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HUMAN SERVICES COMMITTEE
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CURTIS HERTEL JR.
VICTOR CELENTINO

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, JUNE 18, 2001, AT 7:00 P.M., IN CONFERENCE ROOM A OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [June 4, 2001](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Board of Health - Presentation on Recommendations for Environmental Tobacco Smoke (Attached is material titled "[Regulation Eliminating Smoking in Public and Private Workplaces](#) and an [Amendment to the Ingham County Clean Air Regulation to Restrict Smoking in Restaurants and Bars.](#)") In addition, the material can be accessed by going to the Ingham County Web Site at www.ingham.org)
2. Health Department
 - a. Resolution to Authorize Staffing Changes in the [Adolescent Health Program](#)
 - b. Resolution to Authorize an Agreement with Ingham Regional Medical Center and Dean Transportation for the Operation of a [Mobile Clinical Unit](#)
 - c. Resolution to Authorize an Amendment to the [Teen Parent Program](#) Agreement with the Michigan Family Independence Agency
 - d. Resolution to Establish a New Part-time [Clinic Nurse Position](#) in Child Health Services
 - e. Resolution to Authorize the Purchase of [Furniture and Equipment](#) and Remodeling of Space at the Ingham County Health Department

Announcements

Public Comment

Adjournment

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

HUMAN SERVICES COMMITTEE

June 4, 2001

Minutes

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

Members Absent: Lisa Dedden

Others Present: John Neilsen, Mark Grebner, Bruce Bragg, Karen Martin and Michelle Collins

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

Approval of the May 14, 2001 Minutes

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HERTEL, TO APPROVE THE MAY 14 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dedden

Additions to the Agenda

4. Additional Application

Limited Public Comment: None

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

1. Ingham County MSU Extension

- a. Resolution to Authorize a Grant Agreement and a Contract for Ingham County MSU Extension to Purchase a Satellite Downlink and Have it Installed at the Hilliard Building

Health Department

- a. Resolution to Authorize the Transfer of Appropriated Funds from Other Governmental Units, Including Colleges and Universities and to Authorize the Transfer of Such Funds to the State of Michigan to Support Indigent Health Care Services Through the Ingham Health Plan Corporation
- b. Resolution to Authorize an Agreement with the State of Michigan to Carry Out a Mobile Home Park Inspection Program in Ingham County

3. Community Agency Request - Merger of Housing Resource Center with MSU/DCL Rental Housing Clinic

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dedden

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. HERTEL, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dedden

Ingham County MSU Extension

- b. Introduction of Newly Hired 4-H Agent Michelle Collins

Ms. Martin introduced Michelle Collins to the Committee. Ms. Collins is a new 4-H Agent in the Staff Development Office. Ms. Collins spoke briefly regarding her employment background.

4. Board of Health Appointments

Chairperson Czarnecki stated the applicants have not been interviewed for the Board of Health Appointments. The Committee discussed this matter briefly.

Comm. Severino requested that future applicant lists denote whether the applicants have been interviewed and if so, by which Committee.

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. SEVERINO, TO RECOMMEND THE APPOINTMENT OF TIMOTHY HAVIS TO THE PROVIDER POSITION, CHERYL STREBERGER TO THE PROVIDER POSITION AND JUDY BUKOVAC TO THE CONSUMER POSITION. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dedden

5. Board Referral - Letter from the Ingham County Human Services Advisory Committee Requesting Funding

Mr. Bragg stated the Human Services Advisory Committee was established in 1996. The HSAC has influenced positive changes within the community without any support. Mr. Bragg spoke regarding the efforts of the HSAC. The HSAC has received a \$35,000 grant from the Department of Community Health. For the period beginning October 1, 2001 through September 30, 2002, the HSAC plans to spend \$80,000 for staff support, organizational development and training and a community meeting. The HSAC has also received \$10,000 in in-kind contributions. Mr. Bragg further explained that the founding entities are expected to produce the remaining cash contribution of \$34,278. Each supporter is expected to contribute at least \$1,000 each year.

Mr. Bragg stated the Health Department could provide the BOC's yearly contribution if that is the wish of this Committee. He also explained that other entities may experience some difficulty in appropriating the yearly contribution.

In response to Mr. Neilsen, Mr. Bragg stated the Health Department has included this item in its 2002 budget.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SEVERINO, TO DIRECT THE HEALTH DEPARTMENT TO FIND THE BOARD OF COMMISSIONERS' CONTRIBUTION WITHIN THE HEALTH DEPARTMENT'S 2002 BUDGET.

Mr. Neilsen stated it is important to ensure that the other County agencies include this funding request in their 2002 budgets.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Dedden

Announcements; None

Public Comment: None

The meeting adjourned at 7:24 p.m.

Respectfully submitted,

Debra Neff

REGULATION ELIMINATING SMOKING
IN PUBLIC AND PRIVATE WORKPLACES

Sec. 1000. Title

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

Sec. 1001. Authority

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

Sec. 1002. Jurisdiction and Administration

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

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

Sec. 1003. Purpose

A. Ingham County hereby finds and declares that:

1. the U.S. Surgeon General, National Research Council, and National Academy of Sciences, report that environmental tobacco smoke: causes lung cancer in healthy adult nonsmokers, can cause lung function and structure alteration to the fetus of pregnant non smoking women. Additionally, in utero exposure is known to predispose children to long-term pulmonary risks. Further, these agencies found, separating smokers and nonsmokers within the same air space may reduce but does not eliminate a nonsmoker's exposure to environmental tobacco smoke.
2. the U.S. Environmental Protection Agency (EPA) finds that environmental tobacco smoke is a Group A Carcinogen - a category reserved for known cancer-causing agents in humans.
3. The National Institute for Occupational Safety and Health (NIOSH):
 - (a) finds that secondhand smoke poses an increased risk of lung cancer and, possibly, heart disease to people exposed in the workplace,
 - (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

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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:

1. To protect the public health and welfare by regulating smoking in public places and places of employment and recreation.

Sec. 1004. Definitions

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

1. "Bar" means an area which is devoted to the serving of alcoholic beverages for consumption by guests on the premises and in which the serving of food is only incidental to the consumption of such beverages. A "Bar" for the purposes of this ordinance shall not include any area where full meals are served, but may include the service of appetizers and snacks.
2. "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.
3. "Convention Hall" means any enclosed area where public or private groups assemble to engage in business or social functions.
4. "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.
5. "Employer" means any person, partnership, corporation, including a municipal corporation, or non-profit entity, who employs the services of one or more individual persons.
6. "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.
7. "Place of Employment" 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 "place of employment" unless it is used as a child care, adult day care or health care facility.

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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. "Restaurant" means any coffee shop, cafeteria, sandwich stand, private and public school cafeteria, and any other eating establishment which gives or offers for sale food to the public, guests, or employees, as well as kitchens in which food is prepared on the premises for serving elsewhere, including catering facilities, except that the term "restaurant" shall not include a cocktail lounge or tavern if said cocktail lounge or tavern is a "Bar" as defined in Section 1004(1).
10. "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.
11. "Service Line" means any indoor line at which one (1) or more persons are waiting for or receiving service of any kind, whether or not such service involves the exchange of money.
12. "Smoking" means inhaling, exhaling, burning or carrying any lighted cigar, cigarette, pipe, weed, plant or other combustible substance in any manner or in any form.
13. "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.

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

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

1. Restrooms, lobbies, reception areas, hallways and any other common-use areas.
2. Buses, taxicabs, and other means of public transit under the authority of the County of Ingham, and ticket, boarding, and waiting areas of public transit depots.
3. Service lines.
4. Retail stores.

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5. All areas available to and customarily used by the general public in all businesses and non-profit entities patronized by the public, including but not limited to, attorneys' offices and other offices, banks, laundromats, hotels and motels.
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 during such time as a public meeting is in progress, 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, apartment buildings, condominiums, trailer parks, retirement facilities, nursing homes, and other multiple-unit residential facilities.
14. Public places where bingo games are held.
15. Eighty percent (80%) of hotel and motel rooms rented to guests.

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 workplace for all employees.

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B. 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 workplace without exception. 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.

C. 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.

D. 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. Bars which meet the requirements of section 1004(1) of this regulation.
2. Private residences, except when used as a child care, health care facility or adult day care facility.
3. Twenty percent (20%) of hotel and motel rooms rented to guests.
4. Restaurants.
5. Tobacco specialty stores.
6. Hotel and motel meeting rooms or assembly halls while these places are enclosed areas, and being used for private functions.

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 in every building or other area where smoking is prohibited, by the owner, operator, manager or other person having control of such building or other area.

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B. Every public place where smoking is prohibited shall have posted at every entrance a conspicuous sign clearly stating that 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.

Sec. 1010. Enforcement

A. Enforcement of this regulation shall be implemented by the Health Officer, or his or her designee.

B. Notice of the provisions set forth in this regulation shall be given to all applicants for a business license in Ingham County.

C. Any citizen who desires to register a complaint under this chapter may initiate enforcement through the Health Officer, or his or her designated staff.

D. The Health Department or the Fire Department shall require, while an establishment is undergoing otherwise mandated inspections, a “self-certification” from the owner, manager, operator or other person having control of such establishment that all requirements of this regulation have been complied with.

E. Any owner, manager, operator or employee of any establishment regulated by this regulation shall inform persons violating this regulation of the appropriate provisions thereof.

F. Notwithstanding any other provision of this regulation, a private citizen may bring legal action to enforce this regulation.

Sec. 1011. Nonretaliation

No person or employer shall discharge, refuse to hire or in any manner retaliate against any employee, applicant for employment, or customer because such employee, applicant, or customer exercises any right to a 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

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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.
3. A fine not exceeding two hundred dollars (\$200) for a third violation of this regulation within one (1) year.
4. A fine not exceeding five hundred dollars (\$500) for each additional violation of this regulation within one (1) year.

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

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

F. Notwithstanding any other provision of this regulation, an employee or private citizen may bring legal action 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 ordinance to citizens affected by it, and to guide owners, operators and managers in their compliance with it. Such program may include publication of a brochure for affected businesses and individuals explaining the provisions of this regulation.

Sec. 1014. Other Applicable Laws

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

Sec. 1015. Severability

If any provision, clause, sentence or paragraph of this regulation or the application thereof to any person or circumstances shall be held invalid, such invalidity shall not affect the other provisions

of this regulation which can be given effect without the invalid provision or application, and to this end the provisions of this regulation are declared to be severable.

Sec. 1016. Effective Date

A. This regulation shall be effective thirty (30) days from and after the date of its adoption and effect all public and private worksites.

revised 5/23/2001

**AMENDMENT TO THE INGHAM COUNTY CLEAN AIR REGULATION TO
RESTRICT SMOKING IN RESTAURANTS AND BARS**

Sec. 1000A. Title

This article shall amend the Ingham County Clean Air Regulation to include restrictions on smoking in restaurants and bars.

Sec. 1005. Prohibition of Smoking in Public and Private Workplaces and Restrictions on Smoking in Restaurants and Bars

B. Notwithstanding any other provision of this regulation, all enclosed areas of restaurants and bars shall be smoke-free and nonsmoking, except as otherwise provided in this section:

1. A restaurant or bar may designate up to 20% of its seating capacity for smokers, provided the designated smoking area meets all the other requirements of this section.
2. A restaurant or bar which elects to designate seating for smokers shall clearly identify both the areas designated for smokers and for nonsmokers.
3. The area designated for smokers shall:
 - a. Be a separately enclosed area with floor to ceiling walls or windows (exclusive of door or passage ways).
 - b. Have an independent ventilation system which exhausts the smoke outside the building and prevents the recirculation of air between designated smoking and nonsmoking areas.
 - c. Be under negative pressure relative to adjacent nonsmoking areas so that air flow goes from designated nonsmoking to smoking areas.
 - d. Not include areas commonly used by the public, including, but not limited to, lobbies, restrooms, waiting areas, common-use areas or hallways.
4. The provisions of this section shall apply to all restaurants and bars, as follows:
 - a. Immediately upon the effective date of this section for all new restaurants or bars.
 - b. Immediately upon the date of a change of ownership of any restaurant or bar.

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- c. Immediately upon the date of completion of any remodeling which must be approved by Ingham County.
 - d. Within 1 year (365 days) of the effective date of this section for all other restaurants or bars.
5. Notwithstanding any other provision of this section, the owner, operator, manager or other person who controls any restaurant or bar may declare that entire establishment or facility as a nonsmoking restaurant or bar.

Sec. 1007. Prohibition of Smoking in Places of Employment

A. It shall be the responsibility of employers to provide a smoke-free workplace for all employees, except as otherwise provided in this section.

E. Restaurant and bar employers which designate some seating for smokers must develop and implement a written smoking policy that minimizes exposure of workers to secondhand tobacco smoke; such policies shall be communicated verbally and in writing to all current employees at least three (3) weeks prior to the effective date of this section in the restaurant or bar, and at the time of employment of all other employees. Upon request of an employee to avoid exposure to secondhand tobacco smoke, the employer shall, within three (3) days of such request, make a reasonable accommodation to comply with said request.

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. Twenty percent (20%) of 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.

Sec. 1012. Violations and Penalties

G. Notwithstanding any other provision of this regulation, a restaurant or bar licensee's option to

Agenda Item 1

permit smoking in designated areas shall be suspended by the Health Officer for cause if the restaurant or bar fails to comply with the provisions of this regulation. These sanctions are in addition to the monetary penalties provided for in this regulation. The option to permit smoking in designated areas shall be suspended as follows:

1. In the case of a first and single violation of this regulation, the licensee shall be given notification, in writing, of provisions for the suspension of the option to permit smoking in designated areas in the event of additional or further violations; and
2. In the case of two (2) violations of this regulation within any three-year period, the licensee's right to option smoking in designated areas shall be suspended for thirty (30) days; and
3. In the case of three (3) violations of this regulation within any three-year period, the licensee's option to permit smoking in designated areas shall be suspended for ninety (90) days; and
4. In the case of four (4) violations of this regulation within any three-year period, the licensee's option to permit smoking in designated areas shall be suspended for one year.
5. Decisions of the Health Officer may be appealed to the Board of Health. Such appeal shall be filed within ten (10) days after the order is served on the licensee. An appeal shall stay all proceedings until a final decision by the Board of Health.

Sec. 1016. Effective Date of Amendment

B. This amendment to the Ingham County Clean Air Regulation, to restrict smoking in restaurants and bars, shall be effective one hundred-eighty (180) days from and after the date of its adoption.

Agenda Item 2a

RESOLUTION STAFF REVIEW DATE June 11, 2001

Agenda Item Title Resolution to Authorize Staffing Changes in the Adolescent Health Program

Submitted by Health Department

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

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize certain changes in the Adolescent Health Program. They are being made at this time because there are two key vacancies in the Adolescent Health Program.

The proposal combines two programs under one Program Coordinator: the Peer Education Program and the Abstinence Program. Each of these programs is currently supervised by a Program Coordinator position, and both of the positions are currently vacant.

The proposal will reclassify one of the Program Coordinator positions to a Program Specialist position. The proposal will also change the status of a vacant Program Specialist position from three-quarter time to part-time (half-time).

Financial Implications

The cost of operation will be reduced. The proposal will change the status of a vacant Program Specialist position from three-quarter time to part-time (half-time).

Other Implications

Staff Recommendation: JA ___ DE ___ JN * ___ HH ___

This resolution should be approved.

MEMORANDUM

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

From: Bruce Bragg

Date: June 11, 2001

Subject: Recommendation to Authorize Staffing Changes in the Adolescent Health Program

This is a recommendation to authorize certain changes in the Adolescent Health Program. The recommendations come from the managers who are responsible for the oversight of the Adolescent Health Program: Debbie Brinson, Adolescent Health Program Coordinator, and Bruce Miller, Director of Community Health Services.

I have reviewed the recommendations. They are being made at this time because there are two key vacancies in the Adolescent Health Program. I believe the proposed structure represents a responsible structure for the operation of the effected programs. The cost of operation will be reduced.

The proposal combines two programs under one Program Coordinator: the Peer Education Program and the Abstinence Program. Each of these programs is currently supervised by a Program Coordinator position, and both of the positions are currently vacant.

The proposal will reclassify one of the Program Coordinator positions to a Program Specialist position. The proposal will also change the status of a vacant Program Specialist position from three-quarter time to part-time (half-time).

I recommend that the Board of Commissioners support the recommendation from the Health Department management team and authorize the proposed changes in staffing reflected in the attached resolution.

Attachment

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE STAFFING CHANGES IN THE ADOLESCENT HEALTH PROGRAM

WHEREAS, the supervisory staff have been considering the best staffing arrangement and structure in the Adolescent Health Program given several vacancies; and

WHEREAS, staff have recommended that two positions be combined, a position be reclassified and a position be changed from three-quarter time status to part-time status; and

WHEREAS, the Health Officer has reviewed these recommendations, has verified that they result in a reduction of cost, and believes that they represent a responsible structure and staffing for the Adolescent Health Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, in an effort to improve the efficiency and effectiveness of services in the Adolescent Health Program authorizes the position number HLHADO005 Program Coordinator (ICEA Prof 08) to assume responsibility for supervising both the Peer Education Program and the Abstinence Program.

BE IT FURTHER RESOLVED, that position number HLHADO019, Program Coordinator (ICEA Prof 08) shall be reclassified to Program Specialist (ICEA Prof 03).

BE IT FURTHER RESOLVED, that the three-quarter time Program Specialist position number HLHADO020 shall be changed to part-time status.

BE IT FURTHER RESOLVED, that these staffing changes shall be effective June 27, 2001.

Agenda Item 2b

RESOLUTION STAFF REVIEW

DATE June 11, 2001

Agenda Item Title Resolution to Authorize an Agreement with Ingham Regional Medical Center and Dean Transportation for the Operation of a Mobile Clinical Unit

Submitted by Health Department

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

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize the transfer of ownership of the mobile clinical unit from the State and to create a partnership for its refurbishment and operation with Dean Transportation Group and Ingham Regional Medical Center. The Health Department has identified partners to assist them to operate and maintain the vehicle in question. The Health Department's core business operations do not include fleet management and this makes sense.

Financial Implications

Ingham County and any other human service agency using the vehicle will pay Dean Transportation for the cost of the driver and for cleaning, when it is used. The Health Department's share will come from their existing budget.

Ingham Regional Medical Center shall provide funds for the initial refurbishment of the MCU, shall provide funds for routine maintenance and capital improvements for the MCU, up to \$10,000 per year.

Other Implications

Currently, the mobile clinical unit (MCU) is most useful to the Department in efforts to serve the homeless population and other special populations. It is used every Thursday to make the rounds of homeless shelters. It was very important to our early efforts to implement the Breast and Cervical Cancer Control Program. It may become important for other program uses.

Staff Recommendation: JA ___ DE ___ JN __*__ HH ___

This resolution should be approved.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Bruce Bragg

Date: June 11, 2001

Subject: The Bus - The Mobile Clinical Unit

This is a recommendation to accept the transfer of ownership of the mobile clinical unit from the State and to create a partnership for its refurbishment and operation with Dean Transportation Group and Ingham Regional Medical Center.

Since October 1994, the Michigan Department of Community Health has made available a mobile clinical unit for use in Ingham County. This was one of several units purchased by the State in the mid-1990's and made available to local health departments to support immunization, breast and cervical cancer and other public health services. The State has decided that it no longer wants to own these units and it is transferring ownership to the local units of government that have used them for years.

The Ingham County Health Department does not operate a fleet of vehicles, and coordinating the use of the mobile clinical unit has been a challenge. We had to arrange for its routine maintenance and repair, and importantly its storage in the winter.

When the State originally approached me about transferring ownership, I was not enthusiastic. No one in the Department really wanted to be responsible for overseeing the care of the vehicle and scheduling its use. However, as I explored potential partnerships with other community groups, I found an excellent potential partnership with Ingham Regional Medical Center and Dean Transportation Group. Ingham Regional is willing to invest a few thousand dollars in the refurbishment of the vehicle and to support the ongoing maintenance of the vehicle. Dean Transportation is willing to take the responsibility to refurbish it, to provide for the regular care and maintenance of the vehicle, to store it, to clean it after each use and to provide drivers when it is in use.

Currently, the mobile clinical unit (MCU) is most useful to the Department in efforts to serve the homeless population and other special populations. It is used every Thursday to make the rounds of homeless shelters. It was very important to our early efforts to implement the Breast and Cervical Cancer Control Program. It may become important for other program uses.

Agenda Item 2b

I am pleased to recommend this partnership. It assures that the Health Department will have a mobile clinical unit available to meet its needs. The unit will be under the care and maintenance of people who have the skill and knowledge to keep it in good operating condition. It will be driven by professionals. The cost to Ingham County will be low. The vehicle will also be updated on both the exterior and interior, so it will be a more functional and attractive unit with which to deliver services.

Ingham Regional and Dean Transportation would expect to have their names on the unit, along with Ingham County, as sponsors. Ingham County would have first priority for use of the vehicle; Ingham Regional would have second priority for use. Other nonprofit organizations might be authorized to use the mobile clinic unit, given the agreement between IRMC and Ingham County. The use of the unit would be for health care purposes. Proof of insurance, and a signed a contract with the County agreeing to pay Dean Transportation for the cost of the driver, for cleaning, and something toward maintenance would be required. Ingham County and IRMC would also pay Dean Transportation for the cost of the driver and for cleaning, when they used it.

I recommend that the Board adopt the attached resolution, accept the ownership of the mobile clinical unit and authorize the agreement with Ingham Regional and Dean Transportation.

Attachment

cc: Kelly Dean w/attachment
John Jacobs w/attachment
Kay Kujala w/attachment
Lee Hladki w/attachment
Joy Maloney w/attachment
Judy Williams w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH INGHAM REGIONAL
MEDICAL CENTER AND DEAN TRANSPORTATION FOR THE OPERATION OF A
MOBILE CLINICAL UNIT**

WHEREAS, the State of Michigan has provided Ingham County with the use of a mobile clinical unit (MCU) since October 1994; and

WHEREAS, the mobile clinical unit has been important in the delivery of services to homeless persons and other special populations; and

WHEREAS, the Health Department has struggled to keep the MCU in good mechanical condition and available for use; and

WHEREAS, the State of Michigan has decided to transfer title of the mobile clinical unit to Ingham County; and

WHEREAS, the Health Officer has proposed a partnership with Dean Transportation and Ingham Regional Medical Center (IRMC) to renovate, maintain and operate the mobile clinical unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the transfer of ownership of the mobile clinical unit (MCU) from the State of Michigan and authorizes an agreement with Dean Transportation Group and Ingham Regional Medical Center to refurbish, maintain and operate the mobile clinical unit.

BE IT FURTHER RESOLVED, that Ingham County will maintain ownership of the mobile clinical unit and shall maintain insurance coverage on the MCU for liability resulting from use of the MCU, to include damage to the unit and damage to persons and property through operation of the unit as a vehicle.

BE IT FURTHER RESOLVED, that Dean Transportation Group will be in charge of the MCU for purposes of its maintenance and operation, including conducting or overseeing any refurbishment or improvements to the interior, exterior or mechanical systems of the unit, shall provide for the storage and routine maintenance and cleaning of the unit and shall provide drivers for use of the unit, including use by the County and by IRMC.

BE IT FURTHER RESOLVED, that Ingham Regional Medical Center shall provide funds for the initial refurbishment of the MCU, shall provide funds for routine maintenance and capital improvements for the MCU, up to \$10,000 per year, and shall take responsibility for scheduling usage of the unit and other administrative services as needed.

Agenda Item 2b

BE IT FURTHER RESOLVED, the mobile clinical unit shall be used only for health care purposes, by the three parties of the agreement and by other nonprofit entities.

BE IT FURTHER RESOLVED, that Ingham County shall have first priority of use of the MCU; Ingham Regional Medical Center shall have second priority; and the Ingham County Health Officer and the Community Benefits Officer for Ingham Regional Medical Center may authorize other nonprofit organizations to use the MCU, for purposes established in this resolution and the subsequent three-party agreement.

BE IT FURTHER RESOLVED, that such other parties authorized to use the mobile clinical unit must:

- S enter into an agreement with Ingham County for the usage.
- S provide proof of liability and professional liability insurance, if applicable.
- S make a payment to cover the cost of the driver and for a portion of the cost of maintenance, including cleaning of the MCU after use by the party.

BE IT FURTHER RESOLVED, that Ingham County and Ingham Regional Medical Center shall be required to make a payment to cover the cost for the driver and the cleaning cost for their use of the MCU; this fee will be separate from the contribution of the County and of Ingham Regional Medical Center.

BE IT FURTHER RESOLVED, that Ingham County, Ingham Regional Medical Center and Dean Transportation Group will be entitled to have their names upon the exterior of the mobile clinical unit as sponsors.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement with Dean Transportation Group and Ingham Regional Medical Center, and the agreements with any other parties authorized to use the mobile clinical unit, after review by the County Attorney.

RESOLUTION STAFF REVIEW DATE June 11, 2001

Agenda Item Title Resolution to Authorize an Amendment to the Teen Parent Program Agreement
with the Michigan Family Independence Agency

Submitted by Health Department

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

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize an amendment to the Teen Parent Program Agreement with the Michigan Family Independence Agency.

Financial Implications

The amendment will increase funding under the grant by \$37,830, from \$54,075 to \$91,095. The additional funds will support additional hours of work for the Peer Educators who serve as the staff for the program. Additionally, two cellular telephones are authorized for purchase. These will contribute to program efficiency and staff safety.

Other Implications

Staff Recommendation: JA ___ DE ___ JN * ___ HH ___

This resolution should be approved.

MEMORANDUM

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

From: Bruce Bragg

Date: June 11, 2001

Subject: Recommendation to Authorize an Amendment to the Teen Parent Program Agreement

This is a recommendation to authorize an amendment to the Teen Parent Program Agreement with the Michigan Family Independence Agency. The amendment will increase funding under the grant by \$37,830, from \$54,075 to \$91,095. The additional funds will support additional hours of work for the Peer Educators who serve as the staff for the program. Additionally, two cellular telephones are authorized for purchase. These will contribute to program efficiency and staff safety.

The Teen Parent Program is a home-based program that pairs peer educators with teen parents. Educators/Advocates contact teens weekly via home visits, off-site visits and phone calls. They assist teen parents in accessing general health care facilities for overall physicals, well-baby visits, immunizations and family planning. The program offers teen parents opportunities to participate in parenting classes and support groups.

The additional funds are identified as one-time funds and are not anticipated to be part of the on-going grant level.

I recommend that the Board adopt the attached resolution and authorize the contract amendment and the related budget adjustment.

Attachment

cc: Terry Younger w/attachment
John Jacobs w/attachment
Debbie Brinson w/attachment
Bruce Miller w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE TEEN PARENT
PROGRAM AGREEMENT WITH THE MICHIGAN FAMILY INDEPENDENCE
AGENCY**

WHEREAS, Ingham County operates a program to provide support services to teenage parents with grant funds from the Michigan Family Independence Agency (FIA); and

WHEREAS, the FIA has advised that additional, one-time funds, are available to supplement the program; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an amendment #1 to the Teen Parent Program contract with the FIA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment (Amendment #1) to the Teen Parent Program contract (Contract/Grant No: TP-01-33010-1) to increase total contract funding by \$37,830 from \$54,075 to \$91,905.

BE IT FURTHER RESOLVED, that the Controller is authorized to adjust the Health Department 2001 budget to implement this contract amendment, which shall include additional funds to support the salaries of temporary Peer Educators.

BE IT FURTHER RESOLVED, that the Purchasing Director and the MIS Director shall be authorized to purchase two cellular phones to be used by staff in the Teen Parent Program for program efficiency and staff safety purposes.

BE IT FURTHER RESOLVED, that the estimated number of eligible clients to be serviced during the period of the amendment (July 3, 2001 through September 30, 2001) shall be changed from 44 to 65.

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

RESOLUTION STAFF REVIEW DATE June 11, 2001

Agenda Item Title Resolution to Establish a New Part-time Clinic Nurse Position in Child Health Services

Submitted by Health Department

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

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize a new part-time Clinic Nurse position in Child Health Services. Child Health Services does not have the staff resources to conduct these screenings in a timely manner. One of the effects of the delay is that the County is not paid when it does provide the service. In order to be paid, services must be provided within 90 days of settlement. Timely service is also important from the patient standpoint. Often, the arriving refugee needs to be linked with a primary care provider.

Financial Implications

The improvement in scheduling and conducting these services will produce an additional \$32,000 in annual revenue, enough to pay for the cost of the new position.
The County is paid \$250 per refugee screening.

Other Implications

Staff Recommendation: JA ____ DE ____ JN * ____ HH ____

This resolution should be approved.

MEMORANDUM

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

From: Bruce Bragg

Date: June 11, 2001

Subject: Recommendation to Establish a Part-time Clinic Nurse Position in Child Health Services

This is a recommendation to establish a new part-time Clinic Nurse position in Child Health Services. This clinic provides primary care (pediatric) services to approximately 2,500 low-income children annually, which annually results in about 8,000 physician visits.

Additionally, the clinic is the site of first contact for most refugee children arriving in the United States with Lansing as the settlement site. The refugee adults are mostly seen in the Department's Adult Health Clinic. This first contact includes a physical examination, screening for any communicable diseases or parasites and linkage with an ongoing source of medical care. The provider/County is paid \$250 per refugee screening.

Child Health Services does not have the staff resources to conduct these screenings in a timely manner. One of the effects of the delay is that the County is not paid when it does provide the service. In order to be paid, services must be provided within 90 days of settlement. Timely service is also important from the patient standpoint. Often, the arriving refugee needs to be linked with a primary care provider.

Staff analysis indicates that approximately 130 refugee children receive services too late to be eligible for payment, or don't receive it at all because of delays in scheduling appointments with Child Health Services. Staff recommends that the County add a part-time Clinic Nurse to Child Health Services to provide the staffing capacity to provide the new refugee screenings in a timely manner. The improvement in scheduling and conducting these services will produce an additional \$32,000 in annual revenue, enough to pay for the cost of the new position.

These services are important, to the refugees and their families as a means of identifying health problems and getting them under management and as a mechanism for preventing the spread of communicable diseases throughout the community. I recommend that the Board adopt the attached resolution and establish the part-time Clinic Nurse position.

Attachment

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH A NEW PART-TIME CLINIC NURSE POSITION IN
CHILD HEALTH SERVICES**

WHEREAS, Child Health Services provides primary care (pediatric) to 2,500 low-income children, and also conducts a screening and referral service for refugee children; and

WHEREAS, Child Health Services conducts physical examinations of these children, including screening and assessment for communicable diseases and parasites, and makes certain that each child is linked with an ongoing source of medical care; and

WHEREAS, there are approximately 300 refugee children arriving in Ingham County each year in need of these services for which the provider is paid \$250 when the screening is done within 90 days of settlement; and

WHEREAS, Child Health Services is only able to schedule about 180 of these children in time to be eligible for the payment; and

WHEREAS, the Child Health Services Coordinator and the Director of Community Health Services have recommended that a new part-time Clinic Nurse (ICEA N-1) position be created to address the backlog of services to refugee children and to capture the funds available for providing the service; and

WHEREAS, the Health Officer has reviewed the recommendation and agrees that approximately \$32,000 annually would be available to support the additional staff and concurs that the screening services for refugee services are important activities of the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes a part-time Clinic Nurse position (ICEA N-1) in Child Health Services for the purpose of assuring that refugee children are provided screening, examination and referral services in a timely manner.

BE IT FURTHER RESOLVED, that the Controller is authorized to adjust the Health Department's 2001 and 2002 budgets to include additional revenue of \$32,000 annually for refugee screenings and examinations.

RESOLUTION STAFF REVIEW DATE June 11, 2001

Agenda Item Title Resolution to Authorize the Purchase of Furniture and Equipment and Remodeling of Space at the Ingham County Health Department

Submitted by Health Department

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

Summary of Proposed Action (see attached letter of explanation)

This resolution will authorize the Controller to adjust the Health Department's 2001 Budget, including the recognition of an additional \$16,000 in revenue. Additionally, the resolution would authorize the Purchasing Department to issue purchase orders or enter into contracts with DBI Business Interiors in order to acquire office equipment and furniture to facilitate a remodeling of the Public Health Nursing area of the Ingham County Human Services Building.

Financial Implications

The Purchasing Department has obtained proposals on the proposed remodeling and has identified DBI Business Interiors as the preferred vendor. The total project cost is estimated to be \$51,000. The project will be financed with funds from the IHP subcontract and by recognizing \$16,000 in deferred revenue (funds donated to support the Health Department).

Other Implications

Staff Recommendation: JA ____ DE ____ JN __*__ HH ____

This resolution should be approved.

MEMORANDUM

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

From: Bruce Bragg

Date: June 11, 2001

Subject: Recommendation to Adjust the Health Department's Budget and Authorize the Purchase of Office Equipment and Furniture

This is a recommendation to authorize the Controller to adjust the Health Department's 2001 Budget, including the recognition of an additional \$16,000 in revenue. Additionally, I am recommending that the Purchasing Department be authorized to issue purchase orders or enter into contracts with DBI Business Interiors in order to acquire office equipment and furniture to facilitate a remodeling of the Public Health Nursing area of the Ingham County Human Services Building.

Recently the Board of Commissioners authorized a subcontract with the Ingham Health Plan Corporation. The IHP has been awarded a Health Resources and Services Administration grant to improve the capacity of safety net providers to serve low-income and uninsured persons. Most of the money will be provided to Ingham County through the subcontract. Several new positions were authorized, and funds were included to pay for office space. The Health Department space in the Human Services Building must undergo some remodeling in order to accommodate the new staff and to prepare for other changes related to providing administrative services to the Ingham Health Plan Corporation. The Health Department staff have been working with staff from the Purchasing Department. The Purchasing Department has obtained proposals on the proposed remodeling and has identified DBI Business Interiors as the preferred vendor. The total project cost is estimated to be \$51,000. The project will be financed with funds from the IHP subcontract and by recognizing \$16,000 in deferred revenue (funds donated to support the Health Department).

The attached resolution will authorize the Controller to make the necessary adjustments in the Department's budget to finance the project. The resolution also authorizes the Purchasing Department to contract with DBI Business Interiors to obtain the office equipment and furniture necessary for the project. I recommend that the Board of Commissioners adopt the resolution and authorize the project.

Attachment

cc: John Jacobs w/attachment
Bruce Miller w/attachment
Elaine Tannenbaum w/attachment
Anita Turner w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF FURNITURE AND EQUIPMENT AND REMODELING OF SPACE AT THE INGHAM COUNTY HEALTH DEPARTMENT

WHEREAS, the Board of Commissioners has authorized a subcontract of a US Health Resources and Services Administration (HRSA) grant to the Ingham Health Plan Corporation; and

WHEREAS, this grant provides for the development of additional capacity within the Health Department to serve low-income persons; and

WHEREAS, the subcontract establishes four new positions which along with other changes taking place in the Health Department will require changes in the office space; and

WHEREAS, Health Department staff have been working with the Purchasing Department staff to develop an efficient plan to remodel space in the Health Department portion of the Human Services Building to accommodate these changes; and

WHEREAS, the Health Department and the Purchasing Department have agreed on a plan for remodeling that will cost approximately \$51,000; and

WHEREAS, the Health Officer is recommending that the Board of Commissioners authorize an adjustment in the Health Department's 2001 budget and authorize the purchase of office equipment and furniture.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to adjust the Health Department's 2001 budget, including the recognition of an additional \$16,000 in revenue, from funds donated to support public health nursing and recorded as deferred revenue, in order to implement a remodeling of the public health nursing area of the Human Services Building.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Purchasing Department to issue purchase orders or to enter into contracts with DBI Business Interiors to purchase office equipment and furniture, up to a value of \$51,000, using the County's normal purchasing procedures, in order to implement the necessary remodeling in the public health nursing area of the Human Services Building.