facilities, nursing homes, and other multiple-unit residential facilities.
14. Public places where bingo games are held.

Sec. 1006. Application of Regulation

Notwithstanding any other provision of this regulation, any owner, operator, manager or other person who controls any establishment or facility may declare that entire establishment or facility as a nonsmoking establishment. This applies to governmental offices of and in Ingham County.

Sec. 1007. Prohibition of Smoking in Places of Employment

A. It shall be the responsibility of employers to provide a smoke-free worksite as set forth in this regulation.

B. Notwithstanding any other provision of this regulation, an employer may designate a smoking room for employees, provided such area is a separate enclosed area and is separately ventilated so that smoke does not enter other non-smoking areas of the worksite; and, further provided that the employer shall simultaneously designate an equivalent non-smoking room for employees. The provisions of this section do not include municipal or other governmental employers.

C. Within 90 days of the effective date of this regulation, each employer having an enclosed place of employment located within Ingham County shall adopt, implement, make known and maintain a written smoking policy. If a current policy does not exist, the policy shall contain, at a minimum, the following wording:

Smoking is prohibited in all enclosed areas within this worksite except in designated areas. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer owned vehicles, and all other enclosed facilities.

D. The smoking policy shall be communicated to all current employees at least three (3) weeks prior to its effective date, and at the time of employment of all other employees.

E. All employers shall supply a written copy of the smoking policy upon request to any existing or prospective employee.

Sec. 1008. Where Smoking is Not Regulated

A. Notwithstanding any other provision of this regulation to the contrary, the following areas shall not be subject to the smoking restrictions of this regulation.

1. Food Service Establishments.

2. Private residences, except when used as a child care, health care facility or adult day care facility.

3. Hotel and motel rooms rented to guests.
4. Tobacco specialty stores.
5. Hotel and motel meeting rooms or assembly halls while these places are enclosed areas, and being used for private functions.
6. A worksite used by a single business owner which does not ordinarily have public or employee interactions at the site, and does not share a ventilation system with any other worksite.

Sec. 1009. Posting of Signs

- A. “No Smoking” signs or the international “No Smoking” symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be clearly, sufficiently and conspicuously posted where they can be observed by all persons entering the building. The signage shall be posted by the owner, operator, manager or other person having control of such building or other area.
- B. Every public place where smoking is regulated shall have signs posted clearly, stating where smoking is prohibited.
- C. All ashtrays and other smoking paraphernalia shall be removed from any area where smoking is prohibited by this regulation by the owner, operator, manager or other person having control of such area.
- D. The Health Department shall provide a supply of standard signage which shall be available at cost.

Sec. 1010. Enforcement

- A. Enforcement of this regulation shall be implemented by the Health Officer, or his or her designee.
- B. Notice of the provisions set forth in this regulation shall be given to all applicants for a business license in Ingham County.
- C. Any citizen who desires to register a complaint under this chapter may initiate enforcement through the Health Officer, or his or her designated staff. However, if the complaint is against an employer, the employee shall first exhaust internal procedures.
- D. The Health Department or the Fire Department shall require, while an establishment is undergoing otherwise mandated inspections, a “self-certification” from the owner, manager, operator or other person having control of such establishment that all requirements of this regulation have been complied with.

E. Any owner, manager, operator or employee of any establishment regulated by this regulation shall inform persons who are violating this regulation.

F. After exhausting an employer's internal procedures and the Health Department Administrative Rules, a private citizen may bring legal action against any employer to enforce this regulation.

Sec. 1011. Nonretaliation

No person or employer shall discharge, refuse to hire or in any manner retaliate against any employee, applicant for employment, or customer because such employee, applicant, or customer exercises any right to a smokefree environment afforded by this regulation.

Sec. 1012. Violations and Penalties

A. It shall be unlawful for any individual who owns, manages, operates or otherwise controls the use of any premises subject to jurisdiction under this regulation to fail to comply with any of its provisions.

B. It shall be unlawful for any individual to smoke in any area where smoking is prohibited by the provisions of this regulation. Any individual violating this section shall be subject to a warning and shall be required to leave the premises if she or he refuses to extinguish smoking materials.

C. Any individual who owns, manages, operates or otherwise controls the use of any premises subject to jurisdiction under this regulation and on whose premises a violation of any provision of this regulation occurs shall be guilty of an infraction, punishable by:

1. A warning citation for a first violation.

2. A fine not exceeding one hundred dollars (\$100) for a second violation within one (1) year from a finding of the first violation, provided that adequate time has elapsed between the first and second violation for the alleged violator to have received notice of the first violation.

3. A fine not exceeding two hundred dollars (\$200) for a third violation of this regulation within one (1) year from a finding of the first violation.

4. A fine not exceeding five hundred dollars (\$500) for each additional violation of this regulation within one (1) year from a finding of the first violation.

D. Within twenty (20) days after receipt of a citation issued under this section, the alleged violator may appeal the citation as provided in Section 2462 of the Michigan Public Health Code, 1978 P.A. 368, as amended. Further appeals, as provided by statute, may be to the Ingham County Board of Health, or a committee thereof.

E. Notwithstanding the existence and pursuit of any other remedy, the Health Officer or his/her designee, without posting bond, may maintain an action in a court of competent jurisdiction for an injunction or other process against any persons to restrain or prevent a violation of this regulation.

F. After exhausting an employer's internal procedures and the Health Department Administrative Rules, an employee or private citizen may bring legal action against an employer to enforce this regulation.

Sec. 1013. Public Education

The Ingham County Health Department shall engage in a continuing program to explain and clarify the purposes and requirements of this regulation to citizens affected by it, and to guide owners, operators and managers in their compliance with it. Such program may include publication of a brochure for affected businesses and individuals explaining the provisions of this regulation.

Sec. 1014. Other Applicable Laws

This regulation shall not be interpreted or construed to permit smoking where it is otherwise restricted by other applicable laws.

Sec. 1015. Severability

If any provision, clause, sentence or paragraph of this regulation or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions of this regulation which can be given effect without the invalid provision or application, and to this end the provisions of this regulation are declared to be severable.

Sec. 1016. Effective Date

A. This regulation shall be effective ninety (90) days from and after the date of its adoption and effect all public and private worksites, unless the employer provides written notification within ninety (90) days from the effective day of the regulation to the Health Officer requesting a hardship extension. Hardship extensions of up to one (1) year may be granted at the discretion of the Health Officer.

Agenda Item 2

RESOLUTION STAFF REVIEW

DATE January 7, 2002

Agenda Item Title: Resolution to Authorize a Three Year Continuation of the Ingham County MSU Extension Network Facilitator and Community Development Agent Position

Submitted by: Cooperative Extension

Committees: Ad.Ser/Per. *, H.S. *, Law & Cts. _, Finance *

Summary of Proposed Action

This resolution authorizes the continuation of an MSU Extension Network Center Facilitator and Community Development Agent for a three year period contingent upon the continuation of full funding for employment and operating costs

Financial Implications

The position will be funded through a contract with the City of Lansing (\$25,000 per year for three years) and MSU will pay the fringe benefits and actually employ the position. Ingham County will pay the balance of the operating and salary costs. (\$16,783 is budgeted by Ingham County in this fiscal year for this contract)

Other Implications

This is a collaborative effort on behalf of a number of human service agencies.

Staff Recommendation: JA ___ JN *___ HH ___

This resolution should be approved.

Introduced by the Human Services, Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE YEAR CONTINUATION OF THE
INGHAM COUNTY MSU EXTENSION NETWORK FACILITATOR AND
COMMUNITY DEVELOPMENT AGENT POSITION**

WHEREAS, Resolution #98-276 authorized establishing the Ingham County MSU Extension Network Facilitator and Community Development Agent Position for a three year period; and

WHEREAS, there is continuing need for a professional position to support the City Wide Network Center Advisory Board (NCAB) in its efforts to develop and support several network centers and to assist in building community and individual assets through improved neighborhood organization, educational programs and facilitated access to services; and

WHEREAS, the above professional support has been provided by the Ingham County MSU Extension Network Facilitator and Community Development Agent Position; and

WHEREAS, Ingham County, the City of Lansing, and MSU Extension have cooperated to provide resources to support the Ingham County MSU Extension Network Facilitator and Community Development Agent Position over the past three years; and

WHEREAS, current funding agreements supporting the Ingham County MSU Extension Network Facilitator and Community Development Agent Position will terminate February 28, 2002; and

WHEREAS, there is a desire by Ingham County, the City of Lansing, and MSU Extension to continue to provide resources to support the Ingham County MSU Extension Network Facilitator and Community Development Agent Position; and

WHEREAS, the City of Lansing has indicated an interest in continuing to contribute \$25,000 annually to the salary of the Ingham County MSU Extension Network Facilitator and Community Development Agent Position for an extended three year period; and

WHEREAS, MSU Extension has indicated an interest in providing fringe benefits to support a three year continuation of the Ingham County MSU Extension Network Facilitator and Community Development Agent Position; and

WHEREAS, contingent on \$25,000 matching funds from the City of Lansing and fringe benefit coverage by MSU Extension, Ingham County has allocated \$41,783 to the Ingham County MSU 2002 budget to support salary and operating to continue the Ingham County MSU Extension Network Facilitator and Community Development Agent Position; and

Agenda Item 2

WHEREAS, Ingham County Michigan State University Extension will continue to employ and supervise the Network Center Facilitator and Community Development Agent position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the continuation of the MSU Extension Network Center Facilitator and Community Development Agent for a three year period from March 1, 2002 through February 28, 2005, contingent upon the continuation of full funding for employment and operating costs as delineated above.

BE IT FURTHER RESOLVED, that a contract between the City of Lansing and Ingham County be established to receive \$25,000 annually from the City of Lansing for a three year period to go toward employment costs for this position.

BE IT FURTHER RESOLVED, that a memorandum of agreement be established with MSU Extension to provide the salary grant to MSU and to secure the employment of the MSU Extension Network Center Facilitator and Community Development Agent consistent with the terms outlined above.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any necessary contract documents consistent with this Resolution and approved as to form by the County Attorney.

Agenda Item 3a

RESOLUTION STAFF REVIEW

DATE January 7, 2002

Agenda Item Title Resolution to Authorize Six "Equip" Special Project Grants with the Michigan 4C Association

Submitted by Health Department

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize the acceptance of six grants from the Michigan Community Coordinated Child Care Association for a total of \$43,290. The Office for Young Children will use the funding to develop a variety of strategies to improve the quality of OYC child care services in the area.

Financial Implications

\$15,000 of the revenue from these grants was anticipated. However, OYC will use the \$28,290 of new revenue to support the following items:

- to purchase computer equipment (\$ 4,000),
- to increase the OYC temporary wages line-item (\$10,300) , and
- to increase communication, supplies, training support, and other expense line-items.

Other Implications

Staff Recommendation: JA ____ JN __*__ HH ____

This resolution should be approved.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Bruce Bragg

DATE: January 8, 2002

SUBJECT: A Recommendation to Accept Six Grants from the Michigan 4C Association

This is a recommendation to accept six grants from the Michigan Community Coordinated Child Care Association for a total of \$43,290. The Office for Young Children will use the funding to develop a variety of strategies to improve the quality of OYC child care services in the area. The grant funded activities include:

- ! technical assistance to child care providers in grant writing
- ! accreditation and training support for child care providers
- ! outreach activities for OYC services
- ! arranging CPR and other training activities for area for child care providers

This is now the fifth year in a row OYC has received these EQUIP grants from the MI 4C Association for child care quality improvement activities. Some of the revenue from these grants was anticipated. However, OYC will use the \$28,290 of new revenue to support the following items:

- to purchase computer equipment (\$ 4,000),
- to increase the OYC temporary wages line-item (\$10,300) , and
- to increase communication, supplies, training support, and other expense line-items.

These Special Project are intended to improve the quality of child care in several ways. The Projects will increase OYC outreach efforts to increase community awareness of OYC services, enhance OYC abilities to provide services, and support child care providers in the delivery of child care services.

I recommend that the Board of Commissioners adopt the attached resolution, accept the Michigan 4C Association grants and authorize the budget adjustments necessary to implement the grant projects.

Attachment

cc: John Jacobs w/attachment
Ken Sperber w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SIX "EQUIP" SPECIAL PROJECT GRANTS
WITH THE MICHIGAN 4C ASSOCIATION**

WHEREAS, Ingham County's Office for Young Children (OYC) provides child care information and referral services to the general public and through contractual relationships to certain employer groups; and

WHEREAS, the OYC also carries out activities and provides services to support the development of new child care resources in the community and to support the existing child care providers; and

WHEREAS, the State of Michigan has contracted with the Michigan Community Coordinated Child Care Association (Michigan 4C Association) to implement a special project EQUIP grant program to improve child care services, and the Michigan 4C Association has issued requests for proposals to organizations to expand the number of child care providers and to improve the quality of child care services in communities; and

WHEREAS, the OYC has submitted six proposals, in conjunction with the special project EQUIP grants to improve child care services in the OYC service area; and

WHEREAS, the Michigan 4C Association has advised that it is funding all six grant awards totaling \$43,290 to Ingham County to implement these proposals; and

WHEREAS, some of the revenue from these proposed grants was anticipated in the adopted FY 2002 budget, and \$28,290 is anticipated (new) revenue, and the Health Officer has recommended that the Board of Commissioners accept the awards.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the six EQUIP Special Project Grants, for a total of \$43,290, from the Michigan 4C Association, with the purpose of improving the child care services delivered by OYC.

BE IT FURTHER RESOLVED, that the MIS Director is authorized to purchase computer equipment up to \$4,000 in value, to support the services delivered by OYC.

BE IT FURTHER RESOLVED, that the Controller is authorized to adjust the Health Department's 2002 budget, increasing revenues and expenditures by \$28,290 and adjusting various line items.

Agenda Item 3b

RESOLUTION STAFF REVIEW DATE January 7, 2002

Agenda Item Title Resolution to Authorize Changes in the Health Department Staffing and Budget

Submitted by Health Department

Committees: Ad.Ser/Per. ___, H.S. ___, Law & Cts. __, Finance ___

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize several adjustments in positions in the Health Department as outlined in the attached communication.

Financial Implications

There are no increased costs to the General Fund according to the Health Department although one of the proposed changes will result in increased annual costs, the Health Department has committed to securing additional revenue to pay for the increase. (A vacant Billing and Reporting Clerk, UAW TOPS D position being converted to an Accountant, ICEA PRO 07 position. The additional cost of this change, approximately \$10,000 during 2002 and \$15,000 per year after three years, will be earned from additional revenue through the contractual relationships with other communities.) In addition this resolution will create a new Human Services/Grant Coordinator (M-10) position that was formally funded through a CMH grant. It will now be funded through the Community Voices grant with the same local match requirements.

Other Implications

Due to the tight budget years we are anticipating in 2002 and the foreseeable future, the Controller's Office has some concerns with proposals that increase positions and reclassify positions that result in increased costs to the general fund. Although the Health Department is proposing that the increased funds will be generated through contracts, the Controller's Office is noting this concern and will monitor it for compliance during the next several years.

Staff Recommendation: JA ____ JN ___*__ HH ____

MEMORANDUM

To: Human Services Committee
Administrative Services/Personnel Committee
Finance Committee

From: Bruce Bragg

Date: January 8, 2002

Subject: Authorization to Implement Reorganization in the Health Department

This is a recommendation that the Board of Commissioners change classifications and establish a new position in order to accommodate the needs of the Health Department in 2002. These changes do not constitute any additional general fund commitment by Ingham County. They do move the Health Department into a position to responsibly address the challenges it faces as we begin 2002.

Public Health Preparedness

The terrorist attacks on New York City and Washington, D.C. on September 11, 2001 caused us all to evaluate our responsibilities in new ways. We have all learned that it is very important for the public health agencies that serve the nation, our state and our community to be prepared to respond to terrorist sponsored activities that may include the use of biological or chemical agents.

Dr. Sienko and I have evaluated the resources we have dedicated to coordinating the Department's and the community's readiness to respond. We believe that it is important to make some small adjustments in staffing and responsibilities in order to properly prepare the Department and the community.

We recommend that a vacant Health Analyst position be changed to a Sanitarian II position and dedicated to supporting the public health preparedness in Ingham County. The attached resolution will authorize this action. There is no budgetary effect to this recommendation, as both positions are classified at the ICEA PRO 08 level.

The position will report to the Disease Control Supervisor, working under the direction of the Medical Director, working with Disease Control and Environmental Health staff to coordinate with other resources in the community.

Financial Management

During the last several years, the Health Department has taken on responsibilities that have made its financial operations significantly more complex. The Department now relies on revenues from sources other than Ingham County for nearly 70% of its \$24 million budget. Department managers and the Controller's Office need better and more timely financial reporting in order to continue to effectively and safely manage the Department.

We have waited for an opportunity to utilize a vacant position to change responsibilities and provide the Department with a higher level of professional financial staff. The planned benefits of this change include a higher level of review of compliance on the Department's 185 contracts and subcontracts, more timely reporting to contract and grantor agencies and a more comprehensive and timely financial reporting to managers within the Health Department.

The specific change will result in a vacant Billing and Reporting Clerk, UAW TOPS D position being converted to an Accountant, ICEA PRO 07 position. The additional cost of this change, approximately \$10,000 during 2002 and \$15,000 per year after three years, will be earned from additional revenue through the contractual relationships with other communities.

Additionally, it will be necessary to reclassify an existing, part-time Account Clerk-Health Department position to part-time Billing and Reporting Clerk status, and combine it with a vacant, part-time Billing and Reporting Clerk position. Both of these classifications are at UAW TOPS D level. Both positions are with the Accounting and Financial Management Unit in the Health Department.

Human Services Committee/W.K.Kellogg

Two changes taking place require some adjustment. Doak Bloss, Access to Health Coordinator, has coordinated the W.K.Kellogg Community Voices grant for the last three years. In 2001, the Ingham Health Plan received a Federal grant to improve the quality of clinical services provided to low-income, uninsured persons. Mr. Bloss took on the responsibility of coordinating several aspects of that grant. We have planned to have him leave his role with the Community Voices grant, and now we must implement that change. Doak will lead the effort to reorganize the patient visit redesign project and develop effective advisory boards for the several community health centers. We must relieve him of the responsibilities related to the Community Voices grant.

Additionally, the Governor's Executive Order eliminated funding for the Coordinator position for the Human Services Advisory Committee. That position had been supported by a \$35,000 grant from the State (through the Mental Health budget) and contributions from the several agencies that are members: the Health Department contributes \$6,000 annually, and the Board of Commissioners (through the Health Department) contributes \$1,000 annually. The support from the agencies is approximately \$35,000 annually. The Human Services Advisory Committee is currently evaluating alternative staffing arrangements.

Agenda Item 3b

I am proposing that the position be moved to the Health Department and combined with the responsibilities for supporting the Community Voices grant. The funds to support this change would come from the Community Voices grant. Additionally, the Community Voices grant has supported an Account Clerk position. That position is currently vacant and I am recommending that it be converted to a Secretary-Health Department position. The financial management responsibilities of the Community Voices grant will be moved to the Accounting and Finance Unit, where the oversight has been all along. Both the old (Account Clerk - Health Department) position and the new (Secretary - Health Department) position are in the UAW TOPS D salary grade, so there is no budgetary effect. Likewise this position is supported by the Community Voices grant. The Secretary - Health Department position would continue to provide the support services to the grant activity and additionally would provide support service to the Human Services Advisory Committee activities.

Summary

It is necessary to make some staffing changes to properly position the Health Department to respond to the challenges it faces. Changes proposed in the attached resolution include:

1. Reclassification of a vacant Health Analyst position to Sanitarian II position. This will support the development of a focal point in the Health Department for public health preparedness. There is no budget impact with this change.
2. Reclassification of vacant Billing and Reporting Clerk position to an Accountant position and reclassification of an existing part-time Account Clerk position to a part-time Billing and Reporting Clerk. This will provide needed professional support to the Accounting and Financial Management Unit. This change will cost an additional \$10,000 in 2002. The additional funds will be available by amending the Health Department's 2002 budget to recognize an additional \$10,000 from contracts with other communities.
3. Within the Community Voices grant activity, create a new Human Services/Grant Coordinator position and reclassify an existing Account Clerk - Health Department position to Secretary - Health Department position. Funds to support these changes will come from the Community Voices grant and \$35,000 in contributions from agencies that are members of the Ingham County Human Services Advisory Committee.

I recommend that the Board adopt the attached resolution and authorize the recommended changes.

Attachment

cc: Harold Hailey w/attachment
Judy Williams w/attachment
Chuck Grey w/attachment
Greg Wilhelm w/attachment
Bruce Miller w/attachment
Doak Bloss w/attachment

Ron Uken w/attachment
Tom Larkins w/attachment
Randal Kamm w/attachment
John Jacobs w/attachment
Dean Sienko w/attachment

Introduced by the Human Services, Administrative Services/Personnel and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CHANGES IN THE HEALTH DEPARTMENT STAFFING AND BUDGET

WHEREAS, the Health Department is faced with challenges and situations that require changes in staffing and budget; and

WHEREAS, the Health Officer has proposed some reorganization within the Health Department and that four positions be reclassified and a new position created; and

WHEREAS, the Health Officer has demonstrated that most of the revenue to support these changes is included in the Health Department's 2002 budget; and

WHEREAS, the Health Officer has recommended that the Health Department's 2002 budget be amended to recognize \$38,000 in additional revenue from contributions from other agencies and revenue from contracts with other communities.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the following changes in the staffing of the Health Department, effective February 1, 2002:

Reclassify position HLHADM028, Health Analyst (ICEA PRO 08) to Sanitarian II (ICEA PRO 08).

Reclassify position HLHRCP04, Billing and Reporting Clerk (UAW TOPS D) to Accountant (ICEA PRO 07).

Combine the half-time HLHOYC011A, Account Clerk-Health Department (UAW TOPS D) position and the vacant half-time HLHRCP011 Account Clerk-Health Department (UAW TOPS D) into a full-time Billing and Reporting Clerk (UAW TOPS D) position, and appoint the incumbent to full-time status..

Reclassify position HLHADM011, Account Clerk-Health Department, UAW TOPS D to Secretary-Health Department (UAW TOPS D).

Create a new Human Services/Grant Coordinator (M-10) position.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend that Health Department's 2002 budget to increase revenue, from other organizations, and expenses by \$38,000 and to make other adjustments necessary to implement this resolution.

Agenda Item 3c

RESOLUTION STAFF REVIEW

DATE January 7, 2002

Agenda Item Title Resolution to Authorize a 2001-2002 Licensing Support Services Agreement with the Department of Consumer and Industry Services

Submitted by Health Department

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize extending the existing agreement from October 1, 2001 through September 30, 2002 and the State of Michigan shall reimburse Ingham County up to \$12,858 for 2001-2002 Fiscal Year expenses related to the scope and units of service included in the Agreement.

Financial Implications The funds are anticipated in the 2002 budget.

Other Implications

Staff Recommendation: JA ___ JN __*__ HH ___

This resolution should be approved.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Bruce Bragg

DATE: December 20, 2001

SUBJECT: OYC Agreement with the Department of Consumer and Industry Services

For many years, the State of Michigan has helped fund the Office for Young Children through a Community Coordinated Child Care (4C) Agreements. In the past this funding has come from the Michigan Department of Social Services, and more recently the Michigan Family Independence Agency. Incorporated into those 4C Agreements has been Child Day Care Licensing Support Services. Beginning two years ago the State of Michigan decided to purchase these Licensing support services from OYC in a separate Agreement directly with the Department of Consumer and Industry Services. This year the State is offering a funding level of \$12,858 to provide Licensing Support Services for the State Fiscal Year 2002 (October 1, 2001 through September 30, 2002).

The Office for Young Children has assessed its current resources and capabilities. The OYC proposes to use existing professional and clerical staff to deliver services called for in the Agreement. The funding from this Agreement was anticipated in the Health Department's FY 2002 budget.

Attached is a resolution to authorize a Licensing Support Services Agreement with the Michigan Department of Consumer and Industry Services for FY2002. I recommend that the Board adopt the resolution and authorize the Agreement.

c: John Jacobs w/attachment
Ken Sperber w/attachment
Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2001-2002 LICENSING SUPPORT SERVICES AGREEMENT WITH THE DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES

WHEREAS, the Office for Young Children provides information and referral, training, and other services to day care organizations and to parents of children in Ingham, Clinton, Eaton and Shiawassee Counties; and

WHEREAS, the State of Michigan has provided financial support for these services for many years through State departments, previously through the Family Independence Agency, and now additionally through the Department of Consumer & Consumer & Industry Services; and

WHEREAS, an Agreement with the Michigan Department of Consumer & Consumer & Industry Services has been authorized in Ingham County resolution #01-015 for Office for Young Children services through the State Fiscal Year 2000-2001; and

WHEREAS, the Michigan Department of Consumer & Consumer & Industry Services is now proposing an Agreement for continuing services from the Office for Young Children through the State Fiscal Year 2001-2002;

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the proposed Agreement with the Department of Consumer & Consumer & Industry Services for Child Day Care Licensing support services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an Agreement for FY2001-2002 with the Michigan Department of Consumer & Consumer & Industry Services.

BE IT FURTHER RESOLVED, that the period of the Agreement shall extend from October 1, 2001 through September 30, 2002 and that the State of Michigan shall reimburse Ingham County up to \$12,858 for 2001-2002 Fiscal Year expenses related to the scope and units of service included in the Agreement.

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

Agenda Item 3d

RESOLUTION STAFF REVIEW

DATE January 7, 2002

Agenda Item Title Resolution to Authorize a Refugee Services Agreement with the Michigan Family Independence Agency

Submitted by Health Department

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize a contract with the Michigan Family Independence Agency to replace a fee for service arrangement at an increased compensation rate and an increase in subcontracts for the remainder of FY 2002. It also recognizes the additional revenues and expenses in the Health Department budget.

Financial Implications

The FIA has adjusted the rate of compensation from \$250 to \$425 per refugee assessment/medical screening. This will result in an increased revenue in the remaining three-quarters of FY 2002 of an estimated \$67,500 and will amend the agreements with Refugee Services to increase total compensation by \$22,500 to \$126,563 and with Family and Community Development Services Inc. to increase total compensation by \$7,500 to \$42,500.

Other Implications

Staff Recommendation: JA ___ JN ___* HH ___

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Bruce Bragg

Date: January 8, 2002

Subject: Refugee Services Contract with the Family Independence Agency

Since the late 1970's the Health Department has been working with the refugee settlement agencies in the Lansing Area to screen newly arriving refugees and to link them to regular sources of health care. The State has paid for such services at the rate of \$250 per refugee for several years. The Department has contracted with the Refugee Services Program of Catholic Social Services and other organizations for translation, transportation and health education services to support its efforts.

Previously the State has paid Ingham County on a fee for services basis for the screening services. The Michigan Family Independence Agency is now requiring a contract to assure quality services and to authorize payment. The FIA has adjusted the rate of compensation to \$425 per refugee assessment/medical screening. The assessments have to be performed within 90 days of arrival in the United States. Assessments must include a complete physical examination, a number of laboratory tests, including tests for communicable disease, immunizations, referrals for services, provision of language assistance and transportation for health care purposes.

Ingham County has for many years provided similar services with support of community agencies. It will be necessary to amend authorization for contracts with the Refugee Services Program at Catholic Social Services and the Family and Community Development Services to provide for additional support for translation, transportation, education and treatment compliance. The FIA agreement will annually generate approximately \$90,000 of additional revenue to Ingham County, \$40,000 of which will be committed to purchase additional support services from the two organizations. In the remaining three-quarters of FY 2002 we anticipate additional revenue of \$67,500 and will amend the agreements with these two organizations to increase funding by a combined \$30,000.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with the FIA and the amendments to the Refugee Services and Family and Community Development Services agreements.

Attachment

cc: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REFUGEE SERVICES AGREEMENT WITH THE MICHIGAN FAMILY INDEPENDENCE AGENCY

WHEREAS, Ingham County has conducted health assessments on newly arriving refugees and worked to link refugees with ongoing sources of health care; and

WHEREAS, the State of Michigan has for many years paid for these assessments; and

WHEREAS, the Michigan Family Independence Agency has advised Ingham County that it will adjust the compensation for services to refugees and require a contract for such services; and

WHEREAS, the Health Officer has advised the Board of Commissioners that these health assessments and linkages to medical providers are important services to the refugee population and to the general public; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the proposed agreement with the Michigan Family Independence Agency and amendments to service contracts with Catholic Social Services/Refugee Services Program, and Family and Community Development Services, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Michigan Family Independence Agency for the purpose of assessing the health status of newly arriving refugees and coordinating efforts to link the refugees with ongoing sources of health care.

BE IT FURTHER RESOLVED, that the period of the agreement shall be January 1, 2002 through September 30, 2002, and may be extended annually by amendment through September 30, 2004.

BE IT FURTHER RESOLVED, that the Michigan Family Independence Agency shall pay Ingham County \$450 per refugee assessment according to conditions and the scope of services set out in the agreement, not to exceed \$202,500 during the initial nine month period.

BE IT FURTHER RESOLVED, that the agreement with the Refugee Services Program/Catholic Social Services, authorized in Resolution No. 01-261, be amended to increase total compensation by \$22,500 to \$126,563.

BE IT FURTHER RESOLVED, that the agreement, authorized in Resolution No. 01-261, with Family and Community Development Services, Inc. be amended to increase total compensation by \$7,500 to \$42,500.

Agenda Item 3d

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement with the Family Independence Agency and the amendments to the agency agreements after review by the County Attorney.

RESOLUTION STAFF REVIEW DATE January 7, 2002

Agenda Item Title Resolution to Amend the Administrative Services and Medical Services Agreements with the Ingham Health Plan Corporation

Submitted by Health Department

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation)
This resolution will authorize amendments with the Ingham Health Plan Corporation to the Administrative Service agreement to adjust compensation to the County and Medical Service Agreements to broaden the Scope of Services, adjust the compensation paid by the Corporation to the County, and to allow for reimbursement for outpatient services.

Financial Implications The funds are anticipated in the current budget.

Other Implications

Staff Recommendation: JA ____ JN __*__ HH ____
This resolution should be approved.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Bruce Bragg

Date: January 8, 2002

Subject: Amendment to the Administrative Service and Medical Service Agreements with the Ingham Health Plan

Since the Ingham Health Plan was organized, in 1998, the Corporation has contracted with Ingham County for administrative support services and for medical services provided to the enrolled population. In November 2000, agreements were executed for the period October 1, 2000 to September 30, 2001. Prior to the end of that period, the Corporation advised the County that it was electing to extend the agreements on a month to month basis until September 30, 2002. This was done in order to maintain a contractual relationship and to provide the Corporation time to determine the proper rates of compensation for all of its providers for 2001 and 2002.

The IHP is now proposing to amend the Administrative Services Agreement to adjust the compensation paid to Ingham County. The IHP is also proposing to amend the Medical Services Agreement to broaden the Scope of Services, adjust the compensation paid by the Corporation to the County, and to allow for reimbursement for outpatient services.

The attached resolution will authorize the proposed amendments to both agreements. The terms of these amendments have been negotiated with Health Department staff. The amending documents have been reviewed by the County Attorney.

I am recommending that the Board of Commissioners adopt the attached resolution and authorize the amendments to the Administrative Service and Medical Service Agreements with the Ingham Health Plan Corporation.

Attachment

cc: Bruce Miller w/attachment
John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE ADMINISTRATIVE SERVICES AND MEDICAL SERVICES AGREEMENTS WITH THE INGHAM HEALTH PLAN CORPORATION

WHEREAS, Ingham County entered into agreements with the Ingham Health Plan Corporation in November 2000 to provide administrative support services to the Corporation and medical services to the enrolled population; and

WHEREAS, the IHP Corporation elected to extend the Agreements on a month to month basis until September 30, 2002; and

WHEREAS, the IHP Corporation has proposed to amend the Administrative Services Agreement in order to adjust the compensation paid to Ingham County; and

WHEREAS, the IHP Corporation has proposed to amend the Medical Support Services Agreement in order to broaden the scope of services, adjust the compensation paid to the County and to allow for reimbursement for outpatient services; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Administrative Services Agreement with the Ingham Health Plan Corporation, originally authorized by Resolution No. 00-257, to change the compensation paid to Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Medical Support Services Agreement to broaden the scope of services, adjust the compensation paid to Ingham County and to allow reimbursement for outpatient services.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2002

Agenda Item Title Resolution to Authorize a Contract with the Ionia County Health Department for Medical Direction and Program Consultation

Submitted by Health Department

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation and Scope of Services)
This resolution will authorize the Ingham County Health Department to continue a long term relationship to provide medical direction and consultation through Dr. Sienko to the Ionia County Health Department through 2002.

Financial Implications

Ionia County will pay Ingham County at the annual rate of \$40,000 for this service. This compensation represents about 20% of the cost of supporting Dr. Sienko (wages, fringes, travel, phone, professional development, liability insurance and indirect costs).

Other Implications

Staff Recommendation: JA ___ JN __*__ HH ___

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Bruce Bragg

Date: December 18, 2001

Subject: Ionia County Health Department - Contract for Medical Direction

Since the mid-1980's, the Ingham County Health Department has provided medical direction and consultation to the Ionia County Health Department. This is a recommendation to authorize a contract to extend that relationship for 2002.

Through this agreement, Dr. Dean Sienko will dedicate approximately 20% of his time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month. Additionally, the agreement provides that the administrative staff of the Health Department occasionally consults with the staff of Ionia County.

This relationship has worked well for both Ingham County and the Ionia County. In 2002 Ionia County will pay Ingham County at the annual rate of \$40,000 for this service. This compensation represents about 20% of the cost of supporting Dr. Sienko (wages, fringes, travel, phone, professional development, liability insurance and indirect costs).

I recommend that the Board of Commissioners authorize the contract with the Ionia County Health Department.

Ionia County is currently exploring opportunities to join another health jurisdiction, merge with a district health department or to obtain administrative and medical direction from another county or district through an associated health department agreement. It is possible that the arrangement proposed in this memorandum and the corresponding agreement will be terminated during 2002. The language in the agreement will give both parties an opportunity to terminate with 30 days written notice.

cc: Dean Sienko w/attachment
John Jacobs w/attachment

SCOPE OF SERVICES
Ingham County & Ionia County District Health Department
Medical Direction & Program Consultation

Ingham County shall provide to the Ionia County Health Department, during the term of the Agreement to which this Scope of Services is attached, the professional services of a qualified public health physician to serve as Medical Director and public health program consultation services from the professional staff of the Ingham County Health Department.

The full-time Medical Director of the Ingham County Health Department shall serve as the Medical Director of the Ionia County District Health Department on a part-time basis. The Medical Director shall dedicate approximately 20 percent of his practices to the Barry-Eaton District Health Department. The services of the Medical Director, or his Deputy, shall include 24 hours per day, seven (7) days per week, telephone consultation and direction for medical emergencies and consultations. The Medical Director shall provide overall medical direction to the programs of the Ionia County Health Department which shall include the following:

- A. Establishing written medical protocols and standing orders and consultation with department staff on the medical aspects of programs.
- B. Providing direction to the communicable disease control program of the Ionia County Health Department including consultation and direction of health department staff responsible for disease control, consultation with clients involved in disease control situations, and consultation with community medical practitioners involved with diagnosis and/or treatment of communicable diseases.

The Medical Director may utilize specialized professional staff from the Ingham County Health Department to assist in the implementation of this Scope of Services. He may facilitate communication between Ionia County Health Department staff and such Ingham County professional staff as appropriate. He may also provide Ionia County Board of Commissioners with identified problems, needs, and help establish priorities in public health programs.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH THE IONIA COUNTY
HEALTH DEPARTMENT FOR MEDICAL DIRECTION AND PROGRAM
CONSULTATION**

WHEREAS, the Ionia County Health Department has purchased medical direction and program consultation from Ingham County since the mid-1980's; and

WHEREAS, the arrangement has worked well for Ionia County and for Ingham County, with Ionia County compensating Ingham County for approximately 20% of the cost of supporting the Medical Director of the Ingham County Health Department; and

WHEREAS, the Medical Director and the Health Officer recommend that the Board of Commissioners authorize the extension of the relationship with Ionia County through December 31, 2002.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with the Ionia County Health Department to provide medical direction and program consultation services for the period January 1, 2002 through December 31, 2002.

BE IT FURTHER RESOLVED, that Ionia County shall compensate Ingham County at the rate of \$40,000 per year for medical direction and program consultation services during 2002.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2002

Agenda Item Title Resolution to Authorize Agreements to Accept Funds Supporting the Adolescent Health Programs

Submitted by Health Department

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize agreements/amendments with the Junior League of Lansing, the City of Lansing and the Lansing School District towards the continued operation of the Otto Adolescent Health Program. The state budget cuts resulted in a \$250,000 (on a annual basis) funding shortfall for this categorical grant. To date several donations have been received to partially make up this shortfall and some require contracts. Future donations for this purpose that require contracts are also authorized by this resolution.

Financial Implications

There is still a \$47,000 shortfall for this fiscal year. The Health Department is working on some alternatives to address it and will be back later this year with a recommendation.

Contracts authorized

- Junior League of Lansing, Michigan, Inc. \$40,000
- Lansing School District \$10,000
- City of Lansing for Services \$10,000

Other Implications The long term financial viability of the Otto Adolescent Health Program will have to be addressed by the County after this fiscal year as many of the donations are likely to be only for this fiscal year.

Staff Recommendation: JA ___ JN __*__ HH ___

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Bruce Bragg

Date: January 3, 2002

Subject: Adolescent Health Program Status - Contract Authorization

This is a recommendation to authorize a contract with the Junior League of Lansing, Inc. to accept a \$40,000 donation to support the continuation of the Adolescent Health Program.

As I reported to you in December, the Governor's Executive Order eliminated funding for Adolescent Health Programs throughout the State of Michigan. On an annual basis, Ingham County will lose \$250,000 in state funds to support the Health Center at Otto Middle School and the Peer Education Program. The program elimination was delayed until January 31, 2002. The resulting revenue loss to Ingham County for FY 2002 will be approximately \$167,000.

Many people in the Lansing/Ingham County community participated in educational efforts to change the effect of the Executive Order. The result was a 45 day delay in putting the order into effect for Adolescent Health Programs. A number of individuals and organizations have made financial commitments to continue the Adolescent Health Program. To date, we have pledges for approximately \$120,000 in donations to help cover the loss of State revenue and to continue the operation of the Otto Middle School Community Health Center and the Peer Education Program.

The Junior League has pledged \$40,000. They will require a contract, which I am recommending be authorized by adopting the attached resolution. The Granger Foundation has pledged a \$25,000 contribution. State Representative Paul DeWeese has pledged \$15,000 (\$1,500 per month for 10 months). The City of Lansing will be providing a \$10,000 contribution as will the Lansing School District. These two contributions will also require contract authorizations which I have attempted to address in the attached resolution. Additionally, the ***Michigan Electrical Contractors Association*** has pledged \$10,000 and another trade association has supposedly made a similar commitment.

Even with these contributions we have a \$47,000 shortfall. We are evaluating two alternatives for addressing this shortfall. The first is to identify expenditure reductions in that amount. This would result in two positions being eliminated. The second is the use of the Ingham Health Plan (IHP) as a mechanism for supporting the County's Adolescent Health Programs. In the current year, it would be possible to transfer an additional amount of funds to the State, that would return to the IHP through the special Disproportionate Share Hospital payments to Sparrow and Ingham Medical. The IHP would then purchase adolescent health care services from the County. This mechanism must be evaluated by the Corporation and the IHP Board of Directors will have

Agenda Item 3g

to be supportive and authorize such a relationship. If such a relationship is possible it could be continued in future years.

At this time, I am recommending that the Board adopt the attached resolution and authorize agreements/amendments with the Junior League of Lansing, the City of Lansing and the Lansing School District.

Attachment

cc: Deb Brinson w/attachment
John Jacobs w/attachment
Bruce Miller w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AGREEMENTS TO ACCEPT FUNDS SUPPORTING
THE ADOLESCENT HEALTH PROGRAMS**

WHEREAS, Ingham County has operated adolescent health programs since 1984; and

WHEREAS, Otto Middle School Community Health Center and the Peer Education Program are two of these programs that have received financial support through grants from the State of Michigan; and

WHEREAS, in the Executive Order issued in November, 2001, responding to the worsening state revenue projections, the Governor ended funding for adolescent health programs, including funding for the Otto Middle School Community Health Center and the Peer Education Program, representing a loss of \$250,000 annually to Ingham County; and

WHEREAS, many local citizens and organizations have worked to convince the Administration to change its action to eliminate funding for adolescent health programs, and have been successful in extending funding through January 31, 2002; and

WHEREAS, many people and organizations in Ingham County have pledged funds to support the continuation of the Otto Middle School Community Health Center and the Peer Education Program, at least through the current budget year (September 30, 2002);

WHEREAS, the Health Officer has recommended that agreements or amendments to existing agreements be authorized with individuals or organizations to accept funds to support the continuation of the adolescent health programs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Junior League of Lansing, Michigan, Inc. for the period January 1, 2002 through September 30, 2002, through which the Junior League will contribute to Ingham County \$40,000 to support the continuation of adolescent health programs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Lansing School District through which the School District will contribute \$10,000 to Ingham County to support the continuation of adolescent health programs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with the City of Lansing for Services Delivered Through the Ingham County Health Department, through which the City will contribute an additional \$10,000 to support the continuation of adolescent health programs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes agreements with individuals or organizations that commit funds to support the continuation of adolescent health services in Ingham County.

Agenda Item 3g

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners expresses its determination to continue to operate the Otto Middle School Community Health Center and the Peer Education Program with the support of these contributions through the Health Department's 2002 budget year.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign all agreements and amendments authorized by this resolution after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE January 7, 2002

Agenda Item Title Resolution to Authorize an Abstinence Program Subcontract with the City of Lansing and to Authorize a Federal Abstinence Grant

Submitted by Health Department

Committees: Ad.Ser/Per. __, H.S. __*, Law & Cts. __, Finance __*

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize a Contract with the City of Lansing to support the implementation of a State of Michigan Abstinence Program Grant, to authorize a Federal Abstinence Program Grant, and other subcontracts for mini-grants, program evaluation, and other program related purposes. The City is the fiduciary agent for FY 2001-2002 and is proposing to again contract with Ingham County to manage the grant. The County, on behalf of the Ingham County Abstinence Coalition will issue a number of mini-grants to area agencies and organizations to provide abstinence education within their community. The budgeted amount for this service is \$31,000. Mini-grant contracts will be awarded in a range from \$500 to no more than \$2,000 depending on the scope of services. Money is available in both the City of Lansing and the United States Department of Health and Human Services grants to cover this cost.

Financial Implications

The funds from the state and federal grants are included in the Department's adopted 2002 budget.

The Federal grant is for \$144,340.

The City of Lansing contract will be for \$120,000.

Other Implications

Staff Recommendation: JA ____ JN __*__ HH ____

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Bruce Bragg

Date: January 8, 2002

Subject: State and Federal Abstinence Grants

This is a recommendation to authorize a contract with the City of Lansing to support the implementation of a State of Michigan Abstinence Program Grant and to authorize a Federal Abstinence Program Grant.

For several years Ingham County was a contractor of the State of Michigan to administer a state abstinence program grant. Two years ago, the Legislature included in the appropriations bill boilerplate language that prohibited agencies that provide family planning services from contracting with the state for abstinence program funds. The City of Lansing agreed to act as the fiduciary agent for the Abstinence Grant. Following the recommendation of the advisory board, the City contracted with Ingham County to implement the Abstinence Program through the Health Department. This arrangement has proven acceptable to the State, the City and Ingham County. The City is the fiduciary agent for FY 2001-2002 and is proposing to again contract with Ingham County to manage the grant. The contract will be for \$120,000.

For the past two year, the County has been the direct recipient of Federal Abstinence grant. This grant is again offered in FY 2001-2002 (9/16/01 - 9/15/02). The Federal grant for FY 2002 is \$144,340.

The goals of these two grants are to reduce sexual activity, teen pregnancy, and the use of alcohol, tobacco, and other drugs among youth 9 to 17 years of age. These goals will be accomplished by providing educational programs designed to strengthen knowledge and peer refusal skills while changing behavior among youth.

This program will work with 9 to 17-year-old youth, and their parents, to provide the skills necessary to refuse the previously mentioned risk taking behaviors. These skills will be provided through the following activities:

1. *After-school programs* - when youth are most likely to be unsupervised.
2. *Youth activities* - utilizing an engaging atmosphere to teach peer refusal skills while at the same time, stress the importance of healthy alternatives to high risk behaviors.
3. *Parent trainings* - that go where the parents are and encourages parents to find ways to talk with their children about sensitive topics.
4. *Community outreach* - work with local neighborhood centers providing abstinence education and parenting activities.

Agenda Item 3h

5. *Distribution of packets of materials* - to parents, family, and community members.

These activities were determined by Coalition members and will be carried out by program staff and through contracts with local community groups.

The County, on behalf of the Ingham County Abstinence Coalition will issue a number of mini-grants to area agencies and organizations to provide abstinence education within their community. The budgeted amount for this service is \$31,000. Mini-grant contracts will be awarded in a range from \$500 to no more than \$2,000 depending on the scope of services. Money is available in both the City of Lansing and the United States Department of Health and Human Services grants to cover this cost.

The County will contract with individuals to conduct after-school abstinence education activities in area schools. After-school programs will be offered in eleven schools. Each facilitator will be paid \$18 per hour for a maximum of 70 hours per series, not to exceed \$1,260 per workshop series. Money is available in both the City of Lansing and the United States Department of Health and Human Services grants to cover this cost.

The County will contract with the Institute of Children, Youth, and Families of Michigan State University for evaluation service, a requirement of both grants. The contract amount will be \$12,200 for the period September 16, 2001 through September 31, 2002.

The County will also contract with local recreational and/or meeting centers for the purpose of conducting abstinence program events.

The funds from the state and federal grants are included in the Department's adopted 2002 budget. I recommend that the Board adopt the attached resolution and provide the authorizations necessary to implement the abstinence program grants.

Attachment

cc: John Jacobs w/attachment
Deb Brinson w/attachment

ntroduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ABSTINENCE PROGRAM SUBCONTRACT
WITH THE CITY OF LANSING AND TO AUTHORIZE A FEDERAL ABSTINENCE
GRANT**

WHEREAS, young people can learn skills and techniques to assist in abstaining from early sexual activity, the use of tobacco, alcohol and other substances and other risky behavior that are dangerous to their health; and

WHEREAS, Ingham County has coordinated an Abstinence Program in Ingham County for several years; and

WHEREAS, the City of Lansing has offered to contract with Ingham County to administer a State of Michigan Abstinence Grant; and

WHEREAS, the United States Department of Health and Human Services has offered an Abstinence Grant for FY 2002; and

WHEREAS, the Health Officer has advised the Board of Commissioners that the activities of these two grant programs are included in the Health Department's FY 2002 adopted budget and recommends that the Board authorize the subcontract with the City of Lansing and accept the Federal grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Abstinence Program subcontract with the City of Lansing, whereby the Ingham County Health Department will coordinate a State of Michigan Abstinence Program Grant for the period October 1, 2001 through September 30, 2002.

BE IT FURTHER RESOLVED, that the City will pay Ingham County up to \$120,000 for activities related to the implementation of the grant program.

BE IT FURTHER RESOLVED, that the Board of Commissioners accepts a Federal Abstinence Program Grant of \$144,340 for the period September 16, 2001 through September 15, 2002.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the award of mini-grants to community agencies and organizations, not to exceed \$2,000 per grant and not more than \$31,000 in total.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes contracts with individuals to facilitate after-school educational workshops in area schools, and that these individuals will be compensated at the rate of \$18 per hour not to exceed \$1,260 per workshop series.

Agenda Item 3h

BE IT FURTHER RESOLVED, that a contract to evaluate the State and Federal Abstinence Programs be authorized with the Institute of Children, Youth and Families at Michigan State University, and that the compensation will be \$12,200 for the period September 16, 2001 through September 30, 2002.

BE IT FURTHER RESOLVED, that contracts for the rental/use of local recreational and/or meeting centers for the purpose of conducting abstinence program events be authorized.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the contract with the City of Lansing, any grant documents related to the Federal Grant and the mini-grants and other contractual documents authorized by this resolution, after review by the County Attorney.

MEMORANDUM

January 3, 2002

TO: Administrative Services, Human Services, Law & Courts, and Finance
Committees

FROM: Jerry Ambrose, Controller

RE: Amendments to the 2002 Budget

Attached for your consideration is a resolution to amend the 2002 budget. Making these adjustments is an attempt to assure that expenses incurred in the 2002 budget year will not exceed the revenues anticipated to be received in 2002. This action is recommended as a result of decreases in interest revenue, state revenue sharing, and court equity funding in the General Fund. These decreases were not anticipated in the preparation of the 2002 budget.

Resolution #01-375 requested the development of short term strategies to reduce expenditures or increase revenues in the 2002 adopted budget totaling \$1,997,000.

Non-operating reductions of around \$700,000 were identified, including a 50% reduction to the contingency account, debt service payment rejections, and the temporary suspension of some equipment replacement reserve transfers. These short term reductions will not have a negative affect on the county's ability to pay its debts, to make necessary equipment replacements, or to address any essential unforeseen expenses.

County offices, departments, and the courts were asked to identify reductions equivalent to an overall 2% reduction to their general fund operating budgets. The offices, departments, and courts have been extremely cooperative in this process. They have identified reductions by recognizing salary attrition, reducing operating expenses, and generating additional revenues. None of these reductions involved involuntary layoffs or the permanent elimination of positions or programs. These short term reductions will not alter the base used for comparison purposes in development of future years' budgets.

Reductions totaling \$1,977,203 have been identified. This is \$19,797 less than the targeted reduction. In order to reach the target, an additional \$19,797 could be taken from the 2002 contingency account, but I am not recommending that at this time.

This resolution assumes that a couple of significant actions will be taken by the Board of Commissioners. First, the Family Division has proposed a reorganization of its intensive neglect services. This plan must still be finalized and approved by the Board of Commissioners. Second, the Prosecuting Attorney has proposed the adoption of a prosecution reimbursement policy, which would increase revenues by up to \$100,000 annually. This plan is currently under review by the county attorney and Maximus Consulting Group. If the plan is acceptable, it will then need to be passed by the Board of Commissioners. If either of these plans does not come to realization, alternative plans will need to be developed.

Agenda Item 4

I would again like to note the high level of cooperation received by offices, departments, and courts throughout this process. These adjustments will assist the county in maintaining its high level of financial solvency. It should also be noted that some difficult decisions may need to be made during the course of the 2003 budget process regarding the type and level of county services to be provided.

I recommend adoption of the resolution.

Attachment

Introduced by the Administrative Services, Human Services, Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AMENDMENTS TO THE 2002 ADOPTED BUDGET

WHEREAS, the Board of Commissioners has been advised of unanticipated decreases in revenues supporting the 2002 Ingham County Budget; and

WHEREAS, Resolution #01-375 requested the development of short term strategies to reduce expenditures or increase revenues in the 2002 Adopted Budget; and

WHEREAS, the County Controller has worked with offices, departments, courts, and others receiving county appropriations as necessary to attempt to identify short term expenditure reductions and/or revenue increases for the 2002 general fund budget totaling \$1,997,000; and

WHEREAS, short term reductions totaling \$1,977,203 have been identified through the exemplary cooperation from offices, departments and courts; and

WHEREAS, this amount is \$19,797 less than the identified target, and in order to achieve this target, the 2002 contingency fund could be further reduced, which is not recommended at this time.

THEREFORE BE IT RESOLVED, that the County Controller is authorized to amend the budget to implement the general fund reductions totaling \$1,977,203 as detailed in the following attachment.

BE IT FURTHER RESOLVED, that these reductions are comprised of salary attrition, reductions to operating expenses, deferment of capital improvement items, fee increases and increased revenue projections.

BE IT FURTHER RESOLVED, that these reductions do not include reductions to current services or any employee layoffs, and that these reductions will not alter the base used for comparison purposes in the development of future years' budgets.

BE IT FURTHER RESOLVED, that should revenue enhancements or expenditure reductions later be identified as unattainable, the Controller is authorized to work with departments to identify alternative plans that will achieve the same net savings.

BE IT FURTHER RESOLVED, that the Controller, working with departments, is authorized to make budget adjustments to implement alternative plans if warranted by changes in circumstances.

PROPOSED 2002 BUDGET AMENDMENTS

Department	Reduction Amount	Description
Adolescent Diversion	2,725	Expenditure Reductions
Animal Control	18,934	Salary Attrition
Animal Control	4,000	Expenditure Reductions
Family Division	154,933	Intensive Neglect Services reorganization
Friend of the Court	26,029	Fee Increase
Circuit Court - General Trial	115,957	Expenditure Reductions
Community Corrections	2,000	Use funds from City of Lansing to offset administrative costs
Cooperative Extension	12,250	Expenditure Reductions
Cooperative Extension	764	Salary Attrition
Clerk/Elections	6,609	Salary Attrition
Clerk/Elections	2,500	Expenditure Reductions
Clerk/Elections	9,961	Increase Revenue Projection
District Court	24,960	Fee Increase
District Court	6,028	Increase Revenue Projection
Drain Commissioner	19,000	Increase Revenue Projection
Economic Development	3,287	Expenditure Reductions
Emergency Operations	2,784	Expenditure Reductions
Equalization	11,685	Expenditure Reductions
FIA	14,335	Reduce Shelter/Respite Appropriation
Health Department	94,399	Salary Attrition
Health Department	23,066	Expenditure Reductions
Health Department	34,600	Increase Revenue Projections
Jury Board	1,383	Expenditure Reductions
Parks	25,108	Expenditure Reductions
Parks	7,500	Salary Attrition
Probate Court	12,650	Expenditure Reductions
Probate Court	636	Salary Attrition

Probate Court	5,500	Increase Revenue Projections
Prosecuting Attorney	75,000	New Fee
Prosecuting Attorney	20,000	Salary Attrition
Register of Deeds	13,090	Salary Attrition
Sheriff	30,000	Increase Revenue Projections
Sheriff	113,814	Expenditure Reductions
Sheriff	110,000	Transfer from Commissary Fund
Sheriff	90,000	Salary Attrition
Treasurer	11,132	Salary Attrition
Veterans Affairs	6,800	Expenditure Reductions
Veterans Affairs	31	Salary Attrition
Board of Commissioners	6,064	Expenditure Reductions
Board of Commissioners	2,750	Voluntary Per Diem Waiver
Controller	16,121	Expenditure Reductions
Facilities/Jail Maintenance	30,897	Expenditure Reductions
Financial Services	11,360	Expenditure Reductions
Financial Services	525	Salary Attrition
Human Resources	13,432	Expenditure Reductions
Purchasing	4,850	Expenditure Reductions
Community Mental Health	34,677	Reduce expansion of jail based services
MIS	5,000	Increase Revenue Projection
MIS	10,365	Salary Attrition
MIS	24,635	Expenditure Reductions
Debt Service	170,577	Recalculate General Fund Payment
MIS Replacement/Maintenance Chargebacks	220,000	Suspend various replacement chargebacks for three to five months
Contingency	300,000	Reduce by 50%
FICA	12,500	Savings due to employee health insurance contributions
Total	1,977,203	



JOHN ENGLER, Governor

DEPARTMENT OF STATE POLICE

COL. MICHAEL D. ROBINSON, Director

December 18, 2001

Ms. Mary R. Stid
Chairperson
Ingham County
County Building
Mason, Michigan 48854

Dear Ms. Stid:

The Office for State and Local Domestic Preparedness Support, Department of Justice (DOJ), has awarded Michigan \$4,786,000 in federal funds under the FY 2000 and FY 2001 State Domestic Preparedness Equipment Program Grants. The Governor designated the Emergency Management Division of the Department of State Police to administer the grants. The purpose of the grants is to acquire first responder equipment to enhance the capability of state and local agencies to respond to incidents of terrorism involving the use of chemical and biological agents as well as radiological and explosive devices.

Michigan was one of the first states in the nation to qualify for the second phase of the State Domestic Preparedness Equipment Grant Program. The first phase included the on-line Terrorism Needs Assessments completed by all counties and several cities and townships as well as the state's submittal of the Three-Year Statewide Domestic Preparedness Strategy. Michigan now has qualified for FY 2000 and FY 2001 State Domestic Preparedness Grants.

Because of your participation in the on-line DOJ Terrorism Needs Assessment, Ingham County and/or any local jurisdictions you select will be eligible to apply for a grant(s) with a combined total of \$61,202. DOJ determined state grant allocations using a formula consisting of a base amount plus population-share basis. The state has used a similar process in making subgrants to local agencies that also incorporates the results of the Needs Assessments.

The grant can only be used to purchase equipment designated by DOJ in the following categories: communications; decontamination; personal protective; and chemical, biological and radiological detection. The equipment will enable the entire state to enhance its first response capabilities in the areas of fire, emergency medical services, hazardous materials, law enforcement, public works, public health and emergency management. Specific purchases will be based on each jurisdiction's Need Assessment.

Based on the results of the Terrorism Need Assessment, you may decide that part or the entire grant should be awarded to cities and/or townships within your county, or you may decide to retain the entire grant. In either case, you need to notify us of your decision, including the names

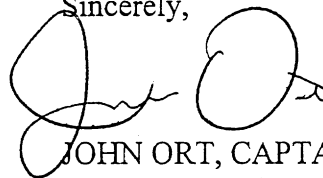


and contact information for all jurisdictions within the county that will share in the grant and agree to purchase and maintain the equipment. Based on its participation in the Terrorism Needs Assessment, the **City of Lansing has also been directly awarded an equipment grant**. So that you are not required to administer subgrants, we intend to treat all end users as subrecipients of the state.

Applicant briefings to explain the grant program to eligible subrecipients will be scheduled around the state in February and March. Once a subrecipient has returned a signed grant agreement and met other DOJ grant requirements, it can begin acquiring the equipment from the approved equipment list. As the equipment is ordered, EMD will reimburse the jurisdiction on the basis of an official purchase order or invoice. It is our intent to minimize the out-of-pocket expenditures by jurisdictions by providing prompt reimbursement.

We need information about your applicant's agent, the person who will be authorized to administer the grant on behalf of your jurisdiction. If you select other jurisdictions within your county to share in the county grant allotment, we need information about their applicant's agent(s) also. Please return the attached form to the Emergency Management Division at the address listed above by January 15, 2002. Direct questions to Bob Sauer at (517) 322-6724. I look forward to our partnership in bolstering Michigan's capability for response to terrorism incidents.

Sincerely,



JOHN ORT, CAPTAIN

Deputy State Director of Emergency Management

JO:BH:SV

Attachment

pc: District Coordinator

Local Emergency Management Coordinator

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