

## INGHAM COUNTY BOARD OF COMMISSIONERS

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P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, APRIL 22, 2002 IN CONFERENCE ROOM B OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [April 9, 2002 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Capital Area District Library Board Interviews and Appointments
2. Veterans Affairs - 2001 Annual Report (Handed out at previous Board Meeting. Please bring report to Human Services Meeting)
3. Cooperative Extension- Resolution to Authorize Ingham County MSU Extension to Accept a 45% Cost Share Technology Grant from [Michigan State University](#) and to Use CIP Funds to Purchase a Laptop and PC
4. Health Department
  - a. Informational Item - [NACO Achievement Award Application](#)
  - b. Resolution to Authorize an Agreement and to Accept Funds from the [Susan G. Komen Breast Cancer Foundation](#) Supporting the BCCCP in the Ingham County Health Department
  - c. Resolution to Amend the Regulation [Eliminating Smoking](#) in Public and Private Worksites in Ingham County
  - d. Regulation [Eliminating Smoking](#) in Public and Private Worksites Administrative Rules
5. Controller
  - a. Strategic [Planning](#) Areas of Priority
  - b. Resolution Authorizing [Adjustments](#) to the 2002 Ingham County Budget

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**

Minutes

April 9, 2002

Members Present: Curtis Hertel, Jr., Lisa Dedden, Calvin Lynch and Mike Severino

Members Absent: Victor Celentino

Others Present: John Neilsen, Becky Bennett, Robin Reynolds and Bruce Miller

The meeting was called to order at approximately 7:10 pm in the first floor conference room of the Ingham County Courthouse, Mason by Chairperson Curtis Hertel, Jr.

Approval of the March 4, 18 and March 18, 2002 Executive Session Minutes:

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. LYNCH TO APPROVE THE MINUTES OF THE MARCH 4, 18, AND MARCH 18, 2002 EXECUTIVE SESSION MINUTES. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

MOVED BY COMMISSIONER SEVERINO, SUPPORTED BY COMM. LYNCH TO APPROVE THE REPORT ON 2001 CONTRACT AND USE OF LIQUOR TAX FUNDS; RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS TO THE MID SOUTH SUBSTANCE ABUSE COMMISSION AND A 2002 CONTRACT FOR ACCOUNTING WITH RESPECT THERETO; RESOLUTION TO OPPOSE THE MANDATORY TRANSFER OF ADMINISTRATIVE OVERSIGHT OF SUBSTANCE ABUSE SERVICES FROM COORDINATING AGENCIES TO COMMUNITY MENTAL HEALTH AGENCIES AND RESOLUTION TO AUTHORIZE A PEDIATRIC PHYSICIAN AGREEMENT WITH THE COLLEGE OF OSTEOPATHIC MEDICINE AT MICHIGAN STATE UNIVERSITY. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Celentino

Public Comment: None

Announcements: None

The meeting was adjourned at approximately 7:14 p.m.

Respectfully submitted,

Becky Bennett

### Agenda Item 3

RESOLUTION STAFF REVIEW

DATE March 27, 2002

Agenda Item Title Resolution to Authorize Ingham County MSU Extension to Accept a 45% Cost Share Technology Grant from Michigan State University and to Use CIP Funds to Purchase a Laptop and PC

Submitted by Cooperative Extension

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

#### Summary of Proposed Action

This resolution authorizes Ingham County MSU Extension to accept the MSU technology grant reimbursement of \$1,503 and to allocate \$1,836 from the CIP account to purchase a replacement laptop and a replacement desktop PC.

#### Financial Implications

Laptop computer (Latitude C810 1.13 Ghz, Business Sound, Internal NIC, Internal Modem, 256K, 256SDRAM (1 Mod), 24X CD, 20 GB HD, Win 2000, Internal Floppy \$2,091

PC (GX240 Desktop 1.8 Ghz/400 P4 16MB, Business Sound, Internal NIC, 256K, Intellimouse, Standard Keyboard, 512 Non-ECC (1 Mod), 20/48X CD, 20 GB HD, ATA 100, Win 2000) \$1,248

Total Cost	\$3,339
MSU Grant	\$1,503
MSU/Extension CIP budget	\$1,836

#### Other Implications

MIS concurs the Laptop and PC should be replaced at this time.

Staff Recommendation: JA \_\_\_ JN \_\_\* HH \_\_\_

This resolution should be approved.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE INGHAM COUNTY MSU EXTENSION TO ACCEPT A 45% COST SHARE TECHNOLOGY GRANT FROM MICHIGAN STATE UNIVERSITY AND TO USE CIP FUNDS TO PURCHASE A LAPTOP AND PC.**

WHEREAS, the Ingham County MSU Extension Office frequently uses a laptop computer for educational programming and presentations throughout the county requiring lightweight and up-to-date equipment; and

WHEREAS, the laptop computer currently used by the Ingham County MSU Extension Office is obsolete in its capacity to accept and run software and to store data necessary for the above responsibilities; and

WHEREAS, there are one or more PC Computers that are scheduled by MIS for replacement within the MSU Extension Office; and

WHEREAS, the Ingham County MIS Department has concurred with the laptop and PC replacement at this time; and

WHEREAS, the laptop and a PC would normally be replaced under CIP at the County's full expense; and

WHEREAS, Ingham County MSU Extension has the opportunity to apply for a 45% matching technology grant from MSU Extension for the purchase of two computers; and

WHEREAS, the specific purchase price of the laptop computer (Latitude C810 1.13 Ghz, Business Sound, Internal NIC, Internal Modem, 256K, 256SDRAM (1 Mod), 24X CD, 20 GB HD, Win 2000, Internal Floppy) has been determined through MIS to total \$2,091; and

WHEREAS, the specific purchase price of the PC (GX240 Desktop 1.8 Ghz/400 P4 16MB, Business Sound, Internal NIC, 256K, Intellimouse, Standard Keyboard, 512 Non-ECC (1 Mod), 20/48X CD, 20 GB HD, ATA 100, Win 2000) has been determined through MIS to total \$1,248; and

WHEREAS, the total purchase price of the laptop computer and a desk PC is \$3,339 for which Michigan State University Extension will provide a 45% matching grant of \$1,503 to Ingham County; and

WHEREAS, the remaining \$1,836 to purchase the computer equipment is available in the Ingham County CIP funds; and

### **Agenda Item 3**

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes Ingham County MSU Extension to accept the MSU technology grant reimbursement of \$1,503 and to allocate \$1,836 from the CIP account to purchase the laptop and desk PC.

BE IT FURTHER RESOLVED, that the County Controller is authorized to amend the 2002 Ingham County MSU Extension budget and to amend the County MSU Extension capital improvement fund in accordance with this resolution.

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.

MEMORANDUM

TO: Human Services Committee

FROM: Bruce Bragg

DATE: April 15, 2002

SUBJECT: Informational Item - Achievement Award Application

An application has been submitted by the Environmental Health Assessment Program in the Health Department for the NACo Achievement Awards Program.

The primary goal of this effort is to generate a sense of community ownership of environmental issues that can have a potential impact on the health of the individual and the community as a whole.

A copy of the application has been forwarded to the Board of Commissioners office.

**Agenda Item 4b**

RESOLUTION STAFF REVIEW

DATE April 15, 2002

Agenda Item Title Resolution to Authorize an Agreement and to Accept Funds from the Susan G. Komen Breast Cancer Foundation Supporting the BCCCP in the Ingham County Health Department

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 grant award from the Susan G. Komen Breast Cancer Foundation to be used in support of the outreach and recruitment activities of the Grassroots Outreach Project in the Breast and Cervical Cancer Program of the Ingham County Health Department.

Financial Implications

The grant award is for up to \$5,000.

Other Implications

Staff Recommendation: JA \_\_\_\_ JN \_\_\*\_\_ HH \_\_\_\_

This resolution should be approved.

MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Bruce Bragg

RE: Authorization to Accept Grant Award from Susan G. Komen Breast Cancer  
Foundation - Contract Authorization

This is a recommendation to accept a grant award from the Susan G. Komen Breast Cancer Foundation in the amount of \$5,000.

The funds will be used in support of the outreach and recruitment activities of the Grassroots Outreach Project in the Breast and Cervical Cancer Program of the Ingham County Health Department.

The Ingham County Health Department Breast and Cervical Cancer Control Program (BCCCP) is proposing to join an outreach effort of the Ingham Health Plan (IHP) to actively recruit eligible women into the program.

Recruiting women (especially minority women) into the program has always been challenging. Limited staffing and outreach funds add to this challenge. It is with this in mind that the ICHD BCCCP proposes to join forces with the Ingham Health Plan's Grassroots Outreach Project.

The ICHD BCCCP has been providing breast screening services to women in the greater Lansing area since 1992. It is proposed to utilize the IHP outreach workers to identify eligible women, explain the importance of breast cancer screening, and assist the women in enrolling in the program. For every woman new to the program who is recruited and completes the screening, the group will receive a stipend of \$15.00. (Ten dollars for the worker and five dollars for their organization.) Additionally, every recruited woman who completes her screening exam will receive a \$10.00 Meijer's gift certificate. Grand funding of \$5,000 will assist in recruiting 200 additional women into the program.

I recommend that the Board of Commissioners accept the grant and authorize a contract with the Susan G. Komen Breast Cancer Foundation.

c: John Jacobs  
Laura Peterson  
Karen Jennings



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT AND TO ACCEPT FUNDS FROM  
THE SUSAN G. KOMEN BREAST CANCER FOUNDATION SUPPORTING THE BCCCP  
IN THE INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, the Ingham County Health Department has operated a Breast and Cervical Cancer Control Program(BCCCP) since 1992; and

WHEREAS, the Ingham County Health Department Breast and Cervical Cancer Control Program is proposing to join an outreach effort of the Ingham Health Plan (IHP) Grassroots Outreach Project; and

WHEREAS, the BCCCP has submitted a grant application to the Susan G. Komen Breast Cancer Foundation Greater Lansing Affiliate; and

WHEREAS, the ICHD BCCCP has been notified as a grant recipient in the amount of \$5,000; and

WHEREAS, the Health Officer recommends the acceptance of the grant funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement up to \$5,000 with the Susan G. Komen Breast Cancer Foundation Greater Lansing Affiliate for the period April 1, 2002 through April 1, 2003 in support of the Breast and Cervical Cancer Program's Grassroots Outreach Project.

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



MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Bruce Bragg

DATE: April 15, 2002

SUBJECT: Amendment to Resolution #02-49 - Regulation Eliminating Smoking in Public and Private Worksites in Ingham County

On February 12, 2002, the Board of Commissioners, adopted Resolution #02-49, eliminating smoking in public and private worksites in Ingham County.

At the time this resolution was approved, the Human Services Committee requested that the Health Department identify areas of the regulation that may be unclear or inconsistent and identify needed changes.

The attached document identifies suggested changes to the regulation that was adopted on February 12, 2002. The document has been reviewed by Corporation Counsel. It is their belief that the changes are not substantive and would not require a public hearing.

c: Naomi Gaynor  
Bob Glandon  
Don Diskey  
Bob Godbold

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE REGULATION ELIMINATING SMOKING IN PUBLIC AND PRIVATE WORKSITES IN INGHAM COUNTY**

WHEREAS, the Ingham County Board of Commissioners appointed 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 Ingham County Board of Health identified Environmental Tobacco Smoke (ETS) as a serious environmental health problem in Ingham County; and

WHEREAS, it was proposed that the Board of Commissioners prohibit smoking in public and private workplaces in Ingham County; and

WHEREAS, on February 12, 2002, the Ingham County Board of Commissioners adopted Resolution #02-49 to regulate eliminating smoking and public and private worksites in Ingham County; and

WHEREAS, the Human Services Committee requested that the Health Department work with Corporation Counsel to identify those parts of the regulation that may be unclear and recommend changes, and

WHEREAS, the Health Department and Corporation Counsel have identified minor changes which are designed for clarification of the "Regulation Eliminating Smoking in Public and Private Worksites".

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the amendments to the attached "Regulation Eliminating Smoking in Public and Private Worksites".

BE IT FURTHER RESOLVED, that Corporation Counsel has reviewed the changes and to implement such changes would not require an additional public hearing.

Passed on February 12, 2002 by the Ingham County Board of Commissioners

**INGHAM COUNTY, MICHIGAN  
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
  - (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 constructed as defined in this section:

- I . "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 Establishments: means a fixed or mobile restaurant, coffee shop, cafeteria, short order café, luncheonette, grill, tearoom, sandwich shop, soda fountain, 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 services 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.~~ a "worksite" when it is used to conduct business where public or employee interactions occur, unless otherwise exempt by this regulation.

**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 nonprofit entities patronized by the public, including but not limited to, attorneys' offices and other office, 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.

*New* 14. *On the premises of child care centers and child care institutions.*

*New* 15. *On the premises of family and group day care homes during hours of operation of the family and group day care homes.*

**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.~~ *those parts of such residences that are used as a 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.
7. ~~Bingo halls.~~ *Public places where bingo games are held, except as otherwise prohibited under this regulation.*

**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.

## Agenda Item 4c

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/heir designee, without posting bond, may maintain an action in a court of competent jurisdiction for an injunction or other process against any person 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.

**ADOPTED - FEBRUARY 12, 2002**

**Agenda Item No. 33**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

**RESOLUTION #02-49**

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 90 days after adoption of this resolution.

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

**HUMAN SERVICES: Yeas:** Hertel, Dedden, Lynch, Celentino

**Nays:** Severino      **Absent:** None      **Approved 2/04/02**

**FINANCE: Yeas:** Grebner, Stid, Swope, Hertel      **Nays:** Schafer, Minter

**Absent:** Krause      **Approved 2/6/02**

**MEMORANDUM**

TO: Human Services Committee

FROM: Bruce Bragg

DATE: April 15, 2002

SUBJECT: Regulation Eliminating Smoking in Public and Private Worksites Administrative Rules

On February 12, 2002, the Ingham County Board of Commissioners adopted a resolution on the Regulation Eliminating Smoking in Public and Private Worksites in Ingham County. Enforcement of the regulation is the responsibility of the Health Officer. The attached administrative rules are intended to ensure enforcement is uniform, fair and consistent with the law.

Attached for your review and approval are the Administrative Rules. We look forward to your comments and suggestions

**DRAFT COPY**

April 15, 2002

**INGHAM COUNTY, MICHIGAN  
REGULATION ELIMINATING SMOKING  
IN PUBLIC AND PRIVATE WORK SITES  
ADMINISTRATIVE RULES**

**EFFECTIVE DATES OF THE REGULATION**

▶

The regulation was approved by the Ingham County Board of Commissioners on February 12, 2002. According to Section 1016, "This regulation will be effective ninety (90) days from and after the date of its adoption . . ." The effective date of this regulation is May 13, 2002.

▶

In Section 1007, part C., the regulation states, "Within 90 days of the effective date of this regulation, each employer having an enclosed place of employment located within Ingham County will adopt, implement, make known and maintain a written smoking policy." The effective date for full employer compliance is, August 11, 2002.

▶

In Section 1007, part D, the regulation states, "The smoking policy will 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." Employers delaying implementation of their policy until the last possible day, August 11, 2002, must then communicate their policy to current employees no later than July 22, 2002. Employers implementing their policies earlier than August 11, 2002 must communicate their policy to employees at least three weeks prior to the effective date of their policy.

▶

The regulation, in Section 1016, allows employers to request a hardship extension through written notification to the Health Officer. This written notification must be provided within ninety (90) days of the effective date of the regulation. The last date to file written notification of a request for a hardship extension is August 11, 2002. The longest expiration date for any hardship extension is May 13, 2003.

**ENFORCEMENT PROCESS**

The regulation, in Section 1010, states that this regulation will be implemented by the Health Officer, or his/her designee.

Enforcement of this regulation will be a complaint driven process. Generally, the

## DRAFT COPY - CONT.

department will not initiate an investigation, or inspect a situation, in the absence of a formal written complaint. If an inspection or investigation is deemed necessary, all parties will be notified prior to the department taking action.

### CITIZEN COMPLAINTS

▶

Any citizen who desires to register a complaint shall initiate enforcement through the health department. Citizens lodging a complaint must do so in writing and the complaint must be signed. Additionally, each written complaint must include the following information: a description of the situation, the date of the alleged violation, a current address and phone number of the alleged violator, as well as contact information of the complainant.

▶

Complaints, to the extent possible, will be treated as confidential. That is, the department will keep personal identifiers of the complainant confidential. The department may need to, on occasion, share specific information about the nature of the complaint in order to bring about resolution.

▶

All citizen complaints, judged by the department to be substantial in nature, will be followed up within ten working days. All parties to the complaint will be informed, in writing, upon resolution of the complaint.

▶

If the complaint is judged by the department to be unsubstantiated, or unfounded, the complainant will be notified, in writing, of the reasons for dismissal of the complaint. Typical rationale for dismissal may include, but not be limited to, inadequate information or that the employer is on the list of specifically unregulated institutions. Anonymous complaints will not be pursued.

### EMPLOYEE COMPLAINTS

▶

Any employee may lodge a complaint against his/her employer for violating the regulation. However, according to the regulation, “the employee shall first exhaust internal procedures,” of the employer.

▶

Employee complaints will be handled identically to those of citizens, only after it has been verified to the satisfaction of the department, that all internal procedures have been exhausted and that the employee/employer are at an impasse. The department’s first action in dealing with a

substantiated work site complaint will be to review the employer's work place smoking policy to ensure that it is essentially in compliance with the county regulation.

▶

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▶

Policy development advice and copies of sample model policies will be made available to all employers who request it, through the staff of the department. Additionally, the department will have on hand, and make public, a variety of community resources that may be of help to employers. These community resources will include information about other community health agencies willing to provide assistance on policy development, and smoking cessation resources available to employers/employees.

### NOTICE OF REGULATION

▶

As set forth in Section 1010, the department will make copies of the regulation available to all applicants for a business license in Ingham County. Additionally, the department will, to the best of its ability, provide copies of the regulation and other pertinent material to existing businesses in the county. Businesses will receive information through mailings, by request, and through the department's internet website.

### SELF CERTIFICATION

▶

The regulation in Section 1010, part D., states "The Health Department or the Fire Department will 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."

▶

Typically the necessary components of "self - certification" would include knowledge of the regulation and its applicability, a written smoking policy as described in the regulation, verification of communication of the policy to employees, removal of ashtrays and other smoking paraphernalia from areas where smoking is prohibited by regulation, and the posting of acceptable "No Smoking" signs where they can be observed by all persons entering the building.

### FURTHER LEGAL ACTION

▶

According to the regulation in Section 1010, part F., "After exhausting an employer's internal procedures and the Health Department Administrative Rules, a private citizen may bring legal action against an employer to enforce this regulation."



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### VIOLATIONS AND PENALTIES

▶

Section 1012 of the regulation spells out the reasons, situations and time lines for which individuals, or employers may be subject to penalties for being in violation of the regulation. Penalties on individuals smoking in an area where smoking is prohibited range from a warning, to a requirement to leave the premises if he or she refuses to extinguish smoking materials. Employers may choose to assign a different array of penalties to a non compliant employee as a part of their individual workplace smoking policies, or general personnel policies.

▶

A schedule of monetary civil penalties utilizing a combination of warnings and increasing fines is spelled out in Section 1012, Part C., of the regulation. A warning citation is the first level of penalty that may be handed out to any employer in violation of the regulation. Warning citations will not be issued to employers until such time that all the employers' internal procedures have been exhausted, and the department judges that there is no other way to resolve the employee/ employer dispute. Subsequent violations within one year from the first violation will be dealt with in accordance with the schedule of fines outlined in the regulation.

▶

The regulation states in Section 1012, part 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." The process for appealing the citation is as follows:

The alleged violator must petition the department for an informal administrative hearing not later than 20 business days after the receipt of the citation.

The informal administrative hearing, must be held within 30 business days after the receipt of the petition.

This administrative hearing will be informal and presided over by the health officer's designee and department staff. The alleged violator and/or his representative will be allowed to participate in this administrative hearing.

After the informal administrative hearing the department may decide to affirm, dismiss or modify the citation.

▶

If the alleged violator is unsatisfied by the department's informal administrative hearing process he/she may file a request for a formal administrative hearing. Written notification of a request for a formal administrative hearing must be submitted to the Health Officer no more than 60 business days after the date of the resolution of the informal administrative hearing process.

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▶

Upon receipt of a written request for a formal administrative hearing, a formal hearing will be afforded as soon as possible, within a period of time not to exceed 15 business days. The hearing will be conducted during the normal working hours of the department at a time and place designated by the Health Officer. The hearing board will consist of at least two members, including the Health Officer, and a member of the Ingham County Board of Commissioners. The decision of the hearing board to affirm, dismiss or modify the citation is final.

▶

A person aggrieved by a decision of the local Health Officer, local governing entity, or the hearing board may petition the circuit court of Ingham County. The petition must be filed not later than 60 days following receipt of the final decision.

▶

A civil penalty becomes final if a petition for an administrative hearing is not received within the time specified.

### **OTHER SECTIONS OF THE REGULATION OPEN TO DEPARTMENT INTERPRETATION**

#### **SMOKING ROOMS FOR EMPLOYEES**

▶

Section 1007, part A., states that, “it shall be the responsibility of employers to provide a smoke-free work site as set forth in this regulation.”

▶

Part B, of the aforementioned section allows, that “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 nonsmoking areas of the work place; and, further provided that the employer shall simultaneously designate an equivalent nonsmoking room for employees.”

▶

The department will assume that a majority of employers will choose the healthiest, least expensive method of compliance with this regulation. That is, they will develop a written smoking policy declaring that their place of employment is completely smoke-free.

▶

In the instances where an employer decides to undergo the additional expense of accommodating smokers/nonsmokers in separate rooms the employer must submit plans to the department prior to establishing smoking/nonsmoking rooms.

▶  
The department, in conjunction with the employer, will review and approve/reject the employer's

▶  
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▶  
review plans within forty-five (45) days of submission. The department will review plans in accordance with the demands stated in the regulation and either accept the plans as written, accept the plans with modification, or disapprove the plans.

▶  
The department will attempt to provide adequate technical assistance to employers attempting to develop smoking rooms, however it can provide no guarantee that approved plans will prevent complaints from the public or employees.

▶  
Approved plans will not be inspected prior to use. If a plan, approved by the department, generates complaints from employees, they will be addressed in accordance with previously described policies for employee complaints.

**HARDSHIP EXTENSIONS**

▶  
Section 1016 allows for the request of hardship extensions by employers seeking more time to comply with the terms of the regulation. The timetable for the appropriate filing of a hardship extension was previously described in this document, under the section titled "Effective Dates of the Regulation."

▶  
Written requests for hardship extensions must be filed with the Health Officer. At a minimum these written requests must contain appropriate contact information, a thorough explanation of the reason(s) why the employer feels he or she cannot reasonably meet the timetable for full compliance with the regulation, and a plan/timetable that the employer feels they can meet.

▶  
All hardship extensions are granted subject to the discretion of the Health Officer. Currently the regulation, as written, does not allow for an appeal of the Health Officer's decision.

**OTHER LANGUAGE, SECTIONS AND DEFINITIONS CONTAINED IN THE  
REGULATION**

▶  
Other language, sections and definitions contained in the regulation are determined to be clear and concise and not subject to interpretation by the department. The department will enforce remaining sections of the regulation as written.

## Agenda Item 4d

▶

The department reserves the right to request future clarification of any part of the regulation from the Ingham County Board of Commissioners.

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▶

The Ingham County Board of Commissioners will review, and accept, these administrative rules as drafted by the department, or ask for additional changes, documentation or clarification prior to the effective date of the regulation.

MEMORANDUM

April 12, 2002

TO: Board of Commissioners

FROM: Jerry Ambrose

RE: Priorities Guiding 2003 Activities and Budget

---

Attached for your consideration is a draft of many possible priority statements to guide 2003 activities and budget development. The draft statements have been developed from discussions at recent committee meetings at which the status of current priority areas and departmental perspectives of 2003 issues were reviewed. Apologies if anything was missed!

The task for this round of meetings is to develop the resolution and statements which reflects the priorities of the Board. The finally adopted resolution will be distributed to departments and offices for their information as they prepare their proposed budgets. It will also be used as the Controller's Recommended Budget is prepared.

The draft statements are not ranked or listed in any particular order, except that topics which have been in previous years are generally listed before those with new topics. The work associated with attempting to address all of these statements in 2003 would likely be more than could be addressed with existing resources. It is suggested that the number of priority statements finally included in the resolution be significantly less than the number included here.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING PRIORITY STATEMENT GUIDING 2003 ACTIVITIES  
AND BUDGET PROCESS**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens, and has maintained that commitment through an organized strategic planning effort; and

WHEREAS, the county, as part of its budgeting and strategic planning processes, has resolved to provide ongoing services which are focused on these long term objectives:

- \*Enhancing access to county records
- \*Providing suitable roads and drains
- \*Supporting recreational opportunities
- \*Fostering economic well being
- \*Promoting environmental protection
- \*Preventing and controlling disease
- \*Assuring accessible health care
- \*Assisting in meeting basic needs
- \*Fostering appropriate youth development
- \*Enhancing public safety
- \*Assuring judicial processing
- \*Providing appropriate sanctions; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- \* An educated and participating citizenry
- \* An ongoing capacity for intergovernmental collaboration
- \* A quality workforce
- \* Cost-effective delivery of county services
- \* Maximum use of technology; and

WHEREAS, county departments will be preparing their 2003 proposed budgets and activities, consistent with background issues of concern regarding services and the priorities to be established by the respective Liaison Committee and ultimately set forth by the Finance Committee; and

WHEREAS, these issues have been reviewed in conjunction with the county's long term objectives, and certain priorities established in previous years, as well as the financial

implications of continuing these projects into 2003, and maintaining current service levels of operation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes the following priorities to be considered by county departments and budget staff in developing proposed activities and budgets in the Controller's Recommended Budget for 2003:

**DRAFT - POSSIBLE PRIORITY STATEMENT GUIDING 2003 ACTIVITIES AND BUDGET PROCESS**

To the extent possible and appropriate, services currently provided by county government in support of all its long term objectives should be continued in 2003; with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds; and with priority consideration given to maintaining and enhancing efforts which:

1. Continue to expand access to health care for the uninsured and under-insured, focusing on increasing enrollment in the Ingham Health Plan; expanding prescription drug coverage; developing programs which offer all employers, in conjunction with their employees, a means for providing basic health insurance coverage; and evaluating the pursuit of Federally Qualified Health Center Status as an additional source of revenue. **(Assure Accessible Health Care: Human Services)**
2. Within budgetary limits, encourage the use of appropriate sanctions for youth in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of Youth Center overcrowding, using recommendations of and strategies consistent with the County's role in implementing the Youth Violence Prevention Coalition's Comprehensive Strategies for Addressing Youth Violence. **(Foster Appropriate Youth Development, Provide Appropriate Sanctions: Law and Courts)**
3. Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of jail overcrowding, using strategies such as supporting implementation of the Jail Overcrowding Subcommittee recommendations, pursuing renovation of the jail to accommodate more work release inmates, and supporting expansion of existing probation residential services. **(Appropriate Sanctions: Law and Courts)**
4. Continue to enhance the County's use of technology through such projects as CSES Generation 2, IJIS, integration of Courtview at the Jail for more useful statistical management of the inmate population, and implementation and expansion of video conferencing and arraignment. **(Maximum Use of Technology: Administrative Services, Law and Courts)**
5. Improve the overall jury selection system in Ingham County. **(Assure Judicial Processing: Law and Courts)**
6. Enhance recreational opportunities throughout Ingham County through implementation of the County Parks Master Plan, focusing on connection of Ingham County Parks by a Lake Lansing to Hawk Island non-motorized pathway. **(Support Recreational Opportunities: Administrative Services/Personnel)**
7. Define and prepare to implement Ingham County's responsibilities with regard to Phase II of the Federal Clean Water Act through regional and departmental cooperation. **(Promote Environmental Protection: Administrative Service/Personnel, Human Services)**

## Agenda Item 5a

8. Continue the efforts of the Health Coalition to assist the County in providing adequate and affordable health insurance for its employees and their families, including domestic partners. **(Cost-Effective Delivery of County Services: Administrative Services/Personnel)**
9. Continue to explore more equitable ways of financing and governing the Capital Area Regional Airport on a regional basis. **(Cost-Effective Delivery of County Services: Administrative Services/Personnel)**
10. Evaluate the recommendations forthcoming from the Tri-County Growth study, and determine the appropriate county role in implementation. **(An Ongoing Capacity for Intergovernmental Collaboration: Administrative Services/Personnel)**
11. Prepare for expected changes in Ingham County's demographic makeup by evaluating future funding alternatives to improve services for seniors, especially personal care services, and develop strategies to eliminate Medicaid Waiver waiting lists. **(Assure Accessible Health Care, Assist in Meeting Basic Needs: Human Services)**
12. Pursue the objectives of the County Solid Waste Plan by implementing appropriate financing mechanisms and supporting implementation by the solid waste industry, municipalities, individuals, and Ingham County; as well as assist in the transition recycling programs funded by local units of government. **(Promote Environmental Protection: Administrative Services/Personnel)**
13. Enhance emergency preparedness capabilities to protect Ingham County against all hazards, including an emphasis on terrorism, by maximizing state and federal grant funding for such purposes. **(Enhance Public Safety, Prevent and Control Disease: Law and Courts, Human Services)**
14. Develop and implement a public information plan to enhance public awareness of the activities of Ingham County government. **(An Educated and Participating Citizenry: Administrative Services/Personnel)**
15. Develop a system for providing added incentives for inmates to work, combined with a system to maximize revenues through an effective inmate billing system, by creating a system that will allow the County to recover court costs as outlined in the Maximus User Fee Study. **(Assure Judicial Processing: Law and Courts)**
16. Support a liveable wage for all residents, and promote county policies which encourage contractors and vendors providing services to the county government to pay a living wage to their employees. **(Assist in Meeting Basic Needs: Administrative Services/Personnel)**
17. Contain juvenile processing and placement costs at the Family Division of the Circuit Court, including the Child Care Fund and Family Court budget. **(Foster Appropriate Youth Development, Provide Appropriate Sanctions: Law and Courts)**
18. Identify additional initiatives and develop implementation plans for promotion of the health of Ingham County residents beyond the recently enacted Smoking Regulation. **(Prevent and Control Disease: Human Services)**
19. Participate in the planning and development of the proposed high-speed commuter rail service between Lansing and Detroit. **(Foster Economic Well-Being: Administrative Services/Personnel)**
20. Assess the need to further provide enhanced access to Ingham County services and records by making them available on the internet and in the population centers of the County. **(Enhance Access to County Records: Administrative Services/Personnel)**



## Agenda Item 5a

21. Enhance Animal Control services through improved licensing procedures; exploring the possibility of multi-year licenses and ensuring that veterinarians see that licensure laws are complied with. **(Enhance Public Safety: Law and Courts, Administrative Services/Personnel)**
22. Explore more equitable ways of funding primary law enforcement services. **(Enhance Public Safety: Law and Courts)**
23. Reduce the cost of judicial processing by consolidating the locations of the Probate Court at the Veterans Memorial Courthouse. **(Assure Judicial Processing, Law and Courts)**
24. Assist in meeting the basic needs of all residents by supporting the development of affordable housing, and by promoting housing rehabilitation, and Assess the need for an enhanced county role in assisting to meet the basic needs of county residents negatively affected by the recent economic downturn. **(Assist in Meeting Basic Needs: Administrative Services/Personnel)**
25. Analyze the need to maintain and increase the state's financial support of required public health services; Community Mental Health; services to the aging; and services to abused and neglected children; and develop effective strategies for addressing that need. **(Assure Accessible Health Care: Human Services)**
26. Assure that PA2 funds of the Mid South Substance Abuse Commission which are to be used for services exclusively to Ingham County residents are promptly and appropriately put to use. **(Assure Accessible Health Care: Human Services)**
27. Assess the need to support development of broadband technology throughout the region by supporting the RED Team's planning grant and evaluating them. **(Maximum Use of Technology, Administrative Services/Personnel)**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING PRIORITIES FOR 2002 STRATEGIC PLANNING AND BUDGET ACTIVITIES**

**RESOLUTION #01-132**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens, and has maintained that commitment through an organized strategic planning effort; and

WHEREAS, the county, as part of its budgeting and strategic planning processes, has resolved to provide ongoing services which are focused on these long term objectives:

- \*Enhancing access to county records
- \*Providing suitable roads and drains
- \*Supporting recreational opportunities
- \*Fostering economic well being
- \*Promoting environmental protection
- \*Preventing and controlling disease
- \*Assuring accessible health care
- \*Assisting in meeting basic needs
- \*Fostering appropriate youth development
- \*Enhancing public safety
- \*Assuring judicial processing
- \*Providing appropriate sanctions; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- \* An educated and participating citizenry
- \* An ongoing capacity for intergovernmental collaboration
- \* A quality workforce
- \* Cost-effective delivery of county services
- \* Maximum use of technology; and

WHEREAS, county departments will be preparing their 2002 proposed budgets and activities, consistent with background issues of concern regarding services and the priorities to be established by the respective Liaison Committee and ultimately set forth by the Finance Committee; and

WHEREAS, these issues have been reviewed in conjunction with the county's long term objectives, and certain priorities established in previous years, as well as the financial implications of continuing these projects into 2002, and maintaining current service levels of operation.

**RESOLUTION #01-132**

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes the following priorities to be considered by county departments and budget staff in developing proposed activities and budgets in the Controller's Recommended Budget for 2002:

- 1) To the extent possible and appropriate, services currently provided by county government in support of its long term objectives should be continued in 2002; however, the ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds should be maintained;
- 2) Priority consideration should be given to maintaining and enhancing efforts which:
  - \*Continue to expand access to health care for the uninsured and under-insured, focusing on increasing enrollment in the Ingham Health Plan and expanding prescription drug coverage, and encouraging vendors providing goods and services to Ingham County to provide health insurance, where appropriate, to their employees; while promoting improved health status for all county residents (Assure Accessible Health Care: Human Services); and
  - \*Maintain recreational facilities in order to enhance recreational opportunities throughout Ingham County (Support Recreational Opportunities: Administrative Services/ Personnel); and
  - \*Encourage the employment of appropriate sanctions and placements for youth and adults in order to foster appropriate behavior and reduce criminal recidivism (Appropriate Sanctions: Law and Courts); and
  - \*Encourage the ongoing participation of youth in the activities of the county government (Appropriate Youth Development: Educated Citizenry); and
  - \*Assure an appropriate level of services to victims of domestic violence and sexual assault (Enhance Public Safety: Law and Courts); and
  - \*Prepare for expected changes in Ingham County's demographic make-up by exploring ways to expand and improve services for seniors, especially personal care services (Assure Accessible Health Care; Assist in Meeting Basic Needs); and
  - \*Develop and equip the county workforce by providing appropriate training and staff development (Quality Workforce: Administrative Services/Personnel), and by enhancing the county's management information services capabilities (Maximum Use of Technology; Administrative Services/Personnel); and
  - \*Continue the efforts of the Health Coalition to assist the county in providing adequate and affordable health insurance for its employees and their families, including domestic partners (Cost-effective Delivery of County Services: Administrative Services/Personnel); and
  - \*Continue the ongoing efforts to provide adequate funding for the Grady Porter Building Renovation, as well as appropriate temporary facilities for affected departments (Judicial Processing: Law and Courts); and
  - \*Improve the overall jury selection system in Ingham County (Assure Judicial Processing: Law and Courts); and

**RESOLUTION #01-132**

\*Continue to develop the StART program, through ongoing support of the Short Term Residential Treatment Program, and new support for the FIA Shelter/Respite Care Program (Foster Appropriate Youth Development: Human Services and Law and Courts); and

\*Explore more equitable ways of financing the Capital Area Regional Airport on a regional basis (Cost-effective Delivery of County Services); and

\*Define and prepare to implement the County's responsibilities with regards to Phase II of the Federal Clean Water Act through regional and departmental cooperation (Promoting Environmental Protection: Administrative Services/Personnel); and

\*Support initiatives to examine the implications of regional land use and other growth trends on the region's future (Cost-effective Delivery of County Services: Ongoing Capacity for Intergovernmental Collaboration); and

\*Define and prepare to implement on or before January, 2003 changes to the Board of Commissioners Room which will reflect changes which may be necessary as a result of redistricting and which will help foster an educated and participating citizenry by enhancing the ability of the Board to provide access for citizens to the activities of the Board (Educated and Participating Citizenry: Administrative Services/Personnel); and

BE IT FURTHER RESOLVED, that the Strategic Plan and Performance Measures activities will continue to adjoin the development of the county's budget to the priorities and guidelines established herein, and that the County Controller shall work with county departments to develop budget recommendations which are consistent with these priorities and processes.

**LAW & COURTS: Yeas:** Lynch, Krause, De Leon, Dedden  
**Nays:** None      **Absent:** Schafer, Severino, Stid      **Approved 4/12/01**

**HUMAN SERVICES: Yeas:** Czarnecki, Dedden, Severino, Celentino  
**Nays:** None      **Absent:** Hertel      **Approved 4/16/01**

**ADMINISTRATIVE SERVICES/PERSONNEL: Yeas:** Stid, Celentino, Minter,  
 De Leon, Swope      **Nays:** None      **Absent:** None      **Approved 4/17/01**

**FINANCE: Yeas:** Czarnecki, Minter, Swope, Lynch, Krause  
**Nays:** Schafer      **Absent:** Hertel      **Approved 4/18/01**

**MEMORANDUM**

**TO:** Finance and Liaison Committees

**FROM:** Jerry Ambrose, Controller

**RE:** First Quarter 2002 Budget Adjustments and Contingency Fund Update

**DATE:** April 11, 2002

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Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2002. The total increase to the General Fund is \$279,818.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2001. The largest single general fund reappropriation is \$100,000 set aside in 2001 for initial debt payment on the Grady Porter Building renovation. These funds will be used in addition to the \$361,406 included in the 2002 adopted budget to make the first year's debt payment for this renovation. Most of the other reappropriations are related to capital projects, the carrying over of funds budgeted for specific agencies, such as the Women's Commission, and funds where revenue was collected for a specific purpose, such as HAZMAT.

This resolution also eliminates a vacant road patrol deputy from the Sheriff's Office. In 2002, Alaiedon Township decided not to renew its contract with Ingham County for police services. As a result, revenues and expenses related to this contract are removed from the 2002 budget.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$248,312. This number differs from the detailed schedule of quarterly adjustments because some adjustments have been passed but are not yet reflected in the April budget status report. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$600,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2002 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2002 Budget on October 23, 2001 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	2002 BUDGET <u>04/01/02</u>	PROPOSED <u>CHANGES</u>	PROPOSED <u>BUDGET</u>
101*	General Fund	\$63,517,140	\$279,818	\$63,796,958
215	Friend of the Court	4,189,769	5,909	4,195,678
221	Health	24,184,855	1,500	24,186,355
230	Hotel/Motel	2,100,000	(187,500)	1,912,500
245	Public Improvement	378,867	812,714	1,191,581
285	Justice Training Grant	24,000	8,169	32,169
292	Family Division - Child Care	5,226,674	28,599	5,255,273
451	Fair CIP	100,000	63,880	163,880
508	Parks Enterprise	210,727	14,311	225,038
561	Fair Operating	1,027,090	51,380	1,078,470
595	Inmate Stores	460,489	132,855	593,344
636	MIS Fund	2,739,897	1,110	2,741,007
664	Mach. & Equip. Revolving	500,424	188,521	688,945

\* Does not include funds associated with the sale of Ingham Medical Center.

BE IT FURTHER RESOLVED, that as a result of Alaiedon Township’s decision not to renew its contract with Ingham County for police services, a vacant road patrol deputy (position number SHFFSD127) is eliminated.

**GENERAL FUND REVENUES**

	2002 Budget - <u>4/1/02</u>	Proposed <u>Changes</u>	2002 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	35,973,049		35,973,049
Property Tax Adjustments	(150,000)		(150,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personally Property Tax	40,000		40,000
PILT/IFT/CFT	275,000		275,000
Trailer Fee Tax	20,000		20,000
<b>Intergovernmental Transfers</b>			
Single Business Tax	893,381		893,381
State Revenue Sharing	5,437,320		5,437,320
Convention/Tourism Tax - Liquor	1,287,716		1,287,716
Health and Safety Fund	227,824		227,824
Use of Fund Balance	131,030	332,332	463,362
<b>Department Generated Revenue</b>			
Animal Control	287,100		287,100
Circuit Court - Family Division	341,024		341,024
Circuit Court - Friend of the Court	577,568		577,568
Circuit Crt - General Jurisdiction	1,276,584		1,276,584
Cooperative Extension	132,406		132,406
County Clerk	272,871		272,871
District Court	1,916,470		1,916,470
Drain Commissioner/Drain Tax	221,322		221,322
Economic Development	70,669		70,669
Elections	39,367		39,367
Emergency Operations	42,000		42,000

Equalization /Tax Services	17,200		17,200
Probate Court	251,466		251,466
Prosecuting Attorney	606,543		606,543
Purchasing	47,880		47,880
Register of Deeds	1,706,528		1,706,528
Remonumentation Grant	80,338		80,338
Sheriff	4,966,539	(52,514)	4,914,025
Treasurer	6,341,934		6,341,934
Tri-County Regional Planning	35,133		35,133
Veteran Affairs	135,878		135,878
<b>Total General Fund Revenues</b>	<b>63,517,140</b>	<b>279,818</b>	<b>63,796,958</b>

#### GENERAL FUND EXPENDITURES

	2002 Budget - <u>4/1/02</u>	Proposed <u>Changes</u>	2002 Proposed <u>Budget</u>
Board of Commissioners	427,059		427,059
Circuit Crt - General Jurisdiction	5,606,627	11,325	5,617,952
District Court	1,535,899		1,535,899
Circuit Court - Friend of the Court	1,275,409	1,891	1,277,300
Jury Board	1,208		1,208
Adolescent Diversion	133,529		133,529
Probate Court	914,527		914,527
Circuit Court - Family Division	7,270,800		7,270,800
Jury Selection	66,567		66,567
Elections	234,477		234,477
Financial Services	579,709		579,709
County Attorney	359,920		359,920
County Clerk	632,418		632,418



Controller	784,871		784,871
Equalization/Tax Services	572,439	5,242	577,681
Human Resources	653,839		653,839
Prosecuting Attorney	4,786,399		4,786,399
Purchasing	233,876		233,876
Facilities	1,287,501		1,287,501
Register of Deeds	618,160		618,160
Remonumentation Grant	80,338		80,338
Treasurer	540,668		540,668
Drain Commissioner	758,417		758,417
Economic Development	159,447	12,500	171,947
Community Agencies	202,972		202,972
Women's Commission	2,000	7,645	9,645
Environmental Affairs Comm	500	500	1,000
FOC Advisory Committee	2,000		2,000
Historical Commission	500		500
Tri-County Regional Planning	58,553		58,553
Jail Maintenance	207,225		207,225
Sheriff	16,927,127	(45,153)	16,881,974
Community Corrections	94,919		94,919
Animal Control	1,119,756		1,119,756
Emergency Operations	138,999	40,375	179,374
Board of Public Works	1,400		1,400
Drain Tax at Large	123,212		123,212
Health Department	7,224,462		7,224,462
Medical Examiner	225,392		225,392
Substance Abuse	647,592		647,592
Community Mental Health	1,699,180		1,699,180

Family Independence Agency	702,418		702,418
Tri-County Aging	64,941		64,941
Veterans Affairs	332,533		332,533
Cooperative Extension	732,372	6,445	738,817
Parks and Recreation	1,597,772		1,597,772
Contingency Reserves	285,890		285,890
Capital Area Rail Council	2,350		2,350
Capital Improvements	1,608,971	239,048	1,848,019
<b>Total General Fund Expenditures</b>	<b>63,517,140</b>	<b>279,818</b>	<b>63,796,958</b>

### **General Fund Revenues**

Sheriff	Reduce Victim Advocacy Grant budget \$2,020 (grant will not be renewed in 2002). Reduce police service revenue \$50,494 for Alaiedon contract that was not renewed.
Use of Fund Balance	Reappropriate \$139,048 for various capital projects not completed in 2001. Reappropriate \$100,000 set aside for initial Grady Porter Building Renovation debt payment. Reappropriate \$93,284 for various projects not completed in 2001.

### **General Fund Expenditures**

Circuit Court	Reappropriate \$11,325 for items ordered but not received in 2001 associated with the move to the Veterans Memorial Courthouse.
Cooperative Extension	Reappropriate \$6,445 for Ingham County Youth Commission per R01-283.
Economic Development	Reappropriate \$2,500 in unspent 2001 funds to pay for 2002 EDC meeting fees. Reappropriate \$10,000 for EDC grant match for Innovative Farmers of Mid Michigan research grant from U.S. Department of Agriculture.
Equalization	Reappropriate \$2,799 for office furniture per 2001 CIP budget. Furniture was ordered but not received. Reappropriate \$2,443 in unspent 2001 funds from digitized tax mapping projection.

Em Ops/HAZMAT	Reappropriate \$40,375 in unspent HAZMAT contributions from previous years.
Environ. Affairs Comm.	Reappropriate \$500 not spent in 2001 to be used for training sessions in 2002.
Friend of the Court	Reappropriate \$1,891 for scanner ordered but not received in 2001.
Sheriff	Reappropriate \$1,746 in unspent D.A.R.E. donations and \$1,328 in unspent Triad donations. Reappropriate \$3,037 in unspent funds from 2001 Victim Advocacy Grant. Reduce Victim Advocacy Grant budget \$2,020 (grant will not be renewed in 2002). Reappropriate \$1,250 for improvements to Sheriff's web page per R01-187. Reduce costs associated with Alaiedon police services contract \$50,494, as contract was not renewed. One vacant road patrol deputy is eliminated.
Women's Commission	Reappropriate \$7,645 in unspent funds from previous years' budgets. (\$5,000 designated for CADA per R02-84.)
Debt Service	Reappropriate \$100,000 set aside for initial Grady Porter Building Renovation debt payment.
Capital Improvements	Reappropriate \$139,048 for various capital projects not completed in 2001.

### **Non-General Fund Adjustments**

Friend of the Court F215	Reappropriate funds for scanner approved but not received in 2001. (\$5,909).
Health Department F221	Reappropriate funds for doppler unit per 2001 CIP budget. (\$1,500)
Hotel/Motel F230	Reduce revenue estimate to reflect lower collection rates in 2002, as was experienced in 2001. (\$200,000) Reappropriate funds for surfacing at the Fair per 2001 CIP budget. (\$12,500)
Public Improvement F245	Reappropriate funds for the following capital improvement projects: Screening Unit at Jail (\$132,855) per Resolution 01-174, Fire Alarm System at Jail (\$30,000), Replace Jail Administration HVAC (\$17,460), and Replace Detective Area HVAC (\$5,100) per 1997 CIP, Jail Heater Covers (\$15,000) and Correct Animal Control Air Ventilation Deficiency (\$39,510) per 1998 CIP, County-wide Parking Lot Repair (\$70,631) and County-wide Floor

Replacement (\$27,629) per 1999 CIP, Video Arraignment Project (\$176,152), County-wide Parking Lot Repair (\$50,000), Replace Broken Sidewalks (\$21,396), Remodel Youth Center Control Room (\$7,120) and Exterior Repairs at Jail (\$91,118) per 2000 CIP, Token Gate at GPB Visitors Lot (\$10,000), Repair Monument at Courthouse (\$7,000), Replace Intake Door/Frame at Youth Center (\$10,000), Speed Bumps at HSB (\$4,000), New Stack for Hilliard Building (\$35,000), Correct Animal Control Air Ventilation Deficiency (\$7,500), Sandblast and Paint Railing at Hilliard Building (\$14,000), Drain Commissioner Vault Shelving (\$5,000), Youth Center Floors (\$14,890), Electrical Upgrades for Picnic Shelters (\$8,800) and Circuit Court File Storage Project (\$12,553) per 2001 CIP.

Justice Training Grant  
F285

Reappropriate previous years' unspent Act 302 training funds.  
(\$8,169)

Child Care Fund  
F292

Reappropriate unspent funds from Thoman Foundation grant.  
(\$28,599)

Fair CIP  
F451

Reappropriate funds for surfacing at the Fair per 2001 CIP budget.  
(\$12,500) Reappropriate funds for electrical work per R01-325.  
(\$51,380)

Parks Enterprise  
F508

Reappropriate funds for Hawk Island rental equipment per 2001  
CIP budget. (\$14,311)

Fair  
F561

Reappropriate funds for electrical work per R01-325. (\$51,380)

Inmate Stores  
F595

Reappropriate funds for Screening Unit at Jail per R01-174.  
(\$132,855)

MIS  
F636

Increase revenues and expenses to replace one CPU and monitor.  
(\$1,110)

Equipment Revolving  
F664

Increase CIP upgrade funds for jail facility CPU (\$1,026), Probate Court Fax Machine (\$1,408), Cooperative Extension CPU and Monitor (\$1,077), Drain Office CPU (\$843) and additional cost for Prosecuting Attorney Laptops (\$2,166). Reappropriate funds for the following CIP projects: Web Enabled Pages for Clerk and ROD (\$24,375) per R00-63, Circuit Court PA/Microphone System (\$6,000) and District Court Interactive Voice Response System (\$30,278) per 1999 CIP, Sheriff Furniture (\$5,000) and Sheriff Riot Helmets (\$3,000) per 2000 CIP, ROD Microfilm

Conversion (\$49,000), Sheriff Hand Held Radar Unit (\$1,300), Fireproof Files for Drain Office (\$15,000), Wireless Communication for Dive Team (\$3,100), Elections Tabulating Equipment (\$5,000), Sheriff Laser Unit (\$4,100), Sheriff Gas Masks (\$10,079), Parks Data Processing Equipment (\$8,700), Dedicated Data Communication Lines for Parks (\$3,000) and Drain Office Furniture (\$11,881) per 2001 CIP, Laptop PC for Cooperative Extension (\$2,188) per R01-352.

**SUMMARY OF 2002 1<sup>ST</sup> QUARTER ADJUSTMENT  
GENERAL FUND ADJUSTMENTS**

Decreased Revenues w. Decreased Costs Cost

Victim Advocacy Grant	\$2,020
Alaiedon Police Services Contract	\$50,494
Total	\$52,514

Reappropriations (Increase Use of Fund Balance)

Circuit Court - VMC Equipment	\$11,325
Youth Commission	\$6,445
EDC Meeting Fees	\$2,500
Various CIP Projects (See next page for detail)	\$139,048
DARE Donations	\$1,746
TRIAD Donations	\$1,328
Victim Advocacy Grant	\$3,037
HAZMAT	\$40,375
Women's Commission (\$5,000 for CADA)	\$7,645
Innovative Farmers Grant Match	\$10,000
Equalization Furniture (ordered in 01/received in 02)	\$2,799
Tax Mapping Project	\$2,443
Environmental Affairs Commission	\$500
FOC Scanner (GF Portion) (ordered in 01/received in 02)	\$1,891
Sheriff Web Page Enhancements	\$1,250
GPB Renovation Debt	\$100,000
Total	\$332,332

## General Fund CIP Reappropriations

Fire Alarm System for Jail (245)	\$30,000
County-wide Parking Lot Repair (245) (Carryover anticipated in 2002 budget - no additional funds appropriated)(See note below)	\$50,000
Repair Broken Sidewalks (245) (Carryover anticipated in 2002 budget - no additional funds appropriated)(See note below)	\$21,396
Video Arraignment Project (245)	\$36,152
Doppler Unit for Health Department (221) - ordered in 01/received in 02	\$1,500
	\$139,048

**2002 CONTINGENCY**

<b>Adopted Contingency Amount</b>	<b>\$600,000</b>
R01-345: Homelessness Prevention Grant	(\$10,000)
R01-384: Prosecuting Attorney Reorganization (Intake Coordinator)	(\$3,578)
R02-28: Budget Reduction Amendment	(\$300,000)
R02-029: Video Cameras for Holding Cells	(\$14,110)
R02-98: Complete Hawk Island Park	(\$24,000)
<b>Current Contingency Amount</b>	<b>\$248,312</b>