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HUMAN SERVICES COMMITTEE  
CURTIS HERTEL, JR., CHAIR  
MARK GREBNER  
REBECCA BAHAR-COOK  
ANDY SCHOR  
TIM SOULE  
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, NOVEMBER 19, 2007 AT 7:00 P.M., **IN CONFERENCE ROOM A** OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### **NOTE CHANGE IN CONFERENCE ROOM**

#### Agenda

Call to Order

Approval of the [November 5, 2007 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Public Hearing - Regulation [Eliminating Smoking in Public/Private Worksites](#) Amended to Control Air Contamination by Tobacco Use in Restaurants and Bars
2. Health Department
  - a. Resolution to Authorize a Contract with [Patriot Services](#) to Assist with the Completion of the 2007-2008 Emergency Preparedness Grant Requirements
  - b. Resolution to Authorize a Grant Contract with the [Susan G. Komen](#) for the Cure, Inc.
  - c. Resolution to Authorize an Agreement with [Eaton Intermediate](#) School District to Prevent and Reduce Tobacco Use in Ingham County
  - d. Resolution to Authorize an Amendment to the 0-3 [Secondary Prevention Grant](#) with the Children's Trust Fund
  - e. Resolution to Authorize an Agreement with the School [Community Health Alliance](#) of Michigan
  - f. Resolution to Establish a [Tobacco Addiction Specialist](#) Position at the Ingham County Health Department
3. Health Department/MSU Extension - Resolution to Authorize the Continuation of a Memorandum of Agreement with and a Grant from the Corporation for [National and Community Services](#)
4. Mid-South Substance Abuse Commission – Letter Regarding [Withdrawal](#) of Calhoun County from Mid-South Substance Abuse Commission's Ten County Region

Announcements  
Public Comment  
Adjournment

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## HUMAN SERVICES

November 5, 2007

### Minutes

PRESENT: Rebecca Bahar-Cook, Mark Grebner, Curtis Hertel, Andy Schor, Tim Soule and Board Chairperson Marc Thomas.

ABSENT: Mike Severino.

OTHERS: Jared Cypher, Dean Sienko, Timothy Perrone, Melany Mack, Judy Craddock and others.

The Human Services Committee meeting was called to order at approximately 7:02 p.m., in Conference Room A of the Human Services Building, 5303 S. Cedar, Lansing.

#### Approval of the October 15, 2007 Minutes

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHOR TO APPROVE THE OCTOBER 15, 2007 MINUTES. MOTION CARRIED UNANIMOUSLY. Absent: Comm Severino

#### Additions to the Agenda

Additional Community Agency information

Item #3 pulled. .

Limited Public Comment: None

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. BAHAR-COOK TO APPROVE A CONSENT AGENDA FOR ITEMS:

#### 2. Health Department

- a. Resolution to Authorize 2007-2008 Medical Provider Agreement with the Ingham Health Plan Corporation
- b. Resolution to Renew a Lease Agreement for the Pediatric Dental Clinic at 2815 S. Pennsylvania

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino

- 1a. Public Hearings - Amendment to the Ingham County Sanitary Code to Require Food Services Establishments to Provide Signage Referring Complaints of Alleged Foodborne Illness to the Ingham County Health Department

Comm. Hertel explained that no action will be taken on either of the public hearings at this meeting. Action will be taken at a subsequent meeting in order to allow the committee the opportunity to consider what has been said at this meeting by the public.

Comm. Schor explained his reasons for the ordinance changes to the Sanitary Code. If the restaurant receives a call from a patron they should give out the Health Department's telephone number and signs should be posted.

Andy Deloney, representing the Michigan Restaurant Association explained that this is an issue that is taken very seriously. The second part “posting” is of concern to him because this will scare patrons. They feel the customer will look at the sign and be concerned about eating at the establishment.

Comm. Schor indicated that he is sensitive to the concern. He explained that the Health Department could put up a notification stating that this is a requirement for *all* restaurants by the Health Department. Comm. Schor asked if there is some language that could be used that would make the Michigan Restaurant Association members more comfortable.

Mr. Deloney feels that the 1<sup>st</sup> part of the concern would take care of the problem and would be sufficient. Outside the County border, 15 minutes away, they will not have this requirement, Ingham County establishments could be affected if people only have to travel 15 minutes to an establishment without this requirement.

Richard Bruner, General Manager of the University Club of MSU distributed a Common Foodborne Pathogens sheet. He asked the committee to notice the incubation period and explained that if someone gets a foodborne illness at a restaurant they will be far removed from the establishment before the symptoms hit; so they would still have to look up the phone number from another site. He has no problem with the first part of the proposal. The second part he feels would have a negative effect on his patrons. Mr. Bruner asked “Where in my lobby would I want to put up a sign that says don’t eat in my restaurant it’s safer to eat at home”?

Will Tyler White – Owner of the Travelers Club Okemos and member of the Michigan Restaurant Association – Mr. White echoed what the other speakers have said. It is a practical matter that is not enforceable. It is pointless. People will ignore the posting. If you post this sign you will get a lot of calls that are not food related. A public education campaign would work better than posting a sign or having a proposed ordinance.

Comm. Bahar-Cook asked for clarification that Mr. White was okay with the 1<sup>st</sup> part and that only the posting of the sign is what he objects too.

Mr. White stated that he does not think it should be required he does that already and has told his patrons to call the Health Department or go to the hospital and they will call the Health Department, so he does not have a problem with that. It is the 2<sup>nd</sup> part he objects to.

Comm. Thomas asked Mr. White if he had actually had a call from a patron that he has actually instructed to go to the Health Department.

Mr. White responded that yes he has and feels any responsible restaurant owner would.

Chairperson Hertel closed the public hearing on this matter.

Chairperson Hertel asked that staff bring back to the Committee two versions of the proposal, one *with* part two and one *without* part two. He wants to see both options and a third if someone has one. Bring them to the next meeting on November 19th.

1b Amendment to the Regulation Requiring a License for Retail Sale of Tobacco, to Prohibit Sale of Tobacco to Minors, and to Restrict Location of Tobacco Vending Machines

Dr. Seinko gave a short synopsis on the changes of the regulation. In addition to it being unlawful to sell tobacco to an individual under 18 years of age, it would also be unlawful to attempt to sell or deliver tobacco to an individual under 18 years of age.

The Health Department also wants to change a license from a 3 yr to a 1 yr term. This would be helpful to vendors who might sell their operation. They would only incur a one year expense instead of a 3 year expense.

They propose in Article 4 to make an amendment to allow the Health Department to use some of the revenues generated from this program to assist them in their tobacco control programs. In Article 4 Section 3 on the license fee, they want to bring everybody up to the same level. In the past vendors who have paid a fee to municipalities would not pay any difference from the municipal fee to the County fee. Now they want everyone in the County to pay the same amount. So if they pay a certain amount to a municipality then a difference would have to go to the County fee. For fee distribution they would like 30 days notice. If an employee or agent of a retailer violates this, on a 1<sup>st</sup> offense, they would like an option to have that person pay a fine or attend a tobacco education program that the County would provide.

In Article 7 Section 3 in terms of license suspension and revocation, change where it says the Health Officer shall suspend or revoke the license, where ever it says “shall” change it to “may” to give us the option to consider all circumstances.

Susan Brown from Lansing Township – If retailers are going to sell a product that minors are not supposed to have; then they ought to be paying their fair share to make sure illegal sales are not taking place to keep minors from taking up smoking.

Comm. Hertel announced that the public hearing on this issue is closed. Amendment is to be brought to the next meeting on November 19th.

4. Controller’s Office – Resolution Authorizing 2008 Agreements for Community Agencies

Jared Cypher explained that \$125,985 was allocated for Human Services Committee Community agencies. The Judiciary Committee gave \$5,650 of the money that was allocated to them to Human Services for a new total of \$131,635. If every existing agency was given a flat appropriation for 2008 there would be approximately \$16,000 to \$18,000 remaining to split between the new agencies that applied. If you include an agency that I called on the total would be \$115,725 without the agency it’s \$113,108.

Representatives of the community agencies in attendance identified themselves. Ten groups were absent: Cristo Rey Community Center Roots & Wings, Cristo Rey Community Center Prescription Assistance, Listening Ear, MSU Detroit College of Law, MSU Kinship Care Resource Center, South Lansing Community Development Assoc., St. Vincent Catholic Charities/Ballentine, St. Vincent Catholic Charities/CAIR, Westside Community YMCA, Women’s Center of Greater Lansing.

Chairperson Hertel excused anyone who is happy with what they were given last year and would accept the same for 2008.

Addiction Relief & Support Services: Comm.. Bahar-Cook inquired about other agencies that do this work and the duplication of services and asked why would the County want to give money for duplication of services? David Beatty replied that many do not have a 501c3, Addition Relief and Support Services has worked to get a 501c3. There is not enough transitional housing for homeless people. The need is still there in spite of the duplication. Eaton and Clinton County do not have any transitional housing. So Addiction Relief & Support Services serve some of their homeless people as well.

Comm. Bahar-Cook asked if they had ever approached the other two counties for grants. Mr. Beatty replied that he has not asked the other counties for grants.

Gateway Community Services: Dennis Neuner, Executive Director addressed the Committee. Comm. Bahar-Cook asked since Gateway Community Services' application mentioned Tri-County services more than any other, has Gateway requested money from the other counties. Mr. Neuner indicated that he has not requested funding from other counties at this time. However, since his becoming Director in May, Gateway has had some success achieving funding from other sources such as Michigan Works.

In response to Comm. Bahar-Cook, Mr. Neuner explained the services provided to their clients, indicating that the cost to house young people off the streets, try to enhance their education, provide them employment and develop their skills for independent living is \$5,650 a year per person. This cost is small and justifiable compared to the \$39,000-\$45,000 it would cost to house them in a public correctional facility.

Comm. Schor asked how many years Gateway Community Services has been getting funding from the County. Mr. Neuner answered 6 or 7 years but isn't certain.

Comm. Grebner gave a brief history on the length of time Gateway has been receiving funds from the County.

Comm. Schor indicated that he would like to give money to the new agencies and try to phase out the old agencies and expect them to work toward finding other methods of funding. He asked Mr. Neuner how they work in conjunction with the courts or county resources.

Mr. Neuner responded that they have referrals from the courts, youth center, hospitals, jails, schools.

Mr. Neuner added that Gateway has asked for a \$2,300 increase for Gateway Direct Care workers in order to give them an increase in salary of a \$1.00 an hour to help recognize the important work they do. It will take them to slightly above minimum wage. Mr. Neuner stated that since he became Director he has realized the funding resources for Gateway are way too few and he is trying to diversify the funding for Gateway.

Eve Inc. – Susan Schultz, Executive Director. The shelter is known as Eve's House, a program for domestic violence victims as well as very extensive support services, primarily counseling, advocacy, providing public awareness in to the Community and working with youth. Their request is for some assistance with supplementary money to help underwrite a portion of the crisis line, advocacy, counseling and additional cost. The need comes about as a result of budget cuts and the fact that this organization is heavily grant funded.

Comm. Bahar-Cook asked Ms. Schultz to clarify the answer on the application to question 3a: Have you ever received funding from Ingham County in the past? You responded no but it is my understanding that you appeared before the Judiciary Committee and they are covering that gap for you.

Ms Schultz explained that those funds were for the Personal Protection Office which is a separate part from the shelter operation. That was funded by the STOP Grant now the STOP Grant has been cut. The Judiciary Committee has come forward with \$13,000 to help make that part of the operation whole.

Comm. Bahar-Cook added that now EVE is asking for an additional \$15,540. The Judiciary Committee also gave funds to Legal Services which ultimately goes to domestic violence. If this is granted the County would be spending close to \$53,000 on domestic violence.

Ms. Schultz stated that if you look at the statistics there is rational for that. The statistics are extremely high. Locally their operation has doubled the number of victims in the last six months. The shelter is completely full right now. They have 30 beds and have been running anywhere from 26 to 32, and have been that way since July.

Comm. Bahar-Cook added that the need for homeless, the need for food, and the need for all the emergency services makes it is difficult to weigh one emergency service over the other to justify the way this is leaning.

Ms. Schultz responded that she understands and added that they are not greedy people, they try to be collaborative people in this Community.

City of Lansing/Mayor's Office Community Faith-Based Initiatives - The Mayor's Office Community of Faith-Based Initiatives has been empowered to organize many of the Faith-Based and Church institutions within our City that provide a plethora of services. But they were not organized and there was duplication, they did not have the capacity to do their job effectively. They want to bring those groups together collaboratively and help them work effectively within the Community. The funding would be used for staffing.

Comm. Schor expressed his concern about the City of Lansing asking the County for Community Agency money. It seems like a Governmental agency rather than a Community agency. The concern is Governmental agency vs Community agency.

Comm. Grebner asked if it would be a 501C3 or City of Lansing. The Mayor's Office representative responded that it would be going to the City of Lansing.

Comm. Bahar-Cook asked if it was set up to capture Federal dollars.

Toiva Hinamann replied no, it was set up to fund the Faith-Based initiatives. It is not a parallel with the Government.

Ingham East Habitat for Humanity – Liz Hogg - They are a restore that sells gently used furniture, appliances and building supplies. They are requesting a one time and one time only contract. They need the money to make their building more energy efficient.

Comm. Schor said that this is quite a large request and asked if any portion of the \$7,385 would be going to help people in the Community meet a basic need. If they were granted \$2,000 or \$3,000 would that meet a need?

Ms. Hogg explained how the funds would be spent - \$750 for floor fans, \$150 shipping & handling, \$550 for ceramic heaters, \$110 for shipping & handling, \$400 for shelving, this totals \$1,960 to cool and heat the store. An additional \$2,015 is needed for insulation, \$1,050 for drywall and painting, \$500 for labor to stud out the walls and some painting. The insulation is the most important need.

Comm. Bahar-Cook asked how they fill a basic need in the Community.

Ms. Hogg responded that they keep a lot of stuff out of landfills, they provide low cost furniture, doors, windows, and appliances to people who may not be able to afford new. They use the profits to build the Habitat for Humanity Houses.

Grace Tabernacle Church – \$23,130. Their need is for computers to stock their computer lab for training low income children. They would serve about 250 at risk youth.

Bahar-Cook asked how many computers they would be buying. Reverend Robert Nicholson responded that they would like to get eight to ten computers and internet hook up.

Bahar-Cook - How many kids do you expect to have per session. He responded 8 to 12 kids for each training session. The basic need filled would be education, life skills, employability for at risk youth.

Comm. Schor asked who would be allowed to use these computers. The answer was the door will be open to any children. They also do family counseling. It is for everyone.

South Side Community Coalition – David Wiener, Chair of the South Side Community Coalition Board. Primary service is to at risk, low income, and young children. They have an active after school program. Students from MSU help mentor the young people. In the summer they provide 50 to 70 children with breakfast and lunch. They have a Senior program, two days a week, one day a week for youth. They have a Food Pantry as well as a phone and old computers that people can use. They are a part of the Ingham County Health Plan and canvassed over 1,000 households from which they signed up 300 people. They are trying to be a full service Community Center, however, they have lost 30% of their funding with the cuts from the State. They are asking for \$6,000.

Comm. Bahar-Cook asked if they anticipate a one year request while they look for other funding sources, or will there be a need to come back year after year.

Mr. Wiener said he cannot say they will not come back not knowing what their future is, but their hope is to find other funding sources.

Comm. Schor asked how many people generally come through the program.

Mr. Wiener responded that they will serve 450 people in the course of a year.

Comm. Hertel asked Mr. Cypher to compile the dollar amount of the agencies already funded, the

requested amounts from those in attendance, and the amount for those who are not here if they were cut by 25%.

Comm. Hertel called for a 5 minute recess.

Back in session p.m. at 8:36

Jared Cypher reported funding amounts. The amount already funded to agencies is \$42,147, leaving \$89,488 for the original total of \$131,635. If we funded returning Community Agencies at their full requested amounts, for those who were here that total would be \$54,799. Leaving a total of \$34,689 remaining. Then looking at the repeat Community Agencies who are not here, giving them a 25% cut the total comes to \$23,507 that leaves \$11,182 remaining.

Comm. Bahar-Cook has a problem with the Westside Community YMCA funding. They were not in attendance so she suggested that they take the money requested and give it to another agency that needs it. She is slightly uncomfortable with the two Cristo Rey Agencies, because she had questions for the Roots and Wings she needed answers for and that they were not present, the other one she feels is a duplication of services; she suggested both Cristo Rey funds be reduced by 50%.

MOTION BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHOR THAT WE SPEND THE \$54,799 FOR THE REAPPLYING AGENCIES WHO WERE PRESENT AT THIS HEARING AND THE \$23,507 FOR THE REAPPLYING AGENCIES WHO WERE NOT PRESENT, AT A 25% CUT.

Comm. Bahar-Cook clarified that for those who did not show, they should get a 25% cut.

Comm. Grebner raised his concern about cutting the Listening Ear by 25%. They are a small agency that does a lot of good things. He feels it is too harsh to cut the 25%.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHOR TO KEEP LISTENING EAR AT \$6,602, THE PRESENT AMOUNT. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino

MOVED BY COMM. BAHAR-COOK TO REDUCE THE FUNDING FOR YMCA FROM \$4,061 TO 0. MOTION FAILED DUE TO LACK OF SUPPORT.

MOVED BY COMM. SOULE, SUPPORTED BY COMM. BAHAR-COOK TO CUT YMCA FROM \$4,061 TO \$2,000, MOTION CARRIED with Comms. Hertel and Schor voting no. Absent: Comm. Severino

**Bahar-Cook disclosed under the County Ethics Policy that The Greater Lansing Food Bank is a client, and Habitat for Humanity State Wide is a client.**

MOVED BY COMM. BAHAR-COOK, TO NOT FUND THE CRISTO REY COMMUNITY CENTER – PRESCRIPTION DRUG PROGRAM AND THAT WE CUT THE ROOTS WINGS PROGRAM TO \$2,000. COMM. BAHAR-COOK WITHDREW THIS MOTION SINCE THEY ARE ON THE LIST TO BE CUT BY 25%.

Comm. Grebner asked for the list of Agencies that are proposed to be cut by 25%.



Mr. Cypher read of the following list of Agencies proposed to be cut by 25%:  
Cristo Rey Root & Wings Anger Management for Teens  
Listening Ear, Inc. was on this list but will now be funded at last year's rate.  
MSU Detroit College of Law Clinical Programs  
South Lansing Community Development Association  
St. Vincent Catholic Charities/Ballentine Stepping Stones  
St. Vincent Catholic Charities/CAIR Program  
Westside Community YMCA was on this list but is now going to be funded at \$2,000.

Comm. Schor asked for clarification about what the issues are with the two St. Vincent agencies.

Mr. Cypher explained that he received an e-mail from Comm. Thomas that St. Vincent may be eliminating some senior programs. He did some research and discovered that this was correct. He phoned them to confirm but has not received a call back from their office to confirm this yet.

Comm. Schor asked if anyone knows anything about this.

Margaret Houseman commented on behalf of St. Vincent for clarity. She attended a meeting where they were trying to decide how to relate to the fact that St. Vincent Catholic Charities has decided to cut the CAIR Program. There was quite a bit of Community support within the aging network to support the CAIR program under another umbrella and there was concern about whether the funding geared to this program could follow it. That would be very helpful to them. It is supposed to be eliminated by the end of December so this would be funding for 2008.

Comm. Grebner suggested that the funds be set aside so they would be there in the event they are needed when the program is taken over.

Comm. Thomas commented that the Lansing Area Parents' Respite Center, Inc. has been in our Community for 10 or 15 years, they are a long standing program. Comm. Thomas understands that they happen to be housed in St. Vincent but not really a St. Vincent program. Comm. Thomas stated that he would like to see this money be set aside in some appropriate way. He would hate to see Lansing Area Parents' Respite Center suffer because St. Vincent is being irresponsible.

Comm. Schor commented that he would be uncomfortable setting the money aside. He would rather eliminate it now and if they come back for money later we give them the money on contingency.

**MOVED BY COMM. SCHOR MOVED, SUPPORTED BY COMM. SOULE TO BRING THE ST. VINCENT'S CAIR PROGRAM DOWN TO 0. MOTION CARRIED with Comm. Grebner voting no. Absent: Comm. Severino**

A brief discussion was held on what funds are still available at this point, after all the returning agencies have been considered, what is left for new agency funding. Mr. Cypher reported that there is roughly \$15,000 left for new agency funding.

**MOVED BY COMM. GREBNER, TO GIVE THE MSU DETROIT COLLEGE OF LAW CLINICAL PROGRAMS \$1,000. MOTION FAILED DUE TO LACK OF SUPPORT.**

Comm. Grebner brought up that he is not completely comfortable with giving all the agencies that asked for larger amounts, the full amount that they have requested. He would like to discuss shaving down the requested amounts. Particularly Gateway Community Services.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SCHOR TO GIVE GATEWAY COMMUNITY SERVICES \$11,000. MOTION CARRIED with Comm. Hertel voting no. Absent: Comm. Severino

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. GREBNER THAT THE NATIONAL COUNCIL OF ALCOHOLISM RECEIVE \$5,000. MOTION CARRIED with Comm. Hertel voting no. Absent: Comm. Severino

At 9:09 pm Chairperson Hertel called a short recess. At 9:13 p.m., the meeting was back in session.

Mr. Cypher reported that at this point \$17,875 is unallocated.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. SOULE TO FUND \$7,000 FOR EVE, \$2,015 FOR HABITAT FOR HUMANITY, \$6,000 FOR SOUTHSIDE COMMUNITY COALITION, \$2,860 FOR THE WOMEN'S CENTER. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino

Comm. Schor explained the reasons for his recommendations. The Southside Community Coalition has plans to cover nine or ten basic needs. Eve is one of the basic needs we should be supporting. Habitat for Humanity organization as a whole does contribute to the greater good so we should give them funding to help their operation help out the Community. The Women's Center \$2,860 is an appropriate amount since they did not show up.

Comm. Grebner expressed his desire to give more money to Habitat for Humanity because they are an organization that does the work they do for no pay.

MOVED BY COMM. SOULE, SUPPORTED BY COMM. GREBNER TO AMEND THE MOTION TO GIVE \$3,015 TO HABITAT FOR HUMANITY AND \$5,000 TO SOUTHSIDE COMMUNITY COALITION. MOTION CARRIED with Comm. Schor voting no. Absent: Comm. Severino

Comm. Bahar-Cook said while she personally supports The Women's Center, she thinks a precedent would be set to fund an agency that did not come before the Committee.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHOR TO TAKE MONEY FROM THE WOMEN'S CENTER AND GIVE \$4,015 TO HABITAT FOR HUMANITY, \$7,860 TO EVE, AND \$6,000 TO SOUTHSIDE COMMUNITY CENTER. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino

Comm. Thomas stated that he is the one that suggested to the Women's Center that they apply for funding. He supports Comm. Bahar-Cook's motion. He would be very happy to go back to The Women's Center and tell them that they should have attended. And as long as they come next year their request will be looked upon favorably.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SOULE TO AMEND HABITAT FOR HUMANITY TO INCLUDE A RESOLVE, THAT IT WAS PROPOSED AS A ONE TIME CAPITAL EXPENSE. AND SUBMIT A LETTER REPORTING WHAT THEY DID WITH THOSE DOLLARS. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino

Comm. Hertel stated that he would like to have given money to Grace Tabernacle Church. He felt they are trying to fill a basic need to provide technology opportunity to children who otherwise would not be exposed to it.

Also he would like to have seen MSU Kinship Care attend because of all the good things they do, so that they could have received funding. He hopes that if they apply next year they will do that in the future.

Comm. Grebner suggested that in the future the Committees should set-up a task force to do research and take a look at which of these agencies is the most efficient. Use paid staff to do the review then bring it back to the Committees for their recommendations.

COMM. HERTEL ASKED ALL THOSE IN FAVOR OF THE APPROVING ALL OF THE MOTIONS. MOTIONS CARRIED UNANIMOUSLY. Absent: Comm. Severino

Announcements:

Comm. Schor announced that on the first part of the Public Hearing, the 1<sup>st</sup> part of the Code change was his idea; the Health Department had the idea for the 2<sup>nd</sup> part. Comm. Schor has no problem with the signage but he really is only interested in the 1<sup>st</sup> part.

Public Comment:

None

The meeting adjourned at 9:36 P.M.

Respectfully submitted,

Judy Craddock

**INGHAM COUNTY, MICHIGAN  
REGULATION ELIMINATING SMOKING  
IN PUBLIC AND PRIVATE WORKSITES AMENDED TO CONTROL AIR CONTAMINATION  
BY TOBACCO USE IN RESTAURANTS AND BARS**

**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.

C. This Regulation shall apply to any public accommodation or business enterprise operating as a food service establishment as covered by Section 33.12905 of the Michigan Public Health Code, 1978 P.A. 368, as amended inasmuch as said law provides that all public areas of food service establishments shall be nonsmoking, except for certain areas which may be designated as seating for smokers, and shall clearly designate and maintain the nonsmoking areas.

D. In order to protect employees and members of the general public from avoidable exposure to the byproducts of tobacco combustion, the Ingham County Board of Commissioners authorizes and directs the County Health Department to devise and implement policies and requirements to effectively protect the air in nonsmoking areas of food service establishments from contamination from secondhand smoke.

**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:

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 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. "Plan Submission Approval" refers to food services establishment renovation procedures and guidelines outlined in the Michigan Food Law.
8. "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."
9. "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.
10. "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.
11. "Smoking" means inhaling, exhaling, burning or carrying any lighted cigar, cigarette or pipe.
12. "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.
13. "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 Environmental Tobacco Smoke exposure in Worksites, Restaurants, Bars and other Food Service Establishments**

A. Prohibition of Smoking in Public and Private Worksites. 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.
14. On the premises of child care centers and child care institutions.
15. On the premises of family and group day care homes for children during hours of operation of the family and group day care homes.

**B. Requirements for Protecting Air Quality in Restaurants, Bars and other Food Service Establishments, which have Designated Smoking and Nonsmoking Areas**

1. Notwithstanding any other provisions of this regulation, any restaurant, bar and/or other food service establishment covered by Section 333.12905 of the Michigan Public Health Code, 1978 P.A. 368, as amended, shall be required to protect the air quality in any areas of said establishment designated for nonsmokers, pursuant to the following provisions:
  - (a) New establishments and existing establishments planning major renovations shall be required to make application to the Ingham County Health Department for the Plan Review Process, as required for licensure under Michigan Food Law. Said application shall set forth measures to protect air quality in nonsmoking areas of said establishment, including the procedures the establishment will follow, to assure that nonsmoking areas are free of environmental tobacco smoke, and describing any systems

or equipment that will be utilized for this purpose and the maintenance program for said equipment.

(b) The Ingham County Health Department shall review said application and shall issue a food service establishment license upon determination that the measures and procedures set forth in said application are expected to protect against contamination from secondhand smoke in non-smoking areas, and that there exist reasonable means to verify that the proposed measures and procedures are being followed.

(c) An application that states that all areas of the establishment are to be nonsmoking, and that meet the requirements for licensing, shall be deemed sufficient for the issuance of the food service establishment license.

### **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. Private residences, except when used as a child care, health care facility or adult day care facility.
2. Hotel and motel rooms rented to guests.
3. Tobacco specialty stores.
4. Hotel and motel meeting rooms or assembly halls while these places are enclosed areas, and being used for private functions.
5. 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 for Public and Private Worksites

1. Enforcement of this regulation shall be implemented by the Health Officer, or his or her designee.
2. Notice of the provisions set forth in this regulation shall be given to all applicants for a business license in Ingham County.
3. 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.
4. 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.

5. Any owner, manager, operator or employee of any establishment regulated by this regulation shall inform persons who are violating this regulation.
6. 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.

#### B. Enforcement for Restaurants, Bars and other Food Service Establishments

1. In addition to any other provisions of this regulation, as it applies to any restaurant, bar, and/or other food service establishment covered by Section 333.12905 of the Michigan Public Health Code, 1978 P.A. 368, as amended, the enforcement of this regulation shall be implemented as follows by the Health Officer in order to ameliorate the problem of contamination of air in non-smoking areas of restaurants, bars and other food services establishments in which smoking is allowed in other areas.
2. Inspection of food service establishments for the purposes of determining compliance with this regulation may be made by the Ingham County Health Department staff during routine food services inspections or as a separate Clean Air Regulation inspection, announced or unannounced, or in response to a citizen complaint.
3. In designating a smoke-free area, it is the business owner's responsibility to assure that areas designated as smoke-free are free of environmental tobacco smoke. The Ingham County Health Department will evaluate the smoke-free areas; this may require evaluation by a PE Mechanical Engineer, to ascertain the effectiveness of procedures, equipment or systems used to contain secondhand smoke.
4. If upon inspection of an establishment the Health Officer determines that a nonsmoking area of the establishment is contaminated by tobacco combustion byproducts, the Health Officer shall require the implementation of such measures as necessary to ensure a smoke-free area.

#### **See. 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 smoke-free 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 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. Effective Date for Public Private Worksites

1. This regulation shall be effective ninety (90) days from and after the date of its adoption and affect 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.
2. The adoption date of this Amended Regulation will not affect the policies of public and private worksites.

### B. Effective Date for Food Service Establishments

1. Notwithstanding any other provisions of this section, the following provisions of this subsection shall apply to restaurants, bars and other food services establishments:

(a). This regulation shall be effective ninety (90) days from and after its adoption and affect all new construction and to extensive remodeling that requires a "Plan Submission Approval" as outlined in the Michigan Food Law by the Michigan Department of Agriculture.

(b) Five years after the initial effective date of this regulation, all existing food service establishments which exceed the lowest Renewal License category established for food service establishments by the Ingham County Health Department's Bureau of Environmental Health will be regulated.

(c) Ten years after the effective date of this regulation, all food service establishments within Ingham County will fall within its terms.

(d) A food service establishment may apply to the Health Officer for a variance, citing specific economic, operational, or physical reasons that make full compliance infeasible. The application must set forth the measures and procedures the establishment proposes to implement to mitigate exposure to environmental tobacco smoke that fall short of full compliance with this regulation. A single variance of up to five years may be granted, conditioned upon implementation of specific measures or procedures approved by the Health Officer. Continued failure to comply with the conditions of the variance may result in modification or rescission of the variance.

RESOLUTION STAFF REVIEW

DATE November 9, 2007

Agenda Item Title: Resolution to Authorize a Contract with Patriot Services to Assist with the Completion of the 2007-2008 Emergency Preparedness Grant Requirements

Submitted by: Health Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS X, CS\_\_\_\_, Finance X

Summary of Proposed Action: (See the attached letter of explanation.)

This resolution will authorize a contract with Patriot Services Corporation to assist with the completion of the 2007-2008 Emergency Preparedness Grant requirements, which include: training key staff on the existing Continuity of Operations Plan (COOP), executing a drill exercising the Dispensing Site Plan, and completion of a full scale exercise involving the Pandemic Influenza Plan, Dispensing Site Plan, and COOP plan.

Financial Implications:

Patriot Services Corporation shall be compensated no more than \$42,670. The contract dates shall be November 15, 2007 through July 31, 2008.

Other Implications:

The Purchasing Department is in concurrence with the Health Officer's recommendation that the Board of Commissioners authorize an agreement with Patriot Services Corporation.

Staff Recommendation: MM\_\_ JN\_\_ TL\_\_ TM\_\_ JC X

Staff recommends approval of the resolution.

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: November 6, 2007

RE: Emergency Preparedness Program

Local Health Departments (LHDs) have been charged with the responsibility to create emergency response plans to follow in the event of a public health emergency or disaster. Each year, the Centers for Disease Control (CDC), through the Michigan Department of Community Health, issues guidance for the upcoming CDC Emergency Preparedness Cooperative Agreement.

Last year, Ingham County Health Department (ICHD) contracted with Patriot Services Corporation to help accomplish some of its emergency preparedness grant requirements. They were awarded the contract through a Request for Proposal process and were responsible for developing the Pandemic Influenza Response Plan, the Dispensing Site Plan, and the Continuity of Operations Plan (COOP). In addition, Patriot Services facilitated required staff trainings and orientations and conducted a community wide table top exercise.

The 2007-2008 grant agreement began August 31, 2007 and ends August 9, 2008. The grant guidance document and final work plan requirements were not sent to LHDs until mid October and require a continuation of the work that was accomplished last year. The grant guidance document requires ICHD to continue to implement training programs and exercises that support the competencies related to the ICHD Emergency Response Plan with a minimum of two exercises per year. All deliverables must be accomplished by July 31, 2008.

At the Health Departments request, Patriot Services Corporation submitted a proposal to provide COOP plan training sessions, a tabletop drill, and a full scale exercise involving the Pandemic Influenza Plan, Dispensing Site Plan, and COOP plan. The cost of the proposed activities is \$42,670.

I recommend that the Board of Commissioners adopt the attached resolution and authorize a service contract with Patriot Services Corporation for the following reasons:

1. The guidance document and final work plan requirements were received two months into the grant period. In addition, the grant period is three weeks shorter than in past years. In

order to meet the grant requirements, the ICHD will need a consultant who can begin work immediately.

2. In the past, Patriot Services Corporation has delivered excellent services to ICHD. They have worked hard to meet our needs in the area of emergency preparedness.
3. Since this is a continuation of the work performed last year, Patriot Services Corporation has an extensive knowledge of the Health Department's emergency preparedness plans. They are also familiar with our administrative structure.

Patriot Services Corporation shall be compensated no more than \$42,670. The contract dates shall be November 15, 2007 through July 31, 2008.

The Purchasing Department is in concurrence with the Health Officer's recommendation that the Board of Commissioners authorize an agreement with Patriot Services Corporation.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH PATRIOT SERVICES TO ASSIST  
WITH THE COMPLETION OF THE  
2007-2008 EMERGENCY PREPAREDNESS GRANT REQUIREMENTS**

WHEREAS, the Ingham County Health Department (ICHD) plays an important role in preparing the community to address natural and man-made disasters; and

WHEREAS, each year the Centers for Disease Control (CDC) through the Michigan Department of Community Health awards emergency preparedness grants to local health department; and

WHEREAS, the 2007-2008 grant guidance document and final work plan requirements were received by ICHD two months into the grant period; and

WHEREAS, the grant period is three weeks shorter than in past years; and

WHEREAS, the 2007-2008 grant requirements are a continuation of the work performed last year; and

WHEREAS, the grant guidance document requires ICHD to continue to implement training programs and exercises that support the competencies related to the ICHD Emergency Response Plan with a minimum of two exercises per year; and

WHEREAS, in the past, Patriot Services Corporation has worked with the ICHD to meet the grant requirements, including the development of the Continuity of Operations Plan (COOP); and

WHEREAS, in the past, Patriot Services Corporation delivered excellent services to the ICHD; and

WHEREAS, the ICHD needs a consultant who can begin working with staff immediately to meet the grant requirements; and

WHEREAS, Patriot Service Corporation has submitted an acceptable proposal to assist the ICHD with the 2007-2008 grant requirements; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an agreement with Patriot Services Corporation and has confirmed that the funds to support the agreement are included in the Public Health Preparedness 2008 Budget; and

WHEREAS, the Purchasing Department concurs with the Health Officer's recommendation that the Board of Commissioners authorize an agreement with Patriot Services Corporation.



THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Patriot Services Corporation of Southfield, Michigan to train key staff on the existing Continuity of Operations Plan (COOP), execute a drill exercising the Dispensing Site Plan, and complete a full scale exercise involving the Pandemic Influenza Plan, Dispensing Site Plan, and COOP plan.

BE IT FURTHER RESOLVED, that Patriot Service Corporation performs these services during the period of November 15, 2007 through July 31, 2008, for an amount not to exceed \$42,670.

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

RESOLUTION STAFF REVIEW

DATE November 9, 2007

Agenda Item Title: Resolution to Authorize a Grant Contract with the Susan G. Komen for the Cure, Inc.

Submitted by: Health Department

Committees: LE \_\_\_\_, JD \_\_\_\_, HS X, CS \_\_\_\_, Finance X

**Summary of Proposed Action:** (See the attached letter of explanation.)

This resolution will authorize a grant agreement with the Susan G. Komen for the Cure, Inc. to enhance breast screening and diagnostic services for the Breast and Cervical Cancer Control Program (BCCCP) in Oakland County. The Ingham County Health Department operates the BCCCP program in eight counties, including Oakland. The program is funded by a state grant but the need for services in Oakland County exceeds the state funds available. The Department was advised that the Komen Foundation had funds available to commit to services in Oakland County. The Department submitted a proposal and has been notified that a \$50,000 grant has been awarded. This is the second year grant funds have been awarded for this purpose.

**Financial Implications:**

Susan G. Komen for the Cure, Inc. will pay Ingham County up to \$50,000 to support the enhancement effort in Oakland County for the time period of November 1, 2007 through October 31, 2008.

**Other Implications:** None.

**Staff Recommendation:** MM \_\_ JN \_\_ TL \_\_ TM \_\_ JC X

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

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

Date: November 14, 2007

Subject: Grant Award from the Susan G. Komen for the Cure, Inc.

This is a recommendation to authorize a grant agreement with the Susan G. Komen for the Cure, Inc. to enhance breast screening and diagnostic services for the Breast and Cervical Cancer Control Program in Oakland County. The Ingham County Health Department operates the BCCCP program in eight counties, including Oakland. The program is funded by a state grant but the need for services in Oakland County exceeds the state funds available. The Department was advised that the Komen Foundation had funds available to commit to services in Oakland County. The Department submitted a proposal and has been notified that a \$50,000 grant has been awarded. This is the second year grant funds have been awarded for this purpose.

This “Partnering to Continue to Fill the Need” grant will support breast screening and diagnostic services along with case management for eligible Oakland County women. Services will include:

1. Continuing to promote the BCCCP in Oakland County.
2. Targeting specific minority populations to enroll in BCCCP and the Komen Program.
3. Collaborating with on-going community projects.
4. Distributing BCCCP informational flyers throughout the community.
5. Creating more awareness of the BCCCP among community physicians.
6. Coordination of screening and diagnostic services to eligible women
7. Providing case management to women served by this grant

I recommend that the Board of Commissioners adopt the attached resolution and authorize the grant contract with the Susan G. Komen for the Cure, Inc.

### Attachment

c: Karen Jennings w/attachment  
John Jacobs w/attachment  
Laura Peterson w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A GRANT CONTRACT WITH THE  
SUSAN G. KOMEN FOR THE CURE, INC.**

WHEREAS, Ingham County operates the Breast and Cervical Cancer Control Program (BCCCP) in eight Michigan counties, including Oakland; and

WHEREAS, the BCCCP program is funded with federal funds re-appropriated by the State and allocated by the Michigan Department of Community Health to local programs, and those funds are limited; and

WHEREAS, the Ingham County Health Department was advised that grant funds were available to support cancer prevention programs in Oakland County and the Department submitted a proposal to the Susan G. Komen for the Cure, Inc. to provide clinic services in Oakland County; and

WHEREAS, the Susan G. Komen Breast Cancer Foundation has awarded a grant to support those services in Oakland County; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Susan G. Komen for the Cure, Inc. for the purpose of providing clinic services to women in Oakland County in the Breast and Cervical Cancer Control Program.

BE IT FURTHER RESOLVED, that the period of the grant contract shall be November 1, 2007 through October 31, 2008, and that the Susan G. Komen for the Cure, Inc. will pay Ingham County up to \$50,000 to support the enhancement effort in Oakland County.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the Health Department's 2008 Budget to implement this resolution.

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

**RESOLUTION STAFF REVIEW**

**DATE** November 9, 2007

**Agenda Item Title:** Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use in Ingham County

**Submitted by:** Health Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_ X\_, CS\_\_\_\_, Finance X\_\_

**Summary of Proposed Action:** (See the attached letter of explanation.)

This resolution will authorize a contract with Eaton Intermediate School District to engage in tobacco prevention and reduction activities.

The activities to be performed by the Health Department include:

- Conducting vendor education visits with all vendors selling tobacco products in Ingham County;
- Training vendors to take ID's of youth under the age of 18 attempting to purchase tobacco products and to call law enforcement;
- Working with law enforcement agencies to encourage them to write violations to youth under the age of 18 who attempt to purchase tobacco products;
- Reporting illegal signage for tobacco and alcohol products to the City of Lansing Code Compliance Office;
- Updating resource list of proven tobacco prevention and cessation programs for youth and disseminating the information to ISAPC and CAPITAL Coalition members;
- Promoting new research-based Quit Tobacco Workshop and streamlining referral process for youth to Willow Teen Health Center for tobacco cessation support;
- Using results of resource scan, meet with local tobacco program providers and suggest research-based alternatives to enhance programs and services;
- Creating and disseminating a county-wide quarterly Quit Tobacco Resource Guide.

**Financial Implications:**

Eaton Intermediate School District has agreed to pay \$35,818.50 for the time period of October 1, 2007 through September 30, 2008.

**Other Implications:** None.

**Staff Recommendation:** MM\_\_ JN\_\_ TL\_\_ TM\_\_ JC X

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

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

Date: November 2, 2007

Subject: Contract with Eaton Intermediate School District

Tobacco use is the leading cause of preventable disease and death in our country, and the Health Department is strongly committed to preventing and reducing tobacco use in our community. For the past several years, Mid-South Substance Abuse Commission (MSSAC) has contracted directly with the County to engage Health Department staff in tobacco prevention and reduction activities. The Health Department is an active member of the Ingham Substance Abuse Prevention Coalition (ISAPC) which is dedicated to bringing effective prevention services to our community through comprehensive collaboration. Eaton Intermediate School District (EISD) provides administrative and staff support to ISAPC.

MSSAC wishes to formalize the capacity of ISAPC to support, collaborate, and advocate for stronger prevention of tobacco access and availability. Therefore, this year, MSSAC has provided funds to EISD to contract with community partners, including the Health Department, for activities contained in ISAPC's Implementation Plan.

The activities to be performed by the Health Department include:

- Conducting vendor education visits with all vendors selling tobacco products in Ingham County
- Training vendors to take ID's of youth under the age of 18 attempting to purchase tobacco products and to call law enforcement
- Working with law enforcement agencies to encourage them to write violations to youth under the age of 18 who attempt to purchase tobacco products
- Reporting illegal signage for tobacco and alcohol products to the City of Lansing Code Compliance Office
- Updating resource list of proven tobacco prevention and cessation programs for youth and disseminating the information to ISAPC and CAPITAL Coalition members
- Promoting new research-based Quit Tobacco Workshop and streamlining referral process for youth to Willow Teen Health Center for tobacco cessation support
- Using results of resource scan, meet with local tobacco program providers and suggest research-based alternatives to enhance programs and services

- Creating and disseminating a county-wide quarterly Quit Tobacco Resource Guide

These activities are highly consistent with tobacco control and prevention work the Health Department is engaged in. The attached resolution will authorize acceptance of the \$35,818.50 contract with Eaton Intermediate School District. I recommend adoption of this resolution.

Attachment

c:     John Jacobs w/attachment  
       Bob Townsend w/attachment  
       Renee Canady w/attachment  
       Melany Mack w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EATON INTERMEDIATE  
SCHOOL DISTRICT TO PREVENT AND REDUCE TOBACCO USE IN  
INGHAM COUNTY**

WHEREAS, Eaton Intermediate School District has partnered with Mid-South Substance Abuse Commission to formalize the capacity of the Ingham Substance Abuse Prevention Coalition to support, collaborate, and advocate for stronger prevention measures of tobacco access and availability; and

WHEREAS, the Ingham Substance Abuse Prevention Coalition's Implementation Plan for 2008 includes several outcomes targeted to prevent and reduce tobacco use in Ingham County; and

WHEREAS, the Ingham County Health Department is committed to preventing and reducing the use of tobacco; and

WHEREAS, the Ingham County Health Department has been requested to engage in the activities related to tobacco prevention and reduction in the Ingham Substance Abuse Prevention Coalition's Implementation Plan; and

WHEREAS, Eaton Intermediate School District has agreed to pay \$35,818.50 for performance of such activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Eaton Intermediate School District for \$35,818.50 to engage in the tobacco prevention and reduction activities.

BE IT FURTHER RESOLVED, the contract period shall be from October 1, 2007 through September 30, 2008.

BE IT FURTHER RESOLVED, that the Controller, on the recommendation of the Health Officer, is authorized to utilize contract funds to reimburse County employees for travel and other expenses related to the tobacco prevention and reduction activities as specified in the Ingham Substance Abuse Prevention Coalition's Implementation Plan investment plan, utilizing the standard procedures and reimbursement rates set out in policies adopted by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any budget contract documents as prepared by or approved as to form by the County Attorney consistent with this resolution.



**RESOLUTION STAFF REVIEW**

**DATE** November 9, 2007

**Agenda Item Title:** Resolution to Authorize an Amendment to the 0-3  
Secondary Prevention Grant with the Children's Trust Fund

**Submitted by:** Health Department

**Committees:** LE\_\_\_, JD\_\_\_, HS\_ X\_, CS\_\_\_, Finance X\_\_

**Summary of Proposed Action:** (See the attached letter of explanation.)

This resolution will authorize an amendment to the 0 – 3 Secondary Prevention Grant Program with the Children's Trust Fund. Ingham County has an agreement with the Children's Trust Fund to support the JumpStart Family Outreach Program.

The funds will utilized to support client involvement with the evaluation process and to purchase miscellaneous health and safety supplies, such as safe sleep sacks, car seats and outlet covers.

**Financial Implications:**

The amendment extends the Agreement through September 30, 2008 in the amount of \$135,560.

**Other Implications:** None.

**Staff Recommendation:** MM\_\_\_ JN\_\_\_ TL\_\_\_ TM\_\_\_ JC X\_\_  
Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

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

Date: November 14, 2007

Subject: Authorization to Amend 0-3 Secondary Prevention Grant

This is a recommendation to authorize an amendment to the 0 – 3 Secondary Prevention Grant Program with the Children’s Trust Fund.

Ingham County has an agreement with the Children’s Trust Fund to support the JumpStart Family Outreach Program. The amendment extends the Agreement through September 30, 2008. The amount of the amendment is \$135,560.

The funds will utilized to support client involvement with the evaluation process and to purchase miscellaneous health and safety supplies, such as safe sleep sacks, car seats and outlet covers.

I recommend that the Board adopt the attached resolution and authorize the amendment.

Attachment

c: Lisa Chambers w/attachment  
John Jacobs w/attachment  
Renee Canady w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE 0-3 SECONDARY  
PREVENTION GRANT WITH THE CHILDREN'S TRUST FUND**

WHEREAS, the Ingham County Health Department operates the JumpStart Family Outreach Program, intended to improve maternal and child health and prevent child abuse and neglect; and

WHEREAS, the JumpStart project receives funding from several different grants, with the principal grant from the Children's Trust Fund (CTF); and

WHEREAS, the Agreement was authorized in Resolution #03-304 for the period of October 1, 2003 through September 30, 2004 in the amount of \$133,450; and

WHEREAS, the Agreement has been amended for each of the subsequent grant years; and

WHEREAS, the CTF has proposed an amendment to the Agreement for the period of October 1, 2007 through September 30, 2008 in the amount of \$135,560; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the Agreement between Ingham County and the Children's Trust Fund to provide maternal and child supportive services in the amount of \$135,560 for the extended time period of October 1, 2007 through September 30, 2008.

BE IT FURTHER RESOLVED, that the Health Department is authorized to execute any subcontracts necessary to implement the grant initiative, utilizing standard County processes.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the Health Department budget in order to implement this resolution.

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

**RESOLUTION STAFF REVIEW**

**DATE** November 9, 2007

**Agenda Item Title:** Resolution to Authorize an Agreement with the School Community Health Alliance of Michigan

**Submitted by:** Health Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_ X\_, CS\_\_\_\_, Finance X\_\_

**Summary of Proposed Action:** (See the attached letter of explanation.)

This resolution will authorize a contract with the School Community Health Alliance of Michigan (SCHA-MI).

The scope of services for the contract shall be constructed to accomplish the following five goals:

1. Develop contracts between school-based/school-linked health centers and HMO's and BCBS.
2. Exploration and development of an internet practice management system specifically designed for school-based/school-linked health centers and for school health services and development of a disaster recovery plan.
3. Development of consulting capacity and training to address appropriate coding, documentation processes and practice management specific to school-based/school-linked health centers and school health services if deemed appropriate.
4. Development of a business plan that outlines concrete steps leading to the sustainability of the billing service.
5. Development of an evaluation plan that assesses the impact of a centralized billing and reporting service with all major stakeholders.

**Financial Implications:**

The contract for FY 2008 will include \$885,836 from the Kellogg Foundation and \$476,989 in Medicaid match for a total of \$1,362,825. No county funds will be required to support the contract, other than the staff time utilized to guide and oversee the work plan.

**Other Implications:** None.

**Staff Recommendation:** MM\_\_ JN\_\_ TL\_\_ TM\_\_ JC X\_\_

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee  
Finance Committee

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

Date: November 14, 2007

Subject: Contract with the School Community Health Alliance of Michigan

Authorization was given by the Board of Commissioners in resolution #06-283 for a grant from the W.K. Kellogg Foundation for the purpose of creating stable funding for school-based health centers and making quality health care more accessible and sustainable for children and youth. The resolution further authorized a contract with the School Community Health Alliance of Michigan (SCHA-MI) which was formed for the purpose of working to stabilize funding for school-based health centers and making quality health care more accessible and sustainable for children and youth. Resolution #06-331 authorized a second grant from the W.K. Kellogg Foundation and a contract with SCHA-MI to assist with capacity building in Michigan's school-based health centers.

The grant from the Kellogg Foundation is a multi-year grant, and authorization is needed to enter into a contract with SCHA-MI for FY08. The scope of services for the contract shall be constructed to accomplish the following five goals:

1. Develop contracts between school-based/school-linked health centers and HMO's and BCBS.
2. Exploration and development of an internet practice management system specifically designed for school-based/school-linked health centers and for school health services and development of a disaster recovery plan.
3. Development of consulting capacity and training to address appropriate coding, documentation processes and practice management specific to school-based/school-linked health centers and school health services if deemed appropriate.
4. Development of a business plan that outlines concrete steps leading to the sustainability of the billing service.
5. Development of an evaluation plan that assesses the impact of a centralized billing and reporting service with all major stakeholders.

The contract for FY08 will include \$885,836 from the Kellogg Foundation and \$476,989 in Medicaid Match for a total of \$1,362,825. No county funds will be required to support the contract, other than the staff time utilized to guide and oversee the workplan.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the contract with the School Community Health Alliance of Michigan.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE  
SCHOOL COMMUNITY HEALTH ALLIANCE OF MICHIGAN**

WHEREAS, the W.K. Kellogg Foundation has issued a grant to Ingham County to assist school-based and school-linked health centers in Michigan in the development of capacities to serve vulnerable populations, including low-income and Medicaid-eligible persons; and

WHEREAS, collaborative agreements with the W.K. Kellogg Foundation and the School Community Health Alliance of Michigan were authorized in Resolutions #06-283 and #06-331; and

WHEREAS, authorization for a contract with the School Community Health Alliance of Michigan is needed for the period October 1, 2007 through September 30, 2008.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with the School Community Health Alliance of Michigan which was formed for the purpose of working to stabilize funding for school-based health centers and making quality health care more accessible and sustainable for children and youth.

BE IT FURTHER RESOLVED, that the contract with the School Community Health Alliance of Michigan shall be for the period October 1, 2007 through September 30, 2008, and shall be for an amount not to exceed \$1,362,825, supported by funds from the W.K. Kellogg Foundation and federal Medicaid matching funds.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby amends Resolution #07-223 to increase the allocation to the contract with the School Community Health Alliance of Michigan up to \$1,362,825.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amendment to the FY2008 Comprehensive Planning Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH) to reflect the FY2008 service contract with the School Community Health Alliance of Michigan for an amount up to \$1,362,825 (federal Medicaid match \$476,989; Kellogg Foundation \$885,836).

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the Health Department's 2008 Budget to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the contract with the School Community Health Alliance of Michigan and the Amendment to the CPBC Agreement with MDCH after review by the County Attorney.

**RESOLUTION STAFF REVIEW**

**DATE** November 9, 2007

**Agenda Item Title:** Resolution to Establish a Tobacco Addiction Specialist Position at the Ingham County Health Department

**Submitted by:** Health Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_ X\_, CS\_ X\_, Finance\_ X\_\_

**Summary of Proposed Action:** (See the attached letter of explanation.)

This resolution will establish a full-time permanent position for a Tobacco Addiction Specialist at the Health Department effective October 1, 2007. The person in this position will be responsible to provide individual and group cessation counseling, assist with tobacco intervention training for staff and providers, assist with developing a comprehensive tobacco control program, will manage data related to tobacco control activities, assist with grant writing, and other related duties.

Human Resources has reviewed the Job Analysis Questionnaire and has evaluated the position as a County Professional 5. The Ingham County Employees Association Professional Union agrees with Human Resources' assessment of the position. A job description for the position has been developed.

**Financial Implications:**

Based on the demand for cessation support, the Health Department believes the Tobacco Addiction Specialist position can be funded by billing for the services provided, and no General Fund dollars will be needed to completely fund this position. This position is included in the 2008 budget.

**Other Implications:**

Establishment of the Tobacco Addiction Specialist position will advance the Board of Commissioners' identified priority of *Assuring Accessible Health Care*. The Board has identified *maintaining and wherever possible expanding* access to health care for the uninsured and under-insured through the Ingham Health Plan and other health plan initiatives and programs as a priority.

**Staff Recommendation:** MM\_\_ JN\_\_ TL\_\_ TM\_\_ JC\_ X\_\_

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
County Services Committee  
Finance Committee

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

Date: November 14, 2007

Subject: Establishing a Tobacco Addiction Specialist Position

Attached is a resolution to establish a full-time permanent position for a Tobacco Addiction Specialist at the Health Department. The person in this position will be responsible to provide individual and group cessation counseling, assist with tobacco intervention training for staff and providers, assist with developing a comprehensive tobacco control program, will manage data related to tobacco control activities, assist with grant writing, and other related duties.

Tobacco continues to be a leading cause of preventable illness and death. According to Michigan Department of Community Health (MDCH), in 2005, there were a total of 1,922 deaths in Ingham County; 232 or 12.1% of those deaths can be linked directly to tobacco use. The Centers for Disease Control (CDC) labels tobacco dependence as a chronic disease and recommends treatment for it be an integral element of health care delivery. According to the CDC's *Best Practices for Comprehensive Tobacco Control Programs*, "smoking cessation is more cost-effective than other commonly provided clinical preventive services, including mammography, colon cancer screening, PAP tests, treatment of mild to moderate hypertension, and treatment of high cholesterol." Further, according to the U.S. Department of Health and Human Services, for every \$1 spent on preventing tobacco use and supporting cessation, \$3.62 is saved in direct health care costs.

In the experience of staff, people seeking services to stop smoking from the Health Department are older, poor individuals on Medicaid or IHP, individuals suffering disability (like emphysema) because of their smoking, and pregnant women who want to quit or who live with smokers. While achieving cessation is important for all smokers, it is especially so for pregnant and parenting smokers because of the risks that smoking poses to their pregnancies and children. The Health Department has ready access to large numbers of pregnant and parenting women who are likely to be smokers because of the population it serves. The Department is uniquely positioned to assist individuals seeking care and services to stop smoking.

The Tobacco Addiction Specialist position will enable provision of coordinated cessation interventions that are consistent and effective to large numbers of community members who smoke and seek services at the Health Department. For the past six months, on a trial basis, we



have implemented a vigorous program of cessation intervention with clients in the WIC Program as well as patients in the Cedar Community Health Center's Women's Health and Adult Health operations and Sparrow Community Health Center. Referrals have increased to the point where there is now a waiting list for appointments.

Based on the demand for cessation support, we believe the Tobacco Addiction Specialist position can be funded by billing for the services provided. With the creation of a full-time, permanent position, up to 56 encounters per week could potentially be scheduled. Based on our experience in the six-month trial program (factoring in no-shows and cancellations), we expect to be able to bill for at least 40 encounters each week. Based on conservative revenue projections, no money from General Fund dollars will be needed to completely fund this position.

Establishment of the Tobacco Addiction Specialist position will advance the Board of Commissioners' identified priority of *Assuring Accessible Health Care*. The Board has identified *maintaining and wherever possible expanding* access to health care for the uninsured and under-insured through the Ingham Health Plan and other health plan initiatives and programs as a priority.

Human Resources has reviewed the Job Analysis Questionnaire and has evaluated the position as a County Professional 5. The Ingham County Employees Association Professional Union agrees with Human Resources' assessment of the position. A job description for the position has been developed.

It is our intention to increase smoking cessation services for underserved residents of Ingham County—those we know smoke at higher rates than the general population—and prevent unnecessary illness and premature death. The Tobacco Addiction Specialist position will advance this work.

I recommend that the Board adopt the attached resolution and authorize the establishment of the Tobacco Addiction Specialist position.

Attachment

c: Renee Canady w/attachment  
John Jacobs w/attachment  
Charlene Corrigan, ICEA, w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH A TOBACCO ADDICTION SPECIALIST POSITION AT  
THE INGHAM COUNTY HEALTH DEPARTMENT**

WHEREAS, tobacco use is a leading cause of preventable illness and death; and

WHEREAS, the Centers for Disease Control labels tobacco dependence as a chronic disease and recommends treatment for it be an integral element of health care delivery; and

WHEREAS, the Health Department is uniquely positioned to assist low income residents (including many pregnant women who smoke) seeking care and services to stop smoking; and

WHEREAS, creation of a permanent Tobacco Addiction Specialist position within the Health Department will both improve customer service and increase the quality of life for Ingham County residents who avail themselves of the service; and

WHEREAS, the Tobacco Addiction Specialist position can be funded by billing for the services provided; and

WHEREAS, the Health Officer has advised that no additional funds are required to implement the proposed position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes a new Tobacco Addiction Specialist position at the ICEA PRO 5 level within the Health Department.

BE IT FURTHER RESOLVED, that these actions are effective October 1, 2007.

**Agenda Item 3**

**RESOLUTION STAFF REVIEW**

**DATE** November 9, 2007

**Agenda Item Title:** Resolution to Authorize the Continuation of a Memorandum of Agreement with and a Grant from the Corporation for National and Community Services

**Submitted by:** Health Department/MSU Extension

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_ X\_, CS\_ X\_, Finance X

**Summary of Proposed Action:** (See the attached letter of explanation.)

This resolution will authorize the continuation of an agreement with the Corporation for National and Community Service to operate an AmeriCorps\*VISTA project in Ingham County for the period December 9, 2007 through September 30, 2008; with the Health Department acting as fiduciary on behalf of the Power of We Consortium.

**Financial Implications:**

The Corporation for National and Community Service (CNCS) will provide \$25,000 for a VISTA Coordinator, providing supervision, training and oversight to the VISTA volunteers and to their host agency supervisors. This position is housed within MSU Extension.

**Other Implications:** None.

**Staff Recommendation:** MM\_\_ JN\_\_ TL\_\_ TM\_\_ JC X

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
County Services Committee  
Finance Committee

From: Randy Bell, Director, Ingham County MSU Extension  
Dean Sienko, M.D., Health Officer

Date: November 14, 2007

Subject: Continuation of AmeriCorps\*VISTA Project

This is a recommendation to authorize the continuation of an agreement with the Corporation for National and Community Service to operate an AmeriCorps\*VISTA project in Ingham County.

Ingham County has enjoyed a rich tradition of hosting VISTA members who work to alleviate poverty while personally acquiring valuable leadership experience. In early 2006, the Ingham County Health Department, on behalf of the Power of We Consortium, applied to become a sponsor of a pool of 13 VISTA members in order to extend capacity-building support to community and faith-based organizations in Ingham County.

AmeriCorps\*VISTA is a federal program operating under the Corporation for National and Community Service (CNCS), with management in Michigan at the State CNCS office in Detroit. The existing Memorandum of Agreement offered by CNCS and approved by the Board of Commissioners is for the period December 10, 2006 through December 8, 2007, with the intent that it be annually renewed for an additional three years.

A VISTA Coordinator provides supervision, training and oversight to the VISTA volunteers and to their host agency supervisors. This position is housed within MSU Extension. In 2007, the CNCS awarded Ingham County an \$18,250 grant toward support of the position. These were matched with County funds, via the MSU Extension budget, to support a full time position. For 2008, the CNCS will provide \$25,000 toward this position.

Our pool of VISTA members will continue to support projects that target low-income populations and will provide greatly needed capacity-building at a low cost for our community- and faith-based organizations. The list of those agencies is attached.

We recommend that the Board of Commissioners adopt the attached resolution to continue the Memorandum of Agreement with the Corporation for National and Community Service to continue the VISTA project and to accept the grant that helps support the VISTA Coordinator position.

Attachment: Resolution and List of Agencies

## **AmeriCorps\*VISTA Project**

Community- and faith-based organizations who are approved (as of 10/1/07) to receive a VISTA member are:

Baker Donora Focus Center\*

Catholic Diocese of Lansing/New Life Program

Child & Family Services, Capital Area\*

Christian Services/LOVE INC

Franklin Street Housing Corporation\*

Greater Lansing Homeless Resolution Network\*

NorthWest Initiative (for the North Neighborhood Center)\*

NorthWest Initiative

Reach Studio Art Center

Refugee Development Center

St. Vincent Catholic Charities/Refugee Services

South Lansing Community Development Association

South Side Community Coalition

\*Awaiting placement

### Agenda Item 3

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

#### INGHAM COUNTY BOARD OF COMMISSIONERS

#### RESOLUTION TO AUTHORIZE THE CONTINUATION OF A MEMORANDUM OF AGREEMENT WITH AND A GRANT FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES

WHEREAS, the Ingham County Board of Commissioners has identified a priority to support the neighborhood network centers and uses the budgets of the Health Department and Ingham County MSU Extension as the principal vehicles of support; and

WHEREAS, Resolution #06-333 authorized a Memorandum of Agreement with the Corporation for National and Community Services (CNCS) for the purpose of providing Ingham County with up to thirteen (13) America Corps\*VISTA members to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems; and

WHEREAS, Resolution #06-333 authorized that the Memorandum of Agreement for the period December 10, 2006 through December 8, 2007; and

WHEREAS, the Health Officer and the Ingham County MSU Extension Director have recommended that the Board of Commissioners authorize the continuation of the Memorandum of Agreement with the CNCS and accept a \$25,000 grant.

THEREFORE BE IT RESOLVED, that a continuation of the Memorandum of Agreement be authorized for the period December 9, 2007 through September 30, 2008, with the Health Department acting as fiduciary on behalf of the Power of We Consortium.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a grant from the CNCS of \$25,000 for the period October 1, 2007 through September 30, 2008, for the purpose of supporting a coordinator of VISTA volunteers assigned to Ingham County sites.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$25,000 from the Health Fund to the 2007 Budget of Ingham County MSU Extension to cover the employment costs of the VISTA Project Coordinator/Community Development Facilitator.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the 2008 Health Department and Ingham County MSU Extension Budgets to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the Memorandum of Agreement and any documents associated with the grant after review by the County Attorney.

November 6, 2007

Mr. Matthew J. Myers  
Ingham County Controller/Administrator  
P.O. Box 319  
Mason, MI 48854

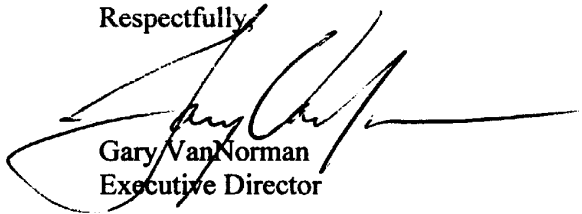
Dear Mr. Myers:

The Mid-South Substance Abuse Commission (MSSAC) has received correspondence from the Department of Community Health/Office of Drug Control Policy relative to the designation of Calhoun County within the Kalamazoo Community Mental Health and Substance Abuse Services (enclosure). Withdraw of Calhoun County from the MSSAC ten county region requires amendment of the Inter-County Agreement. This letter is to provide an initial draft strike out version of the existing Agreement that contains limited modifications to create a nine county Agreement. Additionally, a draft version of the nine county Agreement is provided with all proposed modifications incorporated.

In brief, changes include deletions regarding all Calhoun references, changes in some legal citations, reduction in total members, deletion of Shiawassee reference, deletion of some administrative particulars that no longer are relevant (page 8 & 11), and inclusion of language to assure that future distributed funds are utilized for substance abuse program purposes.

No formal action is required. Please share these documents, should your county desire input at this time, appropriately for an initial review and comment by November 22, 2007. MSSAC will review comments with our attorney to address any desires of current members representing the nine counties. Once a final Inter-County Agreement is developed, it will be provided to each county for action. Hopefully this process will reduce the number of times this is presented for consideration. I am available to discuss these documents and questions should this be desired by you or your designee. Feel free to contact me at [gvannorman@mssac.com](mailto:gvannorman@mssac.com) or call me at 517.337.4406 ext 114.

Respectfully,



Gary Van Norman  
Executive Director

Cc: Marc Thomas, Chairman, Board of Commissioners  
Jared Cypher, Assistant Deputy Controller

Attachments (2)