

CHAIRPERSON
MARC THOMAS

VICE-CHAIRPERSON
DIANNE HOLMAN

VICE-CHAIRPERSON PRO-TEM
MIKE SEVERINO

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, DECEMBER 3, 2007 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 19, 2007 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews
 - a. Board of Health
 - b. Mid-South Substance Abuse Commission
2. Health Department
 - a. Resolution to Eliminate the Position of [Public Health Risk](#) Communication Specialist and Establish the Position of Health Educator II/Emergency Preparedness
 - b. Resolution to Authorize Acceptance of a [Federal Assistance Award](#) for Health Care Services for the Homeless
 - c. Resolution to Authorize an Agreement with [Lansing-Mason Ambulance](#) for Medical Examiner Transports
 - d. Resolution to Authorize Three Child and [Adolescent Health Center Grant](#) Agreements with the Michigan Primary Care Association
 - e. Resolution to Amend the Ingham County, Michigan Regulation Eliminating Smoking in Public and Private Worksites by Adding New Requirements for Protecting Air Quality in Restaurants, Bars and Other [Food Service Establishments](#) Which Have Designated Smoking and Nonsmoking Areas
 - f. Resolution to Appoint [Dean G. Sienko, M.D.](#) to the Post of Ingham County Medical Examiner
 - g. Resolution to Appoint [Deputy Medical Examiners](#)
 - h. Resolution to Establish the Term of Office, to Set [Compensation](#) for and to Authorize Independent Contractor Agreements with Deputy Medical Examiners
 - i. Resolution to Authorize an Amendment to the Contract with the Ionia County Health Department for [Medical Direction](#) and Program Consultation
 - j. Resolution to Authorize a 2007-2008 Agreement with the Michigan Department of [Environmental Quality](#)
 - k. Proposed Resolutions for [Sanitary Code Amendments](#) Regarding Reporting Complaints of Alleged Foodborne Illnesses (*Attached are Three Versions of the Resolution*)

3. Human Services Committee
 - a. Resolution Authorizing an Agreement with [Volunteers of America](#) for the New Hope Day Shelter Program
 - b. Resolution Authorizing a 2008 [Contingency Appropriation](#) to the Women's Center of Greater Lansing, Inc.
4. Controller's Office - Resolution Authorizing Adjustments to the 2007 Ingham County Budget and Authorizing the Controller to [Make Year End Budget Adjustments](#)
5. Capital Area District Library – Discussion - New Capital Improvement Plan (*no material*)

Announcements
Public Comment
Adjournment

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DEVICES OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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HUMAN SERVICES

November 19, 2007

Minutes

Members Present: Curtis Hertel, Mark Grebner, Rebecca Bahar-Cook, Andy Schor, Tim Soule, Mike Severino and Board Chairperson Marc Thomas

Members Absent: None

Others Present: Jared Cypher, Marcus Cheatum, Dr. Sienko, Timothy Perrone, Lance Binoniemi, Andy Deloney, David Ghannam, Kenneth Kain, Michael Brown, Leroy Cardwell, Maurice Reizen, Patricia Hepp, George Rowan, Matt Phelan, Peter Kramer and Jan Criss

The meeting was called to order by Chairperson Hertel at 7:07 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the November 5, 2007 Minutes

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. SOULE, TO APPROVE THE NOVEMBER 5, 2007 MINUTES AS AMENDED. MOTION CARRIED UNANIMOUSLY.

The Minutes were amended to reflect the following:

Page 4: First sentence – “Comm.. Bahar-Cook” was changed to “Comm. Bahar-Cook”

Page 7: Disclosure Statement – “State Wide” was changed to “Michigan”

Additions to the Agenda

1. Regulation Eliminating Smoking in Public and Private Worksites Amended to Control Air Contamination by Tobacco Use in Restaurants and Bars
1. Email Correspondence
- 2g. Resolution to Amend the Regulation to Require a License for the Retail Sale of Tobacco, to Prohibit Sale of Tobacco to Minors, and to Restrict Location of Tobacco Vending Machines
5. Resolution to Authorize Ingham County to Donate Surplus Computer Equipment to Grace Tabernacle Church for Their After School Computer Lab Program
6. Resolution Honoring the Whitmer Family Endowment

Limited Public Comment: None

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

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
6. Resolution Honoring the Whitmer Family Endowment

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

1. Public Hearing – Regulation Eliminating Smoking in Public/Private Worksites Amended to Control Air Contamination by Tobacco Use in Restaurants and Bars

Dr. Sienko provided a brief summary of the purpose of this Public Hearing. The proposed amendment is intended to protect employees and the public from second hand smoke in non-smoking sections of bars and restaurants. Dr. Sienko then reviewed the violations and fines associated with the amendment. The proposed amendment will be effective 90 days after its passage. Dr. Sienko also reviewed Section 1016 Effective Date on page 8 of the Regulation. The proposed amendment will become effective 90 days after the Board of Commissioners approves the amendment Regulation.

Public Hearing

Dr. Reizen read from his November 19, 2007 letter to this Committee. A copy of the letter was distributed to the Committee. He thanked the Board of Commissioners and this Committee for taking action to protect the health of the County's workers and residents from the real dangers posed by passive smoke exposure. This forward thinking demonstrates that this County is a most health conscious County in Michigan.

Mr. Dinoniemi, MLBA, stated he is present to express his opposition to the amendment. The proposed amendment will create financial hardships for the bars and restaurants. He stated some businesses will have an easier time implementing the changes. Mr. Dinoniemi stated the amendment will discourage businesses from locating to Ingham County.

Ms. Hepp, Board of Health, stated the Regulation started a process to have clean air in Ingham County. If the County includes the bars and restaurants, it will make great strides in this effort.

Mr. Deloney, Michigan Restaurant Association, spoke in opposition to the proposed amendment. He stated the amendment will make the County an island again. The proposal is unworkable in many areas. He asked how the Health Department will determine if a bar or restaurant is meeting the Regulation's standards. Restaurants and bars typically update their establishments every five to eight years. The current financial economy does not lend to a business owner wanting to update his/her facility. Mr. Deloney stated this is a state law, not a local law.

Comm. Schor asked Mr. Deloney if his membership has increased or decreased since the Regulation was implemented. Mr. Deloney stated he would look into this matter.

Mr. Rowan, Chairperson of the Board of Health, distributed a “Smoke-Free Ingham – Breathe Healthy” pamphlet to the Committee. He stated this information is provided to bars and restaurants that are considering smoke free areas. Mr. Rowan further stated the scientific information is positive to control second hand smoke. The businesses are against the proposal. The County should consider its youth who are still exposed to second hand smoke while sitting in a non-smoking section of a restaurant.

Comm. Severino asked Mr. Rowan if non smoking means the absence of the activity of smoking or the absence of smoke. Mr. Rowan stated he believes that non smoking means the absence of smoke.

Mr. Ghannam, Iris Pub & Grill, stated he co-owns the Irish Pub & Grill with his sister. He has worked in the restaurant industry his entire life. The proposal will have a devastating effect on their business. He owns a pub, not an office. People come to his establishment to enjoy the atmosphere. Employees have the choice of whether or not to work in a smoking establishment. Mr. Ghannam stated he will go out of business if he does not meet the needs of his clients. He then explained his establishment has five smoke eaters.

Comm. Bahar-Cook asked if Mr. Ghannam would have purchased a facility in another County if the Regulation was in place at the time of purchase. Mr. Ghannam stated he would have purchased a building in another County. He then stated his business hired an outside vendor to clean the smoke eater filters every two weeks.

Comm. Schor asked if the restaurants will conduct renovations in the next 10 to 15 years. Mr. Ghannam stated he has already made plans to improve his business. It is not financially feasible to renovate his business at this time.

Board Chairperson Thomas asked Mr. Ghannam if he has noticed a difference in the smoke in his business since installing the smoke eaters. Mr. Ghannam stated he can see a reduction in the smoke levels.

Mr. Phelen, American Cancer Society, spoke in favor of the amendment. He stated the Society has worked at the local level to protect workers from second hand smoke. There is no longer a debate about safe levels of second hand smoke. No level is safe. Ventilators and fans do not protect people from the smoke. Mr. Phelan stated smoke free should mean smoke free.

Mr. Kain, Alano Club East, Inc., stated he was present this evening to learn how the amendment would affect his business. He stated the Alano Club is a non-profit agency with a food license. Dr. Sienko stated the Alano Club would have ten years to comply with the Regulation.

Board Chairperson Thomas asked Mr. Kain about the Club’s smoke free room. Mr. Kain stated he would have to install a second entrance to this building to comply with the Regulation. Board Chairperson Thomas stated the Board of Commissioners will have to consider the financial impact the Regulation will have on the businesses.

Ms. Criss stated she is greatly affected by second hand smoke. She said the current Regulation is not enforced. Ms. Criss further stated she likes to go to bars and restaurants to watch sporting events. She calls the Health Department when she believes a facility is not complying with the Regulation.

Mr. Brown, Attorney, stated he represents a number of bars and restaurants. He spoke on behalf of the MLBA in opposition to the amendment. Mr. Brown read from State law regarding the smoking issue as it relates to bars and restaurants. He stated this is a State issue, not a County issue. Mr. Brown stated the Regulation is a ban on smoking.

Comm. Severino asked Mr. Brown if non smoking means the absence of the activity of smoking or the absence of smoke. Mr. Brown stated he believes non smoking means the absence of the activity of smoking. Regulations and laws have to be directed toward people, not the atmosphere.

Mr. Cardwell, owner of Leroy's Classic Bar and Grill, stated he is a small independent business owner. He stated he has a number of questions about the amendment. Mr. Cardwell said all independent business owners are struggling right now. He also stated he believes this is a State issue, not a County issue.

Chairperson Hertel stated Dr. Sienko will contact Mr. Cardwell to discuss how the amendment will affect his business.

The Public Hearing was closed at this time.

- 2g. Health Department - Resolution to Amend the Regulation to Require a License for the Retail Sale of Tobacco, to Prohibit Sale of Tobacco to Minors, and to Restrict Location of Tobacco Vending Machines

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AMEND THE REGULATION TO REQUIRE A LICENSE FOR THE RETAIL SALE OF TOBACCO, TO PROHIBIT SALE OF TOBACCO TO MINORS, AND TO RESTRICT LOCATION OF TOBACCO VENDING MACHINES. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: ALL YEAS.

4. Mid-South Substance Abuse Commission – Letter Regarding Withdrawal of Calhoun County from Mid-South Substance Abuse Commission's Ten County Region

Mr. Cypher stated this is an informational item. He also stated the County received a draft copy of Calhoun County's agreement. The County Attorney has reviewed the agreement and does not believe there are any concerns regarding same. This Committee will take action on this matter in the near future.

5. Resolution to Authorize Ingham County to Donate Surplus Computer Equipment to Grace Tabernacle Church for Their After School Computer Lab Program

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. BAHAR COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE INGHAM COUNTY TO DONATE SURPLUS COMPUTER EQUIPMENT TO GRACE TABERNACLE CHURCH FOR THEIR AFTER SCHOOL COMPUTER LAB PROGRAM.

Comm. Severino asked if Grace Tabernacle Church will make the same request next year. Chairperson Hertel stated this is a one time request. He then stated the County has a surplus of used computers and it costs the County to recycle them every year. The County could send out information regarding the surplus computers to other agencies if that is the desire of this Committee.

Comm. Schor asked how often computers are recycled. Mr. Cypher stated he believes it is done at various times during the year. Chairperson Hertel stated the MIS Director advised him that his Department currently has 30 computers to recycle.

Comm. Bahar-Cook stated the County may want to consider selling the used computers for \$50 a piece in the future. Comm. Grebner explained that giving someone a free computer can be a very expensive business. Board Chairperson Thomas stated the County should determine if it should provide set up

services. Chairperson Hertel stated the MIS Department provides a one-time set up service.

Comm. Schor stated he will support this one time request; however, the County should determine if other agencies would like to have the used computers. Comm. Grebner stated the County Services Committee should ask the MIS Department to develop a computer donation policy.

Comm. Soule stated the used computers will be of great assistance to the Grace Tabernacle Church.

MOTION CARRIED UNANIMOUSLY.

Announcements: None

Public Comment: None

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Debra Neff

RESOLUTION STAFF REVIEW

DATE November 21, 2007

Agenda Item Title: Resolution to Eliminate the Position of Public Health Risk Communication Specialist and Establish the Position of Health Educator II/Emergency Preparedness

Submitted by: Health Department

Committees: LE____, JD____, HS_ X_, CS_ X_, Finance_ X__

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

This resolution eliminates the Public Health Risk Communication Specialist position and establishes a full-time permanent Health Educator II/Emergency Preparedness position effective December 11, 2007.

The Emergency Preparedness program requirements have changed and now require someone with a more generalized background who can perform a variety of functions.

Financial Implications:

This resolution should have minimal financial impact, as both positions have been evaluated at the ICEA PRO 7 level within the Health Department. The Ingham County Employees Association Professional Union agrees with Human Resources' assessment of the position.

Other Implications:

ICEA County Professional Leadership has been consulted and supports the requested action.

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 20, 2007

Subject: Request to Eliminate the Public Health Risk Communication Specialist Position and Establishing a Health Educator II/Emergency Preparedness Position

Attached is a resolution to eliminate the Public Health Risk Communication Specialist position and establish a full-time permanent Health Educator II/Emergency Preparedness position.

I am recommending this change because the Emergency Preparedness program requirements have changed and now require someone with a more generalized background who can perform a variety of functions. Specifically, my recommendation is based on the following:

1. One of essential functions of the Risk Communication Specialist (RCS) position has been to develop the Ingham County Health Department Crisis and Emergency Risk Communication Plan (ICHD CERC Plan). The bulk of the work has been completed and now the RCS position is left with maintaining the plan. Other responsibilities, such as evaluating and testing the redundant communications systems are now the responsibility of the Systems Analyst for Emergency Preparedness.
2. Over the past few years the program requirements have changed. Local Health Departments are now required to train and exercise many different plans, including the Continuity of Operations Plan and Pandemic Influenza Plan. Although the RCS position does include some specific training responsibilities, most of the training and exercising is the responsibility of the Coordinator. The program needs someone who can assist the Coordinator with this very important function.
3. The depth of planning has increased. In other words, much more detailed information needs to be gathered. Currently, most of the planning is the responsibility of the Coordinator. She needs assistance to meet planning requirements and submission deadlines.

Human Resources has reviewed the Health Educator II/ Emergency Preparedness position description using the Rye Study Plan and has determined that the points existing for the Public Health Risk Communication Specialist and the Health Educator II/ Emergency Preparedness are the same. Both positions have been evaluated at the ICEA PRO 7 level within the Health

Department. The Ingham County Employees Association Professional Union agrees with Human Resources' assessment of the position.

I recommend that the Board adopt the attached resolution effective December 11, 2007.

Attachment

c: Laura Peterson w/attachment
 John Jacobs w/attachment
 Charlene Corrigan, ICEA, w/attachment
 Sue McIntosh w/attachment

Agenda Item 2a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ELIMINATE THE POSITION OF PUBLIC HEALTH RISK
COMMUNICATION SPECIALIST AND ESTABLISH THE POSITION OF HEALTH
EDUCATOR II/EMERGENCY PREPAREDNESS**

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

WHEREAS, one of the primary functions of the Public Health Emergency Preparedness Risk Communication Specialist position has been to develop the Ingham County Health Department Crisis and Emergency Risk Communication Plan, and that plan is now completed and in the maintenance phase; and

WHEREAS, the Public Health Emergency Preparedness Risk Communication Specialist position is currently vacant; and

WHEREAS, the Emergency Preparedness Program grant requirements have changed to include more detailed planning, training, and plan exercising; and

WHEREAS, the Emergency Preparedness Program needs to establish a position which accurately reflects the primary focus of these program requirements; and

WHEREAS, the Health Officer recommends eliminating the Public Health Risk Communication Specialists Position (# 601055) and establishing a full-time permanent Health Educator II/Emergency Preparedness position; and

WHEREAS, the job description and classification were evaluated and approved by Human Resources; and

WHEREAS, the Ingham County Employees Association Professional Union agrees with the assessment of the position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners eliminates the Position # 601055, Public Health Risk Communication Specialist and establishes a new full-time permanent Health Educator II/Emergency Preparedness position at the ICEA PRO 7 level within the Health Department.

BE IT FURTHER RESOLVED, that these actions are effective December 11, 2007.

RESOLUTION STAFF REVIEW

DATE November 21, 2007

Agenda Item Title: Resolution to Authorize Acceptance of a Federal Assistance Award for Health Care Services for the Homeless

Submitted by: Health Department

Committees: LE____, JD____, HS X , CS____, Finance X

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

This resolution authorizes acceptance of a federal assistance award (grant) with the United States Department of Health and Human Services (DHHS) for the Health Department's Health Care for the Homeless Project for the period of November 1, 2007 through October 31, 2008.

This funding helps support the Health Department's provision of primary care, outreach, case management, and supportive services to Ingham County's homeless population. These services are provided through the Department's Sparrow Community Health Center and at various homeless shelters via the Department's mobile health "bus".

Financial Implications:

The United States Department of Health and Human Services has provided a Notice of Grant Award in the amount \$159,832 for the 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 27, 2007

Subject: Recommendation to Authorize the Acceptance of a Federal Assistance Award for Health Care Services for the Homeless

This is a recommendation to authorize acceptance of a federal assistance award (grant) with the United States Department of Health and Human Services (DHHS) for the Health Department's Health Care for the Homeless Project.

The Health Department has been providing health care services to Ingham County's homeless population since 1987. In 1994, the Health Department successfully secured federal assistance through the DHHS' Bureau of Primary Health Care of the Health and Resource Services Administration. This federal support is authorized through Section 330 of the Public Health Services Act. This program is also known as the Health Center Cluster program and once successfully awarded permits an organization to seek Federally Qualified Health Center (FQHC) status through the Centers for Medicare and Medicaid Services.

The Health Department has received annual funding through the Health Center Cluster program since 1994 and secured FQHC designation for its homeless site (Sparrow Community Health Center) in October 2004. Currently, the Department is in year seven of a ten year program period. As part of the program requirements, the Health Department submits a non-competitive grant application that justifies a continuance of its funding. Consequently, the Health Department received notification from DHHS that it's Health Care for the Homeless program has been successfully renewed for the period of November 1, 2007 through October 31, 2008.

This funding helps support the Health Department's provision of primary care, outreach, case management, and supportive services to Ingham County's homeless population. These services are provided through the Department's Sparrow Community Health Center and at various homeless shelters via the Department's mobile health "bus".

I recommend that the Board adopt the attached resolution and authorize acceptance of a federal assistance award in the amount of \$159,832 for health care services for the homeless.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ACCEPTANCE OF A FEDERAL ASSISTANCE AWARD
FOR HEALTH CARE SERVICES FOR THE HOMELESS

WHEREAS, the Ingham County Health Department has received continuance funding through the federal Public Health Services Act Section 330 h (Health Care for the Homeless) since 1994; and

WHEREAS, the Ingham County Health Department has provided medical and outreach services to Ingham County's homeless population since 1987; and

WHEREAS, the United States Department of Health and Human Services has provided a Notice of Grant Award in the amount \$159,832 for the period of November 1, 2007 through October 31, 2008; and

WHEREAS, the Health Department proposes to use this federal assistance in support of primary care, outreach, case management, and supportive services for Ingham County's homeless population; and

WHEREAS, the Health Officer has advised the Board of Commissioners that this federal assistance award is included in the Health Department's 2008 adopted budget, and recommends that the Board of Commissioners authorize and accept this federal assistance award in the amount of \$159,832.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the \$159,832 in federal assistance for the period of November 1, 2007 through October 31, 2008.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts consistent with this resolution subject to approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE November 21, 2007

Agenda Item Title: Resolution to Authorize an Agreement with Lansing-Mason Ambulance for Medical Examiner Transports

Submitted by: Health Department

Committees: LE____, JD____, HS X, CS____, Finance X

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

This resolution authorizes an amendment to extend the period of the agreement with Lansing-Mason Ambulance Service for cadaver transports. Cadaver transports are a necessary part of the Medical Examiner's responsibilities. The period of the agreement is extended for an additional two year period, October 1, 2007 through September 30, 2009.

Financial Implications:

Compensation for cadaver transport will be set at \$70 per transport during the period of the agreement.

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 G. Sienko, M.D.
Chief Medical Examiner

DATE: November 20, 2007

SUBJECT: Ambulance Contract with Lansing-Mason Ambulance

Attached is a resolution to authorize an amendment to extend the period of the agreement with Lansing-Mason Ambulance Service for cadaver transports. Cadaver transports are a necessary part of the Medical Examiner's responsibilities.

The existing agreement expired on September 30, 2007; the current rate is \$65.00 per transport. The Medical Examiner's Office has used Lansing-Mason Ambulance Service as its cadaver transport agent since October 1, 1999. The Medical Examiner's Office has been pleased with the services of Lansing-Mason Ambulance. Lansing-Mason Ambulance Service has indicated willingness to amend the agreement, to extend it for a two year period and to adjust the rate to \$70.00.

The attached resolution will authorize an amendment to the contract with Lansing-Mason Ambulance to extend the period of the agreement for an additional two year period, October 1, 2007 through September 30, 2009. The rate for the extended period will be \$70.00 per cadaver transport. Although the contract provides for the exclusive use of Lansing-Mason's services, it reserves the Medical Examiner's right to use or contract with other companies should Lansing-Mason be unable to provide timely services.

As this agreement will allow the Medical Examiner's Office to continue providing services in a cost-effective manner; \$70.00 is a very reasonable rate for cadaver transport. I recommend the Board of Commissioners adopt the attached resolution and authorize the amendment.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LANSING-MASON
AMBULANCE FOR MEDICAL EXAMINER TRANSPORTS**

WHEREAS, the Ingham County Board of Commissioners has the responsibility to appoint the Ingham County Medical Examiner and support investigations as to the cause and manner of unexpected deaths; and

WHEREAS, these investigations often involve the transport of cadavers from the scene of death to the county morgue; and

WHEREAS, Ingham County has contracted with Lansing-Mason Ambulance Service for the past nine years after issuing an RFP and accepting the lowest bid; and

WHEREAS, the Chief Medical Examiner recommends that Ingham County authorize an amendment to the agreement with Lansing-Mason Ambulance Service to continue the agreement for the period October 1, 2007 through September 30, 2009.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with the Lansing-Mason Ambulance Services, 4148 Legion Drive, Mason, Michigan 48854, for cadaver transports authorized by the Medical Examiner's Office.

BE IT FURTHER RESOLVED, that the amendment shall continue the terms and conditions of the agreement for the period commencing October 1, 2007 and ending September 30, 2009.

BE IT FURTHER RESOLVED, the compensation for cadaver transport shall be set at \$70 per transport during the period of the agreement.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk be authorized to sign the amendment after review as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE November 21, 2007

Agenda Item Title: Resolution to Authorize Three Child and Adolescent Health Center Grant Agreements with the Michigan Primary Care Association

Submitted by: Health Department

Committees: LE ____, JD ____, HS X__, CS ____, Finance X__

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

This resolution authorizes three Child and Adolescent Health Center grant agreements with the Michigan Primary Care Association. The Ingham County Health Department currently operates two clinical child and adolescent health center programs and one non-clinical child and adolescent health center program. Each of these programs has been awarded State support previously, and the Health Department has secured continued support through the Michigan Department of Community Health for the period of October 1, 2007 through September 30, 2008 (2007-2008).

Financial Implications:

The proposed agreement to support the clinical services at the Otto Community Health Center for 2007-2008 is \$175,000. The proposed agreement to support the clinical services at Willow Health Center is \$225,000 for 2007-2008. The proposed agreement to support non-clinical (peer education) services provided through Willow Health Center is \$85,000. Each of these grant awards were anticipated and are included as revenue in the Health Department's 2008 adopted budget.

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 27, 2007

Subject: Resolution to Authorize Three Child and Adolescent Health Center Agreements with the Michigan Primary Care Association

This is a recommendation to authorize three Child and Adolescent Health Center grant agreements with the Michigan Primary Care Association. The Ingham County Health Department currently operates two clinical child and adolescent health center programs and one non-clinical child and adolescent health center program. Each of these programs has been awarded State support previously, and the Health Department has secured continued support through the Michigan Department of Community Health for the period of October 1, 2007 through September 30, 2008 (2007-2008).

The proposed agreement to support the clinical services at the Otto Community Health Center for 2007-2008 is \$175,000. The proposed agreement to support the clinical services at Willow Health Center is \$225,000 for 2007-2008. The proposed agreement to support non-clinical (peer education) services provided through Willow Health Center is \$85,000. Each of these grant awards were anticipated and are included as revenue in the Health Department's 2008 adopted budget.

The goals of these grant agreements are summarized as:

1. Increase access to health care services for medically underserved County youth.
2. Reduce teen pregnancy rates in Ingham County.
3. Develop and implement a successful weight management program for adolescents and their parents.
4. Increase number of uninsured youth and families accessing needed Medicaid services.

I recommend that the Board adopt the attached resolution and authorize the three grant agreements for 2007-2008.

Attachment

c: Jaeson Fournier, Deputy Health Officer, Community Health Care Services, w/attachment
John Jacobs, Chief Financial Officer, w/attachment
Carlos Moreno, Health Center Administrator, Otto/Willow, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THREE CHILD AND ADOLESCENT HEALTH CENTER
GRANT AGREEMENTS WITH THE MICHIGAN PRIMARY CARE ASSOCIATION**

WHEREAS, the Ingham County Health Department operates three child and adolescent health center programs that are financially supported through the Michigan Department of Community Health; and

WHEREAS, the current grant agreements expired September 30, 2007; and

WHEREAS, the Michigan Department of Community Health has awarded grants for the period of October 1, 2007 through September 30, 2008; and

WHEREAS, the Michigan Department of Community Health has indicated that the Michigan Primary Care Association will serve as the fiduciary agent for these contracts; and

WHEREAS, the funds from these three grants are included in the Health Department's 2008 adopted budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorizes the grant agreements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School-Based Health Center Grant – Non-Clinical Model, for non-clinical services to be delivered through the Willow Health Center, totaling \$85,000 in State funds, for the period October 1, 2007 through September 30, 2008.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School-Based Health Center Grant – Community-Based Clinical Model totaling \$225,000 in State funds, for the period October 1, 2007 through September 30, 2008, for clinical services to be delivered through the Willow Health Center.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with the Michigan Primary Care Association for a School Based Health Center Grant – Community-Based Clinical Model totaling \$175,000 in State funds, for the period October 1, 2007 through September 30, 2008, for clinical services to be delivered through the Otto Community Health Center.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign the three grant agreements after review as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE November 21, 2007

Agenda Item Title: Resolution to Amend the Ingham County, Michigan Regulation Eliminating Smoking in Public and Private Worksites by Adding New Requirements for Protecting Air Quality in Restaurants, Bars and Other Food Service Establishments Which Have Designated Smoking and Nonsmoking Areas

Submitted by: Health Department

Committees: LE____, JD____, HS X , CS____, Finance X

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

This resolution amends the Ingham County Clean Air Regulation first approved by the Board of Commissioners in 2002, to regulate the air quality in restaurants, bars, and other food service establishments in order to minimize exposure of nonsmokers to secondhand smoke. Restaurants, bars, and other food service establishments were exempted in the initial Clean Air Regulation.

Under the amended regulation, food service establishments would be required to protect the air quality in any areas of said establishment designated for nonsmokers. This regulation will be effective ninety (90) days from and after its adoption and affect all new and extensive remodeling construction that requires a "Plan Submission Approval" as outlined in the Michigan Food Law by the Michigan Department of Agriculture.

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. Ten years after the initial effective date of this regulation, all food service establishments within Ingham County will be regulated.

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.

Financial Implications:

Although fines could be levied by the Health Department (see **Section 1012. Violations and Penalties**) it is anticipated this would be minimal.

Other Implications:

If approved, the amendments to the Regulation Eliminating Smoking in Public and Private Worksites approved by this Resolution shall be effective 90 days after the date of this Resolution.

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 20, 2007

Subject: Resolution to Amend the Ingham County Clean Air Regulation

The “Regulation Eliminating Smoking in Public and Private Worksites” known as the Ingham County Clean Air Regulation was approved by the Board of Commissioners in 2002. Restaurants, bars, and other food service establishments were exempted in the Clean Air Regulation.

A report by Surgeon General Richard Carmona, “The Health Consequences of Involuntary Exposure to Tobacco Smoke” issued in June, 2006 concluded that the health effects of secondhand smoke are more pervasive than previously thought. The report labeled secondhand smoke as a “serious health hazard that can lead to disease and premature death in children and nonsmoking adults.”

The current amendment to the regulation has been proposed to regulate the air quality in restaurants, bars, and other food service establishments in order to minimize exposure of nonsmokers to secondhand smoke.

The Ingham County Board of Health has been actively involved in developing the amended regulation. Board of Health members attended two Human Services Committee meetings and made changes to the proposed amendment based on feedback from Commissioners. Board of Health members also attended the public hearing on November 19, 2007. The Board of Health urges the Ingham County Board of Commissioners to support efforts to ban smoking in restaurants and bars statewide and to amend the Ingham County regulation as proposed.

If adopted, the proposed amendment to the Clean Air Regulation will reduce the exposure of adults and children to secondhand smoke in restaurants, bars, and other food service establishments. It will protect the health of Ingham County residents, given that the Surgeon General has determined that there is no risk-free level of exposure to secondhand smoke.

I recommend that the amended regulation be adopted as presented.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE INGHAM COUNTY, MICHIGAN REGULATION
ELIMINATING SMOKING IN PUBLIC AND PRIVATE WORKSITES BY ADDING NEW
REQUIREMENTS FOR PROTECTING AIR QUALITY IN RESTAURANTS, BARS AND
OTHER FOOD SERVICE ESTABLISHMENTS WHICH HAVE DESIGNATED SMOKING
AND NONSMOKING AREAS**

WHEREAS, the Ingham County Board of Commissioners has previously approved a Regulation Eliminating Smoking in Public and Private Worksites, in order to protect the health and safety of residents of Ingham County; and

WHEREAS, the Regulation currently prohibits smoking in public and private worksites, except for bars, restaurants, and other food service establishments; and

WHEREAS, the Health Department desires to broaden the scope of the Regulation by including provisions regulating the air quality in restaurants, bars, and other food service establishments which have designated smoking and nonsmoking areas; and

WHEREAS, the Michigan Public Health Code (MCL 333.2441) authorizes the local governing entity of a local health department (Ingham County Board of Commissioners for the Ingham County Health Department) to approve regulations adopted by the health department that are necessary or appropriate to protect the public health and safety; and

WHEREAS, the Health Officer has proposed the adoption of amendments to the Regulation to regulate the air quality in restaurants, bars, and other food service establishments, as more fully set forth in an amended Regulation (copy attached and incorporated by reference); and

WHEREAS, notice of a public hearing was given in accordance with Section 2442 of the Public Health Code (MCL 333.2442) not less than 10 days before the public hearing and not less than 20 days before the adoption of the amendment; and

WHEREAS, the Health Officer has notified the Board of Commissioners that notice of the November 19, 2007 public hearing was published in the Lansing State Journal on November 7, 2007, and has recommended that the Board of Commissioners approve the amendment to the Regulation.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham, Michigan, having considered the comments made at the public hearing on November 19, 2007, hereby approves an amendment to the Regulation Eliminating Smoking in Public and Private Worksites by adding new provisions to protect the air quality in restaurants, bars and other food

service establishments which have designated smoking and nonsmoking areas (copy attached and incorporated by reference).

BE IT FURTHER RESOLVED, that the amendments to the Regulation Eliminating Smoking in Public and Private Worksites approved by this Resolution shall be effective 90 days after the date of this Resolution.

**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 333.12905 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.

~~7.~~ **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."

~~8.~~ **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.

~~9.~~ **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.

~~10.~~ **11.** "Smoking" means inhaling, exhaling, burning or carrying any lighted cigar, cigarette or pipe.

~~11.~~ **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.

~~12.~~ **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 family or group day care home for children during its hours of operation, health care facility, or health care office.

Sec. 1005. Prohibition of Smoking in Public and Private Worksites Prohibition of Environmental Tobacco Smoke exposure in Worksites, Restaurants, Bars and other Food Service Establishments

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

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. Food Service Establishments.~~

~~2. 1.~~ Private residences, except when used as a child care, health care facility or adult day care facility.

~~3. 2.~~ Hotel and motel rooms rented to guests.

~~4. 3.~~ Tobacco specialty stores.

~~5. 4.~~ Hotel and motel meeting rooms or assembly halls while these places are enclosed areas, and being used for private functions.

~~6.~~ **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.

~~6. Public places where bingo games are held, except as otherwise prohibited under this regulation.~~

Sec. 1009. Posting of Signs

A. "No Smoking" signs or the international "No Smoking" symbol (consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it) shall be clearly, sufficiently and conspicuously posted where they can be observed by all persons entering the building. The signage shall be posted by the owner, operator, manager or other person having control of such building or other area.

B. Every public place where smoking is regulated shall have signs posted clearly, stating where smoking is prohibited.

C. All ashtrays and other smoking paraphernalia shall be removed from any area where smoking is prohibited by this regulation by the owner, operator, manager or other person having control of such area.

D. The Health Department shall provide a supply of standard signage which shall be available at cost.

Sec. 1010. Enforcement

A. Enforcement for Public and Private Worksites

~~A.~~ **1.** Enforcement of this regulation shall be implemented by the Health Officer, or his or her designee.

~~B.~~ **2.** Notice of the provisions set forth in this regulation shall be given to all applicants for a business license in Ingham County.

~~C.~~ **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.

~~D.~~ **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.

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

~~F.~~ **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 and suspend the food service establishment license until such measures are implemented.

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 smokefree environment afforded by this regulation.

Sec. 1012. Violations and Penalties

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

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

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

1. A warning citation for a first violation.

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

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

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

D. Within twenty (20) days after receipt of a citation issued under this section, the alleged violator may appeal the citation as provided in Section 2462 of the Michigan Public Health Code, 1978 P.A. 368, as amended.

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

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

Sec. 1013. Public Education

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

Sec. 1014. Other Applicable Laws

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

Sec. 1015. Severability

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

Sec. 1016. Effective Date

A. Effective Date for Public Private Worksites

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

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 initial effective date of this regulation, all food service establishments within Ingham County will be regulated.

(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 21, 2007

Agenda Item Title: Resolution to Appoint Dean G. Sienko, M.D. to the Post of Ingham County Medical Examiner

Submitted by: Health Department

Committees: LE____, JD____, HS_ X_, CS____, Finance _ X _

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

This resolution will appoint Dean G. Sienko, M.D. to the post of Ingham County Medical Examiner for a term of office beginning January 1, 2008 and ending December 31, 2011. Dr. Sienko also serves as the Medical Director of the Ingham County Health Department. All of the records and support services for the Medical Examiner's Office are in the administrative unit of the Health Department.

Financial Implications:

There are no direct costs for this resolution.

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 G. Sienko, M.D., Health Officer

DATE: November 20, 2007

SUBJECT: Appointment of the Ingham County Medical Examiner

State Law (P.A. 1953, No. 181, as amended) requires that the Board of Commissioners of each county in Michigan appoint a physician to act as the Medical Examiner with the responsibility of investigating "... the cause and manner of death in cases of all persons who die suddenly, unexpectedly, violently, as a result of any suspicious circumstances, while imprisoned in a county or city jail, or persons without medical attendance 48 hours prior to the time of death; or as the result of an abortion..."

The Ingham County Board of Commissioners has appointed Dean G. Sienko, M.D., to the position of Medical Examiner for a term of office ending December 31, 2007. The Statute requires the Board to appoint the Medical Examiner to a four-year term.

The attached resolution will appoint Dean G. Sienko, M.D. to the post of Ingham County Medical Examiner for a term of office beginning January 1, 2008 and ending December 31, 2011. Dr. Sienko also serves as the Medical Director of the Ingham County Health Department. All of the records and support services for the Medical Examiner's Office are in the administrative unit of the Health Department.

I recommend that the Board appoint Dr. Sienko to a new four-year term of office as the Medical Examiner.

BBB/jcn

Attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT DEAN G. SIENKO, M.D.
TO THE POST OF INGHAM COUNTY MEDICAL EXAMINER

WHEREAS, P.A. 1953, No. 181, as amended, requires Boards of Commissioners to appoint a licensed physician as the county medical examiner to hold office for a period of four years; and

WHEREAS, the Medical Examiner “ . . . shall make investigations as to the cause and manner of death in cases of all persons who die suddenly, unexpectedly, violently, as a result of any suspicious circumstances, while imprisoned in a county or city jail, or persons without medical attendance 48 hours prior to the time of death; or as the result of an abortion . . . ”; and

WHEREAS, the term of office of the Ingham County Medical Examiner, Dean G. Sienko, M.D. expires on December 31, 2007; and

WHEREAS, Dean G. Sienko, M.D. also serves as the Medical Director of the Ingham County Health Department; and

WHEREAS, the Medical Examiner records and all support services for the Medical Examiner's Office are located in the Ingham County Health Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners appoints Dean G. Sienko, M.D. to the position of Ingham County Medical Examiner for a term of office beginning January 1, 2008 and ending December 31, 2011.

RESOLUTION STAFF REVIEW

DATE November 21, 2007

Agenda Item Title: Resolution to Appoint Deputy Medical Examiners
AND
Resolution to Establish the Term of Office, to Set Compensation
for and to Authorize Independent Contractor Agreements with
Deputy Medical Examiners

Submitted by: Health Department

Committees: LE ____, JD ____, HS X__, CS ____, Finance X__

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

These resolutions appoint the Deputy Medical Examiners and set the compensation, term of office and expenditure reimbursements for Deputy Medical Examiners and to authorize independent contractor agreements.

The term of office of Ingham County Deputy Medical Examiners will concur with the term of office of the County Medical Examiner beginning January 1, 2008 through December 31, 2011.

Financial Implications:

Deputy Medical Examiners shall be compensated at the rate of \$95.99 per day when on-call, plus an additional \$47.98 per day for each of the following holidays worked:

New Year's Eve
New Year's Day
Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Day
Christmas Eve

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 G. Sienko, M.D., Health Officer, Chief Medical Examiner

Date: November 27, 2007

Subject: Recommendation to appoint Deputy Medical Examiners for 2008-2011

I am recommending that the following physicians, residents of Ingham County, be appointed as Ingham County Deputy Medical Examiners:

Margaret Aguwa, D.O.
3880 Crooked Creek
Okemos, Michigan 48864

D. Bonta Hiscoe, M.D.
1817 Walnut Hills
East Lansing, Michigan 48823

Duane G. Mayhew, M.D.
1072 Applegate Lane
East Lansing, MI 48823

Linda Coniglio, D.O, Ph.D.
5680 Marsh Road
P.O. Box 10
Haslett, Michigan 48840

Dennis Jurczak, M.D.
5664 Bayonne
Haslett, Michigan 48840

Ron Rhule, D.O.
1785 Williamston Road
Williamston, MI 48895

Richard Griffin, D.O.
2946 Footman Drive
East Lansing, Michigan 48823

Martin Jones, M.D.
1433 N. Homer Street
Lansing, Michigan 48912

William Swords, D.O.
4265 Okemos Road
Okemos, Michigan 48864

Curtis A. Liechty, M.D.
1130 Farwood Drive
East Lansing, MI 48823

The Medical Examiner and Deputy Medical Examiners must be physicians licensed in Michigan. They are responsible for investigating the cause and manner of all violent, unexpected or unattended deaths. Either the Medical Examiner or a deputy is on-call every day of the year to respond to calls. The office is involved in determining the cause and manner of death for about 550 cases annually.

Attached is a resolution to appoint the Deputy Medical Examiners. Also attached is a resolution to set the compensation, term of office and expenditure reimbursement for Deputy Medical examiners and to authorize independent contractor agreements. I recommend that the Board adopt both resolutions.

Attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT DEPUTY MEDICAL EXAMINERS

WHEREAS, the Ingham County Board of Commissioners has the responsibility to appoint the Ingham County Medical Examiner, and upon the recommendation of the Medical Examiner, appoint Deputy Medical Examiners; and

WHEREAS, the Medical Examiner, Dr. Dean Sienko, is recommending that the Board of Commissioners appoint a set of physicians as Deputy Medical Examiners according to the terms and conditions set by the Board of Commissioners in a separate resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners appoints the following physicians as Deputy Medical Examiners for the period and according to the terms and conditions set out in a separate resolution and other terms and conditions set out in the independent contractor agreements:

Margaret Aguwa, D.O.
3880 Crooked Creek
Okemos, Michigan 48864

D. Bonta Hiscoe, M.D.
1817 Walnut Hills
East Lansing, Michigan 48823

Duane G. Mayhew, M.D.
1072 Applegate Lane
East Lansing, MI 48823

Linda Coniglio, D.O., Ph.D.
5680 Marsh Road
P.O. Box 10
Haslett, Michigan 48840

Dennis Jurczak, M.D.
5664 Bayonne
Haslett, Michigan 48840

Ron Rhule, D.O.
1785 Williamston Road
Williamston, MI 48895

Richard Griffin, D.O.
2946 Footman Drive
East Lansing, Michigan 48823

Martin Jones, M.D.
1433 N. Homer Street
Lansing, Michigan 48912

William Swords, D.O.
4265 Okemos Road
Okemos, Michigan 48864

Curtis A. Liechty, M.D.
1130 Farwood Drive
East Lansing, MI 48823

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH THE TERM OF OFFICE, TO SET COMPENSATION FOR
AND TO AUTHORIZE INDEPENDENT CONTRACTOR AGREEMENTS WITH DEPUTY
MEDICAL EXAMINERS**

WHEREAS, the Ingham County Board of Commissioners has the responsibility to appoint the Ingham County Medical Examiner, and upon the recommendation of the Medical Examiner appoint Deputy Medical Examiners; and

WHEREAS, the Ingham County Board of Commissioners wishes to establish the term of office, set the compensation, and authorize independent contractor agreements for Deputy Medical Examiners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the term of office of Ingham County Deputy Medical Examiners to concur with the term of office of the County Medical Examiner beginning January 1, 2008 through December 31, 2011.

BE IT FURTHER RESOLVED, that Deputy Medical Examiners shall be compensated at the rate of \$95.99 per day when on-call, plus an additional \$47.98 per day for each of the following holidays worked:

New Year's Eve
New Year's Day
Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Day
Christmas Eve

BE IT FURTHER RESOLVED, that the daily rate and holiday supplement shall be adjusted consistent with the salary rate adjustments authorized for managerial and confidential employees, effective each January 1, beginning on January 1, 2009.

BE IT FURTHER RESOLVED, that Deputy Medical Examiners shall also be reimbursed for business related expenses in accordance with the Ingham County Travel Policies and Procedures, and at rates established in the Managerial and Confidential Employee Personnel Manual.

BE IT FURTHER RESOLVED, that independent contractor agreements are authorized for all Deputy Medical Examiners appointed by the Board of Commissioners, setting out the term of office, compensation and other terms of the appointment.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign the agreements after review as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE November 21, 2007

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

Submitted by: Health Department

Committees: LE____, JD____, HS X, CS____, Finance X

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

This resolution will authorize an amendment to extend the contract to provide medical direction and consultation to the Ionia County Health Department through 2010.

Through this agreement Ingham County agrees to provide approximately 20% of the Deputy Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month. This commitment will be fulfilled by Drs. Lowhim and Jurczak. Additionally, the agreement provides that the administrative staff of the Health Department occasionally consults with the staff of Ionia County.

Financial Implications:

In 2007, Ionia County is paying Ingham County \$45,500 for this service. This compensation represents about 20% of the cost of supporting one full-time physician. The recommended increase is 2.0%, to an annual rate of \$46,410 for services in 2008; an increase of 2.5% to an annual rate of \$47,570 for services in 2009; and an increase of 3.0 % to an annual rate of \$48,997 for services in 2010.

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 G. Sienko, M.D., Health Officer

Date: November 27, 2007

Subject: Ionia County Health Department - Contract for Medical Direction

Since the mid-1980's, the Ingham County Health Department has provided medical direction and consultation to the Ionia County Health Department. The current contract is for Calendar Year 2007. This is a recommendation to authorize an amendment to extend that relationship through 2010.

Through this agreement Ingham County agrees to provide approximately 20% of the Deputy Medical Director's time to the Ionia County Health Department, including a commitment to being on site at least 16 hours during each month. This commitment will be fulfilled by Drs. Lowhim and Jurczak. Additionally, the agreement provides that the administrative staff of the Health Department occasionally consults with the staff of Ionia County.

This relationship has worked well for both Ingham County and the Ionia County. In 2007 Ionia County is paying Ingham County \$45,500 for this service. This compensation represents about 20% of the cost of supporting one full time physician. I am recommending an increase of about 2.0%, to an annual rate of \$46,410 for services in 2008; an increase of 2.5% to an annual rate of \$47,570 for services in 2009; and an increase of 3.0 % to an annual rate of \$48,997 for services in 2010.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the amendment to the contract with the Ionia County Health Department.

c: John Jacobs w/attachment
Lisa McCafferty w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

WHEREAS, the Health Officer/Medical Director recommends that the Board of Commissioners authorize the extension of the relationship with Ionia County through December 31, 2010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the contract with the Ionia County Health Department to provide medical direction and program consultation services for the period January 1, 2008 through December 31, 2010.

BE IT FURTHER RESOLVED, that the amendment shall extend the term of the agreement for the additional period of January 1, 2008 through December 31, 2010.

BE IT FURTHER RESOLVED, that Ionia County shall compensate Ingham County at the rate of \$46,410 for medical direction and program consultation services during 2008; \$47,570 for services during 2009; and \$48,997 for services during 2010.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign the amendment after review and approved as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE November 21, 2007

Agenda Item Title: Resolution to Authorize a 2007-2008 Agreement with the Michigan Department of Environmental Quality

Submitted by: Health Department

Committees: LE____, JD____, HS X, CS____, Finance X

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

This resolution will authorize the 2007-2008 Agreement with the Michigan Department of Environmental Quality (MDEQ). The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The proposed agreement for 2007-2008 includes the following services and funding levels: Non-Community Public Water Supply Program - \$22,952, Drinking Water Monitoring - \$1,570, Swimming Pools - \$6,300, On-Site Sewage Disposal - \$97,791, Drinking Water Supply - \$48,165, and Campground Requirements - \$250.

Financial Implications:

MDEQ shall reimburse Ingham County up to \$177,028 for expenses related to services in the following programs that is included in the 2008 budget:

NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM - \$22,952

DRINKING WATER MONITORING - \$1,570

SWIMMING POOLS - \$6,300

ON-SITE SEWAGE DISPOSAL - \$97,791

DRINKING WATER SUPPLY - \$48,165

CAMPGROUND REQUIREMENTS - \$250

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 G. Sienko, M.D., Health Officer

DATE: November 27, 2007

SUBJECT: 2007-2008 Agreement with the Department of Environmental Quality

This is a recommendation to authorize a 2007-2008 Agreement with the Michigan Department of Environmental Quality (MDEQ). The County began to contract with the MDEQ after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The proposed agreement for 2007-2008 includes the following services and funding levels:

NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM

Ingham County currently has 90 non-community public water supplies. The Health Department is required to conduct sanitary surveys of these supplies once every five years. In addition to conducting sanitary surveys, the Health Department oversees the water quality monitoring at these supplies, issues water well permits for new supplies and ensures that proper public notice is issued should a supply become unsafe for drinking. The DEQ is proposing to reimburse the Health Department up to \$22,952 for these activities and services during 2007-08.

DRINKING WATER MONITORING

The DEQ contracts with the Health Department to collect drinking water samples around certain sites of environmental contamination. The Health Department is currently collecting water samples from four homes located near the Grovenberg Dump Site and three houses near the Gunn Road Dump Site, both in Delhi Township. These samples are collected annually and we receive \$1,570 for collecting them.

SWIMMING POOLS

The Health Department provides annual inspections at the 184 public swimming pools licensed by the DEQ in Ingham County. In addition to inspections, the Health Department will respond to citizen complaints involving a public swimming pool. The DEQ provides the Health Department with \$30 for each of the pools inspected routinely and \$100 for the initial inspection at newly constructed pools. The MDEQ will pay up to \$6,300 to Ingham County for these inspections during 2007-2008.

DRINKING WATER SUPPLY

The DEQ contracts directly with the Health Department for the private and type III water supply program and services. In 2006-2007 the Health Department issued 171 permits for new water supply wells. In addition to issuing permits for new wells, the Health Department is responsible for tracking the proper abandonment of wells no longer in use. A total of 100 wells were properly abandoned in 2006-2007. The Health Department also investigates known or suspected cases of drinking water contamination and maintains a map of these sites. This map is made available to well drillers doing business in Ingham County. The DEQ is proposing to reimburse the Health Department up to \$48,165 for these activities and services during 2007-2008.

ON-SITE SEWAGE TREATMENT

The DEQ contracts directly with the Health Department for the on-site sewage program and services. In 2006-2007 the Health Department evaluated 226 parcels and issued 158 permits for new and replacement on-site sewage treatment systems. Inspections are made at these systems before they are backfilled with earth. In addition to issuing permits, the Health Department evaluates existing on-site sewage systems to determine how well they are performing. If parcels are not suited for on-site sewage treatment, permits are denied. The DEQ is proposing to reimburse the Health Department up to \$97,791 for these activities and services during State Fiscal Year 2007-2008.

CAMPGROUND REQUIREMENTS

Ingham County will conduct an inspection of all campgrounds under its jurisdiction, investigate complaints, conduct meetings and/or conferences relative to compliance issues and complete a Campground Inspection Report.

I recommend that the Board of Commissioners authorize the agreement with the MDEQ for 2007-2008. The revenue for these services has been included in the Department's 2008 budget as recommended by the Finance Committee to the Board.

Attachment

c: Laura Peterson
Jim Wilson w/attachment
John Jacobs w/attachment
Bob Townsend w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2007-2008 AGREEMENT WITH THE MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY

WHEREAS, the State of Michigan has placed responsibility for environmental regulation and environmental quality in the Michigan Department of Environmental Quality (MDEQ); and

WHEREAS, the Michigan Public Health Code places responsibility for environmental protection at the community level with county government through the network of local health departments; and

WHEREAS, the MDEQ proposes to clarify the responsibilities for some environmental services and arrange to purchase services from Ingham County; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the 2007-2008 agreement with the MDEQ.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2007-2008 agreement with the Michigan Department of Environmental Quality.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2007 through September 30, 2008.

BE IT FURTHER RESOLVED, that the MDEQ shall reimburse Ingham County up to \$177,028 for expenses related to services in the following programs:

NON-COMMUNITY PUBLIC WATER SUPPLY PROGRAM - \$22,952

Ingham County currently has 90 non-community public water supplies. The Health Department will conduct sanitary surveys of these supplies once every five years. The Health Department will also oversee water quality monitoring at these supplies, issues water well permits for new supplies and ensure that proper public notice is issued should a supply become unsafe for drinking.

DRINKING WATER MONITORING - \$1,570

The Health Department will collect drinking water samples around certain sites of environmental contamination, including from homes located near the Grovenberg Dump Site and Gunn Road Dump Site both located in Delhi Township.

SWIMMING POOLS - \$6,300

The Health Department will conduct inspections at the 184 public swimming pools licensed by the DEQ in Ingham County. Additionally, the Health Department will respond to citizen complaints involving public swimming pools.

ON-SITE SEWAGE DISPOSAL - \$97,791

The DEQ contracts directly with the Health Department for the on-site sewage program and services. In 2004-2005 the Health Department evaluated 388 parcels and issued 222 permits for new and replacement on-site sewage treatment systems. Inspections are made at these systems before they are backfilled with earth. In addition to issuing permits, the Health Department evaluates existing on-site sewage systems to determine how well they are performing. If parcels are not suited for on-site sewage treatment, permits are denied.

DRINKING WATER SUPPLY - \$48,165

The DEQ contracts directly with the Health Department for the private and type III water supply program and services. In 2005-2006 the Health Department issued 207 permits for new water supply wells. In addition to issuing permits for new wells, the Health Department is responsible for tracking the proper abandonment of wells no longer in use. A total of 100 wells were properly abandoned in 2005-2006. The Health Department also investigates known or suspected cases of drinking water contamination and maintains a map of these sites. This map is made available to well drillers doing business in Ingham County.

CAMPGROUND REQUIREMENTS - \$250

Ingham County will conduct an inspection of all campgrounds under its jurisdiction, investigate complaints, conduct meetings and/or conferences relative to compliance issues and complete a Campground Inspection Report.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign the agreement after review as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE November 27, 2007

Agenda Item Title: Proposed Resolutions for Sanitary Code Amendments Regarding Reporting Complaints of Alleged Foodborne Illnesses

Submitted by: Health Department

Committees: LE____, JD____, HS X, CS____, Finance ____

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

Per the Human Services Committee request, attached are three versions of resolutions amending the Sanitary Code to require restaurants to refer people complaining of foodborne illness to the Health Department.

The three versions are detailed in the Health Department's attached memorandum.

Financial Implications:

None.

Other Implications:

A public hearing on this amendment was held at the November 5, 2007 meeting of the Human Services Committee.

Staff Recommendation: MM____ JN____ TL____ TM____ JC X

Staff recommends approval of one of the versions of this resolution.

MEMORANDUM

TO: Human Services Committee

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

DATE: November 20, 2007

RE: Proposed Sanitary Code Amendments Regarding Reporting Complaints of
Alleged Foodborne Illnesses

Attached at your request are three different versions of resolutions amending the Sanitary Code to require restaurants to refer people complaining of foodborne illness to the Health Department.

The three versions are as follows:

Version 1

Requires food services establishments to post signage referring persons who suspect food borne illness to the Health Department including the telephone number.

Inserts language into food service establishment licenses referring persons who suspect food borne illness to the Health Department including the telephone number.

Requires food service establishments to refer persons who suspect food borne illness to the Health Department.

Version 2

Inserts language into food service establishment licenses referring persons who suspect food borne illness to the Health Department including the telephone number.

Requires food service establishments to refer persons who suspect food borne illness to the Health Department.

Version 3

Requires food service establishments to refer persons who suspect food borne illness to the Health Department.

Foodborne illness is a serious public health matter.

Thank-you for your attention to this issue.

VERSION 1

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND CHAPTER IV OF THE INGHAM COUNTY SANITARY CODE, FOOD SERVICE SANITATION, BY ADDING NEW SECTIONS 410.1(E) AND 420.7, TO APPROVE REGULATIONS ON FOOD SERVICE ESTABLISHMENTS REGARDING REQUIRED NOTICES AND REFERRALS TO THE HEALTH DEPARTMENT FOR COMPLAINTS OF ALLEGED FOODBORNE ILLNESS

WHEREAS, the Ingham County Board of Commissioners has established a Sanitary Code to protect the health and safety of residents of Ingham County; and

WHEREAS, the Sanitary Code regulates food service establishments in order to prevent outbreaks of foodborne illness; and

WHEREAS, the Sanitary Code empowers the Health Officer to make inspections of food service establishments as required to enforce the Sanitary Code and prevent outbreaks of foodborne illness; and

WHEREAS, the Michigan Public Health Code, Act 368 of 1978, as amended, empowers the Ingham County Health Department to conduct investigations of outbreaks of foodborne illness; and

WHEREAS, the success of investigations of outbreaks of foodborne illness depends on the prompt identification of possible cases of foodborne illness; and

WHEREAS, the Michigan Public Health Code (MCL 333.2441) authorizes the local governing entity of a local health department (Ingham County Board of Commissioners for the Ingham County Health Department) to approve regulations adopted by the health department that are necessary or appropriate to implement or carry out the duties or functions vested by law in the local health department; and

WHEREAS, the Health Officer has proposed the adoption of an amendment to Chapter IV of the Sanitary Code by adding a new Section 410.1(E), which would require that every food service license issued under the Sanitary Code shall contain a notice informing food service establishment employees and patrons that they should refer complaints of foodborne illness to the Health Department, and by adding a new Section 420.7, requiring food service establishment licensees to refer any person who contacts the food service establishment with a complaint of alleged foodborne illness associated with that establishment to the Health Department, and requiring food service establishment licensees to post signage directing persons who suspect they or another person have contracted a foodborne illness to contact the Health Department, including the Health Department's telephone number, in a location clearly visible to customers; and

Agenda Item 2k

WHEREAS, notice of public hearing was given in accordance with Section 2442 of the Public Health Code (MCL 333.2442) not less than 10 days before the public hearing and not less than 20 days before the adoption of the amendment; and

WHEREAS, the Health Officer has notified the Board of Commissioners that notice of the November 5, 2007 public hearing was published in the Lansing State Journal on Monday, October 22, 2007, and has recommended that the Board of Commissioners approve the amendment to Chapter IV of the Ingham County Sanitary Code.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham, Michigan, having considered the comments made at the public hearing on November 5, 2007, hereby approves an amendment to Chapter IV of the Ingham County Sanitary Code by approving the addition of a new Section 410.1(E), and by addition of a new Section 420.7 (copy attached and incorporated by reference), being regulations on food service establishments requiring notices on licenses, referrals to the Health Department of complaints of alleged foodborne illness, and the posting of notices and signs.

BE IT FURTHER RESOLVED, that the amendment to Chapter IV of the Sanitary Code approved by this Resolution shall be effective 45 days after the date of this Resolution.

**INGHAM COUNTY SANITARY CODE
CHAPTER IV**

SECTION 410. ADMINISTRATION, FEES AND HEARINGS

410.1 LICENSE REQUIREMENTS AND PROCEDURES

(E) Every license issued hereunder shall contain a notice informing food service establishment employees and patrons that they should refer complaints of foodborne illness to the Health Department. The notice shall include the Department's telephone number.

[Subsections 410.1(E), (F), and (G) shall be relettered as (F), (G), and (H) respectively.]

SECTION 420. FOOD SERVICE ESTABLISHMENTS

420.7 - REFERRAL OF COMPLAINTS OF ALLEGED FOODBORNE ILLNESS

The person in charge of a food service establishment shall be required to refer any person who contacts the food service establishment with a complaint of alleged foodborne illness associated with that establishment to the Health Department. The Health Department's phone number shall be posted in a location clearly visible to customers.

VERSION 2

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND CHAPTER IV OF THE INGHAM COUNTY SANITARY CODE, FOOD SERVICE SANITATION, BY ADDING NEW SECTIONS 410.1(E) AND 420.7, TO APPROVE REGULATIONS ON FOOD SERVICE ESTABLISHMENTS REGARDING REQUIRED NOTICES AND REFERRALS TO THE HEALTH DEPARTMENT FOR COMPLAINTS OF ALLEGED FOODBORNE ILLNESS

WHEREAS, the Ingham County Board of Commissioners has established a Sanitary Code to protect the health and safety of residents of Ingham County; and

WHEREAS, the Sanitary Code regulates food service establishments in order to prevent outbreaks of foodborne illness; and

WHEREAS, the Sanitary Code empowers the Health Officer to make inspections of food service establishments as required to enforce the Sanitary Code and prevent outbreaks of foodborne illness; and

WHEREAS, the Michigan Public Health Code, Act 368 of 1978, as amended, empowers the Ingham County Health Department to conduct investigations of outbreaks of foodborne illness; and

WHEREAS, the success of investigations of outbreaks of foodborne illness depends on the prompt identification of possible cases of foodborne illness; and

WHEREAS, the Michigan Public Health Code (MCL 333.2441) authorizes the local governing entity of a local health department (Ingham County Board of Commissioners for the Ingham County Health Department) to approve regulations adopted by the health department that are necessary or appropriate to implement or carry out the duties or functions vested by law in the local health department; and

WHEREAS, the Health Officer has proposed the adoption of an amendment to Chapter IV of the Sanitary Code by adding a new Section 410.1(E), which would require that every food service license issued under the Sanitary Code shall contain a notice informing food service establishment employees and patrons that they should refer complaints of foodborne illness to the Health Department, and by adding a new Section 420.7, requiring food service establishment licensees to refer any person who contacts the food service establishment with a complaint of alleged foodborne illness associated with that establishment to the Health Department; and

WHEREAS, notice of public hearing was given in accordance with Section 2442 of the Public Health Code (MCL 333.2442) not less than 10 days before the public hearing and not less than 20 days before the adoption of the amendment; and

WHEREAS, the Health Officer has notified the Board of Commissioners that notice of the November 5, 2007 public hearing was published in the Lansing State Journal on Monday, October 22, 2007, and has recommended that the Board of Commissioners approve the amendment to Chapter IV of the Ingham County Sanitary Code.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham, Michigan, having considered the comments made at the public hearing on November 5, 2007, hereby approves an amendment to Chapter IV of the Ingham County Sanitary Code by approving the addition of a new Section 410.1(E), and by addition of a new Section 420.7 (copy attached and incorporated by reference), being regulations on food service establishments requiring notices on licenses, referrals to the Health Department of complaints of alleged foodborne illness.

BE IT FURTHER RESOLVED, that the amendment to Chapter IV of the Sanitary Code approved by this Resolution shall be effective 45 days after the date of this Resolution.

**INGHAM COUNTY SANITARY CODE
CHAPTER IV**

SECTION 410. ADMINISTRATION, FEES AND HEARINGS

410.1 LICENSE REQUIREMENTS AND PROCEDURES

(E) Every license issued hereunder shall contain a notice informing food service establishment employees and patrons that they should refer complaints of foodborne illness to the Health Department. The notice shall include the Department's telephone number.

[Subsections 410.1(E), (F), and (G) shall be relettered as (F), (G), and (H) respectively.]

SECTION 420. FOOD SERVICE ESTABLISHMENTS

420.7 - REFERRAL OF COMPLAINTS OF ALLEGED FOODBORNE ILLNESS

The person in charge of a food service establishment shall be required to refer any person who contacts the food service establishment with a complaint of alleged foodborne illness associated with that establishment to the Health Department.

VERSION 3

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND CHAPTER IV OF THE INGHAM COUNTY SANITARY CODE, FOOD SERVICE SANITATION, BY ADDING A NEW SECTION 420.7, TO APPROVE REGULATIONS ON FOOD SERVICE ESTABLISHMENTS REGARDING REFERRALS TO THE HEALTH DEPARTMENT FOR COMPLAINTS OF ALLEGED FOODBORNE ILLNESS

WHEREAS, the Ingham County Board of Commissioners has established a Sanitary Code to protect the health and safety of residents of Ingham County; and

WHEREAS, the Sanitary Code regulates food service establishments in order to prevent outbreaks of foodborne illness; and

WHEREAS, the Sanitary Code empowers the Health Officer to make inspections of food service establishments as required to enforce the Sanitary Code and prevent outbreaks of foodborne illness; and

WHEREAS, the Michigan Public Health Code, Act 368 of 1978, as amended, empowers the Ingham County Health Department to conduct investigations of outbreaks of foodborne illness; and

WHEREAS, the success of investigations of outbreaks of foodborne illness depends on the prompt identification of possible cases of foodborne illness; and

WHEREAS, the Michigan Public Health Code (MCL 333.2441) authorizes the local governing entity of a local health department (Ingham County Board of Commissioners for the Ingham County Health Department) to approve regulations adopted by the health department that are necessary or appropriate to implement or carry out the duties or functions vested by law in the local health department; and

WHEREAS, the Health Officer has proposed the adoption of an amendment to Chapter IV of the Sanitary Code by adding a new Section 420.7, requiring food service establishment licensees to refer any person who contacts the food service establishment with a complaint of alleged foodborne illness associated with that establishment to the Health Department; and

WHEREAS, notice of public hearing was given in accordance with Section 2442 of the Public Health Code (MCL 333.2442) not less than 10 days before the public hearing and not less than 20 days before the adoption of the amendment; and

WHEREAS, the Health Officer has notified the Board of Commissioners that notice of the November 5, 2007 public hearing was published in the Lansing State Journal on Monday, October 22, 2007, and has recommended that the Board of Commissioners approve the amendment to Chapter IV of the Ingham County Sanitary Code.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham, Michigan, having considered the comments made at the public hearing on November 5, 2007, hereby approves an amendment to Chapter IV of the Ingham County Sanitary Code by approving the addition of a new Section 420.7 (copy attached and incorporated by reference), being regulations on food service establishments requiring referrals to the Health Department of complaints of alleged foodborne illness.

BE IT FURTHER RESOLVED, that the amendment to Chapter IV of the Sanitary Code approved by this Resolution shall be effective 45 days after the date of this Resolution.

**INGHAM COUNTY SANITARY CODE
CHAPTER IV**

SECTION 420. FOOD SERVICE ESTABLISHMENTS

420.7 - REFERRAL OF COMPLAINTS OF ALLEGED FOODBORNE ILLNESS

The person in charge of a food service establishment shall be required to refer any person who contacts the food service establishment with a complaint of alleged foodborne illness associated with that establishment to the Health Department.

RESOLUTION STAFF REVIEW

DATE November 27, 2007

Agenda Item Title: Resolution Authorizing an Agreement with Volunteers of America for the New Hope Day Shelter Program

Submitted by: Human Services Committee/Volunteers of America

Committees: LE____, JD____, HS X , CS____, Finance X

Summary of Proposed Action:

This resolution authorizes a Contingency Fund appropriation to Volunteers of America for the New Hope Day Center which provides services to homeless citizens of Ingham County.

Volunteers of America made a previous, one time only, request for funding in 2005.

Financial Implications:

This resolution would authorize a contingency appropriation of \$30,000 for 2007. The Board of Commissioners would also agree to consider a similar appropriation in 2008 at the request of Volunteers of America, and agree to consider an appropriation in the 2009 budget process.

The current 2007 Contingency Fund amount is \$468,129.

Other Implications:

The request fits within the Board of Commissioners' priorities of "Meeting Basic Needs".

Staff Recommendation: MM____ JN____ TL____ TM____ JC X

Staff does not recommend approval of the resolution. The appropriation made to Volunteers of America in 2005 for their previous request (Resolutions #05-317 and #05-352) was intended to be a "one time only" supplement.



Volunteers of America®
Michigan

October 25, 2007

Alex Brodrick
President/CEO

Mr. Mark Thomas
Chairperson
Ingham County Board of Commissioners
Ingham County Courthouse
P.O. Box 319
Mason, MI 48854

Dear Chairperson Thomas:

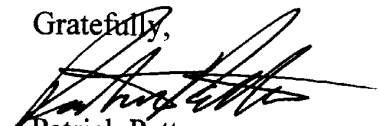
Thank you for the opportunity to discuss homeless services for the County. As we discussed, I believe the service mix provided by Volunteers of America, continues to deliver solid value for the County and this region. I believe the remarkable development progress, despite a slow economy, shows leadership but also a community that is meeting foundational needs.

Unfortunately, we still struggle to meet these needs here at Volunteers of America (VOA). We offer the single largest homeless service program in the region – the New Hope Day Center – which offers both refuge and recovery for the 1,700 unique homeless people we will serve tens of thousands of times each year. The good news is VOA has also made substantial progress since the crisis caused by the American Jobs Creation Act. This tax bill cost VOA \$2.1 of 8 million in annual revenue.

We are seeking the County's investment as part of a three year funding solution for New Hope. HUD and MSHDA funding priorities have changed since 2004 and remain, housing only, with the provision of services left to local communities. The supportive services are essential and still very minimal compared to the need and the resultant jail costs and medical (hospitals and Medicaid) if they are not met. This is why I continue to advocate for this sound investment in the very foundation of the County's vitality. Please consider an investment from year-end contingency funds of \$30,000 and also the same contribution for the next two years. When our three year funding plan is secure, I will immediately start work on an endowment to guard against future funding crisis.

Thank you for your consideration, public service and leadership. I can be reached at any time for any questions or concerns you or your colleagues may have at 214-1158.

Gratefully,


Patrick Patterson
V.P. Lansing Operations

A Ministry of Service



United Way

Volunteers of America Michigan
430 North Larch Street, Lansing, Michigan 48912
Tel: 517-484-4414, 1-800-552-1515, Fax: 517-484-5353
Web: www.voami.org

c.c.: C. Hertel, V. Celentino, J. Stoneman, A. Brodrick

Please remember Volunteers of America in your estate plans

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2005 AGREEMENT FOR
VOLUNTEERS OF AMERICA NEW HOPE DAY SHELTER PROGRAM**

RESOLUTION #05-317

WHEREAS, the Volunteers of America has operated a low income New Hope Day Shelter Program to serve County residents; and

WHEREAS, due to the loss of funding sources primarily due to revisions in the federal tax code, the Volunteers of America low income New Hope Day Shelter Program will be under funded during this 2005 winter season; and

WHEREAS, the Volunteers of America has requested an emergency appropriation to assist in the adequate funding of the Volunteers of America New Hope Day Shelter Program; and

WHEREAS, this request is consistent with the Board of Commissioners' priorities of "Meeting Basic Needs".

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract for \$30,000 with Volunteers of America for the New Hope Day Shelter Program for the period of December 1, 2005 through March 31, 2006 for services to Ingham County residents as outlined in their attached proposal.

BE IT FURTHER RESOLVED, that the Controller is authorized to appropriate \$30,000 from the 2005 Contingency Fund for this purpose.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary contracts consistent with this resolution as prepared by the County Attorney.

HUMAN SERVICES: Yeas: Hertel, Weatherwax-Grant, Celentino, Holman, Severino

Nays: None

Absent: Dedden

Approved 11/14/05

FINANCE: Yeas: Dedden, Swope, Hertel, Schor, Thomas, Dougan

Nays: None

Absent: None

Approved 11/16/05

ADOPTED - DECEMBER 13, 2005
Agenda Item No. 30

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE 2005
AGREEMENT FOR THE VOLUNTEERS OF AMERICA MICHIGAN
NEW HOPE DAY CENTER PROGRAM**

RESOLUTION #05-352

WHEREAS, the Volunteers of America Michigan has operated a low income New Hope Day Center Program to serve County residents and requested a one time emergency appropriation of \$50,000 from Ingham County for 2005; and

WHEREAS, the Ingham County Board of Commissioners approved entering into a contract for \$30,000 with Volunteers of America for the New Hope Day Center Program for services to Ingham County residents and agreed to consider the balance of their request at the conclusion of the year; and

WHEREAS, this request is consistent with the Board of Commissioners' priorities of "Meeting Basic Needs".

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves a supplemental appropriation of an additional \$20,000 to fully fund their one time request of \$50,000, so that the Volunteers of America Michigan may operate the New Hope Day Center Program for the period of December 1, 2005 through April 30, 2006 for contractual services for Ingham County residents as outlined in their attached scope of services..

BE IT FURTHER RESOLVED, that the Controller is authorized to appropriate an additional \$20,000 from the 2005 Contingency Fund for this purpose.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary contract documents consistent with this resolution as prepared by the County Attorney.

HUMAN SERVICES COMMITTEE: Yeas: Hertel, Celentino, Dedden, Holman, Severino
Nays: None **Absent:** Weatherwax-Grant **Approved 12/5/05**

FINANCE: Yeas: Dedden, Swope, Hertel, Schor, Thomas, Dougan
Nays: None **Absent:** None **Approved 12/7/05**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH
VOLUNTEERS OF AMERICA FOR THE NEW HOPE DAY SHELTER PROGRAM

WHEREAS, the Volunteers of America has operated a low income New Hope Day Shelter Program to serve County residents; and

WHEREAS, due to the loss of funding sources primarily due to revisions in the federal tax code, the Volunteers of America low income New Hope Day Shelter Program will be under-funded during this 2007 winter season; and

WHEREAS, the Volunteers of America has requested an emergency appropriation to assist in the adequate funding of the Volunteers of America New Hope Day Shelter Program; and

WHEREAS, this request is consistent with the Board of Commissioners' priorities of "Meeting Basic Needs".

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract for \$30,000 with Volunteers of America for the New Hope Day Shelter Program for the period of December 1, 2007 through November 30, 2008 for services to homeless Ingham County residents.

BE IT FURTHER RESOLVED, that the Controller is authorized to appropriate \$30,000 from the 2007 Contingency Fund for this purpose.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners agrees to consider a similar year end appropriation from the County's Contingency Fund in 2008 at the written request of Volunteers of America, and also to consider an appropriation to Volunteers of America during the 2009 budget process.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary contracts consistent with this resolution as prepared as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE November 27, 2007

Agenda Item Title: Resolution Authorizing a 2008 Contingency Appropriation to the Women's Center of Greater Lansing, Inc.

Submitted by: Human Services Committee

Committees: LE____, JD____, HS_ X_, CS____, Finance _ X _

Summary of Proposed Action:

This resolution authorizes a contract with the Women's Center of Greater Lansing, Inc. to provide services to unemployed and under-employed women who are Ingham County residents for the time period of January 1, 2008 through December 31, 2008.

Financial Implications:

This resolution would authorize a contingency appropriation at an amount to be determined for 2008. This would be a one-time appropriation from the Contingency Fund. Any future appropriations would be made as part of the community agency process.

The current 2008 Contingency Fund amount is \$579,831.

Other Implications:

The request fits within the Board of Commissioners' priorities of "Meeting Basic Needs" and "Fostering Economic Well Being".

Staff Recommendation: MM____ JN ____ TL ____ TM____ JC _ X _
Staff recommends approval of this resolution.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A 2008 CONTINGENCY APPROPRIATION TO THE
WOMEN'S CENTER OF GREATER LANSING, INC.

WHEREAS, the Women's Center of Greater Lansing, Inc. was incorporated as the Women's Network of Greater Lansing in 2003; and

WHEREAS, the Women's Center of Greater Lansing, Inc. opened their doors and have been serving women of Ingham County since June 2005; and

WHEREAS, the Women's Center of Greater Lansing, Inc. proposes to provide access to career counseling and individualized employment services to women in Ingham County to help them attain economic well being; and

WHEREAS, the Women's Center of Greater Lansing, Inc. is seeking funding to provide services to unemployed and under-employed women who are residents of Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract for \$_____ with for the period of January 1, 2008 through December 31, 2008, for services to unemployed and under-employed women who are Ingham County residents.

BE IT FURTHER RESOLVED, that the Controller is authorized to make this one time appropriation of \$_____ from the 2008 Contingency Fund for this purpose.

BE IT FURTHER RESOLVED, that any future funding requests made by the Women's Center of Greater Lansing, Inc. will be considered as a part of Ingham County's community agency process.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary contracts consistent with this resolution as prepared as to form by the County Attorney.

MEMORANDUM

November 27, 2007

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Fourth Quarter 2007 Budget Adjustments, Year End Adjustment and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the fourth quarter of 2007. The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Adjustments are made for a variety of reasons, such as updated revenue and expenditure projections, increased grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The major adjustment made this quarter is to the Drain Tax at Large budget. The adopted budget was \$150,000. The total payments for 2007 are anticipated to be approximately \$550,000, requiring an appropriation of \$400,000 from the 2007 contingency account. The increase is primarily a result of the addition of two county at large drain projects – the Towar Snell and the Towar Garden and Branches projects. This will be an ongoing cost to the county for several years. The 2008 budget will also need to be increased by about \$300,000 and funds will be budgeted appropriately in future years.

The remaining adjustments are all are line item transfers requiring Board approval because transfers are being made to or from a personnel line item, or are over a certain dollar amount.

This resolution also authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2007 Budget. The General Fund budget will be adjusted to the amount of \$80,128,112 for the fourth quarter of 2007.

Also included is an update of contingency fund spending so far this year. If the attached resolution is approved as proposed, the contingency amount will be \$68,129. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$600,000.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2007 INGHAM COUNTY
BUDGET AND AUTHORIZING THE CONTROLLER TO MAKE YEAR END BUDGET
ADJUSTMENTS

WHEREAS, the Board of Commissioners adopted the 2007 Budget on October 24, 2006 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2007 BUDGET 11/15/07</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,128,112	0	\$80,128,112
245	Public Improvements	2,805,039	0	2,805,039
508	Parks Enterprise	234,679	0	234,679

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2007 Ingham County General Fund budget at \$80,128,112.

GENERAL FUND REVENUES

	2007 Budget – 11/15/07	Proposed <u>Changes</u>	2007 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	45,945,746		45,945,746
Property Tax Adjustments	(200,000)		(200,000)
Delinquent Real Property Tax	10,000		10,000
Unpaid Personally Property Tax	35,000		35,000
Payments in Lieu of Tax	490,000		490,000
Trailer Fee Tax	22,000		22,000
Intergovernmental Transfers			
Transfer from Rev. Sh. Res. Fund	5,560,547		5,560,547
Convention/Tourism Tax - Liquor	1,592,770		1,592,770
Health and Safety Fund	156,071		156,071
Use of Fund Balance	2,498,544		2,498,544
Department Generated Revenue			
Agricultural Preservation Board	833		833
Animal Control	542,148		542,148
Circuit Court - Family Division	322,921		322,921
Circuit Court - Friend of the Court	222,302		222,302
Circuit Crt - General Trial	1,717,435		1,717,435
Cooperative Extension	92,150		92,150
County Clerk	575,777		575,777
District Court	2,615,555		2,615,555
Drain Commissioner/Drain Tax	385,000		385,000
Economic Development	191,549		191,549
Elections	61,650		61,650
Emergency Operations	50,221		50,221

Equalization /Tax Mapping	30,800		30,800
Facilities	71,123		71,123
Human Resources	34,073		34,073
Ingham Medical In Kind Services	794,022		794,022
Probate Court	277,178		277,178
Prosecuting Attorney	892,439		892,439
Purchasing	5,206		5,206
Register of Deeds	2,441,750		2,441,750
Remonumentation Grant	160,504		160,504
Sheriff	5,546,179		5,546,179
Treasurer	6,760,275		6,760,275
Tri-County Regional Planning	58,191		58,191
Veteran Affairs	168,153		168,153
Total General Fund Revenues	80,128,112	0	80,128,112

GENERAL FUND EXPENDITURES

	2007 Budget – 11/15/07	Proposed <u>Changes</u>	2007 Proposed <u>Budget</u>
Board of Commissioners	550,890		550,890
Circuit Court - General Trial	7,119,653		7,119,653
District Court	2,255,767		2,255,767
Circuit Court - Friend of the Court	1,136,940		1,136,940
Jury Board	1,757		1,757
Probate Court	1,432,212		1,432,212
Circuit Court - Family Division	5,915,491		5,915,491
Jury Selection	69,244		69,244
Elections	203,433		203,433
Financial Services	668,343		668,343
County Attorney	424,259		424,259

County Clerk	831,908		831,908
Controller	912,958		912,958
Equalization/Tax Services	641,001		641,001
Human Resources	749,957		749,957
Prosecuting Attorney	6,121,520		6,121,520
Purchasing	259,864		259,864
Facilities	1,687,177		1,687,177
Register of Deeds	698,421		698,421
Remonumentation Grant	160,504		160,504
Treasurer	661,205		661,205
Drain Commissioner	996,322		996,322
Economic Development	278,486		278,486
Community Agencies	236,485		236,485
Equal Opportunity Committee	790		790
Women's Commission	728		728
Environmental Affairs Comm	1,000		1,000
AC Shelter Advisory Board	500		500
FOC Advisory Committee	2,000		2,000
Historical Commission	500		500
Tri-County Regional Planning	96,987		96,987
Jail Maintenance	306,601		306,601
Sheriff	20,867,682		20,867,682
Community Corrections	231,777		231,777
Animal Control	1,411,074		1,411,074
Emergency Operations	164,892		164,892
Board of Public Works	500		500
Drain Tax at Large	150,000	400,000	550,000
Health Department	9,074,743		9,074,743

Medical Examiner	344,392		344,392
Substance Abuse	800,620		800,620
Community Mental Health	1,988,566		1,988,566
Department of Human Services	1,316,140		1,316,140
Tri-County Aging	75,325		75,325
Veterans Affairs	359,776		359,776
Cooperative Extension	795,436		795,436
Parks and Recreation	1,914,025		1,914,025
Contingency Reserves	468,129	(400,000)	68,129
Agricultural Preservation Board	38,833		38,833
2-1-1 Project	37,000		37,000
Capital Area Rail Council	2,350		2,350
Trsfr to Budget Stabilization Fund	360,000		360,000
Capital Improvements	5,303,949		5,303,949
Total General Fund Expenditures	80,128,112	0	80,128,112

General Fund Expenditures

District Court	Transfer funds from permanent salaries available from extended hiring delay (\$9,124) and contractual services (\$179) to temporary salaries to cover for employee out on maternity leave.
Drain Tax at Large	Increase Drain Tax at Large budget \$400,000 to accommodate new county at large drain projects (Towar Snell and Towar Gardens and Branches).
Contingency	Decrease contingency account \$400,000 for additional Drain Tax at Large expenses.

Non-General Fund Adjustments

Public Improvements (F245)	Transfer excess funds from jail generator project authorized by Resolution 06-265 to remodel Facilities/Purchasing office (\$10,000).
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Parks Enterprise
(F508)

Transfer funds within budget for various capital and non-capital items including kayaks, grills, canoe paddles, pedal boats, a power washer and a roller compactor (\$32,950).

2007 CONTINGENCY

Adopted Contingency Amount	\$600,000
R07-017: Review Jail Medical Expenses	(\$22,310)
R07-067: Increased Funding Community Coalition for Youth	(\$10,000)
R07-171: Appropriation to Neighborhood Centers	(\$36,000)
R07-188: Low Income Tax Preparation	(\$4,000)
R07-189: Mortgage Foreclose Prevention	(\$15,000)
R07-199: Supplemental Appropriation Dept. Human Services	(\$30,000)
R07-242: Agreement with EVE, Inc. for PPO Office Program	(\$13,690)
R07-255: 2007 3 rd Quarter Adjustment	(\$780)
R07-271: Animal Control Adoption Reimbursement	(\$91)
Proposed: 2007 4 th Quarter Adjustment	(\$400,000)
Current Contingency Amount	\$68,129